



# DESIGN YOUR WEBSITE

## → Basic Page Structure

At a minimum, you will need the following page structure:

	Home
	Services*
	About Us
	Contact
	Privacy
	Terms of Use

- HOME:** the first page your visitors see when they come to your website
- \*SERVICES:** OR programs, products, or whatever applies to you - whatever it is that you do
- ABOUT US:** who you are, a short blurb about you, your address and phone number etc.
- CONTACT US:** a contact us form so people can get in touch; **NEVER POST YOUR EMAIL ADDRESS VERBATIM ON YOUR SITE** - all you will get is spam
- PRIVACY:** tell people what you will do with information you collect from them; this can be short and to the point; templates can be found online
- TERMS OF USE:** what can visitors do on your website and with your content, and what will get them banned? this can be short and to the point; templates can be found online

*Plus any pages that apply to you:*

- you can take donations,
- events,
- you post regular news releases,
- educational materials,
- office or business hours,
- you recruit volunteers or members etc.

*Other good items to consider:*

- picture gallery,
- display of your social media postings (not just links,
- linked blog, if you can keep it updated,
- anything that lets your visitors interact