# Creating a Chapter Website Using Weebly.com

Weebly.com is a website where anyone with basic word processing skills can create a website at no cost. No special software is required and there are no hosting fees.

To get started, point your web browser to **www.weebly.com** and **sign up** by inputting a username (your choice), password (again, your choice), and your email address. In the future, when you come back to work on the site, all you will need to do is sign in using the box in the upper right corner of the page.

Now you are ready to create!! So, Click **Create a Site,** give your site a **Title,** Click **Continue** and let's go!!
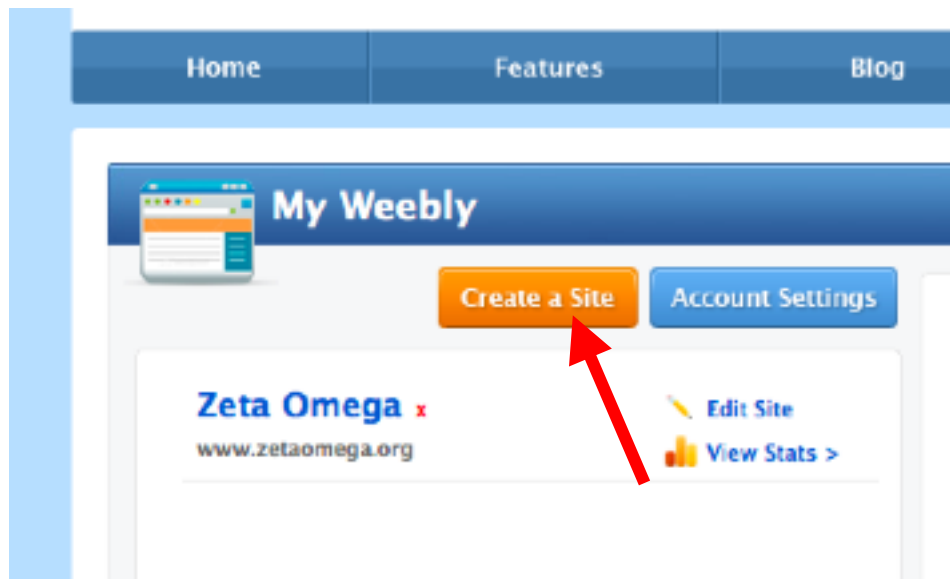
1. Choose Your Website Address

You will probably want to use **Option A** to start with. A good choice would be to use a combination of your chapter name and state.

Weebly will tell you if the name you select is already in use. You would then try a second choice.

Click **Continue**.

2. Look over the Basics. Element, Design, Pages, Settings

The next page you will see is the **Weebly Editor**. This is where you will work your magic. Beside the words Weebly Editor (top of the webpage), you will notice four tabs - Elements, Design, Pages, and Settings. If you like, explore those tabs a little bit. Also, notice that on the right side of the page (again, near the top) there is the word **Help!** Do not be afraid to click there. **You will find the help section to be very useful...it has videos to demonstrate how to use Weebly**. After you have finished exploring, let's settle down to business.

3. Select a Design

In the Weebly Editor, click the **Design** tab. There are over 70 designs from which you can choose. Just pick one. You can always change it later if you decide you would like a different design. For some of the designs, the images and banners can be changed; however, that is a little bit more complex than we want to get into right now. My advice would be to select a fairly simple design.

4. Set Up Pages.

Now would be a good time to set up a few pages for your site. Hopefully, you have a plan of what you want on your site. Some suggested pages would be Home (of course!), Schedule and/or Calendar, Newsletters, Officers, Committees, Photos, Standing Rules.

- Click the **Pages** tab.
- Click **New Page** and type the name of the new page in the blank beside **Page Name:**
- Select **Yes** for **Show in Navigation** and click **Save**.
- The new page name will show up on your navigation bar.
- Repeat this process for the pages you want. You may delete a page, rearrange the pages, or add more pages in this Pages section.
- Change from one page to another by clicking on the page names in the navigation bar.

5. **Add Text to a Page.**

Click and Drag is a process you will use frequently in building your site. When you move the cursor over the **Elements**, the arrow will turn into a hand. Position the hand over the element you want to drag, left mouse click, hold, and drag (with the mouse) to the position where you want the element. It only takes a little practice to get it right!

