

## **GARDEN CLUB WEBPAGE**

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

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

The Federation website, [www.gcfm.org](http://www.gcfm.org), has a header tab CLUBS. This will bring you to the District Page.

Each District has all the clubs listed with their link to their site, whether you have a website or not.

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:** \$30.00 initial fee; covers setting up the webpage and the first year's fee. GCFM will maintain your webpage at the cost of \$30 a year with no more than 3 updates per year. The year runs January 1 to December 31. Your 3 updates should be sent to the GCFM office [gardenclubfedma@gmail.com](mailto:gardenclubfedma@gmail.com), or to the webmaster directly.

**HOW TO SIGN UP:** Fill in the form and send with a \$25 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 set up 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 as to when and where they meet, number of members; club logo if you have one.
- 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 [howarbetsy@msn.com](mailto:howarbetsy@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:

\_\_\_\_\_ \$30 maintenance fee.

\_\_\_\_\_ \$30 initial set up fee + first year included.

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.