



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
 - ***Bylaws are 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)

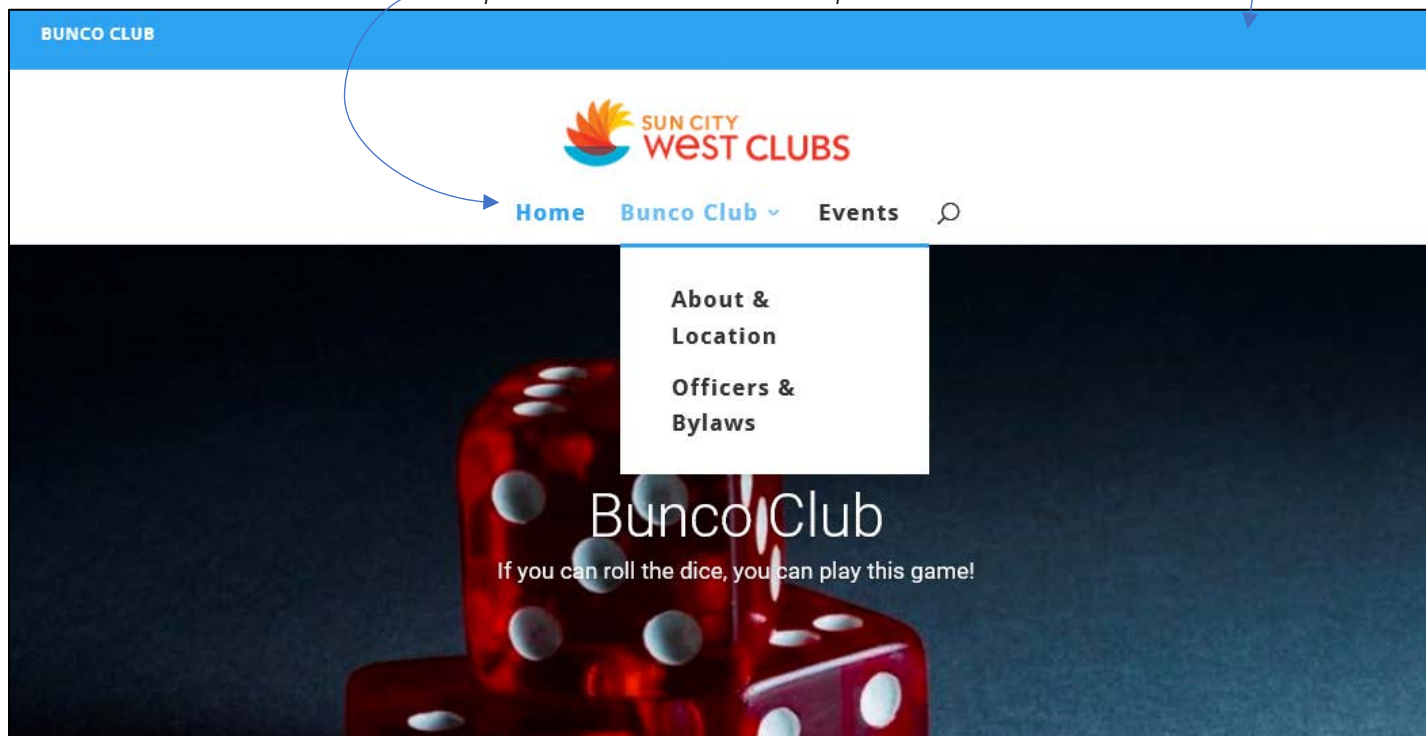
➡ *Officers (or Contacts) & Bylaws (page)

Events Calendar (optional, custom link)

External Website (optional, custom link)

Club Phone & Email Address in
Secondary Header
(Header required, phone &
email optional)

