

2 of 3 - Setting up your First Website with ParishCouncil.net

This is leaflet No.2 of 3 in our series of advice leaflets on how to set up a website for your Parish Council. This leaflet deals with how to go about setting up a website with us, ParishCouncil.net, and the information that we will require from you to provide the website that your Parish Council wants.

We hope that you find these advice leaflets useful, and if we can be of any further assistance, please call us on 0870 766 9817 (BT Standard rate) and we will be delighted to assist.

Stage ONE – CONTACT

The first thing that you should do is get in contact with us. You can either call us on 0870 766 9817 (BT Standard rate) or if you want to speak to our Director, Neil Pfister, you can contact him on 07900 376685. You can also get hold of us by email (info@parishcouncil.net), or via the contact form on the website.

We will talk you through the different options that we have available, and set out a timetable for the creation of the website. All Councils are different and work at different speeds. Likewise, all our Parish Council websites are different, and take different amounts of time to complete, from two weeks to 6 months! We will work at whatever speed is good for you to get the information to us, and will not charge you a penny until the website is complete.

Stage TWO – CHOOSING A PACKAGE

We have 3 main packages to choose from: Bronze, Silver and Gold, depending on the size of your Parish Council. The costs are very simple and easy to follow:

	<u>Gold Package</u> £800 for the first year £300 each year thereafter
	<u>Silver Package</u> £450 for the first year £200 each year thereafter
	<u>Bronze Package</u> £250 for the first year £100 each year thereafter

The packages come with a standard website, including all the basic requirements that you saw in Leaflet No.1 – First Steps...

You can then add more optional features depending on which package you decide to go for, with one additional feature on the Bronze Package, three on the Silver, and ALL the additional features included in the Gold Package.

We are adding to the list of new features all the time, so for a complete up-to-date list, visit www.parishcouncil.net/spec.php.

Stage THREE – DESIGNING THE WEBSITE

This is the hard stage for us – getting the layout and design that you want for your website. There are so many different ways to have the information on the site, but some of the more popular layouts are:

Top Banner Here	
Photos here	Navigation Here
	Content here...

Top Banner Here	
NAVIGATION HERE	
Content here...	

Top Banner Here	
NAVIGATION HERE	Content here...

Of course, these are just some very basic examples. To see more, go to www.parishcouncil.net/example.php.

To create the design that you will be happy with, we will need quite a lot of information. We have made the following checklist for you to complete.

INFORMATION REQUIRED TO MAKE A DRAFT WEBSITE			
No.	Description	Your Decision	Done (✓)
1	Decide on a basic layout for the website (see above).		
2	Decide on a colour scheme. This could be the existing corporate colours of the Parish Council, or colours that match your logo / Coat-of-Arms. For help on choosing colours, go to www.parishcouncil.net/colour.php		
3	Find appropriate photos and images to work into a page template.		
4	Choose which pages / sections you want to have in the website.		

5	Choose which optional features you want included in the website.		
6	Send all the above information to us.		

You can send all the above information via email to info@parishcouncil.net, or can print off this form and send it to us at:

PARISHCOUNCIL.NET

Chisbury,

Petworth Rd

Witley

Surrey GU8 5LZ

Advice Leaflets in this range:

1. First Steps...
2. Setting up your First website with ParishCouncil.net
3. Transferring your website and domain name to ParishCouncil.net