

Setting up a website for your club.

Introduction

Setting up a website for your club is, in today's environment, a simple process and only costs a few pounds a year.

There are a number of ways that it can be done but the method suggested here will not involve any special software applications. However the person constructing and updating the site (webmaster) should have access to the internet via a broadband connection as all the work is done "on-line". This can be costly if a dial-up connection is used.

A number of companies offer free space on their servers where you can construct and store your website – this is called web hosting. Normally the company offering to host your website will have its own name in your website address, however you can have your own choice of address using a technique called web forwarding. Another company can be used to supply an address that is unique to your club (your domain name) and provide the service that will forward anyone using that address to the website as held on the host server. There is a charge for this service.

An example of a club site constructed using **Google pages** and with web forwarding supplied by the company **123-Reg** is: <http://www.roystonlions.org.uk> . This site was first constructed at the last District web training day.

Obtaining your Domain name.

There are lots of companies that will sell you a domain name and web forwarding facilities, although the cost varies considerably. It is up to you which company you use, but this district has used: www.123-Reg.co.uk regularly and is known to be competitively priced. There is also a useful link on the district website www.lions105a.org.uk at the bottom of the home page to this company's website.

Select a domain name for your club, in the format www.xxxxxxxlions.org.uk where xxxxxxx is your club name. It is first necessary to register for a free account with www.123-Reg.co.uk . Then chose your domain name, check it is available and purchase it. A domain name with ".org.uk" suffix will cost about £3.50 per year. There are other suffixes available at different costs.

Later, after you have set up your website, a link will be set from www.123-Reg.co.uk to your website as held on your chosen host.

Hosting your site

Again there are a number of companies offering to host your webpages, some free and some charge. A simple and free system is provided by Google. You will need to set up a gmail account. Even if you already have a Google account I suggest you set up a new one, as at a later date you may want someone else to be webmaster. To create your account go to <http://mail.google.com/mail/signup> . Choose a login name that is simple as you will be typing it many times! Also choose a login name that identifies your club i.e. xxxxxxxlions .This is necessary as you will use the service to provide free web space to hold your pages.

When you have your Google mail address you can start creating your website.

Google Page Creator has now been updated to Google Site Creator so click on:

<https://www.google.com/accounts/ServiceLogin?continue=http%3A%2F%2Fsites.google.com%2F&continue2=http%3A%2F%2Fsites.google.com%2F&continue1=http%3A%2F%2Fsites.google.com%2F&service=jotspot&passive=true&ul=1>

Save this Login Page as a “favourite” web address.

Sign in with your new mail account name and password. You are now in the Google Site Manager.

Click – Create a new Page..... add a title for your first page and call it Home

Click – Create and Edit – You are now in the Google Page Editor - now choose a “Look” and “Layout” – this is at the top of the right side of the Page Editor.

If you want a Lions Logo on your page then go to the District web site (or use the link below) and in the Members area there is a file of Logos.

http://www.lions105a.org/newsite/lionsclub_members.php?browseDir=downloads%2FLogos

Click on the logo you want and save it on your PC as a filename you can recognise. When in the Google Page Editor click your cursor where you want the logo and click the “Image” button. A new window opens showing the images you have downloaded from the District website. To upload a new image (your logo) click Browse and find your logo where you previously saved it on your PC. Double click your logo filename and it will be uploaded to your Google image file.

Now click “Add Image” and it is added to your website page.

Add any text you want to your home page, and add extra pages using the Google Pages Site Manager.

Linking pages

If you have a second page and want to link to it from your Home page:

Add text to the Home page that describes the page you want to go to, highlight the text and click the “Link” button. You will be offered all your pages and so you can easily choose the one you want to link to. Don’t forget to add a Home link on your other pages to link back to the Home page. You can link all your pages in any combination.

