

# DON'T PANIC:

## Beginner's Guide to Building a Club Website

by Dave Watterson

Your club needs a website. You're willing but new to this ... let's take it step by step ... and make a website ...

### First hints

You really need a broadband internet connection. It is possible to make a website using dial-up but that is a story for another day. You are reading this page with your web browser. It may be called **Internet Explorer, Safari, Firefox, Opera, Chrome ...**

All web browsers let you open two or more windows at once. Use the **File** menu and choose "new window".

You can tell the browser to open a different website in each window.

Each window is listed at the foot of the screen. In our illustration we see the BBC weather page and the IAC website. To switch from one to the other, click on the name of the one you want to see.



Why have two views of the web?

So that you can read these notes in one window, while creating your new website in the other.

two separate windows

### Desperate for Print ?

Do you prefer instructions on a printed page?

OK. We have printable versions of these notes. They are in the common pdf form, which means they look and print out the same on every system. [Click here to get the printable notes.](#)

Your computer probably already has a pdf reading program on it. If not, you can download and install one free of charge. The people who invented pdfs are Adobe and you can get their reader program [here](#). My personal preference is [Foxit Reader](#) which is much smaller and quicker than the Adobe version - click on its name to get it. Both are free. Take care to untick the boxes beside any extra toolbar or program offers when you download and install them.

### Copy and Paste

It is often useful to copy text and pictures from somewhere and paste them into your website. *For example you might draft the text for a page on a word-processor.* The simplest way to do this is to click your mouse cursor just before the start of the first word, keep the mouse button down and drag the cursor along to the end of the last word. That **selects** the text.

On a PC you then hold down the key marked **Ctrl** and press **C** to copy it. Click to the window with your website design on it, click where you want the words to go, hold down the key marked **Ctrl** and press **V**. (*Logically it should have been C for copy and P for paste, but the P was already being used to mean print.*)

For Mac users it is almost the same but instead of "Ctrl" key use the **Command** key (marked with an apple or four scrolls making a square) and press C or V.)

# You have to start somewhere !

Producing a website is an iterative process batting ideas back and forth. But you have to start somewhere so that others can react. Also you might be impatient like me - so I suggest we make a start right now. Once your first rough website is up ... then have a planning session and adapt the website to fit. That way your group has something to start from. And you have proved that you can do it.

## Tools?

You can spend hundreds on professional web creation tools. You can download umpteen free web making tools. Guess which type I suggest?

**Neither!**

For this course we will use **Weebly**. Yes, it is a silly name. Yes, it is full of American enthusiasm. Yes, it keeps inviting you to pay for the "pro" version but with the free **Weebly** system you can build attractive websites quickly. Using a common system allows us to give specific notes instead of vague generalised ones.

- You do not need to download any programs. The work is all done online.
- Weebly "hosts" your website (*see box on the right*).
- It is free and does not add adverts other than a discreet mention of its own services.
- It does not matter whether you use Windows, Apple, Linux or any other computer system.
- If necessary you can see and change the code that is behind-the-scenes
- but mostly all the technical stuff is handled by them without us having to worry about it.
- It helps keep page designs consistent.

*And no, we don't get paid by them for recommending you to try Weebly!*

## ***One small problem***

Microsoft's Internet Explorer browser (version 6) sometimes has problems with Weebly websites. We do not regard that as a big issue. In Autumn 2010 between 5% and 10% of web users worked with that version of the browser and the percentage is dwindling sharply. Most people have moved to later versions of Internet Explorer or use other browsers.

## **Hosting**

Any website must be "hosted" (stored) on a computer which is always on and always linked to the internet.

It is not practical to do that on your own home computer, so you keep a **copy** of the website on a computer owned by a specialist company.

Companies which supply this service are called "web hosts". You can find companies to host your website for a fee. Some host free but usually with adverts.

Weebly is unusual in being both free and without adverts.

# Build a Club Website 2 - Sign Up with Weebly

## Let's Go!

Go to your second web browser window. (If you only have one open at the moment go to the **File** menu and choose to open a new window.) Type in to the address bar at the top [www.weebly.com](http://www.weebly.com) (That means you keep this page ready in a window, while the Weebly opens in the other.) Weebly looks like this:

1. Create a free website. Fast. Free. Easy. Now.

Username  available!

Password

Email

Type the two words:

**Sign Up**

By clicking on "Sign Up", I accept the terms of service

### What can I do with Weebly?

- Create a free website & blog
- Easy drag and drop interface
- No technical skills required
- Dozens of professional designs
- Free domain hosting

1.

Check their "terms of service" if you wish. It is the usual legalistic gobbledygook. The essential elements are that you must be over 13 to sign up, must not put anything illegal on your website, must respect copyrights and that if you cancel or the company folds then all your work is gone forever. *Don't worry about that part. I have a cunning plan ... more later.*

Type in a **Username**, **password** and a valid **email address**.

*I strongly suggest you tell the username and password to one or two other club members ... so that if you go to Australia for six months or just need help with updates - someone else can look after the club website.*

2.

When you have typed in the **username**, an extra box appears. This is known as a CAPTCHA system and is to make sure that you are a human being not a computer program. Type the letters, numbers and punctuation and click "Sign Up".

If at first you don't succeed: **try, try, try again ...**

**NO!** Try once more - a different set of letters will be shown. If that does not work, click the little picture of a loudspeaker and listen to a distorted voice reading out letters and numbers and type them in. (Watch out for "zero" which can sound very odd.) *CAPTCHA systems are a nuisance but they help keep down spam.*



Then you need a name for the website.

This can be changed later, but you might as well give it the name of your club.

*Here we have invented a club.*

## Choose A Website Address

**Be careful.** Weebly usually fills in option B, which costs money ... so for now choose Option A - as shown on the right ...



