

Creating a Lodge Website, Part 1

Introduction

This tutorial was created by the District Six Social Media Support Committee (SMSC) to assist Sons of Norway Lodges in creating a website. There are many different ways to create a website and many different tools that can be used. The SMSC has chosen one very specific method to recommend and document with a series of tutorials. We made our choice at the intersection of modern web technology and ease of maintenance. We also considered cost to the Lodge. We wanted to use a Content Management System (CMS) as that provides the greatest separation between content, the words and pictures on your site, and style, how those words and pictures are displayed. We wanted to use Open Source (free) tools where ever possible to minimize the cost of creating and maintaining a website. And we wanted a system that was portable, that is, if a company went out of business, the website could be easily transferred to another host. We also wanted to concentrate on a single solution so that we can become experts in that solution in order to provide the best possible assistance to any Lodge that requested our help.

There are two preliminary steps necessary before you can create any website. First you need a domain name, something like **yourlodge.org** and an account on a web hosting system, like HostGator.

NOTE: For both of these steps, you will need an email address to create and access the needed accounts. It is best to NOT use your personal email address, as that makes it difficult to pass these accounts on to others when it is time for you to pass the support of the lodge's website on to others. If you used the *Getting Ready for the Web* tutorial to create a *pseudo person* with an associated Gmail account, use this same Gmail account for all the steps needed to create a website. If you have not done that tutorial, please use that tutorial to establish your pseudo person before you continue with this tutorial.

It is possible to use the same service provider as both your *domain registrar* and your *domain host*. However, there are some advantages to having a separate registrar and host providers. This tutorial will guide you through the process of setting up these two services with different providers.

NOTE: If your lodge already has a registered domain name, skip to Section [...] to get a web hosting account. If your lodge already has a web host that supports WordPress, skip to Section [...] on installing WordPress. Most web hosts that support WordPress make it possible to install and configure WordPress without affecting your current site.

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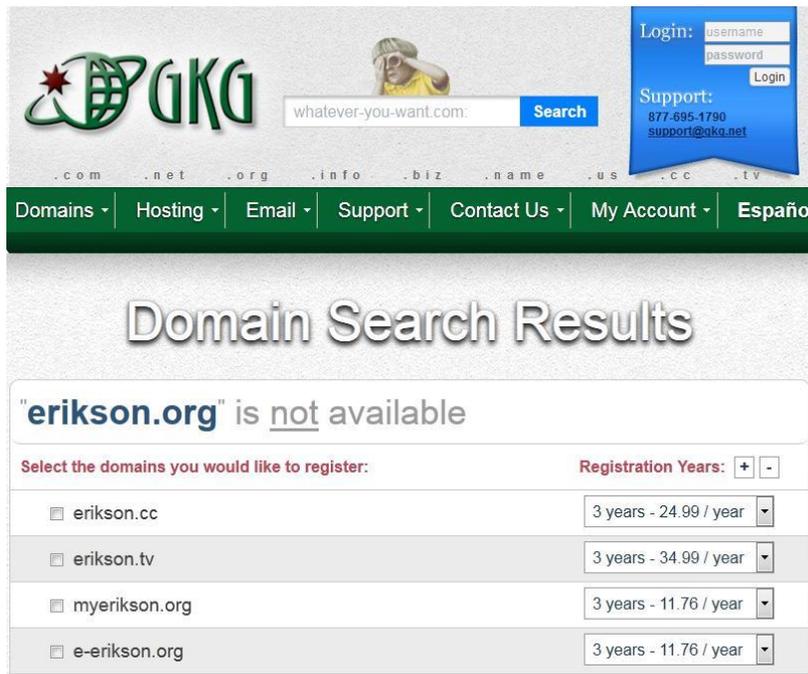
Acquiring a Domain Name

[intro here]