Going live

When you are happy with each of your pages, click the Publish button in the Google Page Editor and your page will then be available on the internet. At the bottom of your page is its full web address – this is your Google mail account name and your page title. It will look something like:

[http:// your account name.googlepages.com/home](http://your_account_name.googlepages.com/home)

Make a note of this address as you will need it EXACTLY when setting up the web forwarding facility. Type the address into you internet browser to check it works and that you like the look of your site.

Web Forwarding

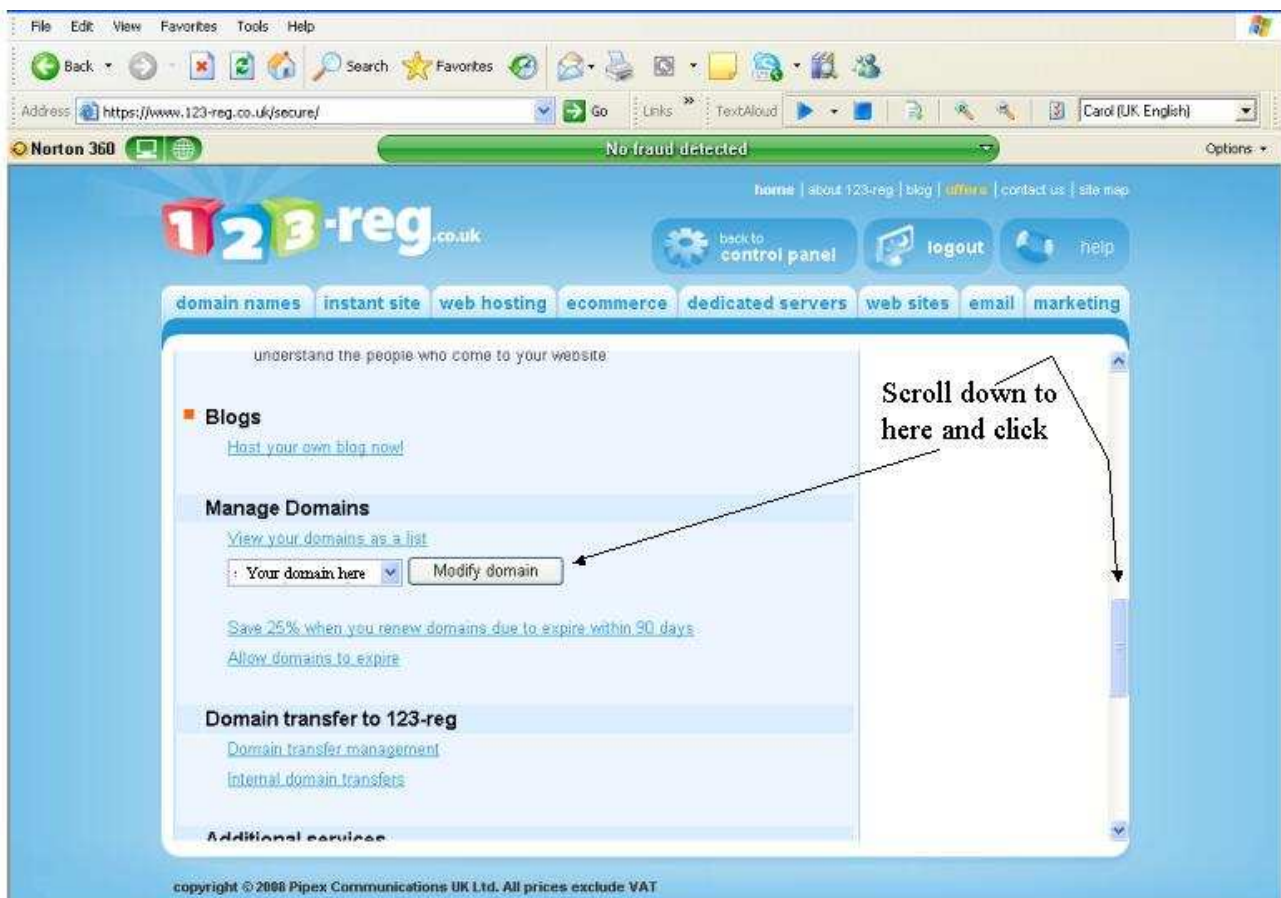
This is set up in www.123-Reg.co.uk . Go to the main screen and click the tab with “Log on to your Control Panel”. Log in with your account name and password.