*(Once the website is up and running, you may come back to this choice and pick a different option.)*



The name you type here is what people will have to type into their web browsers to see the new club website, so keep it as short as you can. It is best to write it all in lower case letters, because some older web systems get fussy about capitals.

If no one else has already chosen that name, the word "available" appears in green beside it.

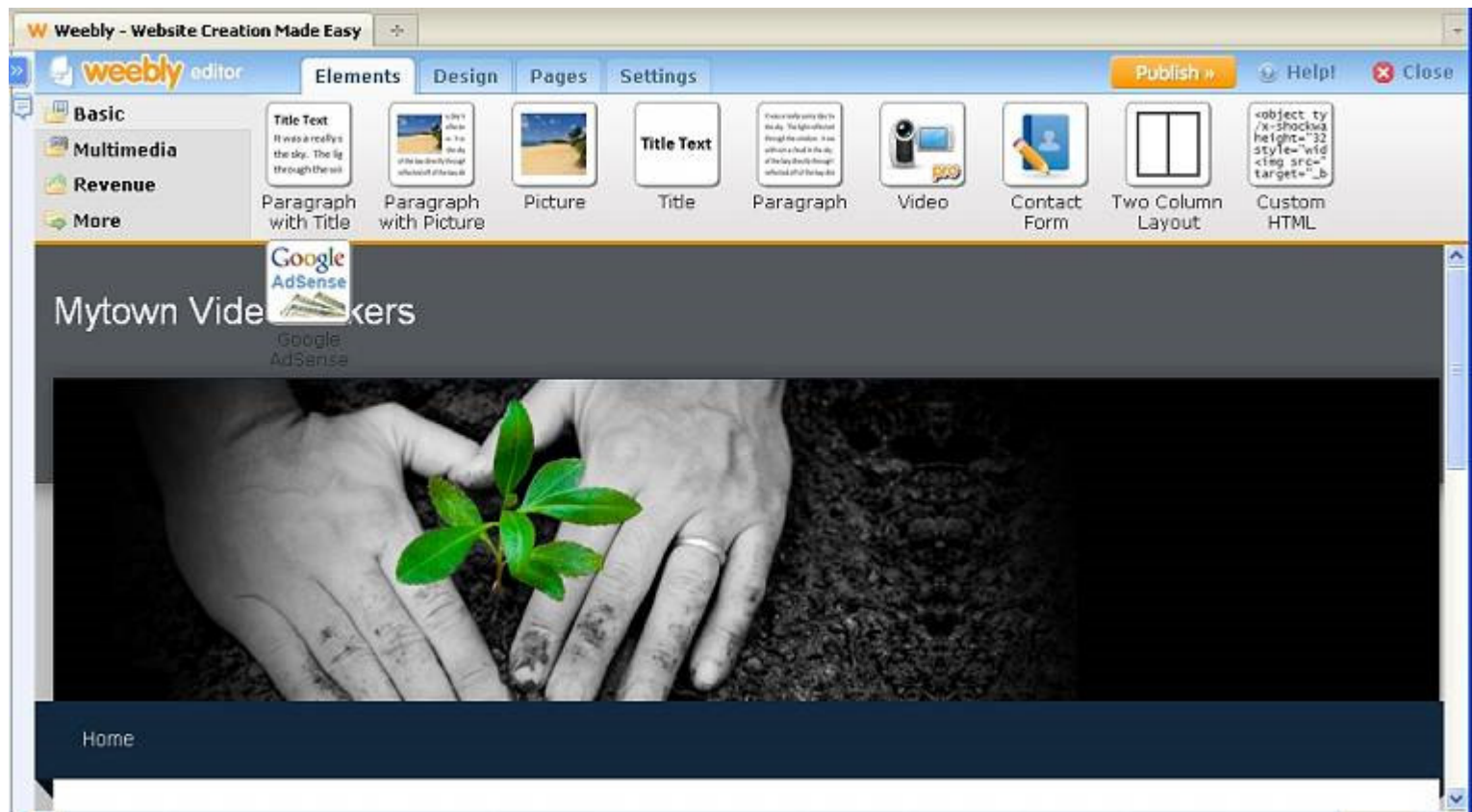
If it is not available, you will have to invent a slightly different name. *Here we simply inserted a hyphen. We could have tried "midlandsmovies" or "midlandsmoviesclub" for example. Do not use an underline, "midlands\_movies", because that confuses people.*

When all is well, click "Continue" and we are off!

# Build a Club Website 3: The First Page

So you have joined Weebly and suddenly a scary screen like the one below appears: bursting with options. Breathe deeply and slowly.

*The picture may be different when you start, Weebly seem to rotate starter designs.*



There are lots of options to explore later, but let's make a start ...

Notice that near the top of the Weebly page are four tabs: **Elements**, **Design**, **Pages** and **Settings**:



Click on the **Design** tab.

Not much seems to change, but that box near the top left is a bit different ...



Click on the little arrow to the right of the words "All Themes".

