



# SCW Club Websites – Required Items Handout



## Chartered Clubs – *Required items on all club websites*

- Description of Club (brief bio for About page)
- Bylaws – most recent
  - Added to Club Websites by Rec Center Staff ONLY
- Officers – Current Club Officers
- Location/Date/time – Main Meeting Location, Club Hours
- Home Page photo – 1920 x 1080 high quality photo preferred (can be stock photo)

## MAIN MENU ITEMS: (Required)

Home (Home Page)

Club Name (Custom Link)

➔ About & Location (page)

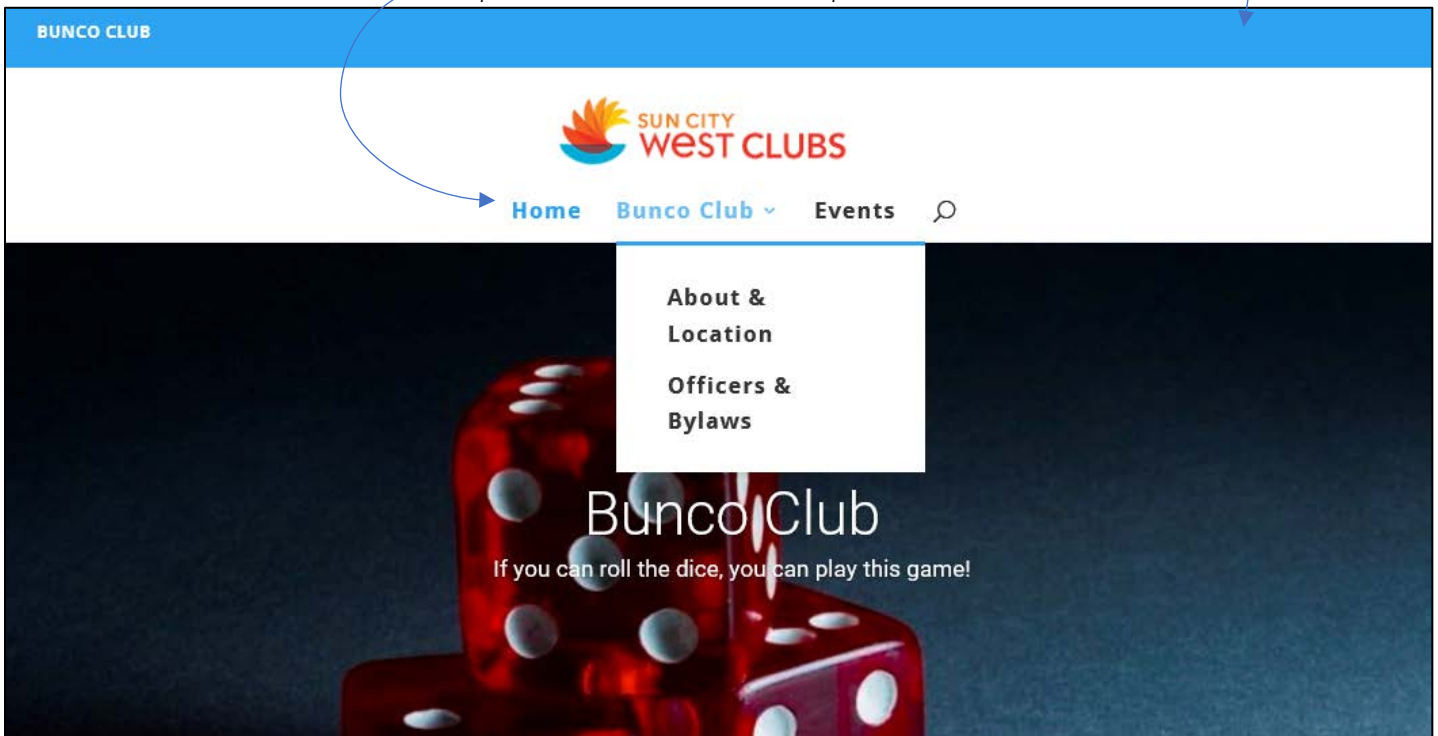
➔ Officers & Bylaws (page)

Events Calendar (optional, custom link)

External Website (optional, custom link)

Club Phone & Email Address in  
Secondary Header  
(optional)

