

Building a Web Site for Your Volunteer Organization

Frequently Asked Questions:

How do I design/update a Web page?

Many Web hosts offer free design help and page creation capabilities with their hosting packages. You can also use an html editor software program such as **Microsoft FrontPage** or **Macromedia Dreamweaver** to create a Web page.

How Do I Select a Domain Name?

You can conduct a search of on a domain registration site to see if the domain name you want to use is available. Here are two domain registration sites where you can conduct a search:

- <http://www.godaddy.com/gdshop/default.asp>
- <http://www.cheap-domainregistration.com/>

I suggest that you register your domain name from a company other than your Web host. If you ever need to change your Web host, it will be easier if your domain name is registered through another site.

What type of Web hosting capabilities do I need?

There are many sites on the Internet that host Web sites. There are several things to consider when selecting a Web host package.

- **Bandwidth** (file transfer) allowances: If you plan to upload lots of photos and PDF forms to your Web site, I would recommend getting unlimited bandwidth if you can. But check the fine print. Some hosts have unlimited bandwidth but set restrictions of files types that it will accept with unlimited bandwidth. If you aren't planning to put a lot of large files on your site, you probably won't need massive amounts of bandwidth.
- **Storage Space:** Again, if you plan to upload lots of photos and PDF forms, you may want to consider high amounts of storage space. If not, you can probably use a host with less storage space.
- **Email addresses:** I would recommend unlimited email addresses with forwarding capabilities. That way, you can set up emails for all officers without using personal emails. Emails can be forwarded to personal addresses.
- **Control Panels.** (Some hosts provide Control Panel demos) It is really nice to use a control panel that is easy to figure out and user friendly.
- **Lists of Web hosts that other organizations have used**
 - <http://www.aplus.net/>
 - <http://gnxonline.com/>
 - <http://shieldhost.com/>
 - <http://www.godaddy.com/gdshop/default.asp>
 - <http://www.webmasters.com/>
 - <http://www.successfulhosting.com/>

Other Considerations:

Content:

- How will content be provided to the Web master?
- Photos need to be sized for the Web. Large photos will use up bandwidth and storage space and will take a long time to load.

Personal email addresses

- Putting personal email addresses on the Web site can result in an increase in the amount of spam mail the email recipient receives

Technical expertise of volunteers

- Typically a volunteer organization's Web master will change as people move in and out of the organization. When designing the Web site's complexity, consider how the site will be maintained over the years and the level of technical expertise that may be required of a volunteer to maintain the Web site.

Helpful Links and Web sites:

- Free Web Slide Show software and Image Resizer:
<http://www.microsoft.com/windowsxp/downloads/power toys/xppowertoys.msp>
- Free PDF File Converter:
<http://www.cutepdf.com/Products/CutePDF/writer.asp>
- Free Photo Editing Software:
<http://www.freeserifsoftware.com/>
- Free HTML Editor:
<http://www.mozilla.org/products/mozilla1.x/>

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