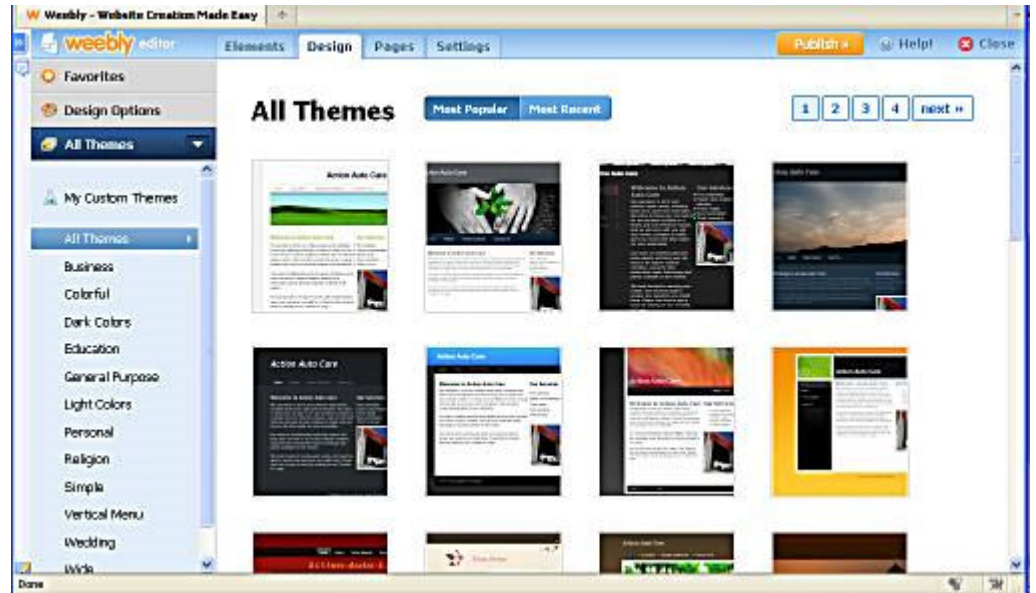
This makes the screen change to something I find much less terrifying - *see below*.

## Themes

These are sets of website designs that you can pick and use as the starting point for your own website.

Click the **next >>** button to see another page of them, or click one of the numbered buttons to go to page **2**, **3** or **4**.

If you want a closer look, move the mouse pointer over one and an orange button appears marked "Preview". Click that to see what your website might look like in that design.



**Your job is to choose a theme from among these.**



Does this look at all promising?

It is unfussy. Empty space and order often make a design look better than one which is packed with detail.

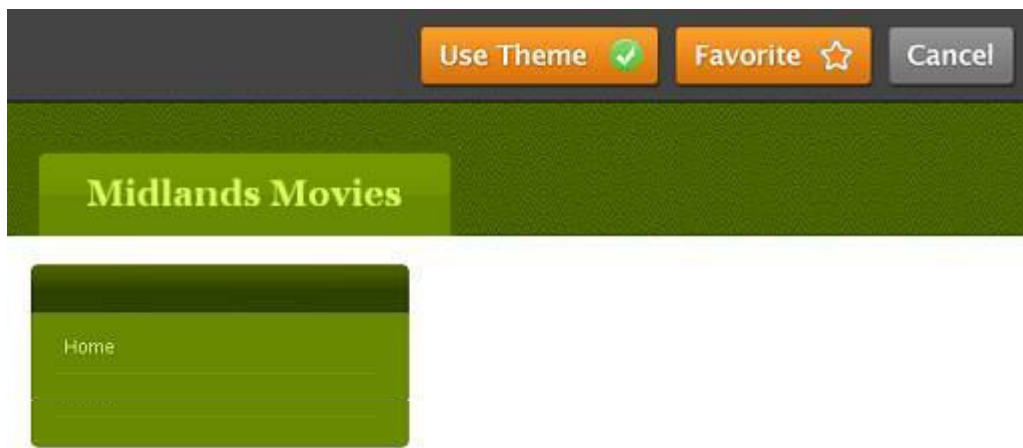
**Be careful** because Weebly will use the theme you choose for every page on your website. You can change the picture on each page but could be stuck with a big-bold-image at the top of every page whether you want one there or not.

It may seem annoying but this approach makes your whole website neat, consistent and stylish. For now I suggest you use a theme like the one on the left here without a big photo at the top.

Like most things in Weebly you can always change your mind and pick a different theme later.

If you want to follow our notes, pick this theme. You can always use another one later.

*Note: with Weebly you can change the theme you use at any time ... without losing any work you have done. Your pages simply adapt to the new theme. You can use the "Preview" option to check out the possibilities.*



Click the **Use Theme** button.

This is the start of your home page.

# Build a Club Website 4: More, More, More

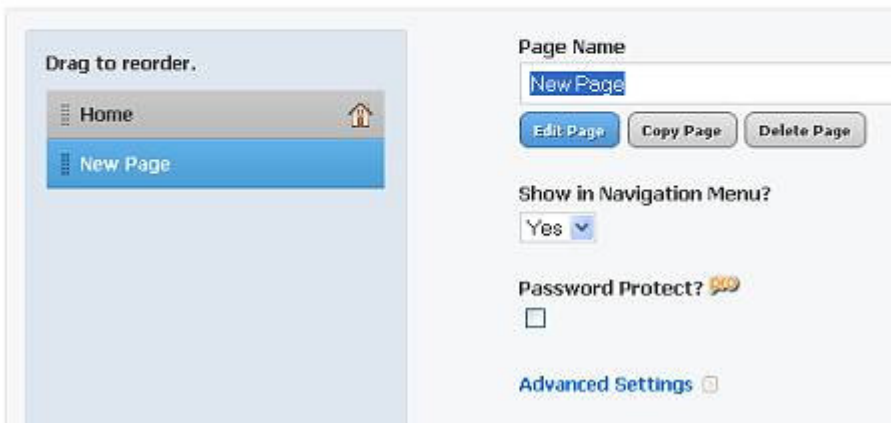
## We need a few more pages

Eventually your club website can grow to hundreds of pages, but to get started let's stick to four more. Click the **Pages** tab at the top.



That presents the "Manage Pages" tool:

## Manage Pages



Click the **New Page** button.

You can see that the left column lists the pages on your website so far. The new page has not got a proper name yet, so click in the **Page Name** box on the right and type in "How to find us".

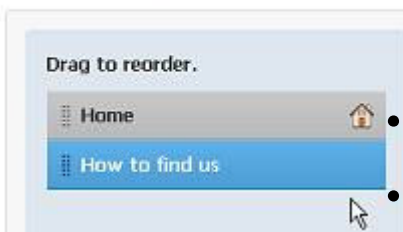
The other options on the right may seem a little strange. We don't need to worry about them at this stage.

Click the big **Save** button at the bottom right of the screen (*not illustrated*).

You return to "Home" - the start of your website.