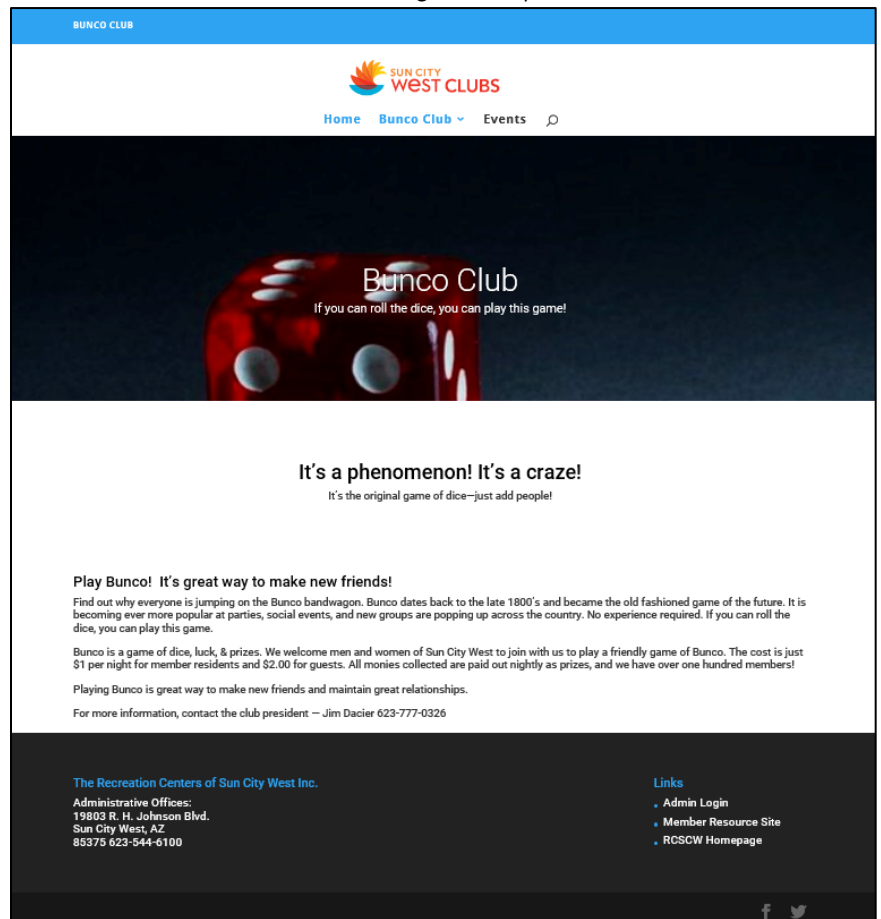
*Required Main Menu Items Example & Location*



