



Getting Started Guide
WebSite Tonight
Getting Your Club Website Online
in One Night

Getting Started Guide: WebSite Tonight – A Club Website

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Introduction

Brian is a coach for the Central Arizona Soccer League (CASL). He wants a way to keep the players and their parents in the loop on practices, game schedules, and league news. With 40 players and a host of parent volunteers, Brian needs all the communication help he can get.

Brian also helps the league host fundraisers throughout the year and is looking for a way to advertise and receive donations.

Follow along as Brian builds the league’s online soccer presence with WebSite Tonight.



Getting a Domain Name

Registering a domain name is the first step to getting your website online. You can purchase a domain name that identifies your group and is short and easy to remember. Brian already registered a few domain names for his website:

socceraz.net	centralarizonasoccerleague.com
casl.info	caslsoccer.com

Planning Your Site's Content

The next step is to devise the website's layout. It's always good to have all your information ready so the website comes together quickly.

FIVE QUESTIONS YOU MUST ANSWER

Brian came up with five questions to answer prior to working on the website. He figures if he has an exact plan for meeting visitor's needs, he can build it accordingly. He also wants to build it quickly.

- **What type of group do you have? Who are you? A sports team, church youth group, hobby circle, or school club?**

This is an easy one for Brian to answer. The website is for the CASL, a sports group.

- **Who's your audience? Parents, other groups, or future members?**

Knowing who your audience is helps drive the direction of the site. Think about who will visit your site. Brian's audience is the league members and their parents, who are looking for practice and game schedules and other league news.

- **What is the goal of the website and what can visitors do?**

Brian's players live in different areas of the city. Because there are so many of them and only one of him, a website is perfect. It's a one-stop place for everyone to view game and practice schedules, team news, fundraiser information, and to submit their ideas. This information will decrease the amount of missed phone calls, schedule mix-ups, and unnecessary driving.

- **Do you have images/content?**

Brian has all the team pictures and content ready. He also asked a few parents to submit their pictures from the games.

Let's recap what you need:

- A registered domain name

- A WebSite Tonight account

- Content and pictures

Getting Started

With WebSite Tonight templates, you have options for starting from a blank slate, picking a central theme, or building pages based on information you provide. Because Brian has his content and images but little experience, he selects the Flexible Path option and a sports template.

LOGGING IN TO YOUR WEBSITE TONIGHT

You have to set up your WebSite Tonight account before you can log in and start designing. Once you've set up your account, you can log in directly by typing **login.websitetonight.com** in your Web browser.

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If this is your first time logging in to your WebSite Tonight account, we recommend visiting our [Help Center](#) and reading *Setting up WebSite Tonight for the First Time*.

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To Log in to Your Account

1. Log in to your **Account Manager**.
 2. In the **My Products** list, click **WebSite Tonight**.
-

3. In your Account list, click **Launch** next to your domain name.
.....
4. Read the Ender User License Agreement, and then click **I Accept**.
.....
5. Complete the fields for your website's settings.
.....
6. Click **Select a Template** and then select **Flexible Path**.
.....