1. Enter **gkg.net** in your browser address field, the home page of the GKG site will be displayed.

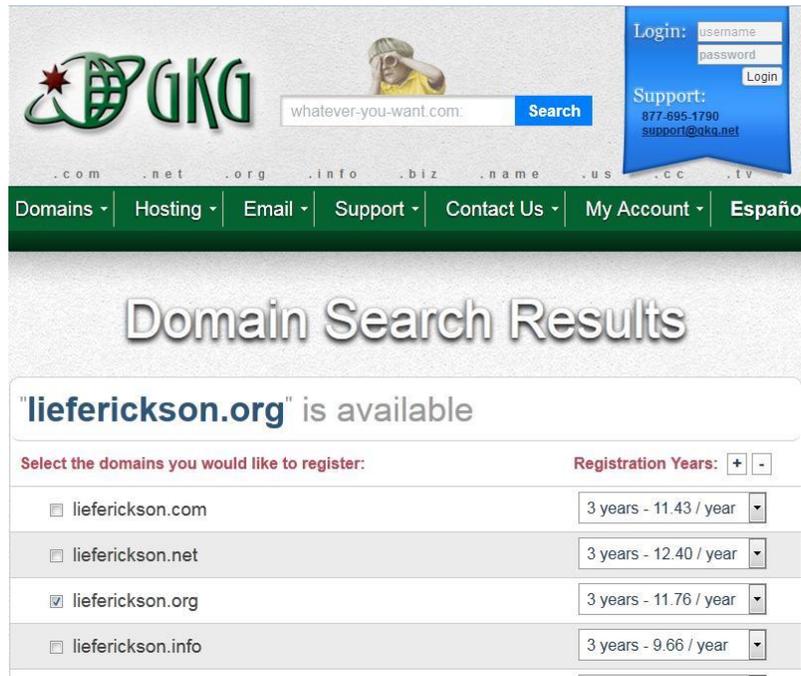


2. Enter your first choice of domain name in the field provided and click the **Search** button. If you get a message that your name is not available, the system will also display a list of similar names that are available. You can choose one of these, or scroll to the bottom of this window and enter another domain name choice.



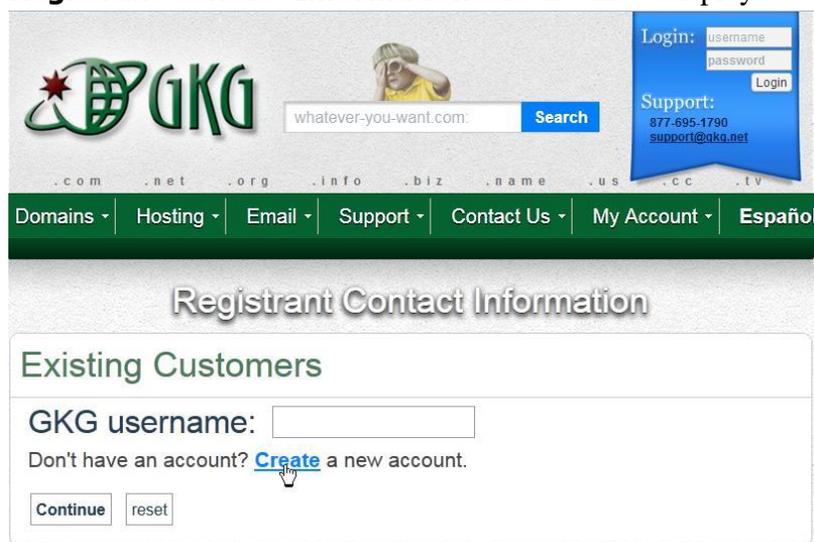
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3. Continue until you have found a domain name that you like and is available.



Select the domains you would like to register:	Registration Years: + -
<input type="checkbox"/> lieferickson.com	3 years - 11.43 / year
<input type="checkbox"/> lieferickson.net	3 years - 12.40 / year
<input checked="" type="checkbox"/> lieferickson.org	3 years - 11.76 / year
<input type="checkbox"/> lieferickson.info	3 years - 9.66 / year

4. The system will offer you several similar domain names in addition to your entered name. Check the ONE name you wish to use and select the number of years you wish to register this name. Three years is a reasonable duration to start with. You may extend this period any time before this period expires. Once you know that a website will be a permanent part of your lodge's outreach and communication programs, a 10 year registration may become more reasonable. Scroll down the bottom of this window and click on the **Continue** button. A **Registrant Contact Information** screen will be displayed.



Existing Customers

GKG username:

Don't have an account? [Create](#) a new account.

5. Click **Create** to create an account on the GKG system. The Registrant Contact Information screen will expand. Fill in this screen using your pseudo person

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information and other data that is reasonable for your Lodge, then click **Continue**.