So far the new page you have added is blank, but it does exist.

Repeat the process of going to the **Pages** tab.



This time when the window opens you find two pages listed on the left.

- Repeat the process of making a new page and give this one the title "Coming shortly ..."
- Repeat the process to make another new page and call it "Contact us ...".
- Repeat the process to make another new page and call it "See our work ...".

Click the big **Save** button and you are shown your "Home"page and all the new pages appear in the menu on the left.



## Now we have to publish the pages

Even though there is no content on our pages yet, let's get these pages up on the web ...

Near the top right of the Weebly screen is a friendly orange button marked "Publish>>". Click on it.



After a moment you see a new message:

*The web address will be different, since it will show the name you chose.*

Yes, you have done it!

Click on the bold link. ( In the illustration it is: **http://midlands-movies.weebly.com**) and your web browser will open a new window showing you your website!

*At this stage I suggest you ignore the options to tell your friends about it through Facebook, Twitter or Email.*



So far you have put up on the internet a website with empty pages. In the next step, we will change that by adding text and pictures.

Exciting? Perhaps.

Straightforward? Absolutely.

# Build a Club Website 5 - Picture and Words

You have created and put live on the web your new club website. Anyone, anywhere in the world, who knows the address can visit it. So we had better give them something valuable to see.

Right now, we have empty pages.

For this trial run do not spend too much time getting the perfect picture and words. That sort of fine-tuning comes a little later. Whatever you do now can (and probably should) be changed later ...

## Editing online

If you are in the browser window showing your lovely, but almost empty new website, close that window and re-open the browser window on the Weebly editing pages.

If the "Congratulations" message is still there, click the X at its top right corner.

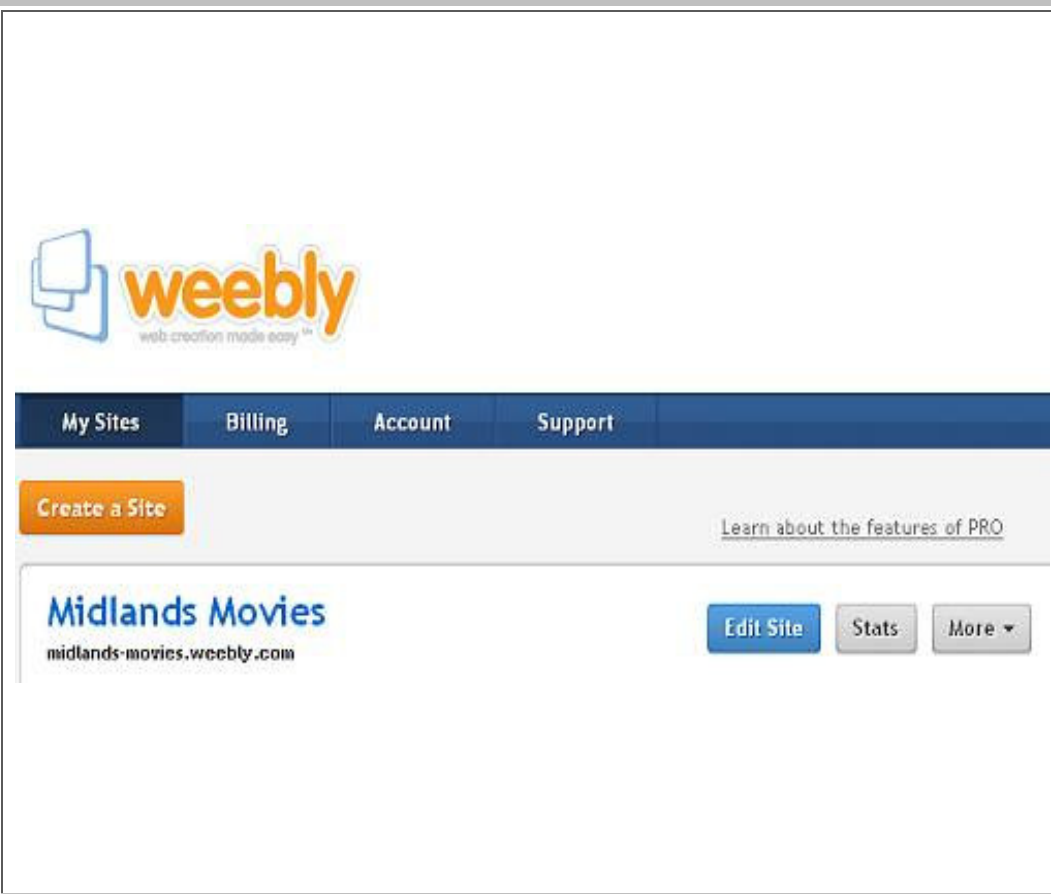
**Don't worry if you shut down the Weebly window by mistake.**

*Just type the Weebly address ([www.weebly.com](http://www.weebly.com)) into your web browser. The site will open.*

*You may be asked to enter your **username** and **password** again.*

*Then you will see your website (or a list of websites if you have been making several!) and three buttons.*

*Click the **Edit Site** button and you will see that all your work has been safely saved.*



The screenshot shows the Weebly dashboard interface. At the top, there is a navigation bar with links for 'My Sites', 'Billing', 'Account', and 'Support'. Below this is a 'Create a Site' button and a link to 'Learn about the features of PRO'. The main content area displays a preview of a website titled 'Midlands Movies' with the URL 'midlands-movies.weebly.com'. To the right of the preview are three buttons: 'Edit Site', 'Stats', and 'More' with a dropdown arrow.

Editing text and pages online sometimes feels like working through a layer of treacle. It takes a moment for your commands to be sent up to Weebly and then back down to your computer. Take it slowly.