Required Main Menu Items Example & Location



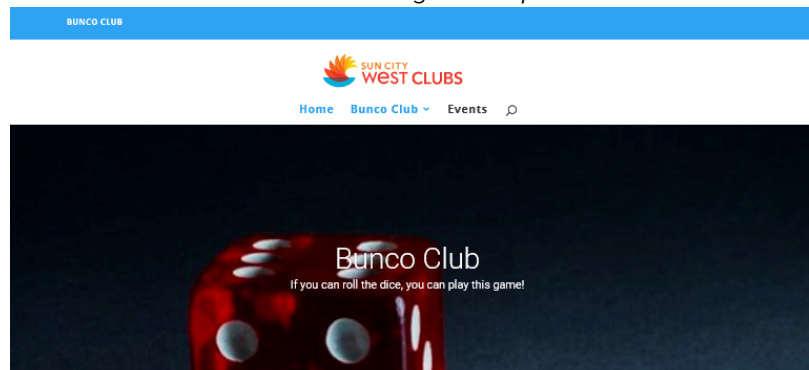
*Note: Officers are no longer required on the SCWclubs websites. Please add/retain only the President's phone number if no other club contact number has been provided. If a club has a unique club email and phone number that can be put in the Blue secondary header at the top of the page. If you need assistance with that please let us know.

Customization of ALL Club Websites: Customization of Club Website fonts, page layouts, headers, footers, and anything under "Settings" or "Customize" should NOT be done by Club Content Managers. Standards have been established so all Clubs have the same look, feel and navigation across all SCWClubs websites. If a club wishes to vary from these standards they are encouraged to create an external website to give them more flexibility. We can link the external website to the existing SCWClubs.com website which will remain with the minimum basic required information. If you have any questions, please submit a Help Ticket or email scwclubs@suncitywest.com.

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)



It's a phenomenon! It's a craze!

It's the original game of dice—just add people!

Play Bunco! It's great way to make new friends!

Find out why everyone is jumping on the Bunco bandwagon. Bunco dates back to the late 1800's and became the old fashioned game of the future. It is becoming ever more popular at parties, social events, and new groups are popping up across the country. No experience required. If you can roll the dice, you can play this game.

Bunco is a game of dice, luck, & prizes. We welcome men and women of Sun City West to join with us to play a friendly game of Bunco. The cost is just \$1 per night for member residents and \$2.00 for guests. All monies collected are paid out nightly as prizes, and we have over one hundred members!

Playing Bunco is great way to make new friends and maintain great relationships.

For more information, contact the club president – Jim Dacier 623-777-0326

The Recreation Centers of Sun City West Inc.

Administrative Offices:
19803 R. H. Johnson Blvd.
Sun City West, AZ
85375 623-544-6100

