

## School Website Stages

### Stage One

School picks one of three templates and sends in their registration form online (<http://www.scusd.edu/schoolwebsite>). Form must include contact information for two web administrators and a logo or photo for the website banner.

If you are interested in creating your own banner here are the specs:

- Template 1&2 - 980x135px
- Template 3 - 920x220px

All web administrators must attend Beginning Website Training. Check the upcoming workshops online at: <http://www.signupgenius.com/go/4090F49ACA922A02-beginning>.

### Stage Two

Beta website is built by our web developers. If we have any questions or issues we will contact you. The process takes roughly 2 weeks to complete.

### Stage Three

School receives their beta website address and login information. The website is ready to be populated with content. I encourage you to use the following steps for setting up your website.

1. Sketch out the navigation for your site. Use the website template as a foundation.
2. Remove any posts that you don't need from the template. (Contact Andrea if you'd like help.)
3. Edit any template posts you are keeping.
4. Create additional posts for new content.
5. Make decision on user access and features.
6. Contact me with any questions and use the support features available on the Web Administrator Training website (<http://www.scusd.edu/web-administrator-training>).

### Stage Four

Website is ready to publish. Web Admins should contact me when it's about 95% ready so I can go through final approval process including sign off by principal. This process takes about 2-3 weeks to finish.

### Stage Five

Website goes live and is given its new permanent web address.