Click the **Elements** tab in the Weebly Editor
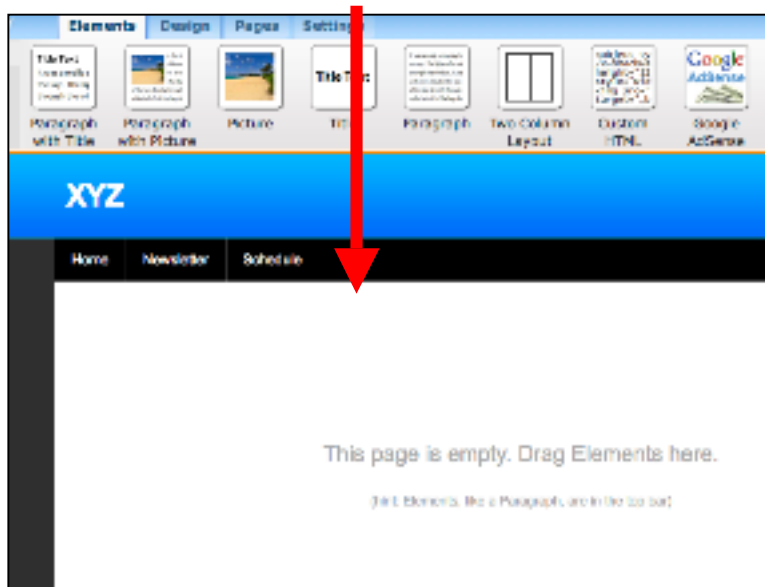
**Click and drag** the desired element (such as **Text** or **Title)**, onto the page.

Some words will appear on the page.
If you mouse over the words, an editing box will appear. **Click in the box**.

- At the top, a little **tool bar** should show up. Use it to **format your text as in word processing**.

- The words will be highlighted in blue. Delete them and type in what you want. To **change the size of the text**, highlight it and click the plus or minus sign.
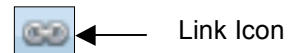
Editing Box

Little Toolbar
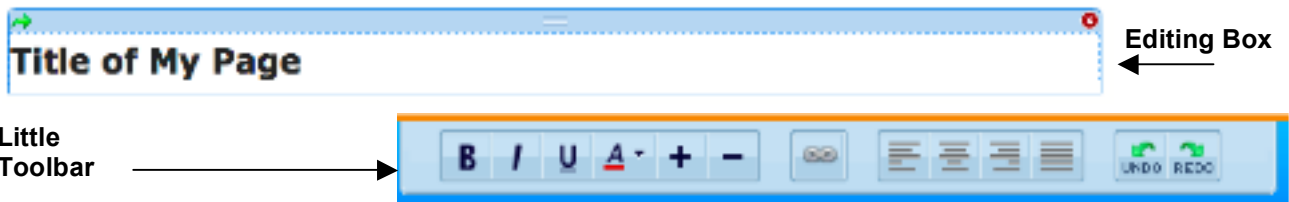
6. Add an image to a Page.

Click and drag the **Picture** element onto your page. Click where it says **Click Here to Edit**. Navigate your computer until you find the image you want to add. Select it and click **Okay** or **Select**. When you move your mouse in the vicinity of the image, a box will show up around the image and a little tool bar will appear. If the tool bar does not show up, click anywhere in the editing box and it should appear. From that tool bar you can **Upload a New Image** (This will replace the current image.), put **a border** around the image (or, not), and give the image a **Caption**. Also, you may control the alignment of the image.
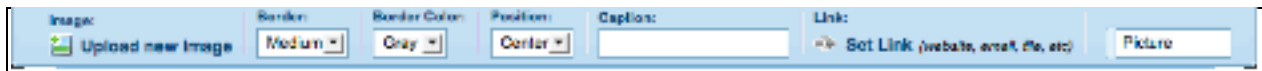
By the way, at any point in the process, you may click [**Publish »**] and your work will be saved and you can see how the site looks.