There are two steps to adding something to the page:

1. choosing an element (*and dragging it onto the page*)
  2. editing the element (*click on it and you will see options and/or a suitable toolbar.*)
-

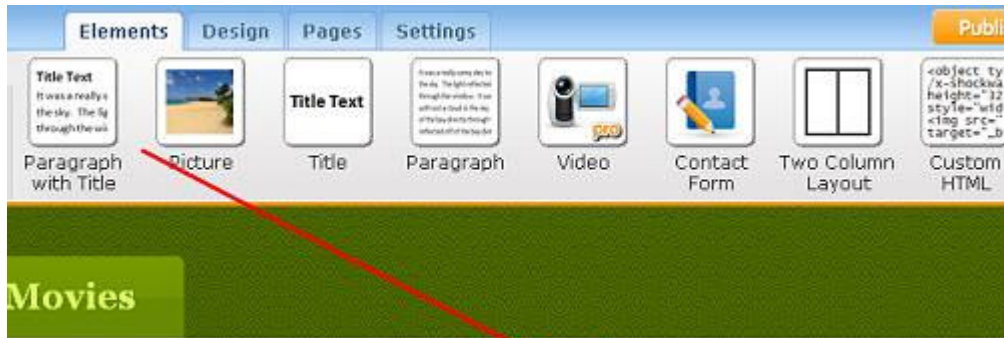
## Choosing an element

If you are not already on the Home page, click on that in your Weebly menu.



Click the **Elements** tab. Make sure that on the left the **Basic** group is chosen. Along the top of the page are various things to choose.

A glance at them shows what each puts on the page. Let's start with "Paragraph with Picture".



Click on the element and drag it onto an empty space on the page.

As you do this it looks like the illustration on the left - *except that we added the red arrow to show how we dragged the element into place.*



After a moment the page refreshes to show the element in place and ready for editing.

## Editing Picture Elements

Click on the blue oblong representing the picture. A dialog box opens asking you to choose a picture from the files on **your** computer. You can move to any folder and choose any picture you like.

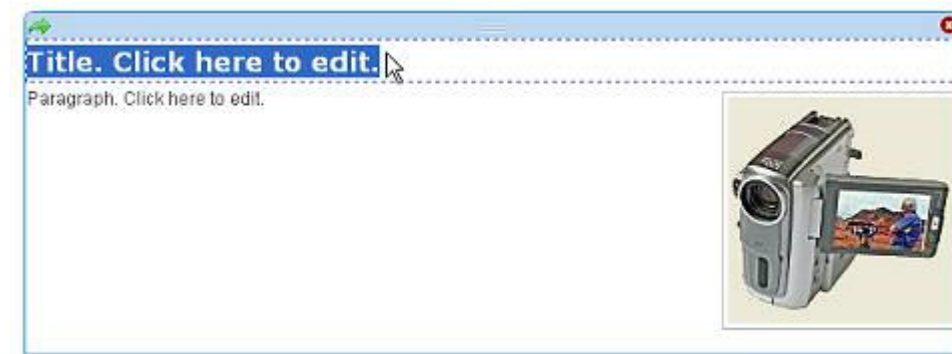
*Note that this picture will be publicly visible on the internet, so do not break copyright and do choose an appropriate image. When you revise and improve the site later, you can have a set of specially prepared pictures ready. Weebly will adapt the width of the picture to suit the web page space you have given it, but it is sensible to choose a modestly sized image otherwise it takes a long time to send over the internet.*

It takes a few moments for the picture to be collected from your computer and sent to Weebly. *Note that Weebly automatically shrinks your picture to the required width.*

When it appears, click on it and a **picture toolbar** appears above it - as shown at the top of this illustration:



On the toolbar choose to move the picture from the left of the space to the right.



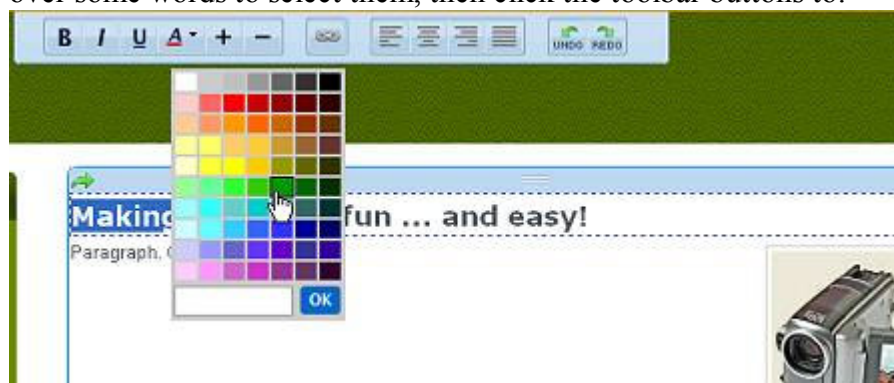
Here is the result.

Click in the "Title" space so that you can type in a suitable heading like *"Making movies is fun ... and easy!"*

You see that the words are highlighted. Just type over them to add a new title.

## Editing Text Elements

Click on any text you put on a Weebly page - whether it is a title or paragraph text - and a **text toolbar** appears above it. Drag the mouse over some words to select them, then click the toolbar buttons to:



- **B** make them **bold**
- **I** make them *italic*
- **U** underline them
- **A** choose a **colour** for them (*that's what you see illustrated*)
- **+ / -** make the letters larger or smaller
- **(chain symbol)** make the words link to another web page
- then there are four justify (position) options - line the words up left, centre, right or "full", which means fitting exactly from one side of the space to the other.
- **Undo/redo** help people like me who keep changing their mind !

Click on the word **paragraph** on your page to write some text in that space.

Type a few short sentences giving the essential information about your club.

*"We love making movies and helping each other to improve our skills. We talk about films, equipment and stories in a friendly way. There is lots going on, so come and see us sometime."*

*"We meet on Wednesdays at 7.30pm in the Parish Hall, 25 London Road, Anytown, England. Our meetings usually end about 10pm and there is always a break for tea/coffee and biscuits half way through."*

*"Our club is a member of IAC - the Film & Video Institute and is in the XXX region."*

Where XXX is the name of your IAC Region, like "North West" or "SOCO". Scottish clubs might put "Scottish Association of Moviemakers" if they belong to that.

