



MyRec.com

Recreation Software

802-465-9732 INFO@MYREC.COM

MyRec.com Recreation Management Software STANDARD AGREEMENT

This Agreement is made this 23rd day of November 2021 between:

Business Name ("Client"): City of Cartersville Parks and Recreation

Purchase Order Number:

Having its principal place of business at:

Address: 100 Pine Grove Road

City: Cartersville State: GA Zip: 30120

Phone: (770) 607-6173

And

Business Name: MyRec.com

Having its principal place of business at:

PO Box 302

City: Killington State: VT Zip: 05751

Phone: 866-466-9732 Fax: 802-440-3074

Email: info@myrec.com

In consideration of Client retaining MyRec.com to provide recreation management software with online registration for Client, it is agreed as follows:

1. Compensation and Terms

The above-named Client retains MyRec.com, and MyRec.com agrees to perform the following services: Recreation management software with online registration. Client is solely responsible for all data entered into the software.

Term shall be **February 1, 2022 to January 31, 2023** and will renew each year thereafter with Client's approval.

The following fees shall apply:

Annual System Fees: \$7,895.00

Due upon the start of the term on 2/1/22: \$3,947.50

Due on 7/1/22: \$3,947.50

Total: Annual Fee based on over \$ 751,000.00 but under \$ 800,000.00 in Client's annual revenue: \$7,895.00

Fee is based on annual revenue and will be changed each year accordingly. Fee includes: Web based software with training & support, program management, online registration portal/website, facility scheduling, reservations, memberships with card scanning, financial reporting, team management, email marketing, after school/camp programming, point of sale inventory, domain, hosting, SSL, and more. *Annual System Fees may change. Clients will be notified a minimum of 6 months prior to fees taking effect. Client is responsible for executing an agreement with a MyRec.com approved credit card processor for online payments. **There are no other annual software fees. Includes Free one-time Custom Site Design!**

2. Warranties by MyRec.com

MyRec.com represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional and competent manner; that it has the power to enter into and perform this Agreement; However, Client will not determine or exercise control as to general procedures, formats or sub-contracting necessary to have these services meet Client's satisfaction.

3. Independent Contractor

MyRec.com acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. It is expressly understood that this undertaking is not a joint venture.

4. Confidentiality

MyRec.com recognizes and acknowledges that this Agreement creates a confidential relationship between MyRec.com and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."

5. Non-Disclosure

MyRec.com agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client.

6. Grant

Client agrees that copyrights to MyRec.com's work product produced in the performance of this Agreement shall remain the exclusive property of MyRec.com, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without MyRec.com's prior written consent. Any rights granted to Client under this Agreement shall not affect MyRec.com's exclusive ownership of the work copyright.

IN WITNESS WHEREOF, Client and MyRec.com have duly executed this Agreement as of the day and year first above written.

MyRec.com

Name: Ian Woulfe

Title: Chief Executive Officer

Date: 11/23/2021

Signature:



Department Name: City of Cartersville P&R

Name:

Title:

Date:

Mayor's Signature:

City Clerk (attest):

Billing Information

Name:

Address:

City:

State:

Zip Code:

E-Mail

Description:	Annual Fee:	Additional Information:
Web-Based MyRec.com Software System	\$7,895.00	
One-Time Custom Site Design	Included	
On-Boarding Specialist and Start-up	Included	
Unlimited Customer Support	Included	
Unlimited Training	Included	
Program Management	Included	
Membership Management	Included	
Online Registration Portal/Website	Included	
Custom URL (Domain)	Included	
Facility Scheduling	Included	
Reservations	Included	
Financial Reporting	Included	
Team Management	Included	
Email/Text Marketing	Included	
Point of Sale with Inventory	Included	
Hosting	Included	
SSL	Included	
PCI Level 1 Compliance	Included	
Software Updates, Maintenance, and Added Features	Included	
Hardware (Computer, Tablets, Scanners, etc.)	Not Included	Community is Responsible.

