

Why have a website???

- **When someone is looking to join a garden club we want our district/club at their fingertips.**
- **Our website lets the public know that our garden clubs are active in their neighborhood.**
- **The website is also a very useful tool for our members.**

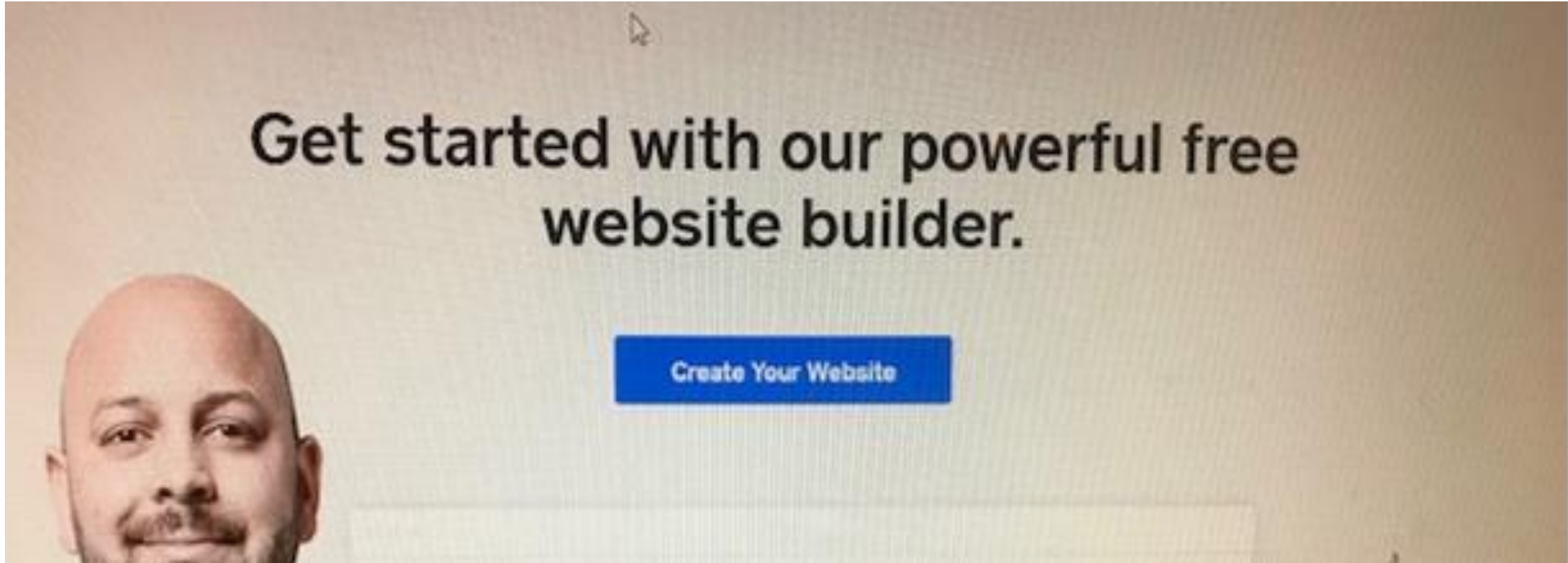
Who and how often it is maintained

- **Our website chairman is responsible to maintain the site.**
- **It is updated as needed monthly.**
- **Although updated monthly, we still leave the entire year of meetings and activities listed so visitors can get an idea of what all we do.**
- **Links to the State, Region, and National websites, are included so our members and visitors may read and learn more information.**

How to start a **FREE** Website

Weebly.com

- Is a free website
- Has a help line
 - everyday 7am – 7pm Pacific Time
 - 1-855-700-6000 square & weebly just recently joined together
- Select that you are new
- Do not select any square prompts
- Select SQUARE OTHER
- Will ask your name & email, ask to speak to a weebly website person



Get started with our powerful free
website builder.

Create Your Website

Click on **create your website**

Enter your name & your email

- Create a password and **WRITE IT DOWN**

Choice a theme or style for your page

- Don't look at the pictures, you can change that later
- ___ choice these lines to view officers, events, pictures, etc....
___ that you would then click on to view each page

- **OR**

if you want these titles across the top, choice a style that has them listed across the top



My district has a lot of headings

- **We are now using this website as our history.**
- **My club has done the same and no longer has old scrapbooks all the pictures have been added to our website.**