**You can - and almost certainly will - spend time with the club committee revising these words.  
They are the most important ones on the website.  
They will either catch a casual visitor's attention or lose them.**



We don't need it yet, but notice that if you drag your cursor over both paragraphs new buttons appear on the toolbar.

Clicking the icon on the left will make the selected paragraphs into a list with each item marked by a blob:

- item one
- item two
- item three


This always happens if you select two or more paragraphs (*a paragraph is defined when you press the "Enter" key on your computer*).

The right icon will make the selected paragraphs into a list with each item numbered:

1. item one
  2. item two
  3. item three
-

## Links

Now click and drag the mouse cursor over the words "*IAC - the film & video institute*" to select them.

 Click the "Link" button on the text toolbar.



This dialog box appears with four choices on the left.

Click the "Website" one.

Leave "http://" selected and in the next field type "www.theiac.org.uk"

Click in the box below to put a tick in it. Usually you want a link to another website to open in a new window, so that people can come back to your website easily.

Then click the **Save** button.

That has created a link on your website. When your readers click on it, a new window will open in their browser displaying the IAC website.

Now select the words "XXX region" and repeat the process but this time type into the field the web address of the region's website if it has one. (e.g. "www.cemriac.org.uk"). If it does not have its own website then link to the relevant part of the IAC website like: "www.theiac.org.uk/regions/nthames.htm". Click **Save**.

Often, you will be using links to connect to pages on your own website. For example when you remind people that the "How to find us" page will help them get to meetings.

Click the big **Publish** button at the top right of the Weebly page.

Go and look at it by clicking the link to <http://YYY.weebly.com> where *YYY* is the name you chose for your website.

## What to put on the "Home" page?

The home page is the first one most visitors see. What goes there is important and worth spending time on. The articles in *Film & Video Maker* (reproduced on this website) talk about the principles of what you need to tell people. Visit the first article ["What should the content be?"](#)

For now keep it simple, because we are just learning the mechanics of building the website. When your get your committee or brainstorming team together later, they need to think hard about what should go on this first page.

Keep in mind that **www** = **World Wide Web** so your website can be seen by people from Australia to Zimbabwe. Try to make it clear quite quickly which country you are in !

I picked a camcorder picture to begin with because of its obvious connection to our hobby ... but it may not be the best choice. After all a successful club needs more than camera people. It is also true that potential members may not have a camera, may use a still camera with video options or may even film on their phones. Besides camera designs change frequently and the picture will become dated very quickly.

If you are curious about what I chose after more thought ... take a look at the website created for this article at <http://midlands-movies.weebly.com> . While there, check out the other pages on the site. Then come back to our next lesson and find out how to make those pages.

There is more advice on what you should put on a Club Programme page coming up in articles which will appear in *Film & Video Maker* magazine and on this website soon.

# Build a Club Website 6: More, More, More

## What about the "Coming Soon ..." page?

This is the second most important page on a club website. You must try to think like someone who knows nothing about the club, and little about the hobby. Make sure this page tells them all they need to know.

In this case we first dragged the "two column" element onto the page. Then we dragged a paragraph element and picture element into it to create the special promotions for the next two meetings.

**Midlands Movies**

- Home
- Contact Us
- Coming shortly ...
- How to find us
- See our work ...

**Coming shortly ...**  
Most meetings are in the Clubrooms, 23 Royal Crescent, Midtown. [See map here](#) at 7.30pm

**9th March**  
Dave Watterson reviews pocket cameras - are they worth having?

**16th March**  
Special guest. **Ned Cordery** - a British film maker now living in the USA - will present some of the films he has made including drama, documentary and even a fire-safety advertisement.

*Ned and a colleague shooting in Utah.*

**Schedule for March 2011**

Date	Evening	In detail	Venue/Host
2nd March	Finchley showreel	A collection of recent work from the <b>Finchley Film Makers</b> for us to enjoy.	Parish Hall 7.30pm
9th March	What's in Dave's pocket?	<b>Dave Watterson</b> shows us the latest pocket-sized HD camcorders.	Parish Hall 7.30pm

The heading for the second part of the page begins with a "title element" into which we typed "Schedule for March 2011".

To create the effect of four columns we started by placing a "two column" element under that title. Then we dropped a new "two column element" into each side of it ...

**Schedule for March 2011**

Drag Elements here.

giving us :

**Schedule for March 2011**

Drag Elements here. Drag Elements here. Drag Elements here. Drag Elements here.

We then dropped "paragraph elements" into each of them and typed in the details of the event for one date.

*It might have been possible to make each column one long paragraph by careful use of paragraphs, but we chose a safer - though slower - way ...*

After the first row of boxes, we dragged another "two column element" under it, then dropped more "two column elements" into each side ... thus creating a second row of boxed, into which we could drop "paragraph elements". And so on. That made sure that the information for each date lined up properly.

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There is more advice on what you should put on a Club Programme page coming up in articles which will appear in Film & Video Maker magazine and on this website. See ["What should the content be?"](#).