## Home Page Example

### Home Page

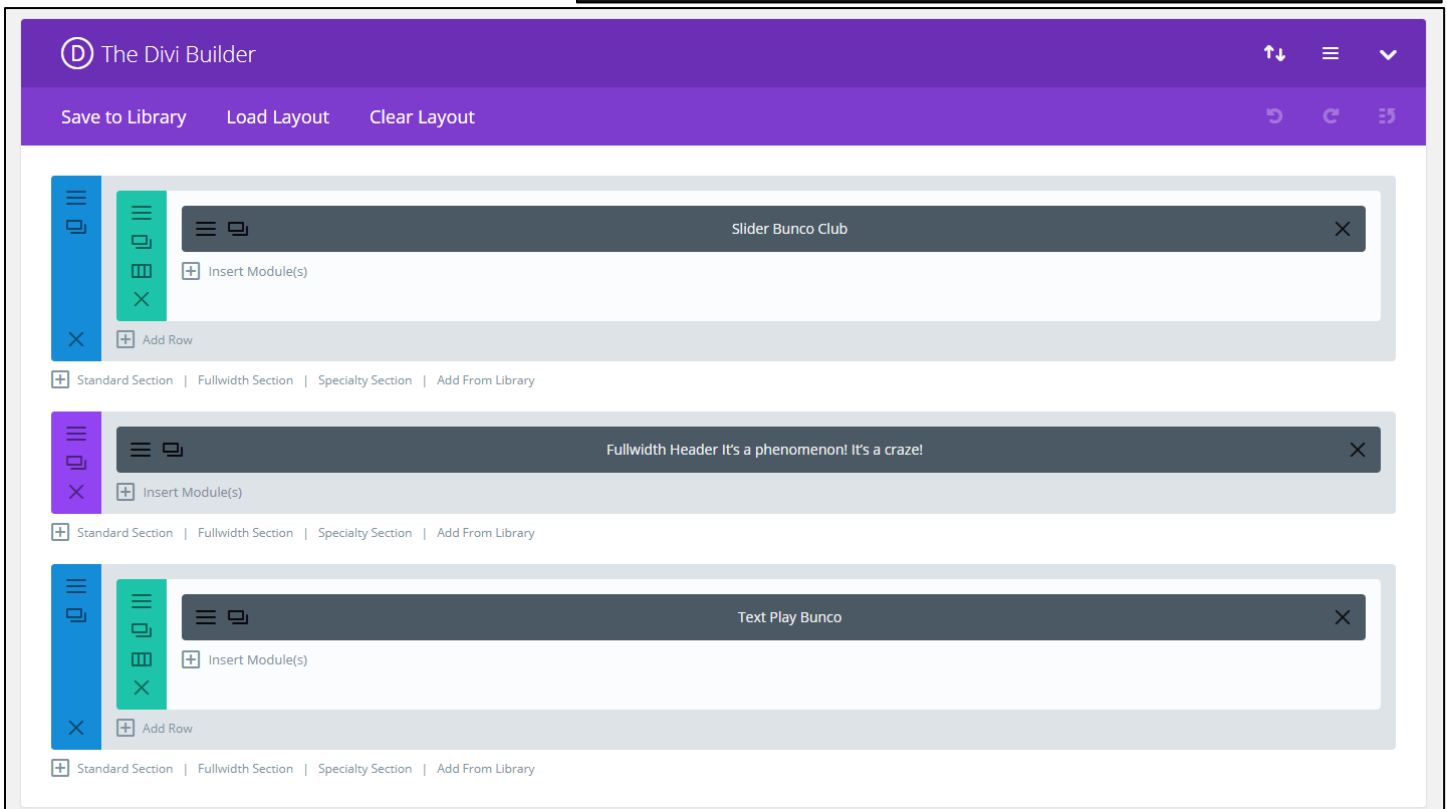
- Photo 1920x1080 high quality photo (may be stock photo or club photo)
  - Located in Standard section top Slider
- Primer – Description to draw users into the club’s website
- Contact (Optional Club phone number and email address)



### Divi Modules Required—Home Page

- Slider
- Fullwidth Header
- Text  
(Primer to draw viewers into the site)