7. Add a Link to a Page

 ← Link Icon

Either text or an image may be turned into a link. Click in the editing box of the text or image that is to become a link. Highlight the text or click the image. In the little toolbar that appears, click the **Link** icon and a **Create Link To: box will appear.** You will be given several options. For example, if you want the image to link to a website, click the **Website** choice and enter the web address of the site. Click the box if you want the website to open in a new window and be sure to click **Save**.

8. Edit an Element.

- **To rearrange elements,** in the Editor, position your mouse over the element you want to move, click and drag the editing box to the desired position.

- **To delete an element,** in the Editor, move the cursor into the area you want to delete. The editing box will appear. In the upper right corner is an "x. Click the "x" and click the **Delete** button.

- **To move an element to another page,** in the Editor, move the cursor into the area of the element you want to move. The editing box will appear. In the upper left corner is a **green arrow.** Click it. Mouse over the page to which you want the element moved and click. It works like magic!! You may need to reposition the element on its new page.

- **To make a change to the text in an element,** in the Editor, move your mouse into the area of the text that is to be changed. **When the editing box appears, click in it**. Then you may edit the text.

9. Add Columns to a Page.

- **To make your page have two columns** click and drag the **Two-Column Element** onto the page. Then, drag whatever elements you want into the two columns.

- **To create multiple columns** drag the two-column element onto the page and then drag the two column element into each of the two columns. Now you will have four columns. This could be used to create an arrangement such as the one pictured below. Content elements may be dragged into the columns.

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This image is actually one half of a page. So the total amount of columns is four. Content elements have been dragged into the sections of the columns.

10. Add a Photo Gallery

- So far we have been working in the **Basic** area of the editor. Now click **Multimedia**.
- Click and drag the **Photo Gallery** element onto your page.
- Click where it says **Click Here to Upload Images**.
- Navigate your computer files to find the images to be uploaded, select and click **Okay** or **Select.**
- Your images will be scanned for viruses and uploaded.

- Clicking in your photo gallery element will make the toolbar appear. From this toolbar you may upload additional images and control the number of columns, spacing, and borders.

11. Add a Newsletter

There are two good ways to add your chapter newsletter to you website. One is to **embed the newsletter** into the page. This is great because members can actually read the newsletter on the web page. The other is to **upload the file**. This will require that the member download the file to read the newsletter. This is also good because if a member is using a school computer, it may be that the district will block viewing of the embedded format. I personally use both on my chapter website. Here is what an embedded newsletter looks like.

The embedded newsletter is a bit more difficult to achieve...rather, it requires more steps. I love it, though. Members can choose to view it full screen. Also, they can choose to read it in book-like fashion, as slides, or by scrolling. In this format the newsletter can be downloaded and printed or emailed.

Embedded Newsletter

- In the address line of your web browser, type in www.scribd.com. Sign up.
- Click **Upload a Document**.
- Under **Select File,** click **Upload.**
- Navigate your computer to find the newsletter file**.** Click **Okay** or **Select.** If a pop-up appears, click **OK.**

- Click the name of the uploaded document.
- Find the button that says **Share** and click it.
- In the **Share this document** pop-up box, find **Embed this document** and click **Copy** (making sure that the Standard HTML tab is selected).
- Now, go back to your Weebly Editor, and drag and drop the **Custom HTML** element onto the page where you want the newsletter to be.
- Click in the editing box. In the little toolbar, click **Edit Custom HTML.**
- In the editing box, delete the words that are there and paste in your HTML from Scribd.
- Boom!! There is your newsletter!!

Upload the Newsletter for Downloading

- In the Weebly Editor, click **Multimedia.**
- Drag and drop the **File** element to the place where you want the file to be located.
- Click in the editing box to get the little toolbar.
- In the little toolbar, click **Upload New File,** navigate your computer to locate the file to be uploaded and click Okay.
- The file will be uploaded to your webpage for others to download and read or print.

12. Add a Calendar

A Goggle calendar may be added to your Weebly website.
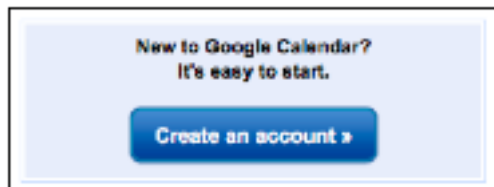
- At www.calendar.google.com, sign up for **Google Calendar.** If you do not already have a Google Account, you will need to sign up for one. If you already have a Google account, then you must sign in. You will manage the calendar on your Weebly site from here.