Already a GKG.NET customer? Use your existing account.	
Organization:	Nordahl Grieg Lodge
First Name:	Nordahl
Last Name:	Grieg
Address:	1234 Some Street
Address 2:	
City:	Someplace
State/Province:	MI
Country:	United States
Zip/Postal Code:	00000
Phone:	408-555-1212 ext:
Fax:	ext:
Email:	nordahl.grieg52@gmail.com
Username:	nordahlgrieg ✓
Password:	•••••••• (at least 6 characters)
Re-enter Password:	••••••••
Security Question:	What was your first job?
Answer:	Viking Raider
<input checked="" type="checkbox"/> Do Not publish my email address in the whois database ?	
<input type="button" value="Continue"/> <input type="button" value="Reset"/>	

NOTE DO NOT use the same password for this account that you have used elsewhere.

DO record the user name and password in your password file. That file should be looking something like this:

Gmail

nordahl.grieg52@gmail.com 4#@Q^Mc2_ 4 # @ QUEEN ^ MUSIC coffee 2 _

Facebook

nordahl.grieg52@gmail.com j;q53VcpNZ^ jack ; queen 5 3 VISA coffee park NUT ZIP ^

GKG

nordahlgrieg 2S=p;w2dpS! 2 SKYPE = park ; walmart 2 drip park SKYPE !

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6. A **Select Hosting Service** screen will be displayed. Check **Park**, then click **Continue**.

Select Hosting Service (Must Check One)

- Park** your domain - **FREE** (*Reserve Name Only*)
 - Add **DNS Hosting** - **FREE** for all domains with GKG!
- Add a **Webhosting Package** for as little as **\$3.39/month**
GKG.NET, INC's hosting services include nightly data backups, 24 hour monitoring, POP3 email accounts and expert technical support
- Deluxe Parking @ \$7.95/year**
 - Add **DNS Hosting** - **FREE** for all domains with GKG!
 - Add **Webmail Access (optional) @ \$9.99/year**
- Use **DNS Hosting** - **FREE** for all domains with GKG!
- I will be hosting these domains elsewhere - Requires Primary/ Secondary Name Server

Continue

7. A long screen with several sub-sections will be displayed, verify or enter the data in each section of this screen. Starting with the Order Details, make sure this is correct.

Order Details

Item	Qty	Price
.Org Domain Registration		
lieferickson.org	<input type="checkbox"/> 3 years	35.28 USD
ICANN Fee		
lieferickson.org	3 years	0.60 USD
Dns Hosting		
lieferickson.org	<input type="checkbox"/> 3 years	0.00 USD
TOTAL:		35.88 USD
<input type="button" value="remove"/> selected items		

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8. Scroll down to the Domain Information area and verify that this data is correct.

Domain Information

Registrant Change	Administrative Contact Change
Organization: Lief Erikson Lodge	Organization: Lief Erikson Lodge
Name: Lief Erikson	Name: Lief Erikson
City: Anywhere	City: Anywhere
State: MI	State: MI
Country: US (United States)	Country: US (United States)
Technical Contact Change	Billing Contact Change
Organization: Lief Erikson Lodge	Organization: Lief Erikson Lodge
Name: Lief Erikson	Name: Lief Erikson
City: Anywhere	City: Anywhere
State: MI	State: MI
Country: US (United States)	Country: US (United States)

9. Scroll down to the Payment Information area. Here you need to enter information for a real person and a real credit card.

Payment Information

Please provide your payment details in the appropriate fields below.

You will be charged 35.88 USD for this purchase.

Card Number:	<input type="text"/>	<small>Numbers only, no spaces</small>
Card Type:	<input type="text" value="> card type"/>	
Expiration Date:	<input type="text" value="> month"/>	<input type="text" value="> year"/>
Name on Card:	<input type="text"/>	
Billing Address:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	<small>2 letter code</small>
Zip Code:	<input type="text"/>	
Country:	<input type="text" value="United States"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	

Would you like to donate \$1 per domain to St. Jude Children's Research Hospital?

Yes No

10. Finally scroll down to the Service Agreement area. Read the GKG Service Agreement, check the two check boxes and click Submit for processing button. If all went well, you will get a confirmation screen and a confirmation email. Congratulations, your Lodge now owns its own domain name.