Business or Personal website

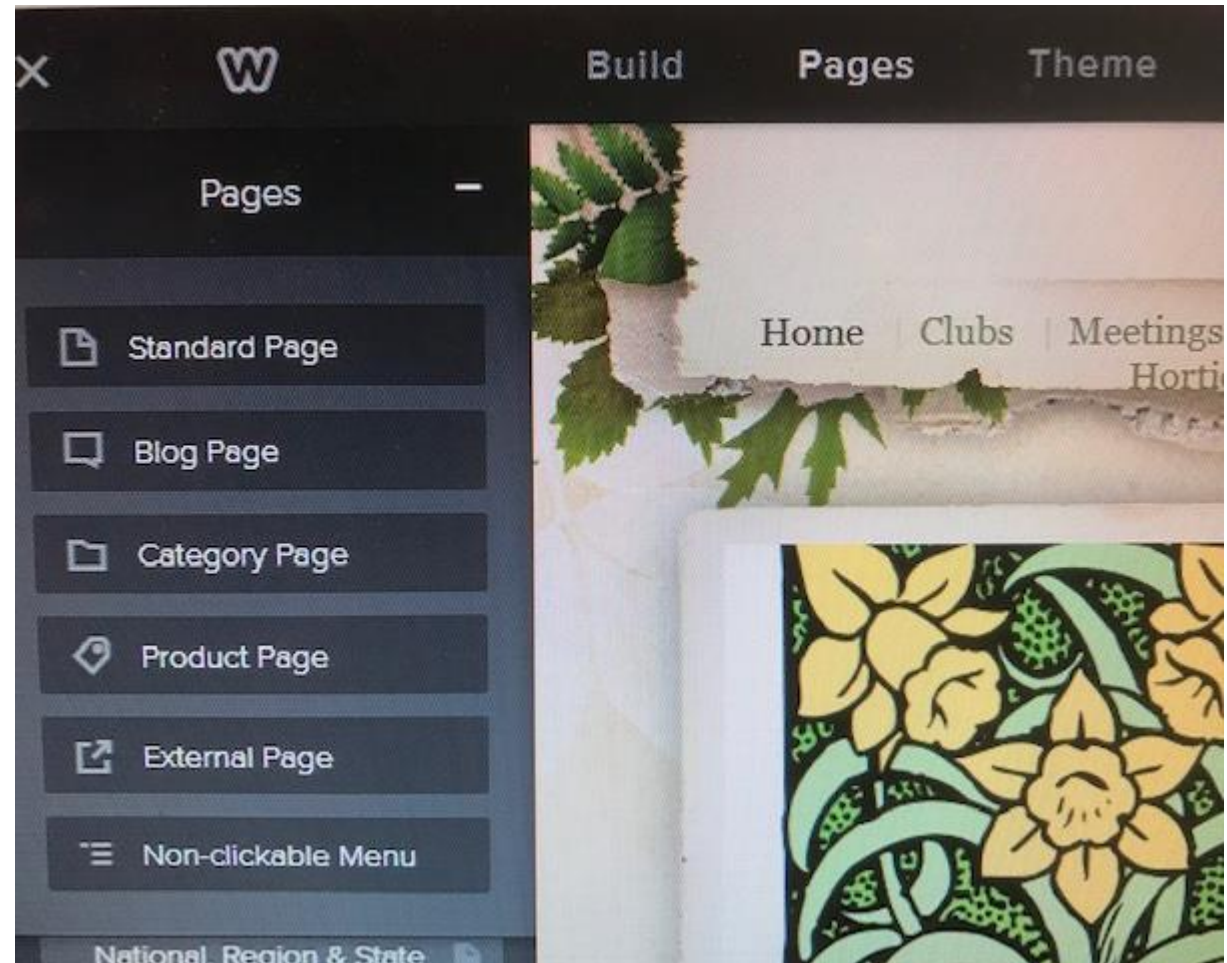
- You will be asked to choose one
- Does not matter if you choose
- Business or Personal website

Go to setting inside of your website

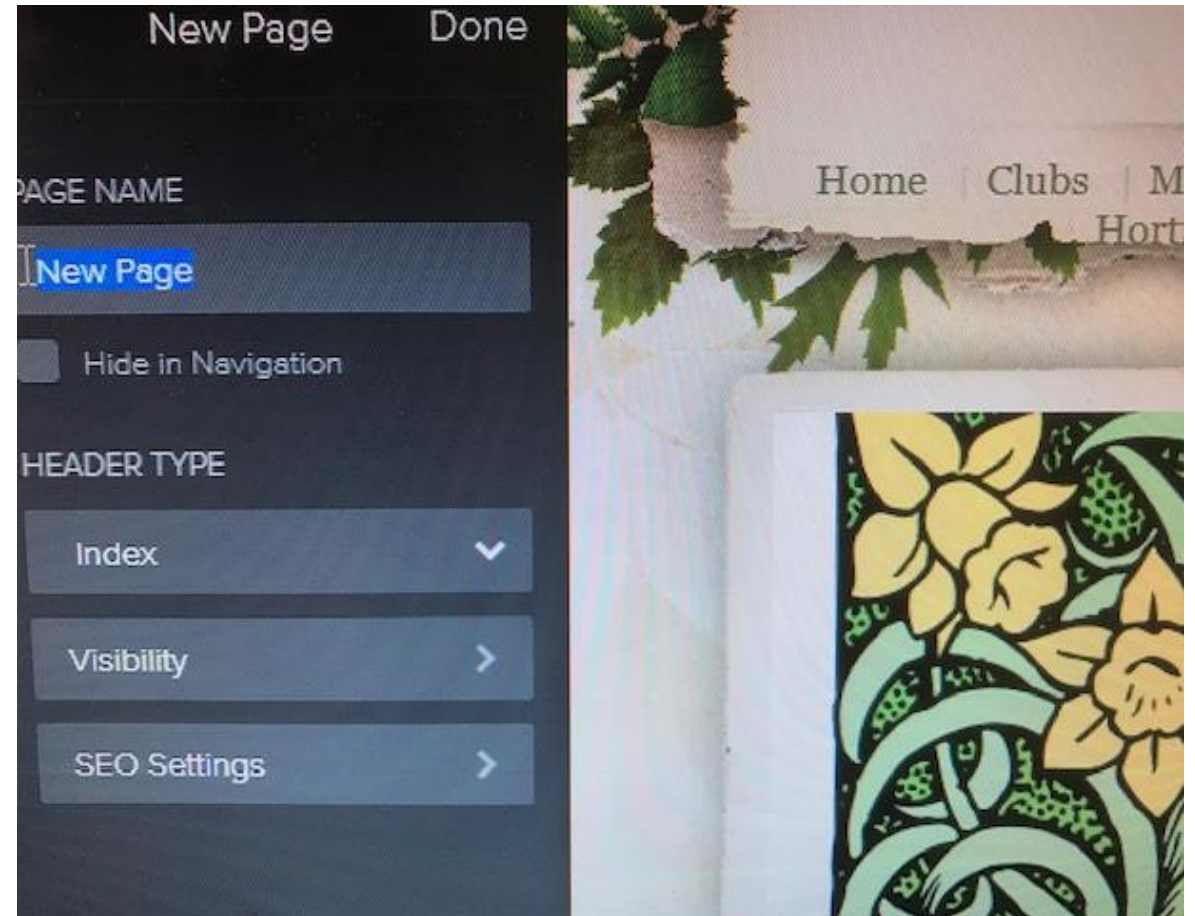
- Go to “meta”
- Enter a name so it comes up on goggle when searched
- “Country,gardeners,garden,club,in,Puyallup,Wa,” make sure to
- add comas between each name/word and do not add any spaces.