# Build a Club Website 7

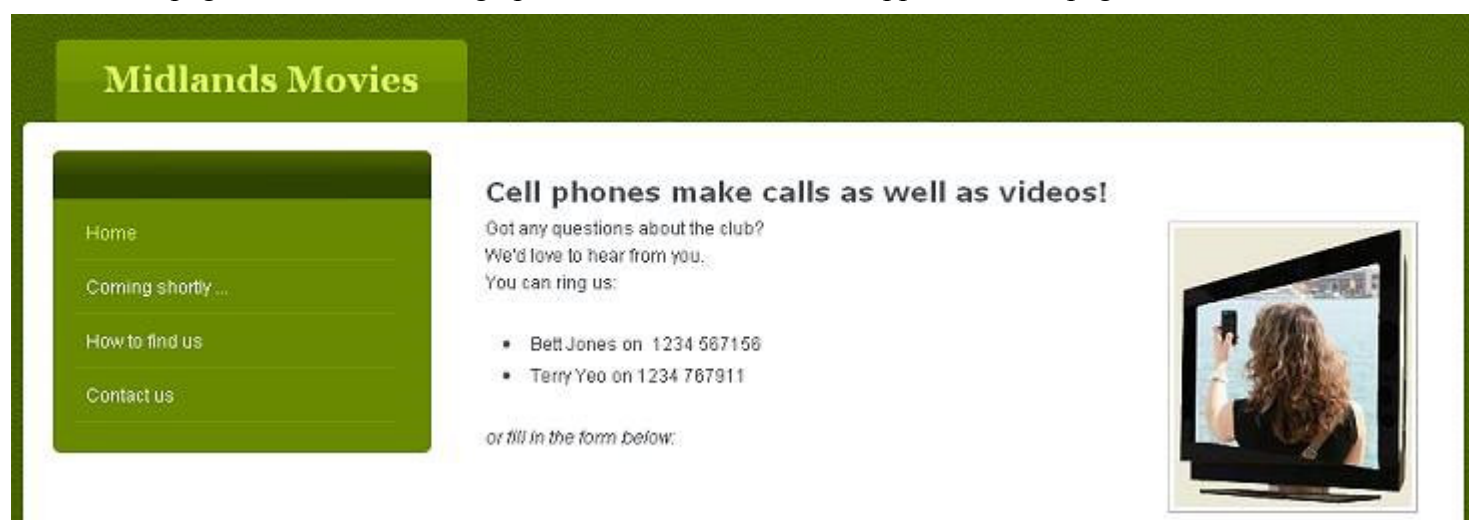
## - Forms, Emails, Maps & Videos

If you have looked at <http://midlands-movies.weebly.com> you will have seen not just the revised version of the "Home" page and the "Coming soon..." page we have been creating, but some other pages with interesting things ... in order to familiarise yourself with them, work through these steps to give your own embryo website similar features.

### "Contact us" page

The more ways you can give people to get in touch, the better the chance of catching new members.

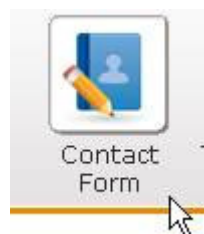
The contact page starts with a "Paragraph with Picture" element dropped onto the page.



I used a picture showing someone filming with a cell-phone so that I could use the "funny" title. *You might use your club's logo.*

### Forms

The safest way of allowing people to contact you is through a form. They fill it in on the website and behind the scenes it is processed, then an email is sent to you. The enquirer never knows your email address - at least until you reply to her or him.



Putting the contact form on the page is just a matter of dragging the "Contact form" element down to where you want it.

When the form is on the page, click once on it and some buttons appear above it.



- **Form Options** presents the **forms toolbar**
- **View Entries** opens a new page to show you all the messages that have been sent through this forms system to you. (*Of course it will be empty to begin with.*)
- **Close** shuts down the form controls leaving your form on the page.

Click **Form Options** and the **forms toolbar** appears above it.



- **Form name** lets you change the title of the form.
- **Email submissions to** is where you type in the email address that you want messages to go to. *Weebly fills in automatically the email address you used to register with them, but you can change it. Here you see my email address as IAC Assistant Webmaster.*
- **Confirmation text** is what people see on the page after they have sent their message. You can edit it to something friendlier or more appropriate.
- **Advanced** lets you tweak a few more things. One you might consider is changing the name of the button on the form from "Submit" to "Send" which more people will understand.

If you visit <http://midlands-movies.weebly.com> you can try out the form by writing something and giving your own email address. I don't promise to answer every time!

## Emails and Spam

Spam (unwanted advertising emails) is a plague. There are programs which scour the internet for any email address they can find and add it to lists for spammers to use.

Using a contact form (as above) stops those programs finding an email address. That is why we recommend you to use a form if you are at all worried about spam.

*Having said that, many people have little trouble with spam.*

## If you do want a club email address

***Remember that even your rough website will be visible on the web.***

The majority of Internet Service Providers now have efficient filters which stop most spam reaching your mailbox. You can also get programs to run on your computer which will identify spam and deal with it before you see it.

Nevertheless, we recommend that if you do put an email address on your website you make it a special one for club work and not your normal address.

You can get free email services from (among others) [Google](#), [Yahoo](#), [Windows Live](#) and [GMX](#). Set up email with one of those and you can probably choose an email address like "midlands-movies@gmx.com"

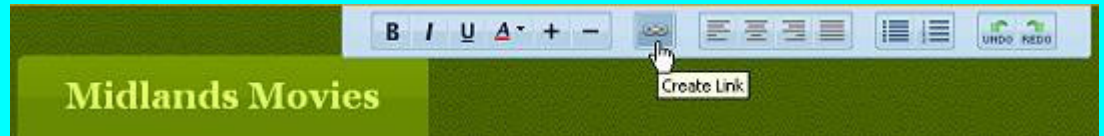
**You should share the username and password of this special email account with a few other club officers**, so that if you are away, they can handle any enquiries. *Do not share your normal personal email sign-in details!*

## Setting up an email link in Weebly

You can type in an email address and make it a link. *That is you can click on it and in most computers it will start the email program running with that address in the TO box.*

Drag your cursor over the address you have typed in, to select it.

Click Weebly's **text toolbar** "Link" option.



The four choices on the left are:

1. Link to another page on your website.
2. Link to some other website - *like the IAC one ... hint ... hint !*
3. Link to a file like a pdf of competition rules
4. Link to the Email program on the user's computer

When you pick one, the right side of the dialog box presents a suitable choice or field where you type in details. Here it is asking you to type in the email address to use.

