

## How to request a Club webpage?

1. Fill out the form Student Club Webpage Request in the Club Manual (picked up in Office of Activities, LSF 78/80)
  - a. Have the form signed by your Club Advisor
  - b. Have the form signed by the Office of Activities, LSF 78
    - i. **Be certain Activities rep adds you to the “online” club list—If this is not completed, do not proceed to Step 2**
2. Go to the HelpDesk in TECH 226 with a photo ID
  - a. Here the HelpDesk will set up your account and password
  - b. Template (if club wants to use) will be placed under the club (w:)drive
3. The club will now have to set up their own webpage.
  - a. Minor instruction given of software to use and how to upload to w: drive from HelpDesk
  - b. Two sessions will be set and scheduled for fall from Dave Montgomery, IS, on assistance with creating a webpage (proposing the second and third week of classes)
4. Upon completion of webpage,
  - a. The final version must be uploaded to w: drive
  - b. Send message to [webmaster@pnc.edu](mailto:webmaster@pnc.edu) stating..”Name of Club” Our club website is ready to be reviewed for inappropriate content and uploaded to the Activity/Clubs website.