HOW TO CREATE A WEBSITE

2023 edition

MESSAGE FROM THE DTE

What's Buzzing, CNH?!

The District Technology Team and I are happy that you are interested in taking the initiative to create a website for your club/division! It can be difficult to find a good starting place, so this manual will go over all of the basics and details of creating a website to make the process easier for you, even if you have no prior experience or background in web design.

If you ever have any questions, comments, or concerns, please feel free to contact me (dte@cnhkeyclub.org) or any member of the District Technology Team. I am looking forward to seeing all of your work, best of luck!

Buzzing Digitally,
Ashlyn Wong   ◇★·★·✧
2022-2023 District Technology Editor

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WHY A WEBSITE?

Are there benefits of having a website?

It may be time consuming to create and to update, but it is most definitely worthwhile. A website can help your club reach prospective members or it can keep your current members updated and informed about your club. You can also use your website as an archive to keep your previous and present term activities. All things considered, you can decide to use your website in whatever way needed and can be a useful resource to your club. The District Technology Team hopes that this information encourages your club/division to create a website of your own.

FAQ

Do I need to know coding?
No! There are plenty of services, such as Wix and Weebly, that can help you build a visually attractive and functioning website.
Do I need permission to make a club website?
Oftentimes, websites are encouraged. However, it is still suggested that you talk to your club advisor first!

PLATFORMS

https://www.WordPress.com

Pros
- Open Source
- Many online plugins
- Mobile-friendly (responsive)
- user-friendly and easy to get started

Cons
- plugins can be costly
- WordPress is known to be a target for cybercriminals
- Compatibility issues with new versions
- Slow speeds and crashes

WORDPRESS

GOOGLE SITES

https://www.sites.google.com

Pros
- Shared access between Google accounts
- integration with other google services
- No programming required
- No ads
- Easy collaboration

Cons
- No private domain
- Low customization and functionality
- URL start can't be changed from sites.google.com
- 3rd party apps limited to only Google.

https://www.Wix.com

Pros
- High performance
- Many templates
- Drag-drop UI
- tasks/reminders
- Collaboration with others
- 500MB storage (free)

Cons
- No exporting
- Cost to remove branding
- Starter (free) version has ads
- Paid versions are costly
- Hard to change template after use
- Slow mobile loading speeds

WIX

WEEBLY

https://www.Weebly.com

Pros
- Free to create but costs to have a domain
- Easy drag and drop UI
- High complexity, able to use CSS for fine detail
- Export sites from Weebly

Cons
- Hard to edit images and photos inside the site
- Cannot change domain
- User help/support can be expensive
- Poor back-up systems
- Limitations due to string TOS

PLATFORM TUTORIAL

All of the platforms described above have a free basic version. They are a great way to get started building your website!

These platforms use a drag-and-drop system, where you can simply drag over the titles, text boxes, images, and any other aspects of your website. This means that you do not need to know how to code or design your website from scratch.

The easiest way to build a website is to use a template, which has designs and layouts that have already been planned out. They are made to be visually attractive and can be great for someone who is designing a website for the first time.

Another option is to customize your own website. This allows you to pick your color scheme, and include whatever you want in your website. Customization can be beneficial because it makes your website stand out, especially if you are applying to the club website contest.

 No matter which platform or method you choose, keep in mind that your website should always be organized and visually appealing. Remember, this website should be easy for all of your members to navigate and learn from! Have fun designing!

DESIGN

MENU

Every Key Club website should have a navigation bar that contains functioning links to any core or additional pages. The navigation bar should be accessible either at the top of every page of the website or as a hamburger menu that one can click to access the navigation menu. No matter what page you are on in the website, please make sure that there is a navigation menu available for the user to jump to any webpage from the navigation bar.
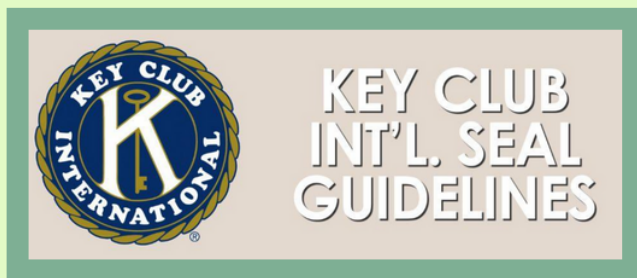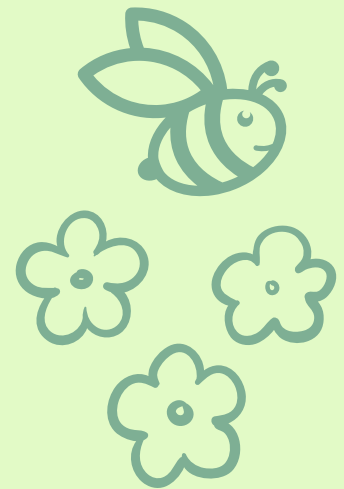
COLORS

Before adding content to your pages, decide on colors and fonts first to make the process easier! Try to choose colors that relate to your club/division. Consider your division color and school color (for clubs) as the main color of your website. Other colors should compliment your main color. Try to stick to 2-3 colors to keep it consistent.

FONTS

We recommend using Key Clubgraphic standard fonts, such as Century Gothic or Verdana, although it isn't required. However, try to keep font styling and sizes consistent!

