

Student Organization Webpage

leadership.quick tips

Student
Organization
Webpage

“Always design a thing by considering it in its next larger context – a chair in a room, a room in a house, a house in an environment, an environment in a city plan.”

-Eliel Saarinen

StudentLeadership

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University Activities

www.uwp.edu

University Activities Office
L104, 595-2278

Keyword: university activities



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Quick
TIPS**

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9 Easy Steps to Creating Your Organization's Webpage:

Step 1: Fill out a Web Account Authorization Form (found by the organization mailboxes), or at www.uwp.edu keyword: University Activities and return the form to the University Activities Office.

Step 2: Within 24 hours you will receive an e-mail that Grants Access to the template page. Click on the link and you are set to go!!! (https://www.uwp.edu/clubs/manage/).

Step 3: Fill out the Template form (everything you place in those boxes will show up on the right side of the webpage).

Step 4: Fill out the page content. This is a WYSIWYG box. So hthe way you lay it out on this screen is how it will look on your page when it is completed. This can be edited at any time.

Step 5: When you have the page content of your website completed, hit the submit button. The screen will show you what changes you have made to the site.

Step 6: You will then want to adjust the style of your page (the look and colors). Proceed through the style template and adjust according to taste. Use the Style Template Guide for assistance.

Step 7: When you are happy with your style you can hit submit and you will be taken back to the main template menu. Click on the link that states "Let Student Activities know your template page is ready to be linked."

Step 8: PLEASE NOTE YOU ONLY HAVE TO CLICK THIS LINK ONCE! Once you click this link your website is live. There is no reason to click this link again.

Step 9: You will then receive a message and a website link...your link to your website. The University Activities Office will put a link to your website on the Student Organization List. Contact University Activities for a keyword designation if you are intrested.

Style Template Guide