Building a page

- Click on pages at top
- Click on +
- Click on standard page

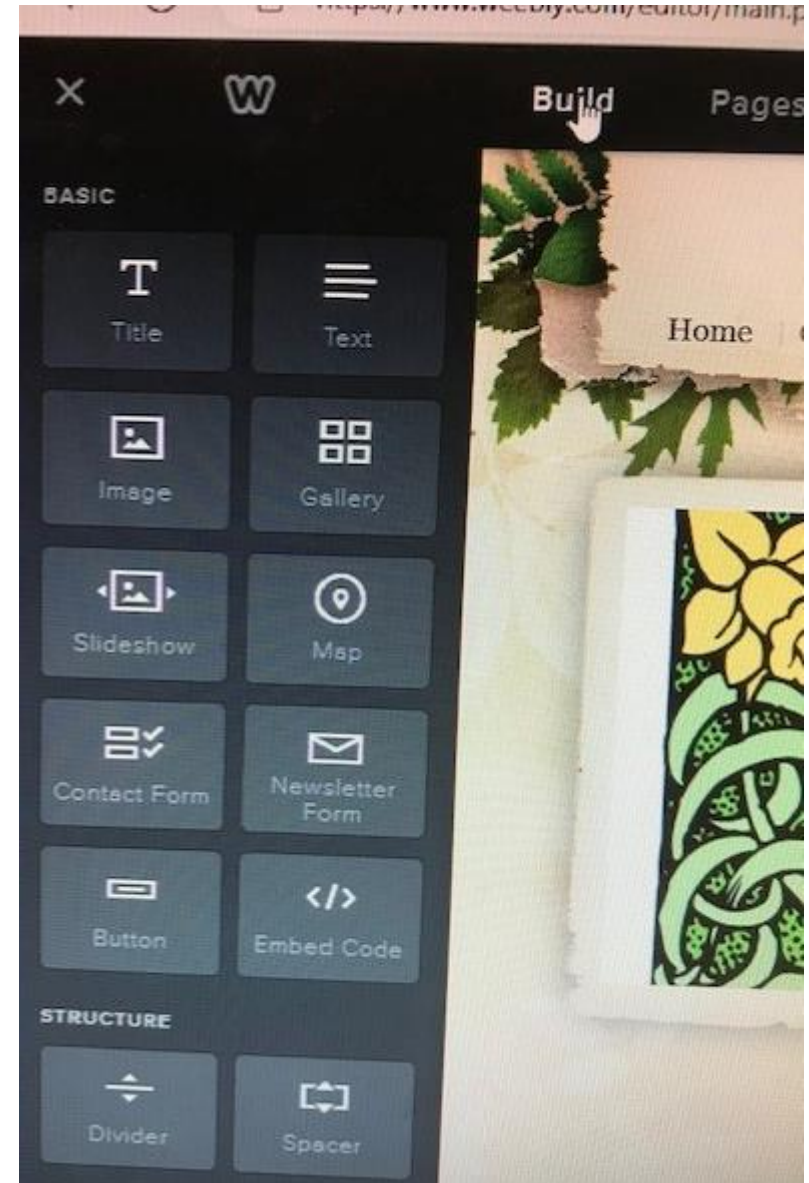


In the “New Page” type your title that you want for that page, this will become one of your headers