GRAPHIC STANDARDS

CNH graphic standards help maintain professionality on your website and allows all Key Club website to look unified. Following these standards is extremely important, especially if you want to apply to the CNH club website contest. Find the CNH graphic standards in the resources section of this manual!!

Myriad Pro
Primary sans serif font

Century Gothic
Alternate sans serif font

Verdana
Alternate sans serif font

Garamond Premier Pro
Primary serif font

Goudy Oldstyle
Alternate serif font

Abril Display Italic
Optional display font

KEY CLUB INT'L. SEAL GUIDELINES

CALI-NEV-HA KEY CLUB
BRANDING GUIDE
UPDATED 2020-2022

CORE PAGES

HOME

Include a general description of the website's purpose and should encourage members to visit back frequently. Here, you should link your "join key club" page and your "contact us" page. You can also include a President's or LTG welcome.

CALENDAR

Creating a calendar is a great way to keep all of the events organized for members. Make sure to include the location and time of the event within the calendar.

JOIN KEY CLUB

Provide members instructions on how to join your school's Key Club. It generally includes filling out a form and paying membership dues.

SERVICE EVENTS

This should provide members instructions on how to join your school's Key Club. Though the exact process differs from school to school, it generally includes filling out a form and paying membership dues.

WHAT IS KEY CLUB?

Include general information about Key Club here. You can get information from the KC international website, which is linked in the resources section of this manual.

CONTACT US

List the contact information (use emails) for all of your officers. It can also be helpful for members if you list which officer they should contact for what type of question. For example, "contact the secretary for questions about hours, contact the treasurer for questions about dues"

- No phone numbers or personal social media accounts (club/division social media ONLY)
- Emails for officer contact information are allowed ONLY if they are made exclusively for Key Club

FORMS

You can put forms into the pages that already exist or make a separate page and include all of the forms on there. This can include the COVID liability and medical release form, etc. (Necessary forms are linked on the Cyberkey at Resources > Forms)

GALLERY

Include pictures of events and any physical submissions you received (cards, donations etc). Candid photos always look nice! We'd recommend sorting the photos by year and having different sub-tabs for each year, although you can organize it however you see fit. There are also resources and templates on certain website builders that will design the gallery for you after you upload the pictures.

DOMAINS

Congrats on finishing building your website! The next step is publishing it to the web! Typically, large platforms, such as those listed in the section before this, provide you with a domain name for free usually ending with the software's credentials (i.e. .wixsite.com/MySite). If this is ok with you, then you're done! For the rest of you, follow along. Changing the domain name poses many benefits including professionalism, visibility, and credibility. However, to achieve this, domains are not free and usually cost a small subscription price. This price varies depending on where you buy it from. Domains are usually purchasable from the website-creator you're using. Linked below are a few videos on how to purchase domains and link websites to it. If these don't fit your liking, feel free to look elsewhere such as name.com, godaddy.com, namecheap.com, and more! Keep in mind that this is not required when building a website for Key Club and is completely optional. If you choose to purchase a domain for your site, be sure to speak with your Club President or Lieutenant Governor regarding costs, ensuring you have permission!

[Click Here!](#)

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ADDITIONAL PAGES

LEADERSHIP TEAMS

Help members learn about and feel more connected to your Division/District by introducing them to who serves on the board! (this is a core page for divisions but recommended for all)

AGENDA/MEETING MINUTES

Display all the meeting minutes and agendas you have for your DCMs or general meetings. If possible, do not display links to the agendas and meeting minutes but rather display the meeting minute and agenda itself on your page.

NEWSLETTERS

Make your club/division/district newsletters (if applicable) accessible for members. If possible, embed the newsletters rather than linking them to make the website feel less text/link-heavy.

ADDITIONAL PAGES

CNH HISTORY

Teach members about the history of our District! Include fun facts like "When was CNH founded?" or "What preferred charities do CNH use?" This information can be found on the Cyberkey at About > What is Key Club?

RECOGNITION

Show off the hard work of your club and its members! On the Recognition Page, you can include club, officer, and member awards on the International, District, Division, and Club level.

CHEERS

Make it easy for members to learn and participate in cheers! On the Cheers Page, you can include the regular cheers (ex. How Do Feel, Remix, Spirit Battles), Booster Cheers, and your division's Fall Rally Cheers.

</CODING>

ABOUT

Tech-savvy and looking for a challenge? Well you're at the right place. This tutorial will guide you step-by-step on how to code your very own website!

BENEFITS

Like many things, big challenges come with big rewards. Coding a website truly has no limit. The amount features you can add are endless and unique to your website.

GETTING STARTED

Ready for the challenge? Click THIS link to the guide! *Make sure to create your own account* Godspeed :)

https://how-to-website.ivandelrio.repl.co/

RESOURCES

IMPORTANT LINKS

- http://cnhkeyclub.org/
- https://www.cnhkeyclub.org/images/Resources/Club%20Officers/Editor/2223_Tech_Editors_Manual.pdf
- https://www.cnhkeyclub.org/images/Resources/Club%20Officers/Editor/2223_Website_Maintenance_Manual.pdf

MORE

You may also wish to view other club and division websites for inspiration, which can be found HERE. Remember: other sites may be used as inspiration, but you may NEVER plagiarize. On a similar note, using copyrighted materials on websites or social media posts is against CNH policy.

If you would like to have your club/division website included, be sure to email dte@cnhkeyclub.org with your link, club, and division!

THANK YOU FOR READING!

ACKNOWLEDGEMENTS

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