

Kiwanis

International

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Kiwanis Club Web Site Templates Version 2.0

To use these templates, the user (you) must have some minimal training or experience in editing HTML files and digital image files and know how to transfer completed HTML files and images into a Web-hosting account. You also must obtain a Web hosting account with a Web host (Kiwanis International does not host Web sites). Kiwanis International does not offer support or training for Web site design or maintenance. Below, you will find basic instructions for using these templates and you can find some other basic tips on finding a Web host and designing a Web site online at <http://www.kiwanis.org/resources/web/> (URL subject to change). By deciding to utilize these templates, you agree to seek further support only from third-party sources (including your Web-hosting company, your ISP, the vendors of your particular software, or commercial or non profit Web site design help vendors [e.g., W3Schools at <http://www.w3schools.com/>]) and not from Kiwanis International.

Kiwanis International offers these templates “AS IS” and disclaims all implied, express, or statutory warranties, including, but not limited to, the warranties of merchantability and fitness for a particular purpose. Kiwanis International provides these templates in consideration for dues paid by *bona fide* Kiwanis members and at no extra cost to those members or entities acting on their behalf. Thus, Kiwanis International disclaims any liability for injuries, personal or economic, arising from use of these templates.

By using these templates, you signify that you are a Kiwanis member or entity acting on behalf of a Kiwanis member and you agree to not use these templates for any other purpose than establishing a Kiwanis-family club Web site as defined by the Guidelines for Kiwanis-family Web Sites (“Guidelines”) currently available at <http://www.kiwanis.org/resources/web/> (URL subject to change). By using these templates, you also agree to adhere to the Guidelines in the design and maintenance of your Web site. By using these templates, you agree that you may only use the templates for the above stated purpose and no other (including offering, soliciting, marketing, or providing Web site design, programming, or hosting to Kiwanis clubs [as defined in the Guidelines] or any other commercial or non profit entity) unless specifically licensed for such use by Kiwanis International. By using these templates, you agree to follow Kiwanis International Board policy regarding use of Kiwanis’ registered and common-law marks, see “Use of Name of Emblem” Policy C., 4. For more information on proper use of Kiwanis’ trademarks and copyrighted material or becoming an authorized licensee, see <http://www.kiwanis.org/resources/logos/> (URL Subject to change).



Instructions

Use these instructions not only as a guide to the actual editing of the included files, but also as a tool to plan your Web site. You may want to print these instructions and gather the information mentioned below before you engage in the task of actually producing your Web site or before you engage a Web developer to do the job.

I. Get a WYSIWYG HTML Editor

These templates are optimized for use with Macromedia's Dreamweaver professional Web site design and maintenance program (see <http://www.macromedia.com/software/dreamweaver/>). Many professional Web site designers or students of Web design will utilize this program, thus we have included Dreamweaver-friendly files to aid those users. We realize that many users will not have this program or the resources to obtain it, so these templates will also work with any low-cost, professional, or "free" WYSIWYG (What You See Is What You Get) HTML Editor program ("Editor"). One need only search google.com to find myriad Editors, but beware of some that may also contain "spyware," especially free Editors not offered by well-established corporations. Instructions below will assume that most Editors operate similarly and any discrepancy between our instructions and what the user experiences must be resolved by the user (perhaps by contacting third-party support, but not by contacting Kiwanis International). Instructions below regarding Dreamweaver users will be clearly marked "For Dreamweaver Users Only." Here is a short list of some low-cost or free Editors:

- Netscape or Mozilla Composer – Netscape and Mozilla (in the "Mozilla Suite") Web site browsers include a **free** Editor called "Composer" which works as well as most Editors; see <http://www.netscape.com/> or <http://www.mozilla.org/>
- Microsoft FrontPage may be installed on computers with certain professional or enterprise versions of Microsoft Office prior to Office 2003 (Office XP and earlier). Check your Start > Programs menu to see if you already have FrontPage installed. Otherwise, you can purchase a copy from <http://www.microsoft.com/office/frontpage/>.
- Some Web hosts will have an online Editor, so that you may upload the templates and edit them directly from the Web (e.g., <http://geocities.yahoo.com/> has a "Page Builder").