Recommended Scanner: Honeywell 1400g, USB (Price Varies- Approx. \$150)

Membership Card Pricing: (4 weeks production time and one-time initial set up fee of \$25.00)

*Current Pricing as of 9/1/2021

Combo- Card Plus 1 Key Tag

Amount	Price per Unit	Approx. Shipping Fee
500	\$1.43	\$50.00
1000	\$1.21	\$55.00
1500	\$1.02	\$55.00
2000	\$0.91	\$75.00
3000	\$0.84	\$95.00
5000	\$0.78	\$125.00
7500	\$0.71	\$150.00
10000	\$0.61	\$175.00

Card Only

Amount	Price per Unit	Approx. Shipping Fee
500	\$1.25	\$35.00
1000	\$0.91	\$40.00
1500	\$0.85	\$45.00
2000	\$0.78	\$55.00
3000	\$0.74	\$65.00
5000	\$0.56	\$75.00
7500	\$0.51	\$80.00

10000	\$0.45	\$85.00
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Tag Only

Amount	Price per Unit	Approx. Shipping Fee
500	\$1.12	\$30.00
1000	\$0.85	\$35.00
1500	\$0.79	\$35.00
2000	\$0.72	\$45.00
3000	\$0.68	\$55.00
5000	\$0.53	\$65.00
7500	\$0.47	\$75.00
10000	\$0.41	\$85.00

Integrated Credit Card Processing Information

Authorize.net by Government Portal & MyRec.com (Preferred)

1. Guaranteed 3% **or less** flat rate on Credit Card Transactions Only. There are no transaction fees on any other payment types, transfers, cancellations with this processor. Authorize.net also charges a fee per transaction and per batch fee that is particular to the quantity and frequency of processing, usually in the ten cent range.

*These fees may be passed on to the customer or absorbed within the registration fee.



New Client OnBoarding Timeline

<p>Sign Agreement Week 1</p>	<p>Congratulations! You have decided to simplify your recreation management with MyRec.com software by signing your agreement.</p>
<p>Welcome Kit / Initial Info Week 1</p>	<p>You will receive a welcome kit in the mail and a Getting Started email from your OnBoarding Coordinator. This email will contain information on items such as domain selection, banner choices, merchant contact, and a link to your Client Needs Assessment. Your Onboarding Coordinator will reach out to you to setup a time to discuss timeline and assess your needs.</p>
<p>Complete Needs Assessment Week 2-3</p>	<p>The Client Needs Assessment Form is vital in the building of your department's recreation management system. Site build cannot commence without this pertinent information. Contact your OnBoarding coordinator if you have questions or need assistance.</p>
<p>Merchant Application At least 2 weeks prior to launch</p>	<p>Select the merchant service you'd like to use to process credit cards. Merchant account application is your responsibility, but it is important for your MyRec.com OnBoarding Coordinator to know once you have submitted your application so that they can stay connected with the process. Once your merchant account is approved, MyRec.com coordinates the connection between your merchant account and our system.</p>
<p>Site Setup Weeks 3 - 5</p>	<p>Once the Client Needs Assessment has been submitted the MyRec.com team gets to work on your new site. Settings and cornerstone information such as budget groups, basic facility entry, disclaimers and a few programs/activities are entered.</p>
<p>Site Review Week 5</p>	<p>Your OnBoarding Coordinator will setup a conference call and screen share to show you your new site! Public side and administrative settings are reviewed. Items to be corrected or added are identified.</p>
<p>Site Correction Week 5</p>	<p>If any corrections or additions are identified in the site review they are then executed by the OnBoarding Coordinator.</p>
<p>Site Access Week 5</p>	<p>You are now granted access to your MyRec.com site. The account administrator can create their department's management users. Your new site can now be announced to the public for account creation or this can be delayed until after training.</p>
<p>Training Schedule Set Week 6</p>	<p>Training schedule is based on your unique department needs. Typically, there are between 1 – 3 one and a half hour trainings, more or less depending on the size, number of modules active and complexity of data. Trainings are conducted via a conference line and a screen share site.</p>
<p>Training / Data Entry Weeks 6 - 8</p>	<p>During the training process, we review account creation & management, registration and finance, public site details and reporting. Modules such as Reservations, Memberships, Point of Sale & Programs/Activities will be both training and hands on experience in the creation process. After training you will continue to enter data and consult with your OnBoarding Coordinator if necessary.</p>
<p>Announcement to Public Week 8 (or whenever you are ready)</p>	<p>Even though your site is web-based, your customers will need your help to locate it in the beginning. Announcements, PSAs, email blasts, and linking to your site will be necessary and we will help guide you through this process.</p>
<p>Continued Support Week 8 and beyond</p>	<p>You've made it through your OnBoarding experience! But you are never far from help if you need it. Our friendly and knowledgeable Client Support Staff are just an email (info@myrec.com) or call (1-802-465-9732) away.</p>