## "How to find us" page

This page starts with the Weebly Element "Paragraph with Title", so drag it into place and type in a title and some words about how to get to your venue, nearest bus-stop, train station and parking areas.

On the top left, click the **Multimedia** link to show the various Weebly multimedia elements.



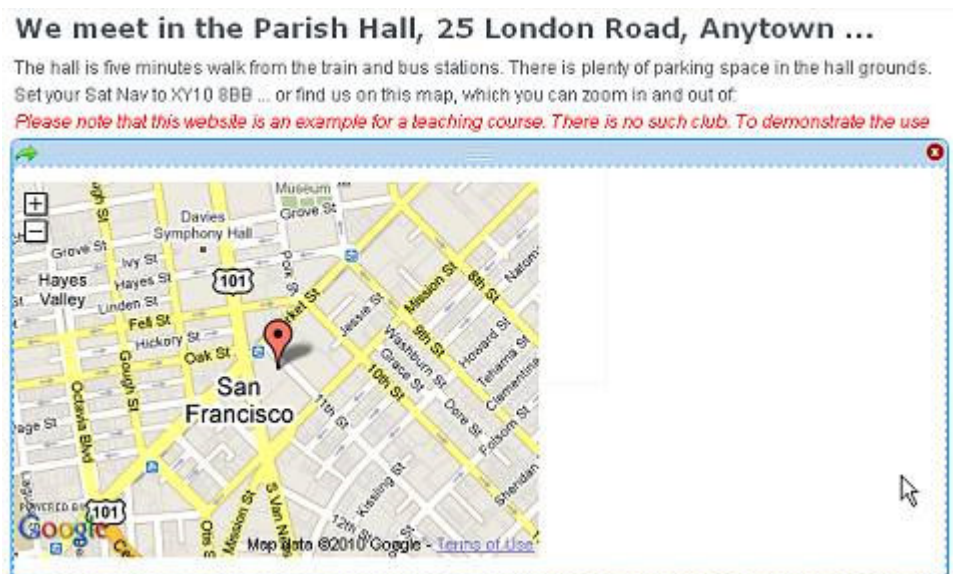
Drag the "Google Maps" element onto the page under your first paragraph.

Within moments you will have a map of San Francisco!

*Guess where the Weebly company is based !*

Click on the map itself.

That presents the toolbar near the top of your page ...



Address: San Francisco, CA Width: Medium Height: Small Position: Left Marker: Show marker at address Zoom: 15 Advanced

- **Address** type in the name of the town where you meet - or better still the postcode of the club venue.
- **Width** and **Height** decide the size of your map. **Position** lets you place the map left, right or centre in the space available.
- **Marker** leave this to show a mark on the map over your venue (or at least your town).
- **Zoom** the map can be zoomed in or out. This helps users to start with a wide view showing the general area, then they can zoom in to street-level if they wish to see exactly where your club hall is.
- **Advanced** - *don't bother with this!*

The settings used for the example website were:

Address: Drakeelow Width: Large Height: Medium Position: Right Marker: Show marker at address Zoom: 12 Advanced

## "See our work ..." page



Start by dragging the "two column" element onto the page. *This is a useful way of presenting a lot of text. Readers prefer short lines to long ones ... oops that is advice I have not always taken myself in these tutorials !!!*

This drops onto the page a box with two columns. As yet no toolbar appears because you may choose to put either words or pictures into the columns and when you do Weebly will offer the relevant toolbar.



Drag a "Paragraph with Title" element onto the left column and type some sentences about your club's coming events.

### Add some video

*You will need to know the YouTube address for the video you will put here.*

*If you do not know it, open a new window on your browser and go to YouTube to find the film. Below the video on YouTube click the "Share" button. That brings up some information, including the link to that video. Copy it.*

Return to the Weebly window ...



Go to the top left of the Weebly screen and choose to show the "Multimedia" elements. From them drag the "YouTube" element into the right-hand column.

*There are other video hosting sites, but for the moment stick to video your club members have put on YouTube. If you need to know how to put a movie onto YouTube read our notes - [here](#).*



A little confusingly dropping the Weebly YouTube element onto the page makes it turn quickly into a real YouTube movie ... but not the one you want!



As usual, clicking on the element - in this case the picture from YouTube, brings up the relevant Weebly **toolbar**.



Type or paste the YouTube link you copied earlier into the first field of the toolbar, choose the "small" size option and position it "right" ...

*Almost immediately the correct video appears in the box.*

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## Have a look at your website live

Click the friendly orange **Publish** button at the top right of the Weebly page. When the "Congratulations ..." page appears, click the link and look at the website you have created on the web.

Now you really do deserve to congratulate yourself on the first draft of your club website.

Go back to Weebly, click the "Close" cross at the top right corner. When the start screen appears click "Logout". Go and have tea, coffee or something stronger if you wish.

Next time you ask your web browser to go to Weebly and you login, you will see the name of your website listed there along with three buttons. When you click **Edit** you can revise any aspect of your site.

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## To boldly go ...

This exercise has produced a very basic website. The next step is to have a long, hard think about what should be on it.

- Do not work alone. You are the webmaster and boss, but other people can bring useful insights and ideas to you.
- Read the articles on content, style, layout etc. being published in *Film & Video Maker* magazine (This valuable magazine is only available to IAC members.) These *Film & Video Maker* magazine articles are also to be reproduced here. The first two articles [Is your club website a waste of space?](#) which points out weaknesses in existing club websites, and [What should the content be?](#) are already in place. Two more entitled **Give your website style** and **Plan your website like a pro** will be appearing soon.
- Set about taking - or asking someone else to take - suitable still pictures.
- Consider commissioning (without a fee!) people to write about aspects of our hobby and about their own skills as movie makers, actors, writers, designers and so on.
- Explore all the other options Weebly offers and which we skated over.