



Chartered Club Website Guidelines & Information:

Chartered Club Website Responsibilities:

The **club is responsible for maintaining the website content**. Club presidents should designate a website editor (anyone the club appoints) to keep information current, including officers, meeting information, activities, events, contact information, photos, and other club details.

When website editors change, clubs should **contact Lillian for website access** so the appropriate person can be added. Please keep **Lillian updated on who is currently managing and editing your club's website**. Throughout the season, website editors will receive important communications about website meetings, training sessions, helpful resources, and guidance on managing and updating your **club website**.

We are currently gearing up for the new season and will be scheduling **website training classes and support sessions**. More information and upcoming dates will be shared soon!

Chartered Club E-Blast Guidelines:

- Club e-blasts are sent on Thursdays.
 - All submissions should be received by Monday at the end of the day to be included in that week's Club e-blast.
 - Clubs may submit one flyer per club, per week.
 - Flyers should be submitted as an 8.5 x 11 PDF, PNG, or JPG.
 - If a club would like the same information promoted the following week again, the flyer should be resubmitted each week. **You are not automatically carrying submissions over.**
 - Clubs are responsible for providing their information and materials by the deadline, so you have adequate time to prepare the weekly communication.
 - The e-blast is meant to help clubs promote meetings, events, activities, membership opportunities, and other club-related information to residents.
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Clubs Using a Non-Association Provided Website

Chartered Clubs that choose to create or maintain a website **outside of the Association-provided website platform** may do so; however, the club assumes responsibility for the management, maintenance, security, accessibility, and content of that website.



By choosing to use an outside website, the club is also **releasing the Association from providing website assistance, troubleshooting, training, maintenance, or technical support** for that site.

As a Chartered Club of Sun City Palm Desert, clubs are still expected to publish content that **appropriately represents their club and upholds the reputation of SCPDCA & true to their Charter**. Club content should not misrepresent the relationship with SCPDCA.

The Association will allow **web link redirects** for Chartered Clubs that choose to maintain an outside website. The club's SCPDCA Chartered Club web address can redirect visitors to the club's external website while maintaining a consistent Association-related URL, such as: **clubname.scpdcaclubs.com**

Club Website Redesigns

Clubs interested in redesigning or making significant changes to their established websites are welcome and encouraged to explore new design options, layouts, and themes available through the new website platform.

Before beginning a major redesign, clubs are encouraged to schedule a meeting with Lillian to discuss their ideas, explore available themes and customization options, and better understand how to make changes within the new platform. This meeting will also provide an opportunity to review available resources, discuss what support Lillian can offer, and help the designated website editor feel more confident navigating the redesign process.

Lillian can provide guidance, resources, and general support throughout the process. The Association supports each club's creative direction while helping ensure its website remains functional, up to date, and aligned with Chartered Club expectations.

Website Plugins

Plugins can be useful tools for adding additional features and functionality to a club website; however, they are not required, and not all plugins are free. Some may require a one-time purchase or ongoing subscription, while others may require a higher level of technical knowledge to install, configure, and maintain.

Any decision to purchase a paid plugin, including **which plugin to use, how it will be funded, and who will be responsible for the cost**, is the responsibility of each club.

The club should discuss these decisions internally with their officers and website editor and determine what best fits their needs and budget.



Lillian can provide **general website guidance and support** and may install specific plugins across Chartered Club websites when they provide a useful tool or resource for clubs, such as plugins that assist with **file organization**.

These plugins that were installed by Lillian will be covered in **future website training sessions**, including guidance on how and when to use them. Website editors are also welcome to reach out to Lillian with questions regarding **plugins that are already installed on their club website**.

For any additional or specialized plugins, a club would like to use, the **research, setup, training, management, and any associated costs remain the responsibility of the club and its website editor**.

Website Guidance Sessions

Lillian will be offering **30-minute to 1-hour website guidance sessions** for club website editors or designated club members who would like assistance with their Chartered Club website.

These sessions are intended to be **hands-on and collaborative**. Website editors will be encouraged to work directly on their own website during the session, with Lillian providing guidance as they make the updates or changes, they would like to complete. The goal is for editors to **learn by doing** so they become more comfortable managing their website independently.

To make the most of your scheduled session, editors should:

- **Review your club website before the meeting** and identify the specific updates, questions, or areas where you need assistance.
- **Confirm that you can successfully log in to your website before your appointment.**
- Bring a laptop to work directly on your website. If you do not have one available, the Association will provide a laptop for use during the session.
- Come prepared to **lead the session with the edits or questions you would like to work through.**

Reviewing your website and preparing your questions beforehand will help ensure the scheduled time is productive and focused on your club's specific needs.