

GJCL New Chapter Handbook – Website Procedures

Salvete omnes! I am Stephen Zhu, your 2022-2023 GJCL Webmaster, and welcome to the website procedures portion of the new chapter handbook! I know what you’re thinking: “Does our chapter really need a website?” The short answer is, **definitely!** Having a website not only increases your club publicity, but also creates a centralized location for information to be stored and communicated. This guide was created to get new and/or dead GJCL chapters to create an amazing website, but active JCL chapters are more than welcome to reference this guide as well. If you have any questions or suggestions, feel free to reach out to me at any time, and I hope to have a great year with you all!

Yours truly,

SZ (stephen.zhu6@gmail.com)

STARTERS

1. Articles of Incorporation/Constitution
	1. Check out the GJCL constitution for reference
2. Sponsor # and Names
	1. \*Sponsors are teachers or adults in charge of the clubs\*
3. Number of Current Members
4. Current Officers\*
	1. President
	2. VP(s)
		1. 1st VP: publicity
		2. 2nd VP: spirit/service
	3. Secretary
	4. Webmaster
	5. Treasurer
	6. Historian(s)
	7. Editor(s)
		1. \*this list is neither extensive nor exhaustive; reference your own chapter officer list
5. Meeting Minutes
	1. Ensures your members and officers are equally informed of events
6. Journals/Newsletters/Publications
	1. Check in with your chapter editor for new editions
	2. Saving them as PDF files is recommended
7. GJCL Events
	1. Keep a tab for State Convention
	2. Keep a tab for Fall Forum
	3. Keep a tab for MAC (Membership Advisory Council)
8. Chapter Events
	1. Any festivals, school-planned events, student achievements, etc.

OPTIONAL/ADD-ONS

1. Former Officers
2. Exam Results (NLE, NLVE, NRCE, NCEE, NHCE)
	1. \*If this sounds too advanced, please ignore\*
3. Academic Materials (study guides, former tests, PPTs, etc.)
4. Photo Gallery/Memorabilia

WHAT WEBSITE BUILDER SHOULD I USE?

We highly recommend **Wix** for building your website, though you can use whatever site builder you want

* Important note: having your own website can cost money, and many website building and hosting companies charge a sizeable amount of money
	+ Ex. WordPress, Squarespace, GoDaddy, Wix Premium plans
* Find a website builder that is easy to navigate, has good value for its price, and is a trusted and reliable builder
	+ Again, we recommend using Wix’s free website building plan

GENERAL TIPS

* Keep your headers and pages organized in a logical manner
	+ Keep all academic tabs under one header, all Latin events under one header, etc: don’t put your Certamen page under GJCL Events, for example
	+ Keep in mind your audience: minimize the number of headers, use a readable font, keep a clean-looking layout
* **Simplicity and easy navigation > flashy graphics and sophisticated pages**
* Stay creative with your website
	+ Have fun with it; think of your website not like an assignment, but like a personal project
	+ Experiment with the design of the website a lot: using school theme colors is a great start
* Publicize your website to your chapter
	+ Make sure your viewers know your website exists and that your website has consistent user traffic
* **USE REFERENCE WEBSITES**
	+ The GJCL website is a great place to start, but take inspiration from other websites you visit

Congratulations! You are now on your way to making your very own website! I know it was a lot of work, but you persevered, and your hard work will be honored!

Also, stay tuned for a possible website contest (not official yet, but I’m planning something for that 😊).