Basic Steps in Creating a Web Site for Your Club
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1. Know what you'll need:
- Computer with Internet access
- Information about your club, time (and patience!)

2. Find an Internet Service Provider (ISP)
It is best not to put a club site on someone's personal site or one provided for them. It can later cause a problem if they move, change ISPs or leave the club. It is best for the club to have it's own site.

If you or the webmaster can use Word or word processing software, they will have no problem using a web builder supplied by these companies. Word and many programs allow a file to be saved as a web page which can be up loaded to a site.

2.1. Any of the following are ISP links, but you can search for others.
- Orgsites (www.orgsites.com)
- 1and1.com
- Google sites
- Bluehost.com
- iPower.com

These offer Web Builder programs or you can upload your files.

2.2 Paid Web Hosting: You can use a paid site and will not have ads appear on your site. Some clubs are doing this in lieu of printing newsletters for everyone and just printing for those without computers. This can be a good cost trade off. Check the monthly and annual prices and their back up capabilities (in case the host goes "down", will your files still be recovered by them?)

Paid sites also have Web Site Builders, not as fancy as using a web program such as MS Expression Web or Dreamweaver, but it is the choice of the person doing the site or what the club is willing to spend. You can find good paid hosts for $10 a month or less.

Check to see if they will register the domain name (coolclub.com for example) for free or very little. You can pay as much as $35 a year for the domain name, and you MUST have a domain name, that is what allows you to be www.coolclub.com. You need to consider the cost of the domain registration in your price if it is not included in the web host price.

Most hosts also provide email you can give to your members if you choose.

What extension your domain ends in is a matter of what is available and what you want. In general, .org is for organizations, .net is for networks, .com is for most others, .edu is educational, etc. In general, it is better to chose a .org or .com for your club because it is less misleading. Some users rely on extensions to tell them what kind of site it is. All choices will be run through a search to determine if that domain name is available with that extension.

Keep in mind that this is the name that users will type in to find you, what you will print on your literature, and what your email will end with if you choose to use the email.

A few hosts are listed but there are many to be found by searching on "web hosting."
- www.iPowerweb.com
- www.godaddy.com
- 1and1.com
- Bluehost.com

- www.hostmysite.com
- www.networksolutions.com

3. Read EVERYTHING on the site's page! Usually, you will have to sign in or sign up to get your site address and password before you can log in to build the site. If there's a link that says something similar to "If you're new at this"... or "If this is your first site"..., click the link and read everything on that page, too!

4. How do I know what information to include?
- State who you are and what your club does in its community.
- Indicate that your club is part of GFWC FL and GFWC. Note: If you want to be judged in GFWC competition, all clubs submitting a website to GFWC MUST have gfwc in their domain name, such as gfwccoolclub.org
- Provide a brief, clear list/explanation of your club's projects and programs.
- Tell where, when, and how often you meet.
- Provide clear info on how to contact the club, preferably an e-mail address, but phone, fax and mailing address are also useful. If you did not get email with your website, this is a good time to set up a free email account just for your club at GMAIL, Hotmail, Yahoo, or any number of other free email accounts. It is important to make the password one that you will remember and will be simple enough when someone else may need to handle the club contact info.

If you have a club brochure or newsletter, you've already written most of what you'll need! Just copy the text to your web page.

5. Start building your web page.
Follow ALL displayed instructions! The sites follow a clear step-by-step process to help you all along the way.

6. Send your club's website address(URL) to Florida and GFWC.
Make sure to include the complete URL (for example: http://www.angelfire.com/oh3/coolclub).
- GFWC FLORIDA. (webmaster@gfwcflorida.org) (include your website full webaddress, district, webmaster or contact for the website)
- GFWC Headquarters (pr@gfwc.org) (include full website address, webmaster name, club name and state, e-mail address, and club president's name.

7. Keep your web site current! Update the information on your site periodically. Once you've created the site, updating is easy!

8. Include your web site address (URL) on all club literature. Do the same with the GFWC FLORIDA URL! Include your club's QR code if you have one on your literature. Make sure EVERYONE knows that your club has a web site.

9 CONGRATULATE YOURSELF!
You have done a lot of work and produced a great membership **and** public relations tool for your club. Way to go!!

10. General information and contacts:
- Florida website: www.gfwcflorida.org
- GFWC website: www.gfwc.org
- Florida webmaster: Sara Castelli webmaster@gfwcflorida.org 352.408.6291