Instructions for Setting up a Chapter or Division Web Site

A Web site can enable an Izaak Walton League chapter or division to communicate more easily and effectively with its current members while also reaching out to the wider conservation community in its area. Completing the form on page 2 will allow the IWLA National Office to set up a FREE basic Web site through Google™ for your chapter or division. This service is primarily for chapters or divisions that do *not* already have a site, but might also be useful for those who do have a site, but would prefer one that might be easier to maintain than their current site. Upon completion of your Web site, you will be given additional information from the National Office about how to log into and maintain your site.

1. **First, complete the *Chapter and Division Web Site Form* (page 2) for initial set-up of your site.**

   - This includes providing us with the name and contact information for your **Webmaster** (the person who will be responsible for maintaining your site), your chapter or division name, your banner selection (the picture at the top of your pages), and your basic home page text.
   - In addition to creating your home page, we will create links to pages for "About Us," "News," "Programs and Activities" "Membership Information," "Calendar," and "Contact Us" that you will be able to fill in with information about your chapter or division. (Any pages you do not wish to have can easily be deleted later, and new ones can also be added.)
   - Please note that you will be agreeing to abide by Google™'s privacy and security policies by having a Google™ Web site. You can read their complete policies at this Web address: **http://www.google.com/policies/privacy/**

2. **Then mail or fax your completed, SIGNED form (by an officer), and address any questions to:**

   Izaak Walton League of America
   ATTN: Tara Scibelli
   707 Conservation Lane
   Gaithersburg, MD 20878-2983
   Fax: (301)-548-0146
   Phone: (301)-548-0150, ext. 255
   Toll free: (800)-IKE-LINE
   tscibelli@iwla.org

3. **After the National Office has set up your Web site, your Webmaster will receive the following:**

   - The Web site address (URL) for your chapter or division Web site.
   - An initial password to log into your Google™ account to manage your site.
   - Instructions on how to do basic editing of your Web site.

Remember to include your Webmaster's contact info and have an OFFICER sign the release at the bottom of the form.

Thank you very much!

(revised 12/19/12)

Chapter and Division Web Site Form

Please complete and mail or fax this form for the National office to set-up your Google™ Web site.

Webmaster Contact Information

Name: _____ Home Phone: _____

E-Mail: _____ Work Phone: _____

1. Please print your chapter or division name, as it appears in the *IWLA National Directory*:

   _____

2. Please indicate the banner from page 3 or 4 that you would like at the top of your site:

   _____ A. Bee on Flower _____ B. Crops in Field

   _____ C. Rolling Hills _____ D. Fall Lake

   _____ E. Winter Scene _____ F. Raingarden

   _____ G. Hunter _____ H. Canoe and Lake

   _____ I. Fishing at Lock _____ J. Rocky Stream

3. Please print the text (no more than 100 words) you want in the **center** of your home page. This should be basic information about your chapter or division, such as your mission and basic historical information.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

Hold Harmless Agreement

As an officer of IWLA, I understand and agree that the Izaak Walton League of America is providing the Web site template and link from the main IWLA Web site as a courtesy to our chapter or division. I understand that the operation of and content on this Web site are the sole responsibility of our chapter/division and that the chapter/division assumes all risk for any loss or damages related to or arising out of the creation, content, or use of the Web site. The chapter/division also agrees to abide by any and all applicable local, state, or federal laws and understands and agrees that the Izaak Walton League of America may, at any time in its sole discretion, limit or deny access to the Web site from the IWLA Web site.

Officer's Signature _____

Position _____

Please **print** name signed above _____

Send to: Izaak Walton League of America, 707 Conservation Lane, Gaithersburg, MD 20878-2983, ATTN: Tara Scibelli; Fax: (301)-548-0146; Phone: (301)-548-0150, ext. 255; tscibelli@iwla.org

(revised 12/19/12)

Please select from these banners for #2 on the *Chapter and Division Web Site Form*.

A. Bee on Flower

B. Crops in Field

C. Rolling Hills

D. Fall Lake

E. Winter Scene

F. Raingarden

G. Hunter

H. Canoe and Lake

I. Fishing at Lock

J. Rocky Stream