II. Editing the templates

- a. **Overview** – You must not change the name of any of the included template HTML files or any included image or delete or change any of them unless otherwise instructed below or unless you are an advanced user. You must open and save these files utilizing an Editor (as explained above) unless you are well acquainted with HTML and CSS code; then you can use a text editor. The template files must be published in your Web hosting account in the same relative paths to which they unpack (when you extract them from the "zip" package) on your hard drive; that is, all files that are on the top level (all the HTML files) must be in the top-level directory in your Web-hosting account. The images included in the package must be in a directory called "images" below your Web account's top-level directory. Once you have unpacked the template files into your hard drive and/or Web-hosting account, you may begin to open and edit each file using

your chosen Editor (see your Editor's help instructions on how to open and edit HTML files).

- A. **Editing in general:** You will notice instructions in each opened template file that give suggestions as to what content belongs on the provided pages. Be sure to replace all text enclosed in the brackets "<" and ">" (and the brackets too) with the suggested content, or delete the brackets and text if you do not wish to provide such content. Be sure to carefully inspect the entire page including the "copyright" line at the bottom of each page so that you do not miss anything. Also, the HTML title of "The Index Page" (which is usually found in a "page properties" or "meta-data" menu in your Editor) needs to be changed to reflect your club's name. Once you are satisfied with the edits you have made to a page, be sure to save your work and upload it into your Web account, if necessary (consult your Web host's support for information on uploading HTML files into your hosted Web directory). General instructions for each of the pages included in the package are given below, but more specific instructions will be found in each file itself. Beginners and basic HTML users must accept the pages offered as they are and no support will be provided from Kiwanis International for the more advanced task of adding or deleting pages.
- B. **For advanced users only:** Advanced HTML users can add or delete pages as needed and must be sure to adjust the links on each page (in the left-hand, gold bar) accordingly. You can add new links in the left-hand navigation simply by copying the "table row" ("- C. **For Dreamweaver users only:** Provided in the templates package is a "Templates" directory that contains a "template.dwt" (Dreamweaver) template file. This file can be used to make bulk updates to all of the pages provided and can aid you in creating new files based on the same overall design template. You must first create a "Site" within Dreamweaver that contains all of the files in the template package. Then, you will be able to open the template file in Dreamweaver from the "Templates" directory and make changes to design regions that are not editable in the individual files and apply them to all of the files at once. You will find that only certain regions (called "Editable Regions") have been made editable when you open the individual files for editing. These are: "Area_Name," "Page_Title," "Club_Name," "Body_Text," and "Bottom_Sidebar." Also, there is an editable region, called "head," within the underlying page code that allows you to change certain page properties within the "<HEAD>" tag of the page code, including the page title, keywords, and description HTML tags. Consult Dreamweaver's "Help" menu for tutorials, reference, and support.

- b. **The Index Page** – Open the “index.html” page file in your Editor. This page is also referred to as your “home page” or your “welcome page.” This is the first page Web browsers will see and you should use it to welcome them and give an idea of what your club is about. It may be a good idea to mention service projects and/or fundraisers in which your club is involved. Also, space is provided for you to display an image in a framed area of the page. By default, a Kiwanis International marketing image is placed on your Index Page but it would be a better idea to replace that image with an image of a club activity, a group photo of you club members, or of your community. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- c. **The Club Meetings Page** – Open “meetings.html” in your Editor. Here you should provide the location, day(s) of the week/month, and time of your club meeting. You should also invite prospective members to attend your meeting as a guest, and maybe also provide an e-mail or phone contact to a membership committee chair (with the express permission of the chairperson, of course). You may want to also provide a map to your club meeting place, or at least a link to a Mapquest.com map of your meeting location. You may also want to describe what happens at a typical club meeting and list upcoming meeting programs. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- d. **The News Page** – Open “news.html” in your Editor. Insert news articles or downloadable newsletters (or bulletins) about your club, service projects, and/or your community. Kiwanis International headlines have been incorporated into the page by default to make sure your users are also informed of Kiwanis news around the world. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- e. **The Calendar Page** – Open “calendar.html” in your Editor. Here you place info about upcoming service projects, fundraisers, regular meetings, board meetings, inter-club activities, and other activities in which your club is involved. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file

and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.