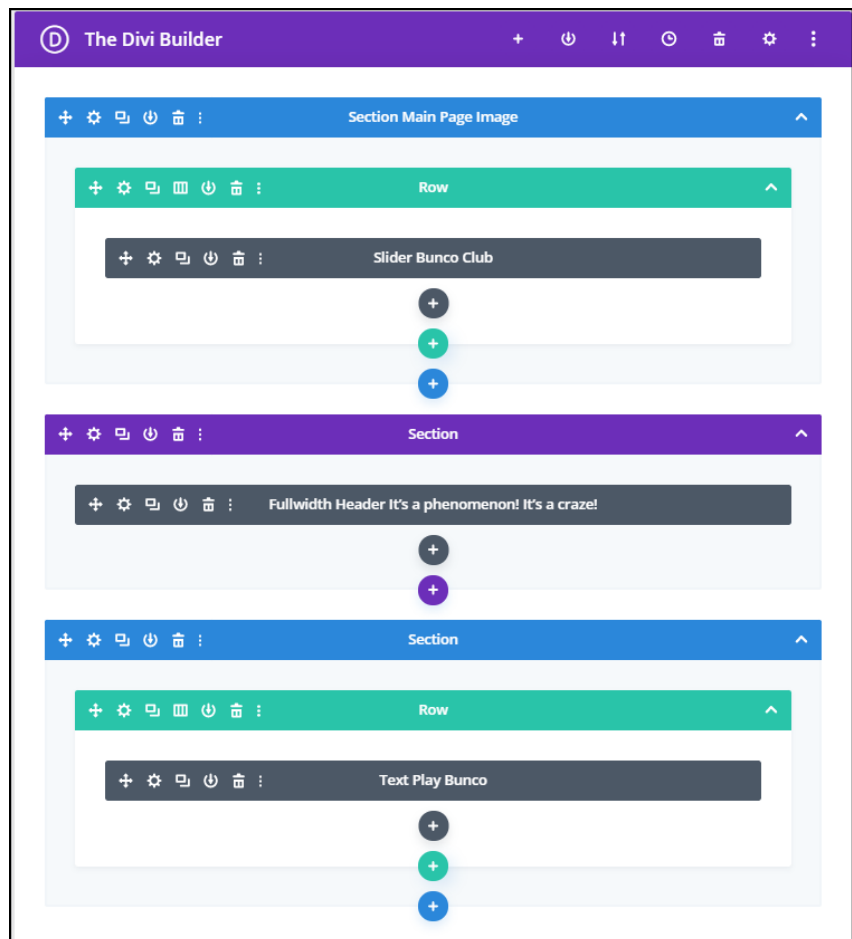
Links

- Admin Login
- Member Resource Site
- RCSCW Homepage

Divi Modules Required–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

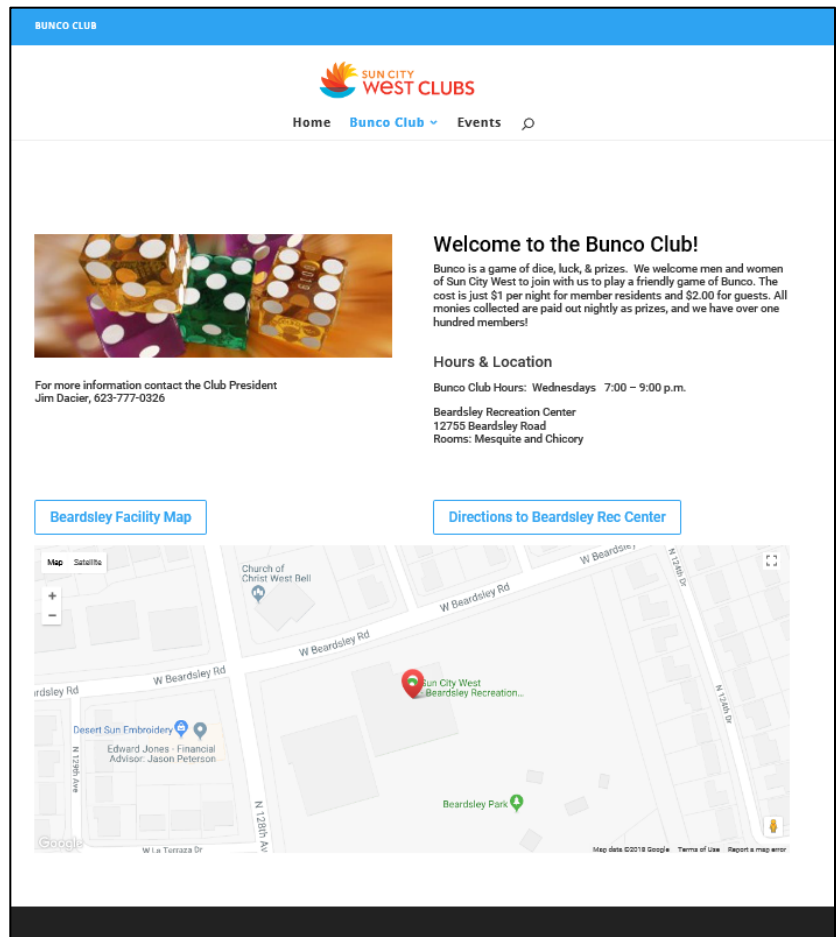
Note: additional menu items optional here