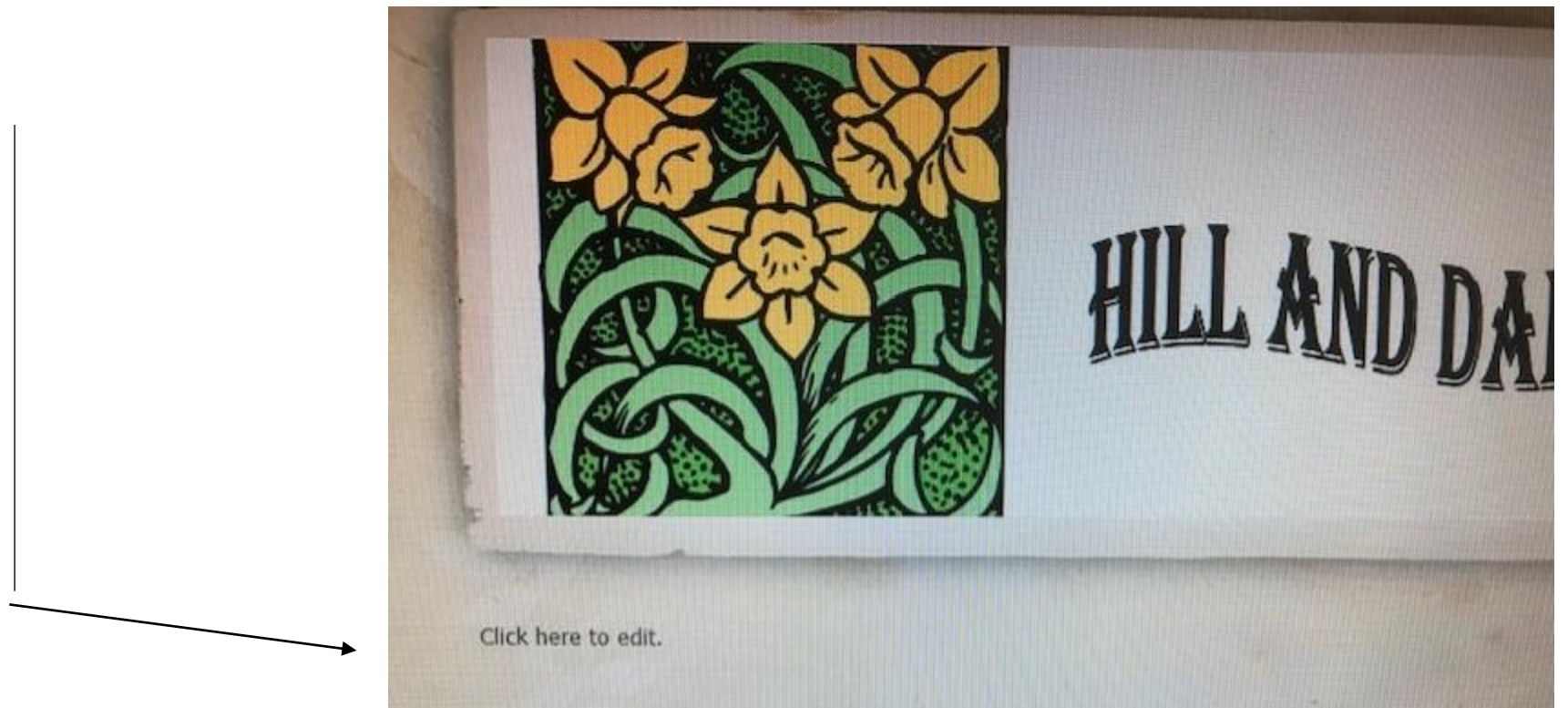


Adding text to your page

- At top click on build page
- Click the 3 lines text
- Drag onto your page



- A box will show up, “click here to edit”
- Then start entering your information



Tool bar functions

- B, click on it to make the text bold
- I, for italics
- U, for underline
- + to increase the font
- - to decrease the font
- A change color
- Hover over each symbol it will tell you what it does