See next page for the details:

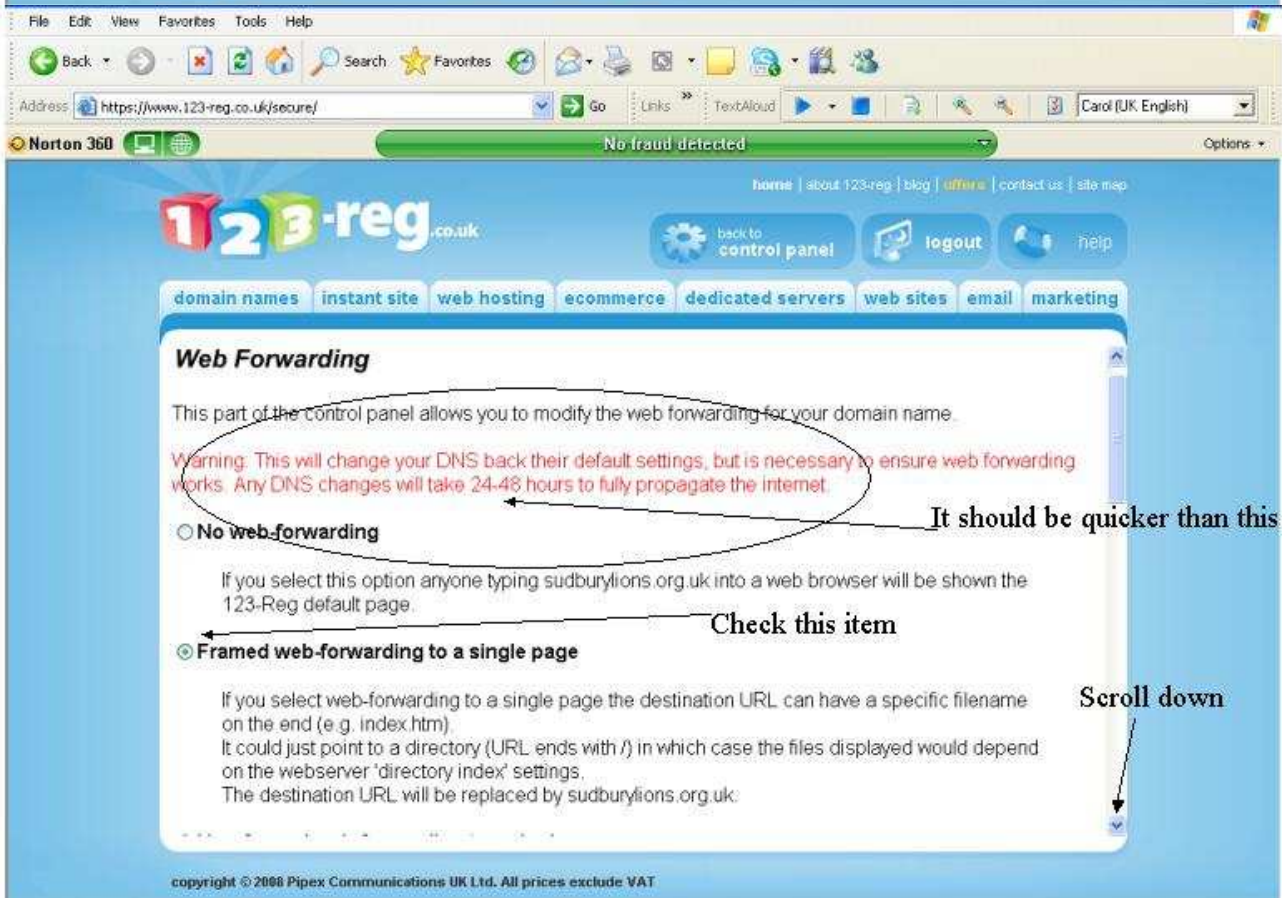
