

## **GARDEN CLUB WEBPAGE ON THE FEDERATION WEBSITE**

Garden clubs will have the chance to have their own webpage on the GCFM website.

We would like to offer all clubs an inexpensive way to have a web presence.

The Federation website, [www.gcfm.org](http://www.gcfm.org), has a header tab CLUBS. This tab brings you to the Districts Page. Each District has their clubs listed with a link to each club's website.

### **CLUB WEBPAGE on the GCFM WEBSITE INFORMATION:**

#### **Each club site will have 7 sections:**

1. About – basic information on the club
2. Announcements – A page with information on upcoming events or general information on club.
3. News – A page with information on what has happened in the club.
4. Calendar – Calendar of events for the club
5. Club Officers – Listing of club officers
6. Photos – A page to put photos of projects and events
7. Contact – Information on how to become a member or a number to contact for information

To see a sample webpage, go to <https://www.gcfm.org/attleborogardenclub>.

This offer is open to all the Garden Club Federation of Massachusetts clubs.

**COST:** \$50.00 per year. GCFM will build and maintain your webpage at the cost of \$50 a year. The calendar year will run from September 1 to July 31.

**HOW TO SIGN UP:** Fill in the form and send with a \$50 check made out to GCFM, Inc. and mail to:  
**GCFM 400 5<sup>th</sup> Ave, Suite 110, Waltham, MA 02451.**

Follow up by emailing your club information to the Federation Office.

**SET UP INFORMATION:** Our web designer will set up the initial webpage with the information you send.

Email the following information to the Federation office at [gardenclubfedma@gmail.com](mailto:gardenclubfedma@gmail.com) in a Word document.

- Basic information on your club - club logo, mission statement, welcome message, etc.
- A calendar of events for your club.
- A list of club officers.
- Contact information for someone interested in your club or activities.
- Any pictures or news that you want on the site.

**MAINTAINENCE OF THE SITE:** Once the webpage is set up, your club will have GCFM maintain the page by sending information directly to the webmaster Betsy Howard at [howardbetsy@msn.com](mailto:howardbetsy@msn.com)

*Betsy Howard*  
*Website Chairman*

## WEBPAGE REGISTRATION FORM

CLUB NAME \_\_\_\_\_

CLUB DISTRICT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

EMAIL ADDRESS FOR CONTACT PERSON

\_\_\_\_\_

PHONE NUMBER FOR CONTACT PERSON \_\_\_\_\_

Enclosed: \_\_\_\_ \$50

The Garden Club Federation of Massachusetts, Inc, as owner of the site, reserves the right to refuse to include information being sent if it is deemed not to be within our mission or policy.