Need more Headings/ or sub titles

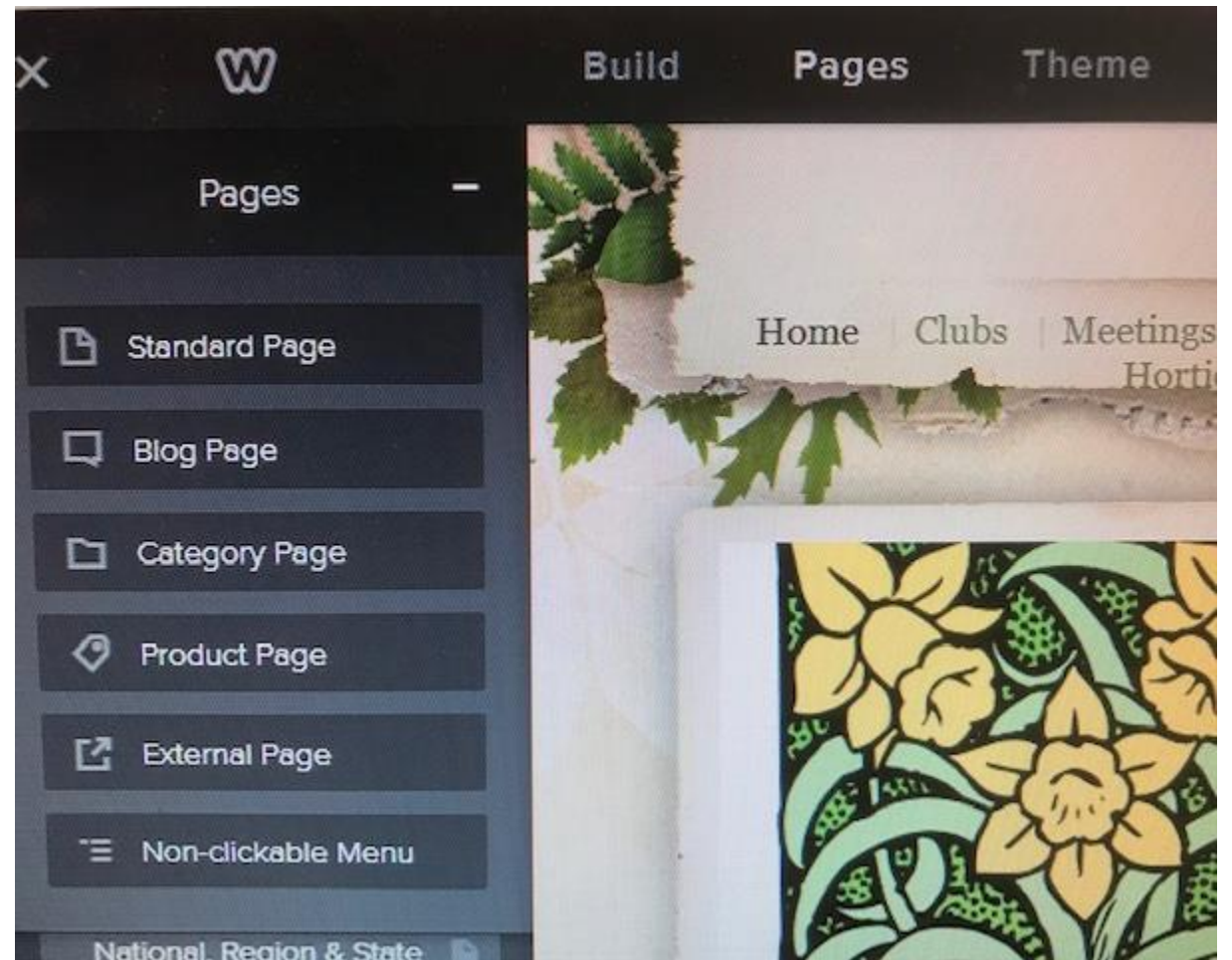
- **Not enough room at top headings for all your subjects**
- **Add drop down boxes under main titles**

