Student Organization Websites
Getting Your Website Online

There are two options to getting your Web site online:

Creating and constructing your site within your organization
1) Each club must have its own webmaster. This should be a member responsible for the construction and upkeep of the website. The club webmaster should be appointed by the club.

2) The webmaster, with any help from other club members, should design and create the webpage. Make sure your links are valid and that content is both current and appropriate (see Guidelines).

3) Submit a request for an account on the student organizations web server with your organization's name to Kristy Adams at kadams@lvc.edu. Your webmaster will be given appropriate information about the server, including location and login. It will be the responsibility of the webmaster to post websites, and to keep them up-to-date.

4) The following disclaimer must be added to all organizational pages:

"The links from this page are the web pages of student organizations at Lebanon Valley College. These pages do not in any way constitute official College content and Lebanon Valley makes no effort to pre-approve, review or edit these pages. The views and opinions expressed in these web pages are strictly those of the student organizations that maintain the pages, and authors of the pages themselves. Comments should be directed to them."

If you have questions or comments about any of the preceding information, contact Kristy Adams at kadams@lvc.edu.

Having your site created and constructed by web freelancers*

1) Each club must have its own webmaster. This should be a member responsible for the management of the initial site creation and the upkeep of the website afterward. The club webmaster should be appointed by the club.

1) When the decision is made to hire outside of the organization for site creation and construction, the club should talk with their advisor and hire someone from the list of web freelancers provided by Student Government.*

2) The webmaster, with any help from other club members, should create the content desired for the webpage. Make sure that content is both current and appropriate (see Guidelines).

3) The webmaster will then work with the web freelancer to schedule the project.

4) Submit a request for an account on the student organizations web server with your organization's name to Kristy Adams at kadams@lvc.edu. Your webmaster will be given appropriate information about the server, including location and login. The web freelancer will aid in the initial upload of the site and thereafter it will be the responsibility of the webmaster to post additional materials, and to keep pages up-to-date.

5) The following disclaimer must be added to all organizational pages:

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If you have questions or comments about any of the preceding information, contact Kristy Adams at kadams@lvc.edu.

A list of web freelancers available for hire can be obtained by Student Government.