Website Information

**Home Page** - Welcome info, greetings from president and photo

**Calendar** info – dates, times, locations, reservation info if necessary

**Email** – If you choose to go with JustHost.com you need to prepare a list of email addresses you want to create. For example president@yourOrgName.org, or membership@yourOrgName.org I suggest that you create addresses for all offices and committees. JustHost provides as many email addresses as you want for free.

**Contact Page** – List all of your officers and all of the committee chairs on your website. Then use the new email addresses to create a Contact Us page. We will set up the page so that all a member has to do is click on the email address and their computer will start the email for you and fill in the address.

**President’s Page** – Does your organization’s president send out a monthly email newsletter? If so, you want to duplicate it on your website.

**Newsletter** – Does your organization send out a periodic newsletter? If so, you want to duplicate it on your website. If everyone in your organization got their newsletter electronically your group could save hundreds of dollars a year in printing charges and postage charges.

**Links** page - I will provide you with a link page so that your members can link to MRSPA quickly. We will also link to AARP, and United Seniors of Maryland. Do you want a link to your school system’s site? If there are other links you want, let me know and we will get them added in.

**Membership** page – It might be a good idea to have a membership application form posted.

**Other** pages - Are there any other pages that your organization would like to see on your website?

Gather your information and send it via email to wmbrose@comcast.com

In the Subject Line identify your group… for example >>> PGPSRA website info<<<