About & Location Page

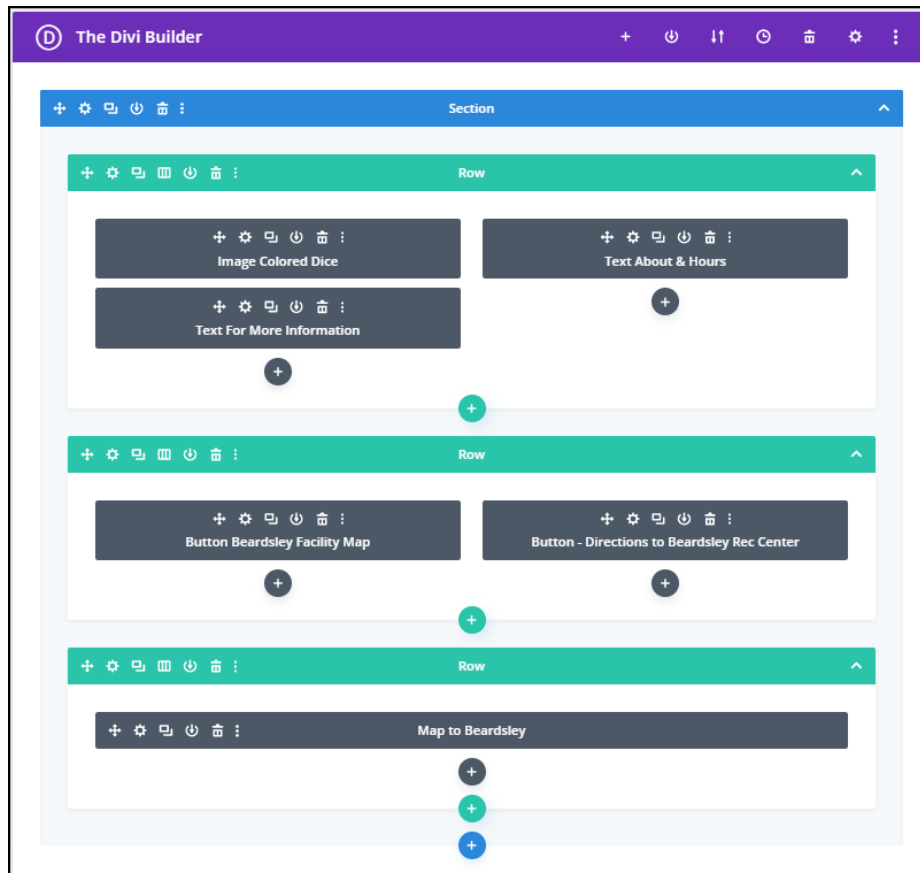
- Bio of Club, description what the club is about & History
- Location & Hours – Club’s main meeting location and time
- Contact information (optional)

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* (or Contacts) & Bylaws Page

- Officers – bio, photo, contact info
- Bylaws (PDF Document)

(Note: Bylaws updated by Rec Center Staff ONLY)

**Note: Officers are no longer required on the SCWclubs websites. Please add/retain only the President's phone number if no other club contact number has been provided. If a club has a unique club email and phone number that can be put in the Blue secondary header at the top of the page. If you need assistance with that please let me know.*

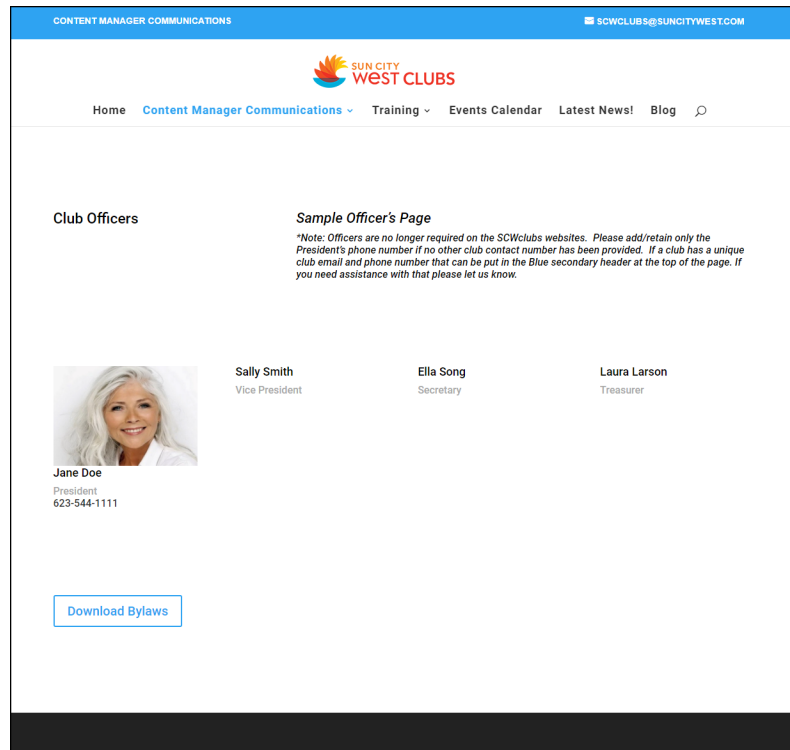
Divi Modules Required—Officers & Bylaws Page

