

The One Hour Website

The process of setting up a customised website for your local Group may seem a scary technical challenge, but in reality it is a simply task that can be done in an hour by any reasonably confident and competent person. While it is true that some webmasters put a great deal of time and effort into building and maintaining a site that is rich in features, it is perfectly feasible to set up a simple website that needs little on-going maintenance and can be left to look after itself for months at a time.

Why would you bother to do it?

- It allows you to present your walking programme to your members in a convenient manner, and enables them to download and print it as they require
- The format of the programme can be customised to facilitate download into a printed programme in exactly the format required
- It provides a professional public facing web presence for potential new members, with a simple way for them to make enquiries
- Once the website has been established, there is scope to enhance it later to include photos, Forthcoming Events, Committee minutes etc
- There is no financial cost involved for the group, and the (modest) cost of hosting is covered by Central Office
- Procedures are in place for regular backups, and any necessary updates will be applied automatically so there is no ongoing maintenance commitment.

Prerequisites

In order to work through the checklist of steps you will need the following information:

- The name of your Group and its Group Code
- An introduction to your group for the welcome page. You may well already have a suitable text on the Central Office site.
- Details of your committee with a table of posts and names. Depending on your local policy, you may want to also include phone numbers and/or email addresses.
- One or more of these can be designated as "Contacts" so that members of the public can write to them via the website
- A list of all the geographically adjacent Groups and the address of each. While strictly speaking this is not essential, one of the important benefits of membership is the freedom to walk with any group, so a way to get in touch with other groups is important. For help finding adjacent groups, see www.ramblers.org.uk/go-walking/group-finder.aspx.
- The name and email address off the person who is to take primary responsibility for the website, I.e the webmaster. This could be an official from the Area.
- The name and email address of any other of the committee members that may need to log in to the website to add new content (e.g. photos or committee minutes).
- Details of the format required for your printed programme. All of the information from GWEM is available, with up to nine columns of data, each with the necessary field or fields.

Once you have all these details to hand, preferably in a format from which you can cut and paste, setting up a customized site based on the template that is provided in a simple matter of following a checklist of steps. It would be helpful, but is not essential, that you have found and quickly looked through the Webmaster's Guide on <https://docs.stokeandnewcastleramblers.org.uk/> You should expect the process to take about an hour!