Adding drop down boxes under a title

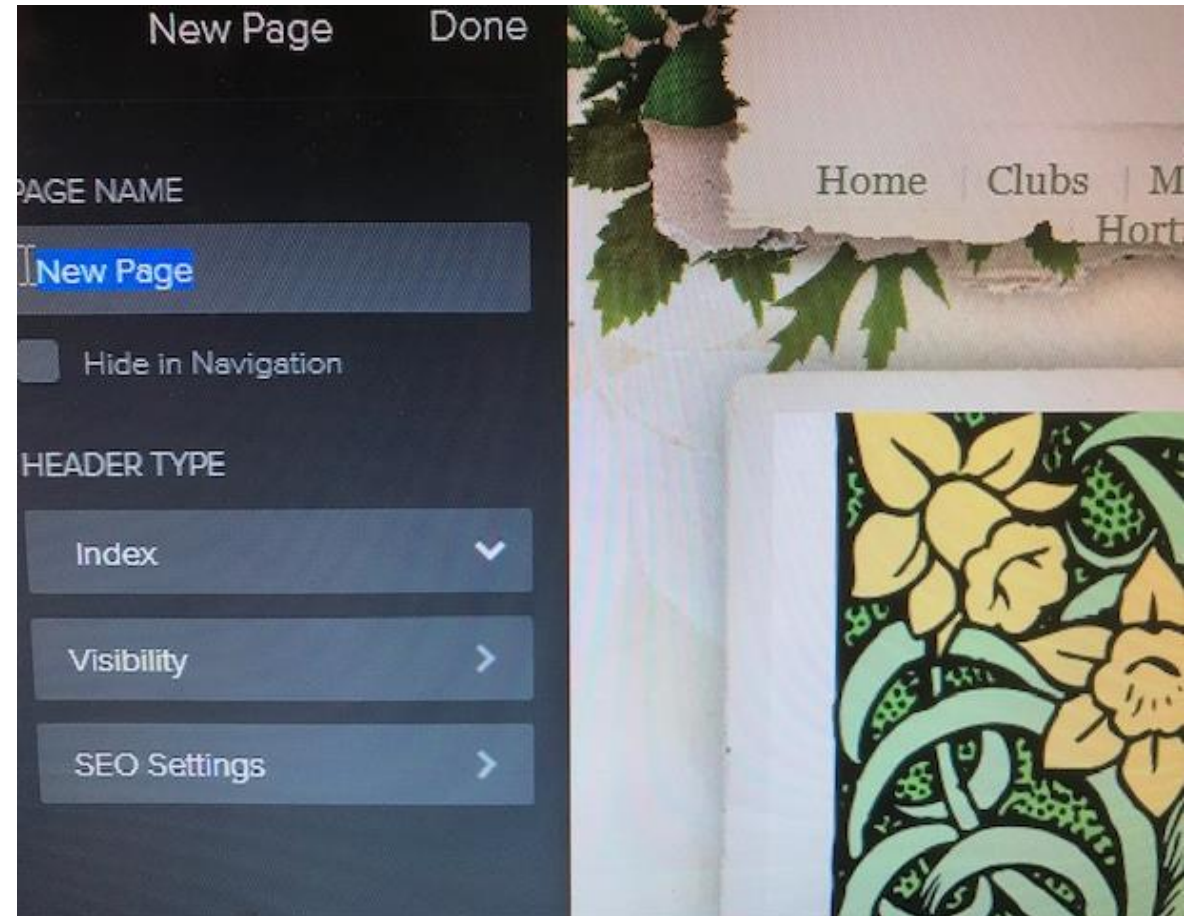


Building another page for sub titles

- Click on pages at top
- Click on +
- Click on standard page

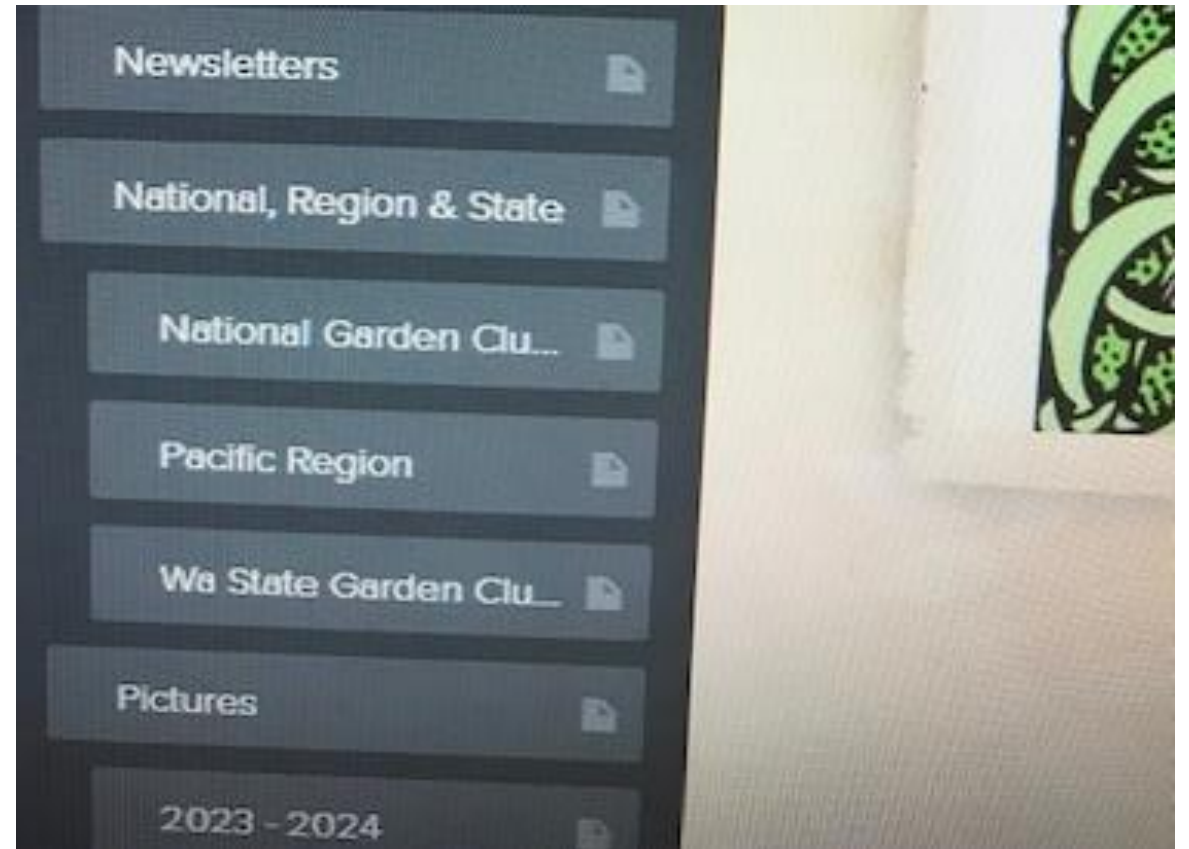
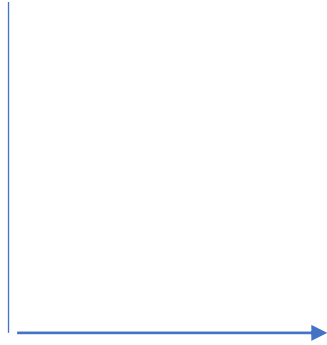


In the “New Page” type your title that you want for your drop down box



- Your new title will show up in **blue** at the bottom of the title list
- Drag it up to where you want it