- **Add events** to your calendar. This is a good place to show the birthdays of chapter members, upcoming meetings, school holidays, state testing days, and other items of interest to the educators in your chapter.
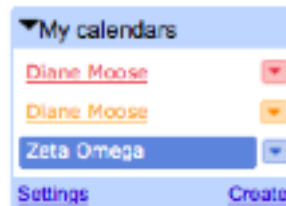
- On the calendar list, **click the arrow** next to the name of your chapter calendar. A nice little pop-up box will appear. In that box, click **Calendar settings**.
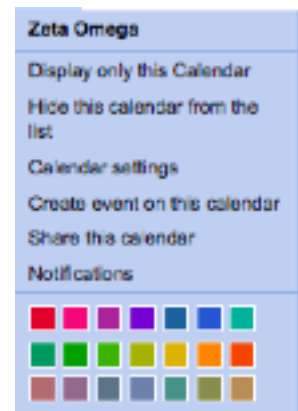

- Scroll to the bottom of the page and find **Private Address**.
- Click the **HTML** button.
- A **Private Address** box will pop up.
- Click the words **configuration tool**.
- **Copy the HTML** code that appears. One way to do this is to move your cursor into the box that contains the code. Using your keyboard, click **Control and A.** Then, click **Control and C.**
- Return to the Weebly editor and select the page where you will place the calendar**.**
- Drag and drop the **Custom HTML** element onto the page.
- Click in the element box. In the little toolbar, click **Edit Custom HTML**.
- Delete the words in the editing box and paste the HTML into the box. (I like to use **Control and V** on my keyboard.)
- Remember to **Publish**.

13. Archive Your Site

There may be times when you are editing your site that you accidentally delete some important information. It would be much easier to copy that information and paste it back into your site than to re-type it. (I have actually had to do this!) So, I recommend **archiving** your site.

- In the weebly editor, click **Settings**.
- Scroll down to **Archive/Unpublish** and click.
- Click **Download your site as a .zip archive**.
- In the Download pop-up, double click the file.
- Extract the zipped file and save to a specific folder. The method for this will vary among different computer systems.
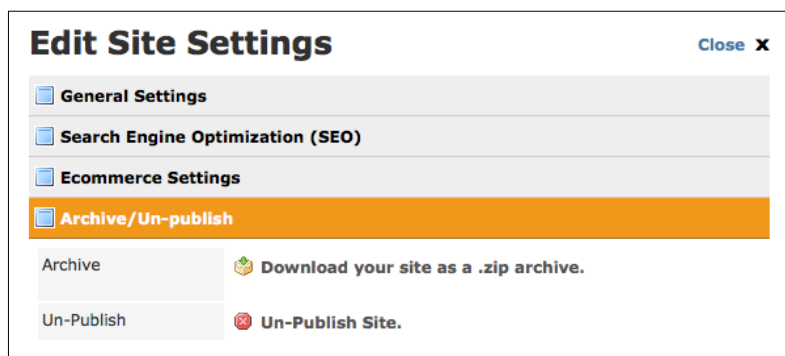
14. Delete the Site

Should you need to delete the site, log onto the Weebly start up page. Click the **More** button to the right of the site name, click **Delete Site,** and **Delete Site** again. Just as it appeared by magic, your site will also disappear by magic.

15. Style Tips

To achieve a more professional look or style for your site, check to make sure you have followed these rules. If not, you can edit your site at any time. (Log onto Weebly and click **Edit Site**.)

- Generally speaking, text should **be left aligned**. Titles may be centered.
- **Only links should be underlined**. This is the convention of the web...underlined text is a link. However, links do not have to be underlined. They may be **bold** or in a different **color** from the other text.
- Use several **short pages linked** together rather than one long page. Most people do not like to do a lot of scrolling.
- Content **font size** should be relatively small. Title font may be larger.
- Use **transparent graphics** (such as a PNG) on a colored background. If this is not possible, the image will usually look better if given a **thin border** in black or grey.

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