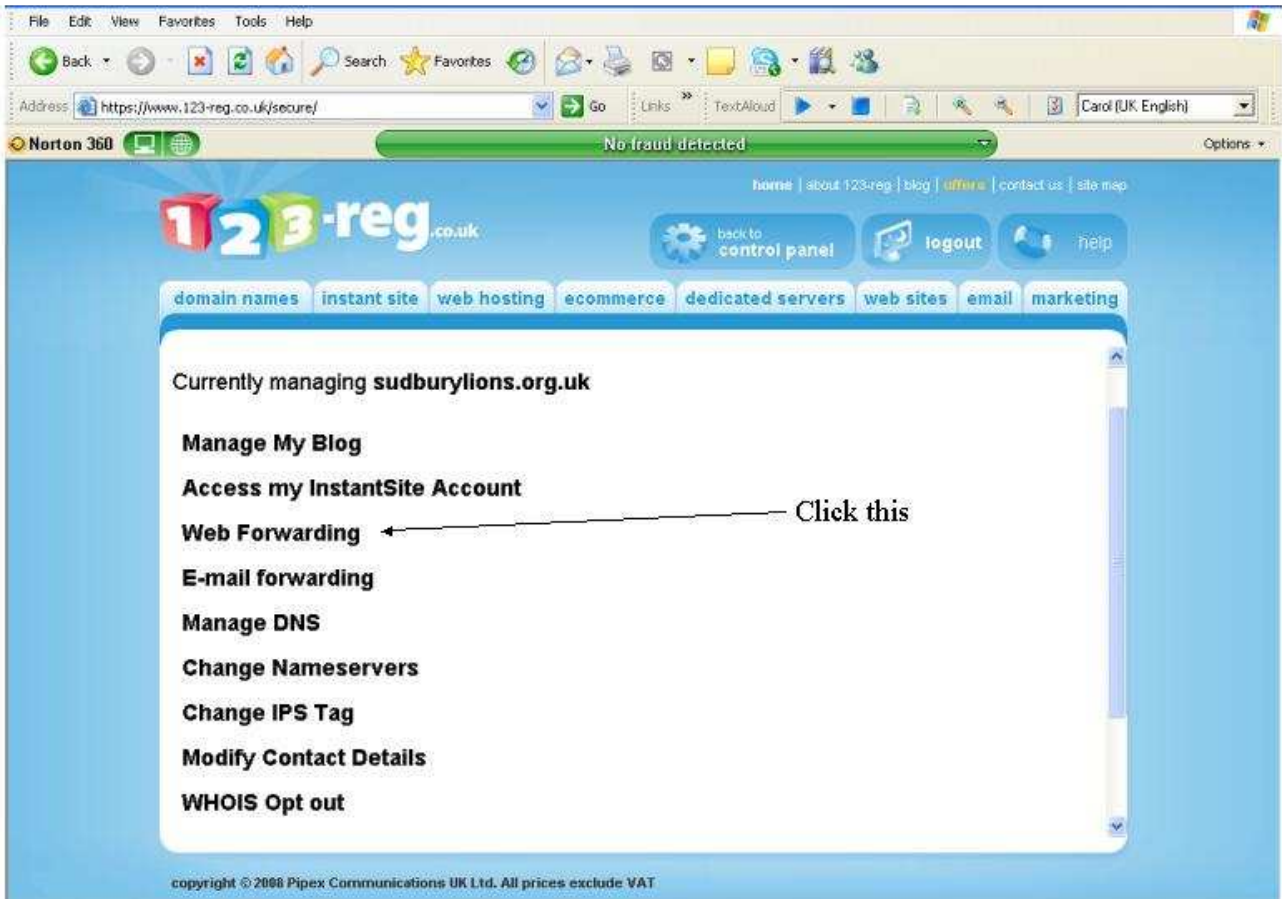


