



Centre for IT Services

Application for Student Club Website and Email (block of 20 role-based email accounts)

NOTE:

- Only the club president may apply on behalf of his club.
- Club email accounts are entirely optional. However, clubs who wish to use NTU Event Calendar Admin Module to publish events must apply.
- Each application is for a block of 20 role-based club email accounts which cost \$13.65 per year.
- After SAO's approval, the applicant needs to pay \$13.65 to the Office of Finance, and then submit the receipt together with this form to CITS General Office.
- All email accounts need not be created all at once. The club president may add others any time later, until the 20 accounts are all used up.
- More may be added when the club purchases another block of 20 emails accounts.
- The block of email accounts have a year expiry date from the date of first creation. That is, all accounts expire on the same date regardless of when they are added.
- Each email account has a quota of 100MB.

For details, please refer to

<http://www.ntu.edu.sg/cits/gettinghelp/webpublishing/Pages/club.aspx>

Name of Club _____

Name of Club President _____

Email _____

Contact Number _____

Preferred Club Web folder name _____
(Website URL will be in the form <http://clubs.ntu.edu.sg/ClubFolderName>)

Club Webmaster account name _____

(Managed by personal NTU email or club role-based account)

Please complete the following:

- Email address must be of the form Clubname-Portfolio. The complete address is Clubname-Portfolio@ntu.edu.sg.
- Email Display Name may be of the form President of Clubname. The webmaster account must be of the form Clubname-webmaster. The club may tie this account to the club's website for the website authoring purposes. This way more than one person may author the website together.
- The clubs who wish to use NTU Event Calendar Admin Module publishing module may specify which role-based account they wish to use to login. The club can only choose 1 role-based account for this purpose. For more details about NTU Event Calendar Admin Module, kindly refer to <http://www.ntu.edu.sg/cits/gettinghelp/webpublishing/Pages/publishingevents.aspx>