### Divi Builder Example



## About & Location Page Example

### Club Name—A “Custom Link” used as Menu Item

- Below Club Name are two pages:
  - About & Location
  - Officers & Bylaws

Note: additional menu items optional here

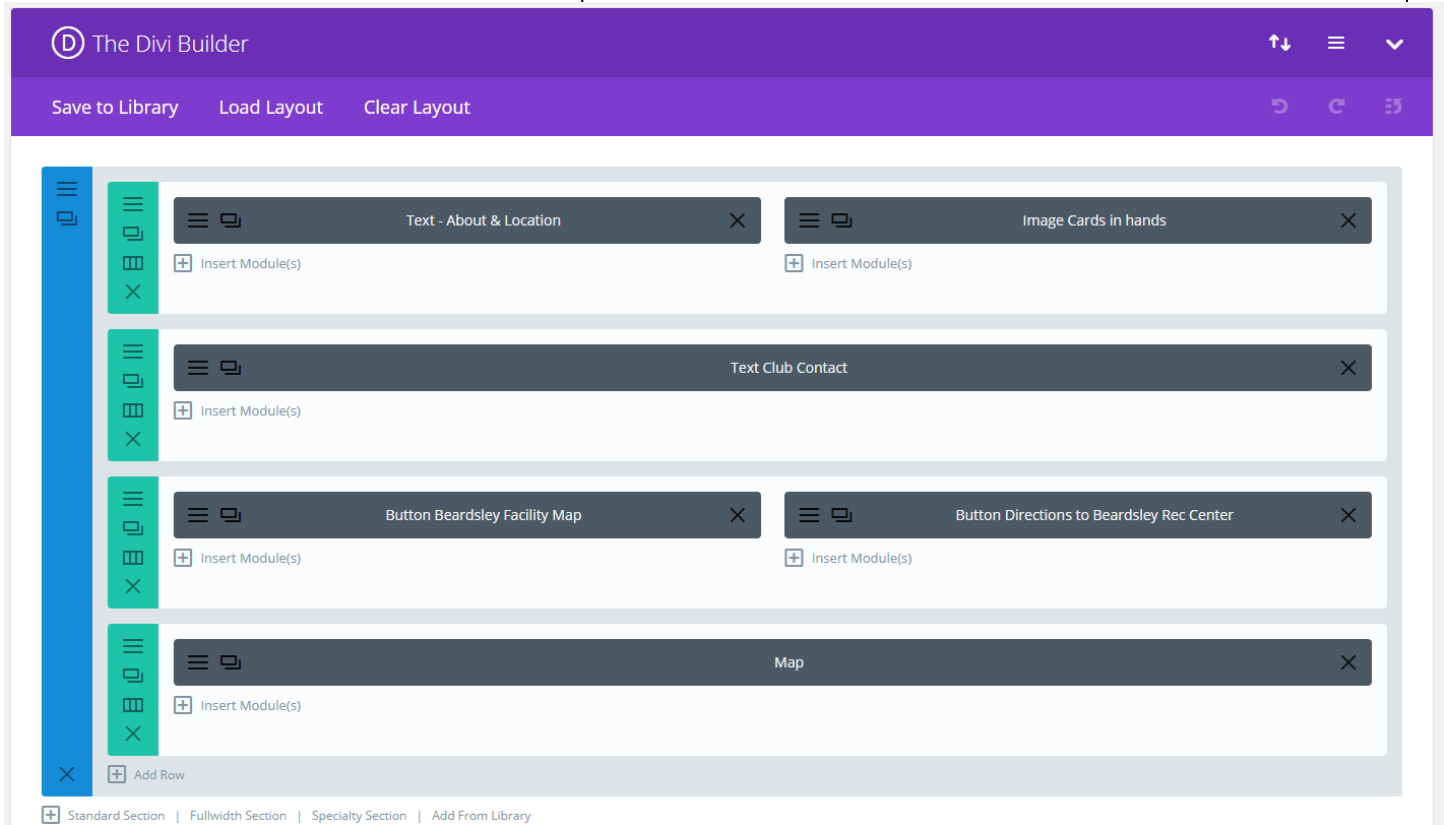
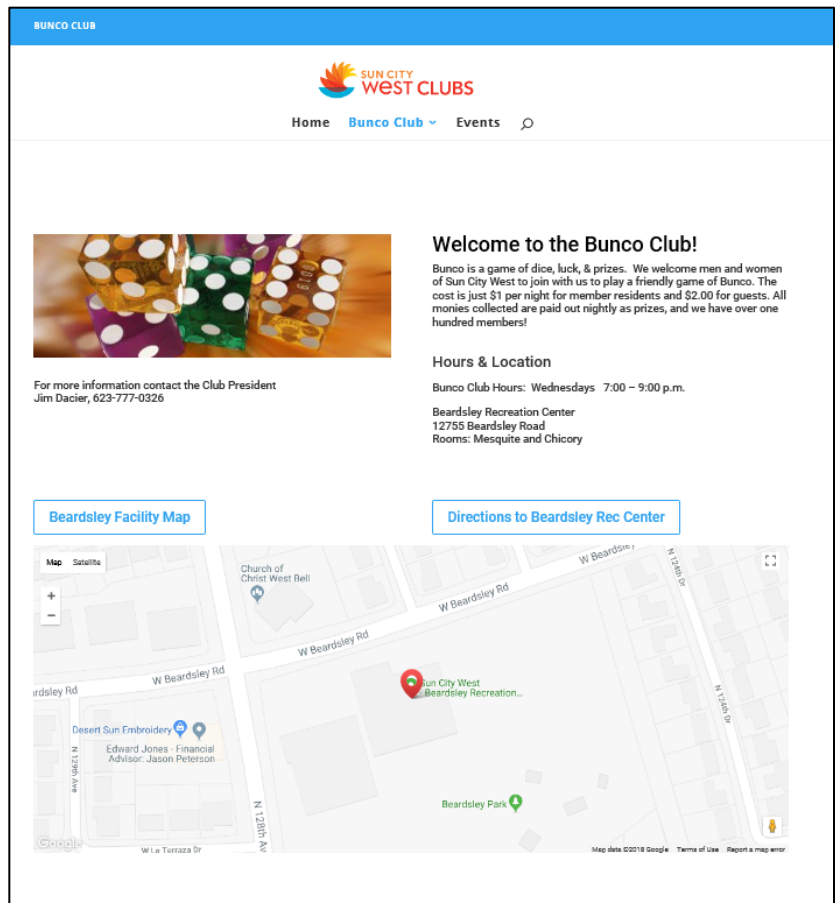
### About & Location Page