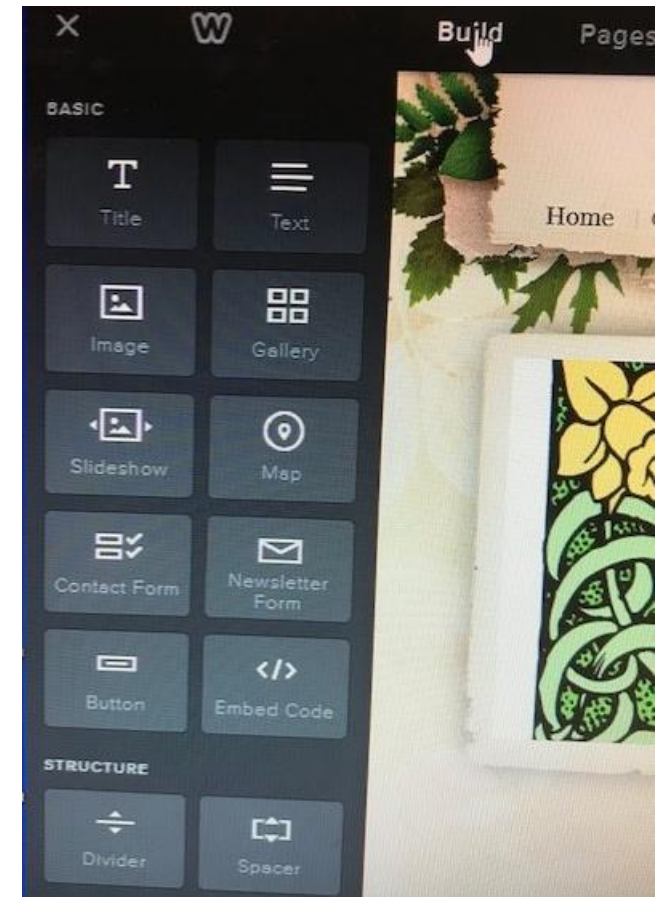
**Make sure your
subtitles
are indented
underneath the
main title**



Adding pictures to your page

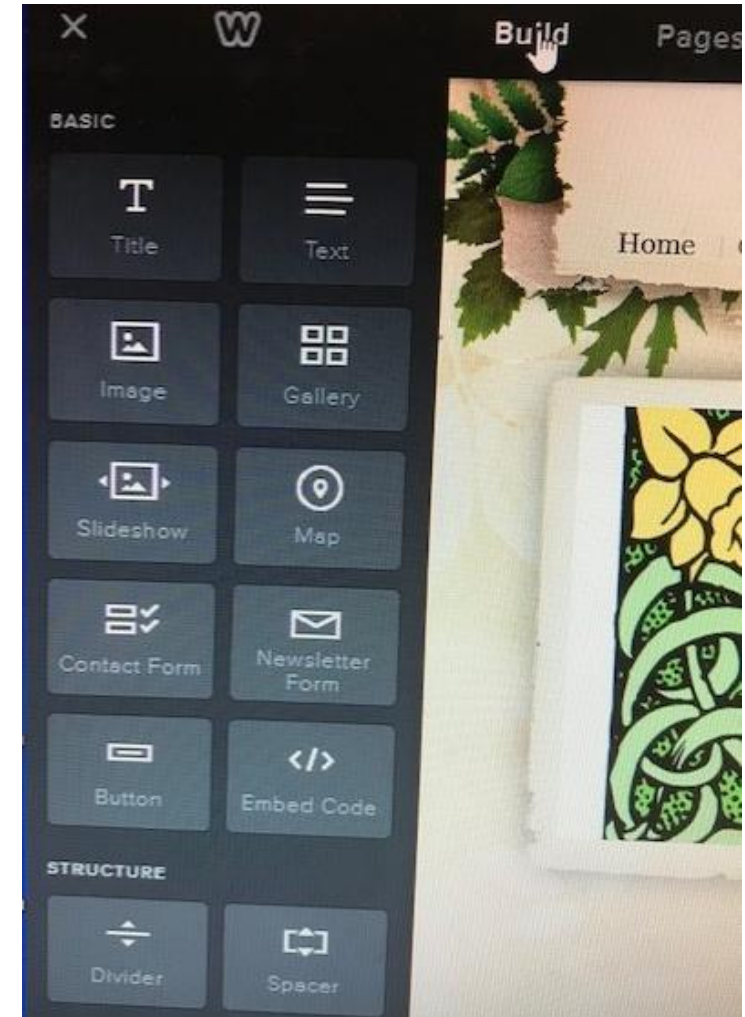
- At top click on build page
- Click on image and drag into your page