- Text (Year, Club Officers)
- Person (one for each Officer)
 - 3 or 4 modules across
 - Add additional rows as needed

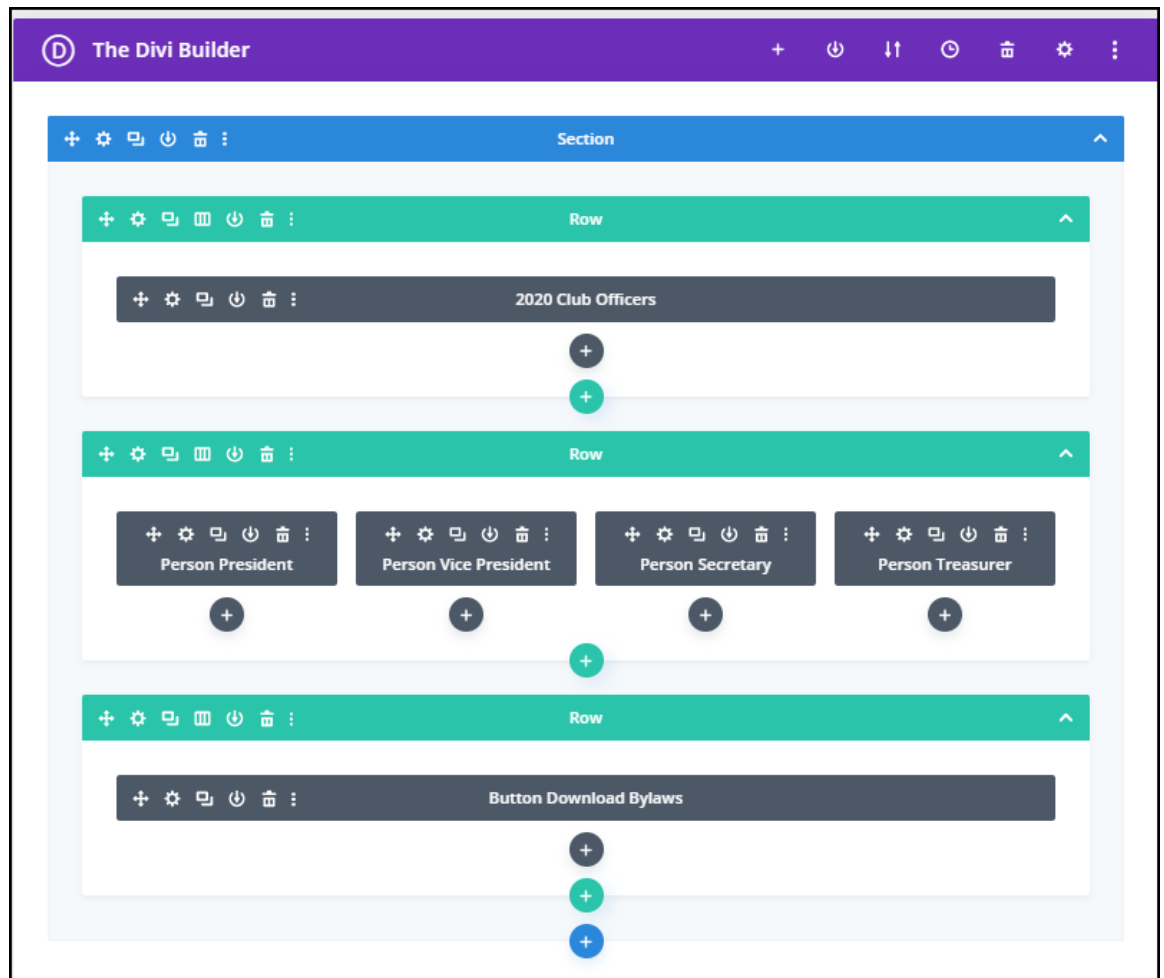
- Button (Download Bylaws link)

(Note: Bylaws updated by Rec Center Staff ONLY)

- Text (Club contact Information, optional)
- Image (optional)



Divi Builder Example



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, etc.