- Bio of Club, description what the club is about & History
- Location & Hours – Club’s main meeting location and time
- Contact information (optional)

### Divi Modules Required—About & Location Page

- Text (About & Location information)
- Image (optional)
- Text (Club contact Information, optional)
- Buttons & maps to facilities  
(Non-Recreation Center locations, optional)

### Divi Builder Example



## Officers & Bylaws Page Example

### Officers & Bylaws Page

- Officers – bio, photo, contact info
  - Bylaws (PDF Document)
- (Note: Bylaws updated by Rec Center Staff ONLY)

**BUNCO CLUB**

SUN CITY WEST CLUBS

Home Bunco Club Events

### 2018 Club Officers

<b>Jim Dacier</b> President (623) 777-0926	<b>Mike Lukachie</b> Vice President (951) 232-1744	<b>Naomi Spielman</b> Secretary (623) 444-7272	<b>Louise Pierce</b> Treasurer (623) 444-7272
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[Download Bylaws](#)

The Recreation Centers of Sun City West Inc.  
Administrative Offices:  
19803 R. H. Johnson Blvd.  
Sun City West, AZ  
85375 623-544-6100

Links

- [Admin Login](#)
- [Member Resource Site](#)
- [RCSCW Homepage](#)

### Divi Modules Required—Officers & Bylaws Page

- Text (Year, Club Officers)
  - Person (one for each Officer)
    - 3 or 4 modules across
    - Add additional rows as needed
  - Button (Download Bylaws link)
- (Note: Bylaws updated by Rec Center Staff ONLY)
- Text (Club contact Information, optional)
  - Image (optional)

### Divi Builder Example 1

The Divi Builder

Save to Library Load Layout Clear Layout

Text 2018 Club Officers

Insert Module(s)

Person President Person Vice President Person Secretary Person Treasurer

Insert Module(s) Insert Module(s) Insert Module(s) Insert Module(s)

Button Download Bylaws

Insert Module(s)

Add Row

Standard Section | Fullwidth Section | Specialty Section | Add From Library

## 2018 Club Officers

**William Lefave**  
President  
623-533-6440

**Pam Ferron**  
Treasurer

**Pierce Walsh**  
Vice President

**Pauline Maxwell**  
Member-at-Large

**John Ashton**  
Secretary

**Elizabeth Mitofsky**  
Web Content Manager

[Download Bylaws](#)

