

Chapter Websites

CHECKLIST

PREPARE

1. CONTENT INVENTORY – What content on your current site do you want to use to create web pages (what you need, what you don't)

- Files, Images, document, etc. | What do you want to archive?

2. ASSIGN TASKS – Decide who in your chapter will:

- Be the main point of contact
- Participate in training
- Participate in implementation call with a ClubExpress implementation specialist
- Upload documents to site
- Add web page content
- Other admin tasks

3. YOUR DATABASE (members and non-members)

- Know how to download from current site
- Organizing it for upload into ClubExpress based on Member and Non-Member Upload Template provided to you.
- Are their fields in your current database you can delete?
- What fields aren't on the template you want to make sure are included?

4. CREATE WEB PAGES AND TRANSFER CONTENT (This includes uploading all files)

- Based on your content inventory, create pages
- Decide what images you want to put in your home page rotator
- Decide what images you want to use on the site based on the template
- More...

IMPLEMENTATION & CONTENT ENTRY

1. COMPLETE IMPLEMENTATION QUESTIONNAIRE

- Send completed questionnaire to Ronni Levine at rlevine@nigp.org

2. LINK WILL BE SENT TO CHAPTER TO SET-UP THEIR SITE

- Information requested (Public Name of Chapter, Year Founded, Purchase, Official Address, Phone, Fax, Legal Name, Club Administrator Contact Info. and User Name and Password Login)



- Please enter your bank information as well, the site is not able to be developed until this information is in the system.
- ClubExpress Client Agreement – You will be asked to click through to accept the agreement. There is then an Addendum to that agreement that will override indicated areas within the Client Agreement. When agreement is sign, email ftouhami@nigp.org to request the addendum.

3. ONCE YOUR IMPLEMENTATION FORM IS RECEIVED AND YOU HAVE COMPLETED THE SITE SET-LINK

- NIGP will schedule a call with your team and a ClubExpress Implementation Manager to go through your Implementation Questionnaire together and answer questions

4. CHAPTER MAY ACCESS THEIR WEBSITE TO BEGIN ADDING CONTENT

- Create web pages, upload documents, add images, update home page, etc

PREP FOR LAUNCH

1. DOWNLOAD CURRENT DATABASE

- A month before your scheduled launch date download your current member database, copy your database download into ClubExpress's into the Member and Non-Member Upload Template provided to you.
- Add any additional columns that you want to include that are not listed on the template in columns at the end
- Forward this "template" to Ronni Levine at levine@nigp.org

2. TESTING

- Once it has been confirmed to you that your upload was completed successfully, begin testing to make sure the information is presenting as needed.
 - Add any additional information not listed.

3. LAUNCH

- If you have an existing domain, it is recommended that you point your domain to your new ClubExpress site either 2 days before launch to allow it to propagate (load) across the internet.



- SSL Certificate – The SSL certificate is only requested and activate once you have completed the domain pointing. It is recommended that you request the certificate 24 hours before launch.