- Upload image box will redirect to your computer to select the picture

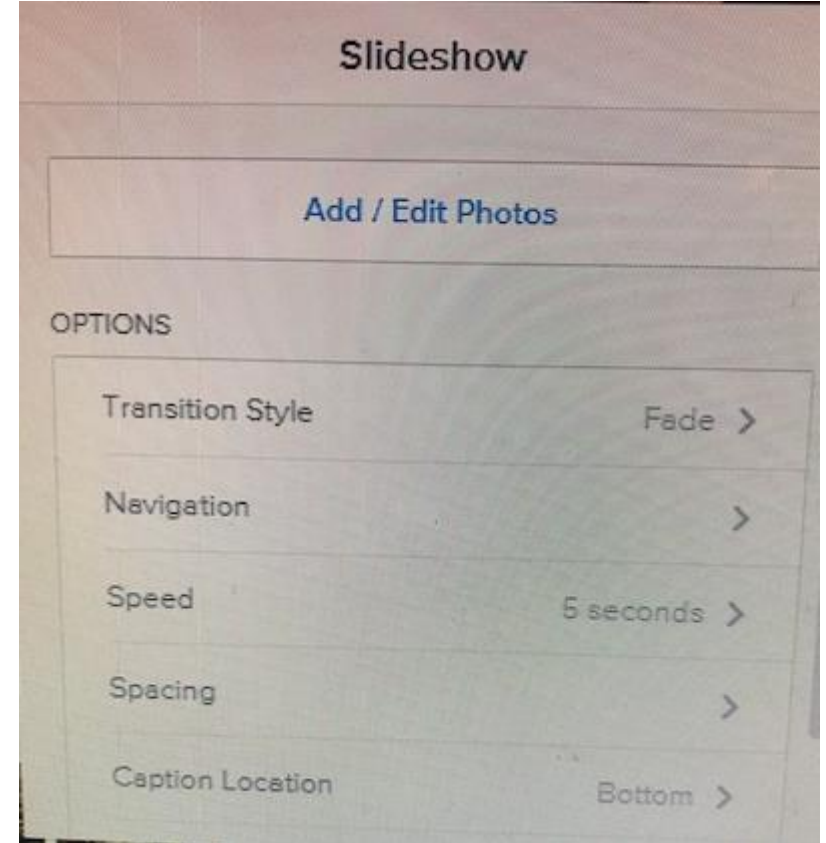


Adding picture slideshows

- At top click on build page
- Click on slideshow and drag into your page



- Then choose how you want the slideshow
- Speed
- Captions on bottom or not



Adding Word Document or PDF file

- **Word doc opens, the viewer needs to download to their computer**
- **PDF opens right up, do not need to download to their computer**

- **Make sure your file is loaded into your computer first**
- **Open up a new page**
- **Type the description / title of your PDF file**
- **Highlight the text you just added**
- **Click on (-) on the tool bar**
- **Click on file**
- **Click + upload new**
 - drop down box will show up, click on file you want**
- **Scroll down to find “Open in new window”**
- **When loaded scale bar is complete, the highlighted text will change color when it is loaded**

Adding links from other sites

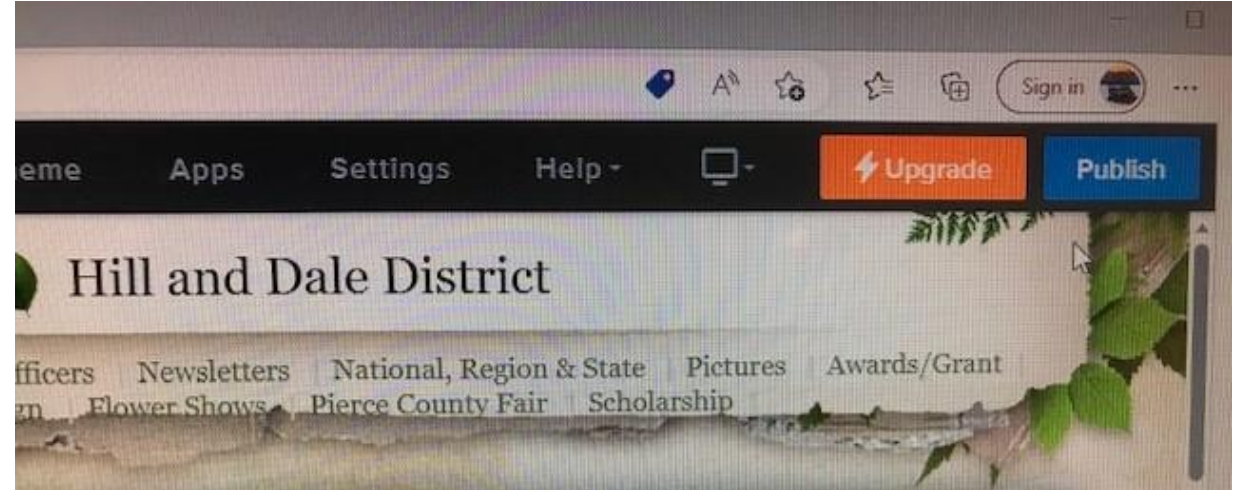
- **Examples**
 - **native pant society**
 - **master gardeners**

- **Add a new page**
- **Type on that page your title, and highlight**

- **To add in master gardeners information**
- **Go to master gardeners web address, right click copy link (-)**

Save changes & additions

- Click on publish in **BLUE**



- Will go live to your site
- Double check by logging into your site as a viewer
- Check for any mistakes
- Redo if needed and click publish again

Website Published!

<https://hillanddaledistrict.weebly.com>

Share:



Pro Tip: Blogging



Attract new and repeat visitors by publishing blog content that showcases your unique voice. Plus, RSS and social sharing are built into every blog to help your message reach an audience on every channel.

[Learn how to start a new blog.](#)

**What do you want your site to look like??
What information do you want to
include??**

- **Snoop around at other websites for ideas**
- **This is only the basics,**

Questions??

- I will try to answer your questions, but I do not really know a lot.
- Just need to try and play around with it.
- Publish it, if its not correct go back fix then publish again.
- I have sheets of paper where I write down how to do stuff as a reference.
- **GOOD LUCK**, its better than nothing