

# Building Your Friendship Force Website

Steps in this Process:

1. Planning: (allow several weeks)

What do you want your website to do? What do you want it to say about your club? What features do you want your website to have?

While planning, look at MANY websites, not just FF websites. Look at color, print, photographs, portals. What gets your attention?

2. Preparation: (allow several weeks)

Gather your 3-person website-building team:

- a) a member who writes REALLY well;
- b) one who enjoys computers;
- c) one who likes photography, and can crop/edit photographs.

**Put your writer to work. You need CONTENT for EVERY portal of your website. Store all your content material on a disc/thumb drive.**

Did you plan a portal for information about your city? You can use information from websites such

as Wikipedia, but it must be reworded/combined, with other sources, due to copyright laws, and thus you must have your own photographs as well. Your photography person will do this job.

Do you want a portal about various venues of your city, the places you visit on exchanges? ASK! If you explain FF purpose, and tell them you want to promote your city to other clubs, you may be able to LINK directly to their websites. Your club President might be the best person to do this.

3. Select a DOMAIN NAME for your website. This is your URL, the name to be typed to visit your site. FFI may be able to direct you, for your state or country. Your club will pay each year (typically \$20) for the right to your domain name.
4. Implementation: (Allow several days)

The job of your computer person (Webmaster) is to put all this work together to form a website. It is not easy, is very technical in language, but is really a matter of typing, and cut/paste functions. FFI can possibly find a mentor for your Webmaster, who will provide instruction (by phone), support, and information. It could be an ongoing contact. Include links to Facebook and/or Twitter.