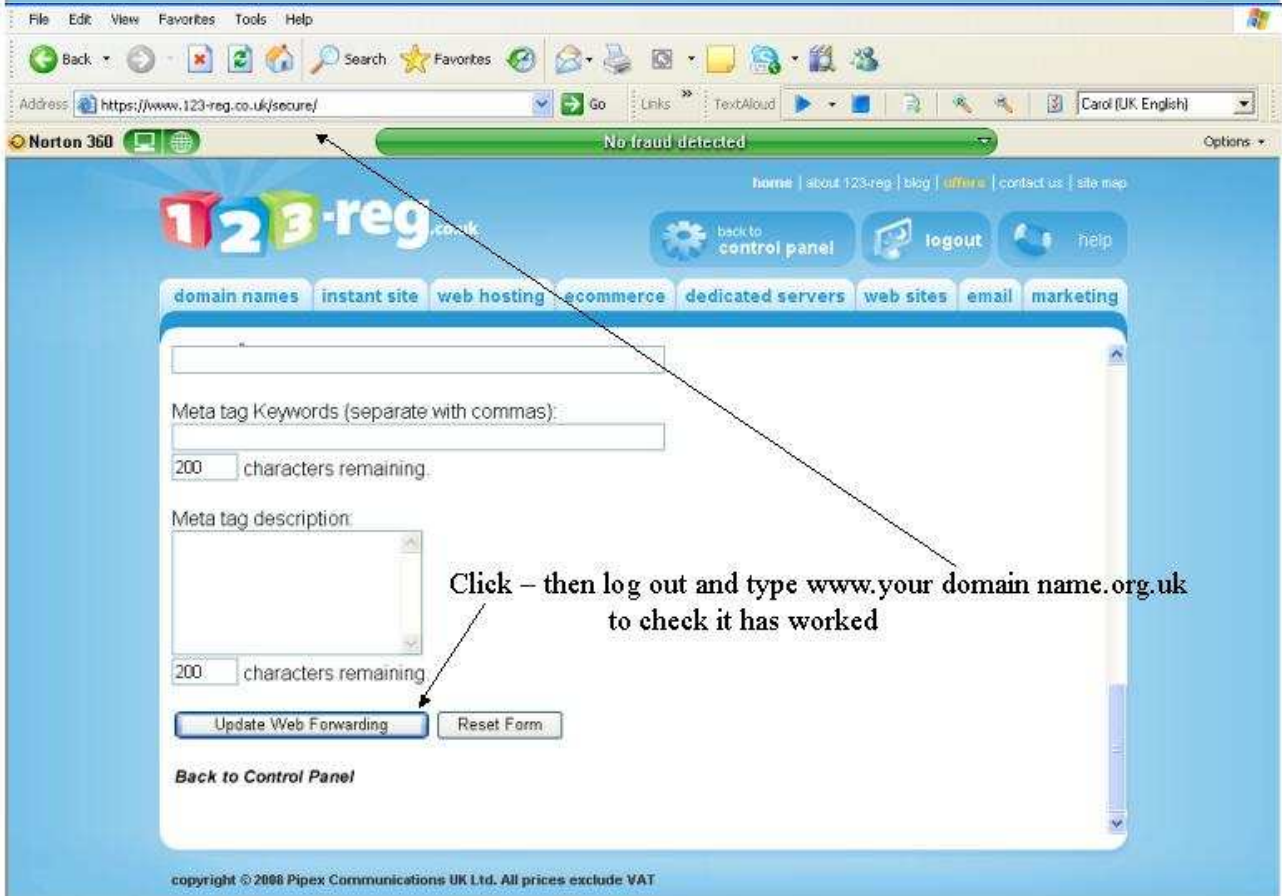
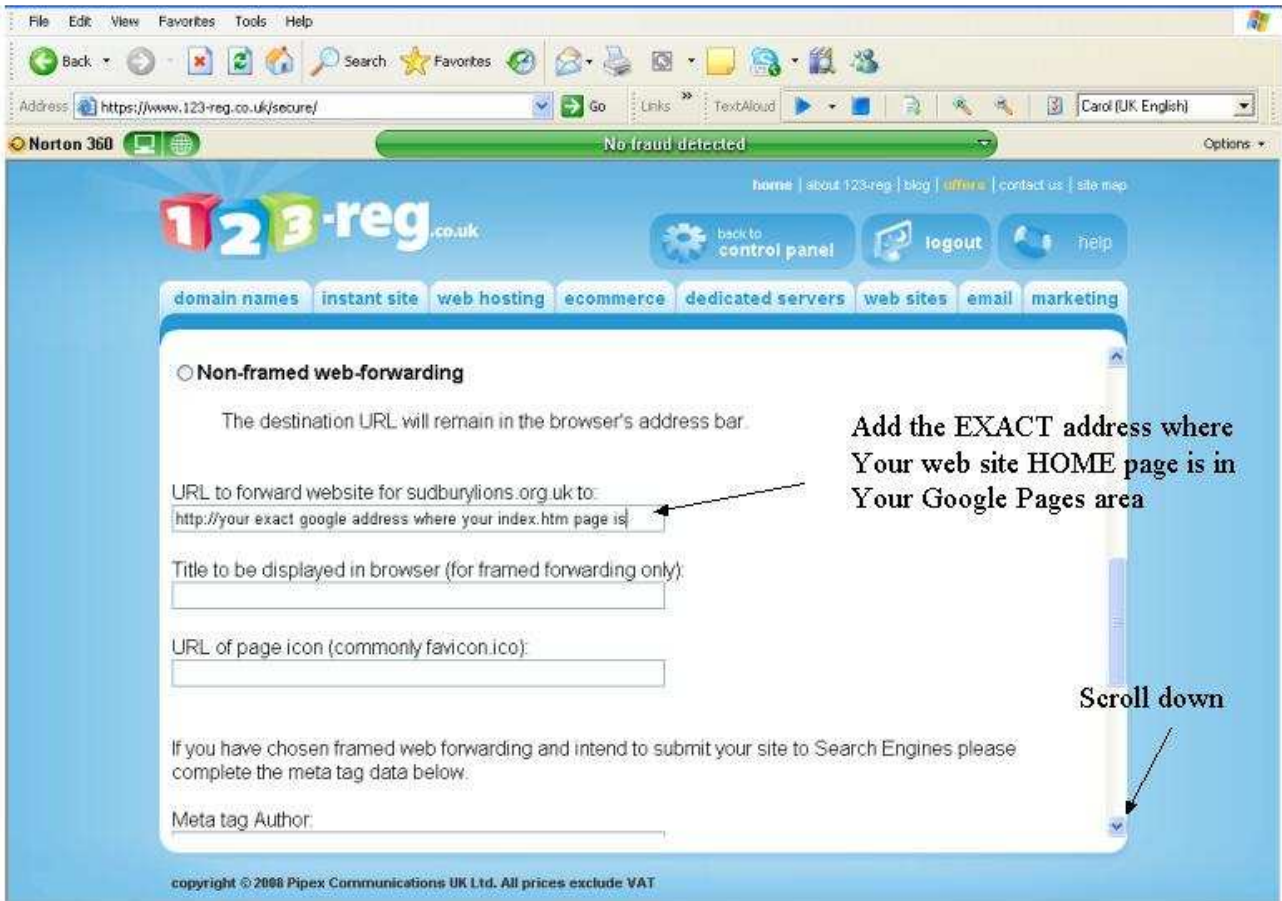
Go to
www.123-reg.co.uk

Log on to your account



Scroll down to
here and click





Have fun – When your site is live, let me know and I will add a link to it from the District website
Chris Bryant – District IT officer – Email: it@lions105a.org.uk