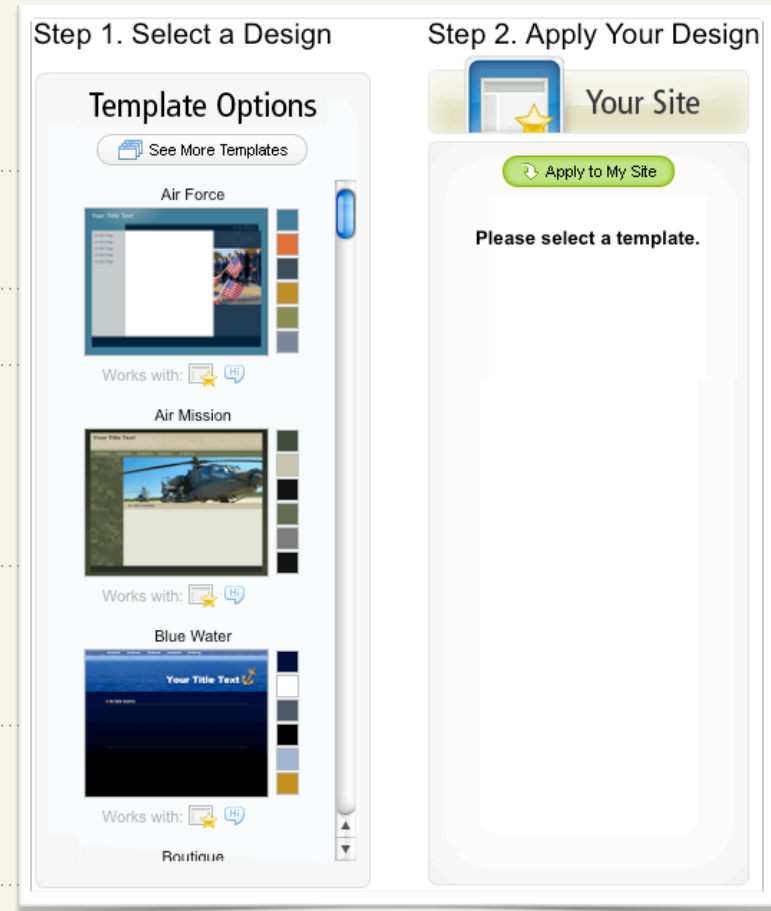
SELECTING THE SITE TEMPLATE

You can select and customize a template that fits your site's theme.

For the Soccer League site, Brian selects the **Fitness** template from the Sports template list. It is exactly what Brian is looking for and fits his site's theme perfectly.

Select the Template

1. From **Template Options**, click **See More Templates**.
2. From the **Category** menu, select a category.
3. Click **Update**.
4. Scroll to view the available templates. To view a template in full size, click the template image, and then click **Enlarge View**.
5. Click the template image to select it. Note: When you select a template, it is highlighted in orange.
6. To change the color of the template theme, select a color block from the right side of the template image.
7. To choose a template for your site, click **Apply to My Site**.
8. To begin building your pages, click **Work on My Site**.



Build the Home page

The Home page gives visitors a first impression of your group. Brian is ready to personalize his with team pictures and league information.

USING THE PAGE DESIGNER

The page designer is your tool for creating, editing, and formatting your site. Brian knows he is going to spend a lot of time in the page designer, so he wants to take his time getting to know the ins and outs of how it works. Even though Brian is pretty comfortable adding content to the site, he still works in small stages so he doesn't get overwhelmed.

Start by launching the page designer – you'll do all your adding, editing, and formatting there.

ADDING TEXT TO YOUR SITE

The bulk of the data on your site's pages is housed in content blocks, which are essentially boxes of text or images. You can add multiple content blocks to a page and customize the text or images in each block.

To Add Text to Your Site

1. From the **Design** menu, click **Launch the Page Designer**.
.....
2. Click the content block where you want to add text.
.....

3. Enter your text. When you're finished, click **Save**.

4. Continue adding content as needed.

.....

NOTE: To make sure your text doesn't get disjointed, you need to either type the text directly into the text box or copy and paste the text from a program like Notepad or TextEdit.

UPLOADING IMAGES

The Image Library in WebSite Tonight stores all the images for your site. Brian uploads images of the team and then adds them to his Home page. First, upload an image, and then add it to your site.

To Upload Images to the Image Library

1. Go to the **Insert** tab, and then, from the **Images** menu, select **Images**.

2. Go to the **Upload Image** tab.

3. Click **Browse**, select an image, and then click **Upload File**.

4. Go to the **My Images** tab to view all uploaded images.

To Add Images to a Content Block

1. Click the content block where you want to insert the image.
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2. Go to the **Insert** tab, and then, from the **Images** menu, select **Images**.
.....
3. Click the image you want to insert, and click **OK**.
.....