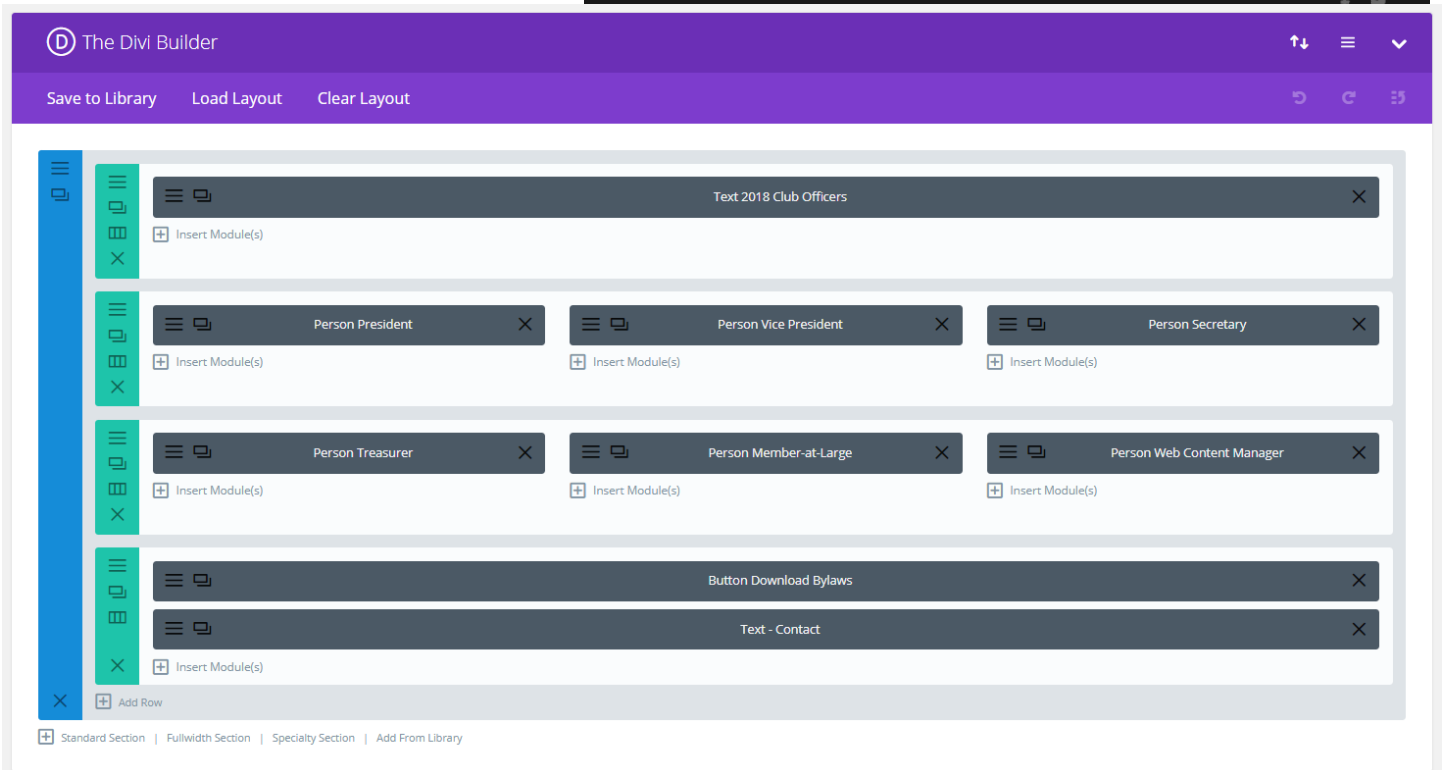
To contact the Website Content Manager (or the club), please send email to [emitofsky@gmail.com](mailto:emitofsky@gmail.com)  
For more information, please contact our president

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Links

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The Divi Builder interface shows a layout for the Officers & Bylaws page. The layout consists of several rows of modules:

- Text 2018 Club Officers
- Person President
- Person Vice President
- Person Secretary
- Person Treasurer
- Person Member-at-Large
- Person Web Content Manager
- Button Download Bylaws
- Text - Contact

The interface also includes a sidebar with icons for various actions and a top bar with navigation options like 'Save to Library', 'Load Layout', and 'Clear Layout'.

SUNSHINE ANIMAL CLUB


SUN CITY WEST CLUBS

Home [Sunshine Animal Club](#) Calendar

### 2018 Club Officers

<b>Robert Stebbins</b> President 623-584-2356	<b>Mick Waas</b> Vice-President 584-4948	<b>Frank Lopez</b> Treasurer 242-7246	<b>Donna Harlow</b> Secretary 414-0206
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[Download Bylaws](#)



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• [RCSCW Homepage](#)

The Divi Builder

Save to Library Load Layout Clear Layout

Text 2018 Club Officers

Person President Person Vice-President Person Treasurer Person Secretary

Button Download Bylaws

Image white puppy

Standard Section | Fullwidth Section | Specialty Section | Add From Library

## Optional Pages

Membership\* or Membership Information – *Suggested Custom Link Heading if adding to Main Menu*

- How to Join Club
- Committees
- Dues
- Resources
- Club Documents
  - Put information directly on a Page or use PDFs or Both!
    - If using both, add button to page with PDF link for ease in printing club documents
  - Policy & Procedures
  - Forms

*\*Note: you can create a “Members Only” Page that is password protected with a single password shared only with club members. A good place to put Club Rosters with telephone numbers, email addresses, other personal information, etc.*

Club Activities

- Classes or Classes & Instructors
- Monthly Scores
- Tournaments or other special events

Newsletters – could be a Main Menu heading or under Membership Information

Photo Galleries – could be a Main Menu heading or under Membership Information

- Divi Gallery (new)
- NextGen (existing)

Other Club Specific pages such as Dances, Concerts,