

How to Transform Your Old Google Site Into a New Google Site

* Google Sites must be built and maintained in either Google Chrome or Firefox. Google Sites is not supported by Internet Explorer.

If your chapter already has a website on the old Google Sites platform, it is easy to move to the new Google Sites platform. It's important to do this because Google is in the process of retiring the old version of its website-building platform. This means that at some point, owners of sites built on the old version will no longer be able to update their websites.

Moving your website to the new platform takes just a few minutes.

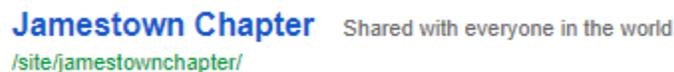
To begin, go to google.com and sign in to your chapter's Gmail account. If you do not know the username or password, please contact the National office at info@iwla.org.

Once logged in, enter **sites.google.com** in the address bar at the top of the screen.

Click the three horizontal lines in the top left corner.

In the menu that pops out, click on Classic Sites.

Click on your chapter website.



Jamestown Chapter Shared with everyone in the world
[/site/jamestownchapter/](#)

At the very top of your screen, you will see a suggestion to "Convert your site to the new Google Sites." Click "Try it now."

NEW Convert your site to the new Google Sites [Try it now](#)

You will be taken to a page that gives you some information about converting to new Google Sites. Select "Share with the same people" and click Start.

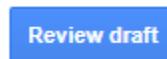
Share with the same people.

Start

Google will copy your entire website into the new platform. This will give your website the new, modern design. You'll also have access to new and better features. When Google is done copying your website, click Continue.



Click Review Draft and you will be taken straight to the new version of your site.



Google will offer you a quick tour of the new website platform. Go to <https://www.iwla.org/chapter-resources/build-a-chapter-web-site> for more resources on how to work with this new platform.

It's important to know that your new website is not on the internet yet – it's just a draft. When you are finished reviewing the new copy of the site, click the Publish button at the top right.



A large pop-up window will appear. There are several important settings in this window. First, make sure to select "Use existing site address." This will cause your new site to be published "on top of" your old site. This is good because it means that all the existing links to your website will still work, and that your old website will no longer be accessible. (You wouldn't want people to find your old website now that you have this beautiful new one!)

Second, make sure "Who can view my site" is set to "Anyone." Otherwise, you will have a sort of private website that can only be seen by a few people.

Third, make sure "Request public search engines to not display my site" is NOT checked. If this box is checked, people will not find your website if they google your chapter.

Finally, there's no need for a custom URL. The special *iwla.org/yourchapter* URL should still work. (You can test it in a minute!)

When you're finished, click Publish.

Publish to the web

Use existing site address: **sites.google.com/site/jamestownchapter**
Traffic will be redirected to the new site. Your original site will be moved to the "Migrated Sites" section in classic Sites and deleted in 30 days. [Learn more](#)

Create new address
Your original site won't be affected.

Custom URL
Make it easier for people to visit your site with custom URLs like www.yourdomain.com [MANAGE](#)

Who can view my site
Anyone [MANAGE](#)

Search settings
 Request public search engines to not display my site [Learn more](#)

Cancel [Publish](#)

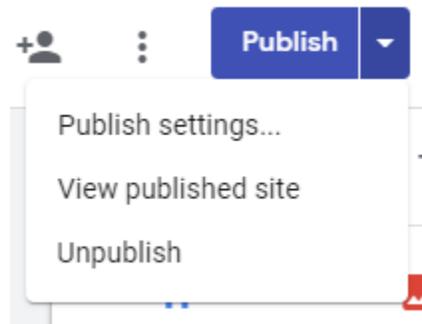
Google will warn you that the new site will take the place of the old one on the internet. Note that after you publish your new site, even the draft copy of the old site will disappear in 30 days, so be sure to salvage anything you need and put it in a safe place. When you're ready, click Publish.

Replace existing site?

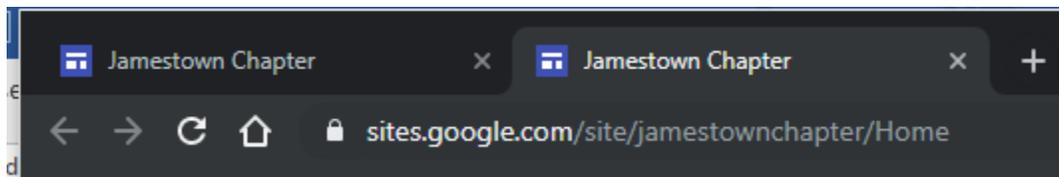
Your original site will be replaced by your new converted site. It will be moved to the "Migrated Sites" section in classic Sites and deleted in 30 days. [Learn more](#)

Cancel [Publish](#)

Google will think for a minute as it puts your website on the internet. When it's finished, you'll see that the Publish button now has a little down arrow next to it. Click the down arrow, then click View Published Site in the dropdown menu.



You'll be taken to the live-on-the-internet copy of your new website. You'll see the address of your website in the address bar at the top of the screen. It should be the same as it was before (that is, the same as the address of your old website).



If you enter iwla.org/yourchapter in the address bar (of course, replacing "yourchapter" with your chapter's name), your site should load again. If you get an error, contact the National office at info@iwla.org so we can fix your special link.

Now, whenever you work on your website, all your changes will automatically be saved in the draft copy. When you're done working, be sure to click Publish again. Otherwise, your changes will ONLY be in the draft copy and will not be visible on the internet.

Congratulations on your new website!