

How to get & develop a website on the SUU web servers

SUU Web Services allows all chartered clubs and organizations to have web space in order to maintain a web site. These are the steps to take so you can create your site.

1. Fill out the Club Web Site Request Form, print it, have it signed and return it to Web Services. This form can be obtained from the CSI web site (www.suu.edu/orgs/) under the link "Forms".
2. It is the club's responsibility to find their own webmaster. Web Services will not maintain club/organization web sites.
3. Once you have returned the form to Web Services, we will set-up access for your club. Web Services will email the access information, web address and instructions to the club webmaster.
4. Students have Microsoft Front Page widely available on campus to use when creating web sites. There is a tutorial available on the Web Services site to help get you started with Front Page.
5. If the club webmaster has troubles with Front Page or FTP after having tried the tutorials, Web Services is willing to assist in order to get the process started.
6. Once a club has a web site, web sites must be renewed every year by filling out the same request form. This is to ensure that Web Services is aware of who is maintaining sites and to ensure that club web sites stay updated.

Available Software for Web Development:

- Microsoft FrontPage (all labs)
- Macromedia Dreamweaver (all labs, limited licenses)
- Photoshop (all labs, limited licenses)
- FTP (all labs)

Items to remember:

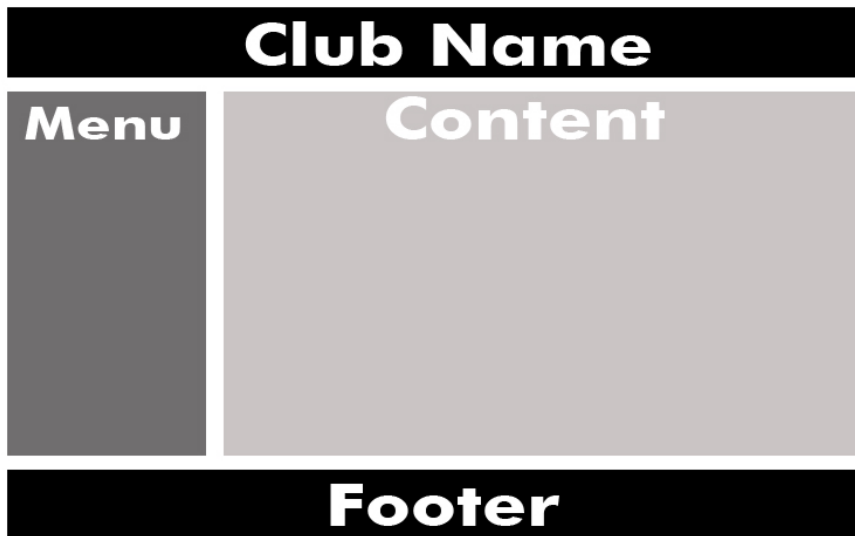
- This web space is only for club related info
- Web space is not for student personal web pages
- Web Services has the ultimate authority to remove your page if it is found to be in violation of any school policies
- Club Webmasters are expected to read the school's web policy:
<http://www.suu.edu/pub/policies/pdf/pp555web.pdf>

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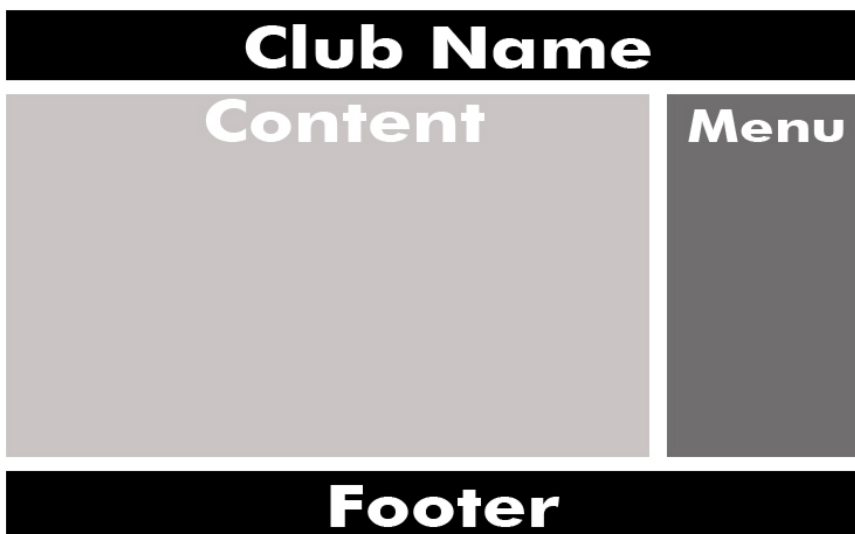
Basic Web Development

Some basic layouts for club/organization web pages can be done by using a table. Here are a couple examples of some very basic, but common, web layouts.

Basic Web Page Layout 1



Basic Web Page Layout 2



Both of these layouts can be customized to fit your needs, and you can leave off or add any elements. These are just very basic ideas to begin with.

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Images:

Background Downloads:

- Cool Archive Backgrounds: <http://www.coolarchive.com/backgrounds.cfm>
- Free Background Zone: <http://www.freebackgroundzone.com/>
- Web Page Background: <http://www.webpagebackground.com/>
- Squidfingers backgrounds: <http://www.squidfingers.com/patterns/>

Button Downloads:

- FreeButtons.com: <http://www.freebuttons.com/>
- Freebits: <http://www.freebits.co.uk/>

Photos:

You may want to add photos of activities to your web page. If you have a film camera, you will need to scan your images in. If you have a digital camera, you'll already have your photos in a digital format. No matter which method you use, you will need to optimize your photos for web viewing. You will need to use Photoshop or some other image editing software to shrink your photos down in size. This will make it easier for people to load your pages, especially if they are on a dial-up connection.

Basic rule of thumb when it comes to photos, use them judiciously. You don't want to make the page difficult for your users and if you are loading too many large images onto the server, we will be force to remove them.

Club Activity Promotion:

You'll probably want to promote your club's activities on the web. Posting them on your club's website is a good way to get the word out, but you'll want to get your message out to as broad of audience as possible.

By submitting your events to the Club Activities calendar, anyone who accesses the university calendars will be able to see what is happening. This could be a way to recruit new members in addition to informing current members of what your club is doing.

- Go to the Clubs & Student Involvement web page: www.suu.edu/orgs/
- Click on the 'Publicity' link
- Choose the 'Club Activities Calendar' option
- Fill out the form (<http://www.suu.edu/orgs/club-activity-form.html>)

The information will be sent to Web Services and your event information will be placed in the university's calendars.