Good Luck and happy designing. Naturally this guide is not exhaustive. It is a distillation of some of the essential steps in getting started with your site. Please do not hesitate to contact your Group Membership Officer should you require any additional support.

Information Leaflet

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The Essential Step-by-Step Guide To Making Your Own Lodge Website

MEN-TOR-ING *(Vb)*

Mentoring is the support and encouragement of people to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be.

http://westkentmasons.org.uk/

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Building your Lodge Website

Whatever form of marketing you use to promote your lodge, having a website and social media can greatly increase your reach, enabling your lodge to communicate with the wider world and attract potential candidates.

This short 5 step guide has been produced in order to assist you with the building and setting up of your very own lodge website.

1. Get Your Domain Name

The first thing you need to do before anything else is to get yourself a domain name. This is the name you want to give to your website. In this instance it is like to be the name of your lodge for example crayfordlodge6336.org.uk, To get a domain name, you have to pay an annual fee to a registrar for the right to use that name. Getting a name does not get you a website or anything like that. It's just a name. It's sort of like registering a business name in the brick-and-mortar world; having that business name does not mean that you also have the shop premises to go with it.

Tip- more than often you can buy your domain name from the same hosting site which you will source your website.

2. Choose a Web Host and Sign Up for an Account

A web host is basically a company that has many computers connected to the Internet. When you place your web pages on their computers, everyone in the world will be able to connect to it and view them. You will need to sign up for an account with a web host so that your website has a home. If getting a domain name is like getting a business name in the brick-and-mortar world, getting a web hosting account is comparable to renting office or shop premises for your business.

There are a number of hosting option out on the internet, here are a few options which are low cost and relatively easy to use:

Þ Go Daddy web hosting - godaddy.com

Þ 1&1 web hosting - www.1and1.co.uk

Þ Wix web hosting - wix.com

Þ In Motion Web Hosting - inmotionhosting.com

Þ Host Gator web hosting - www.hostgator.com

3. Designing your Web Pages

Once you have settled your domain name and web host, the next step is to design the web site itself. The advantage of using one of the above hosts is that they all come with their own website building tool which are relatively easy to use and navigate. Once you decided on you text and have your lodge photo's it can be as simple as selecting a template, typing into text boxes and drag and dropping images.

Most of this sites use a WYSIWYG ("What You See Is What You Get") web style so you will get a good sense of how your lodge website will look like as you play around.

4. Testing Your Website

Although I list this step separately, it should be done throughout your web design cycle. You will need to test your web pages as you design them in the major browsers: Chrome, Firefox, Internet Explorer 11 and Microsoft Edge. Unfortunately, directly testing your site is the only way you can be really sure that it works the way you want it to on your visitors' machines. In addition, if you have a smartphone, try out your site there too.

5. Getting Your Site Noticed

The use of links on your site will not only provide your users with useful information but will also help to get your website noticed on the internet.

Useful links to consider to have on your site:

UGLE – www.ugle.org.uk

Masonic Province of West Kent
http://westkentmasons.org.uk/

Kent Masonic museum
http://kentmuseumoffreemasonry.org.uk/

Supreme Grand Chapter
https://www.supremegrandchapter.org.uk

Masonic Charitable Foundation-https://mcf.org.uk/