# I²SL Chapter Resources

## Creating Your Own Chapter Website

Dear I²SL Chapter Officers,

While I²SL is happy to continue providing a Web page on www.i2sl.org to house your chapter's information, many of you are finding it is time to branch out and create your own chapter websites. This easy-to-follow website builder comparison chart might be a helpful place to start if you are looking for a website host/builder.

Although I²SL's website is hosted through Media Temple, we wanted to test out one of these website builders, so we selected Weebly. We found Weebly to be a cost-effective, intuitive, and easy to use website builder. I²SL's Emerald City Chapter also decided Weebly was right for them and is creating their chapter website using Weebly. If your chapter is considering creating its own website, you are welcome to work with the website builder or host you choose. If you'd like to give Weebly a try, read through the following to find out what we learned as we set up test pages in the program.

### Tips for Using Weebly to Create Your Chapter's Website

#### *Support*

Weebly offers many methods to provide guidance and answer questions:

- Getting Started: Beginner's Guide
- Beginner's Guide Video (running time is approximately 1 hour)
- Help Center includes several articles and videos to guide your site development
- Support provides links to common questions and other topics
- Call customer service at 844.493.3259

#### *Caveats\**

**Store**

- You cannot edit or add fields on the store checkout page (e.g., add a field for organization name, or checkbox asking if a contact is an I²SL Member or not).
- You can only personalize the header and footer of your confirmation emails.
- The confirmation email template is the same for all products (i.e., you can't update it for a particular event you are hosting).

- There is no payment option for checks. If you would like to accept checks and still want someone to checkout in the store, you could create a coupon code for checks. Please note that you will be responsible for ensuring check payments are received.

**General**

- As you make changes to your site, they will save automatically. In order to make those changes live, you must hit the Publish button. This publishes all changes you have made on any page. You cannot keep a page in "draft" form after you hit Publish.
- URLs will automatically be created based on your Page Names. Be sure to use concise page names to avoid long URLs.
- You can only edit one page at time. There is no way to view pages side by side. If you want to copy and paste something, you can do so from the live site into the Web editor.

**Layout/Design**

- You can update your website theme at any time. If you do this, check all the page layouts to make sure they work with the new theme.
- You can easily create an RSVP form, but these do not directly tie into the payment process. There are ways to incorporate the RSVP and payment process, such as creating an event registration as a new product in the store and linking to it from the RSVP form.
- You cannot easily superscript the 2 in I$^2$SL. If you would like to make any changes beyond the text options provided in the toolbar, you must use the Embed Code option and use HTML or CSS coding. Because this requires some coding skill, you can forgo superscriptingthe 2 in I$^2$SL as needed.

We hope you find this information helpful! As always, I$^2$SL is happy to maintain your chapter pages at [www.i2sl.org](www.i2sl.org), but if you feel it's time to create your own site, please feel free to do so and let us know if there is anything we can do to support your efforts.

Thank you for all you do for I$^2$SL,
Kate Consroe and Shannon Johnson
I$^2$SL Chapter Coordinators

*As of March 2015 – some caveats could be addressed in future roll-outs*