- f. **The Photos Page** – Open “photos.html” in your Editor. Insert pictures of your club functions, your club serving the community, and other community and club photos. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- g. **The Club History Page** – Open “history.html” in your Editor. Insert a blurb or article about your club's history and accomplishments and perhaps a list of past presidents. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- h. **The Officers Page** – Open “officers.html” in your Editor. This page is for posting info about your club officers, directors, and/or committee members. You could even add photos of them. A table has been provided with several officer positions listed, and it would be easy to add rows for additional positions by using your Editor’s “insert table row” function. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- i. **The Members Page** – Open “members.html” in your Editor. Post a listing of your members and maybe contact information (as long as your members have “opted-in” [provided some tangible form of affirmative assent] for listing of their personally identifiable information). Also, if you are an advanced user or are contracting with a professional Web developer, you might consider adding a password protected members-only section here that hosts club business items, member contact information (including addresses), and downloadable documents that are sensitive or exclusive to your club. You may also consider adding membership interest contact information at the bottom of your list of members. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.

- j. **The Sponsored Programs Page** – Open “soap.html” in your Editor. Insert information on any Circle K, Key Club, Builders Club, K-Kids, or Aktion Club your Kiwanis club sponsors. Also, provide information about any Terrific Kids or Bring Up Grades programs your club administers, as well as any other continuous program that involves your club educating youth or aiding those with special needs (e.g., camps, hospitals, scholarships, etc.). Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- k. **The Kiwanis Family Links Page** – Open “kfl.html” in your Editor. Here you can list links for your sponsored programs, other Kiwanis clubs in your area, and your Kiwanis division and district. Also, links are provided to Kiwanis International, Kiwanis International Foundation, and all of Kiwanis’ Sponsored Organizations and Programs. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- l. **The Contact Us Page** – Open “contact.html” in your Editor. Here you should provide contact information (e-mail addresses, phone numbers, names) of club members who have consented to being “point people” for Web site requests. You may want to have at least two contacts: a membership interest person who can invite prospective members personally to club meetings or answer their questions; and a “Webmaster” contact who receives questions and comments about your Web site itself. You may also want to repeat an invitation for prospective members to attend your meetings as a guest here. If you are an advanced user or are relying on a professional Web developer, you may consider adding a contact form on this page that sends submissions to a point person within the club by e-mail or to different people within the club based on a topic the user chooses from a pull-down menu within the form. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.
- m. **The Community Links Page** – Open “community.html” in your Editor. Here you should add links to official sites for your community, such as the chamber of commerce, municipal government, parks and recreation, tourism bureau, etc. Also, you can add links to other service organizations in your community with which your club has worked. Remember, at the top of every page you must insert your club name, and at the bottom of every page there is a copyright statement. Replace the "<INSERT YOUR CLUB NAME>" with your club name, unless you are a Dreamweaver user (Dreamweaver users need to replace this text only once

in the template file and apply it to all other files). You can add images or any other text/links to this page if you want. Save your work.

III. Send Kiwanis International your new or changed Web site link

After you have completed your new Web site based on these templates and uploaded it to the Web, make sure that Kiwanis International has a record of your club Web site link. Check our Club Locator (<http://www.kiwanis.org/clubloc/>) to find your club's record and see if your club Web site link is listed there. If your club's Web site is not listed there, please submit your Web site link at <http://www.kiwanis.org/kfi/submit.asp>.

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