Brian notices that one of the team pictures he added was very large, and he wants to resize it so he can fit more text in the box. Here's how he resizes the photo:

To Resize an Image

1. Double-click the image in the content block.
.....
2. In the **Edit Image** window, go to the **Image Effects** tab.
.....
3. From the **Select Image Effects** menu, select **Resize**.
.....
4. Once you've resized the image, click **Accept Effect**, and then click **OK**.
.....

ADDING PAGES

Because Brian wants to have a game calendar and a form in addition to his home page, he'll add two more pages to his site.

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Brian uses the blank page option because it offers the most flexibility for his content.
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To Add Another Page

1. Launch the Page Designer.
2. From the **Add Pages** menu, select **Traditional Page**.
3. Select **Blank Page**, and then click **Add Page**.
4. Enter the name of the page, and then click **OK**.

Page Properties lets you customize the browser display and page title. The appropriate titles let visitors know which site they are visiting and what your site is about.

To Edit Page Properties

1. Go to the **Page** tab, and then, from the **Properties** menu, select **Page**.
2. From the **Properties** menu, select **Page**.
3. Update the titles, and then click **Apply**.

Building a Calendar page

Building an event calendar lets you to organize events and make them easily viewable. Now that Brian has another page added, he can create a calendar so his visitors can find out when and where they can attend games, practices, and events hosted by the league.

To Add an Event Calendar

1. Launch Page Designer.
.....
2. Select the page you want to add the calendar to.
.....
3. Go to the **Insert** tab, and, from the **Calendar** menu, select **Event Calendar**.
.....

.....

The calendar auto saves on the page where you insert it.

.....

4. Enter the **Calendar name**, and then select a **Calendar size** and **Calendar Style**. You can also change your preferences for **Display month** and **Display year**.
.....
5. Click **OK**.
.....

To Create an Event in Event Calendar

1. Launch the Page Designer.
.....
2. Double-click the calendar, and then double-click the day of your event.
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3. Add event details, and click **OK**.
.....

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You must publish your website for the changes to take effect. After your initial publish, every time you add, delete, or edit an event, your calendar automatically updates.

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Here's what the Calendar page looks like after Brian uploads all the game schedules:



Continue adding pages as needed for your site. Brian uses the **Add Pages** menu and adds the following pages:

Contact	This page includes the league's contact information (addresses, phone numbers, and email addresses) and maps to the playing fields.
News	This page will change frequently. Brian sets it up with a list of monthly fundraisers, league meetings, and playoff schedules.

The Final Touches

Before publishing your site, there are a few more things to do. Brian wants players and parents to be able to email him, so he set up an email address with the free account that came with WebSite Tonight.

SETTING UP AN EMAIL ACCOUNT

Since Brian's domain name is registered here, it's easy for him to set up an email account. If your domain name is registered with another registrar, set up your email in that account.

To Set Up an Email Account

1. Log in to your Account Manager.
.....
2. In the **My Products** list, click **Email**.
.....
3. Click **Setup Account** for the email account you want to use.
.....
4. If an option to add email addresses or view all email plans displays, click **View All** to display all of your email plans.
.....
5. Click **Add** next to the plan you want to use.
.....
6. Complete the on-screen fields, and then click **OK**.
.....

Your email account might take up to 30 minutes to become active.

PREVIEWING AND PUBLISHING YOUR SITE

Now that your site's ready, let's preview it. In preview mode, click through the menu and view your site as it will look online. Brian does this step with a pen and paper to make note of anything he doesn't like or wants to change.

To Preview Your Site

1. Click **Preview**.
.....
2. Click through your pages to verify everything works.
.....

If it looks good, it's time to publish!

To Publish Your Site

1. Click **Publish**.
.....
2. Select both **Publish Web Site** and **Back up Web Site prior to publishing**.
.....
3. Click **Publish All**.
.....
4. Select **View Site**.
.....

Congratulations! Your website is published. Brian feels confident that his new site will attract new players and give the current members and their parents the information they need. Now hopefully he'll find a way to win nationals!