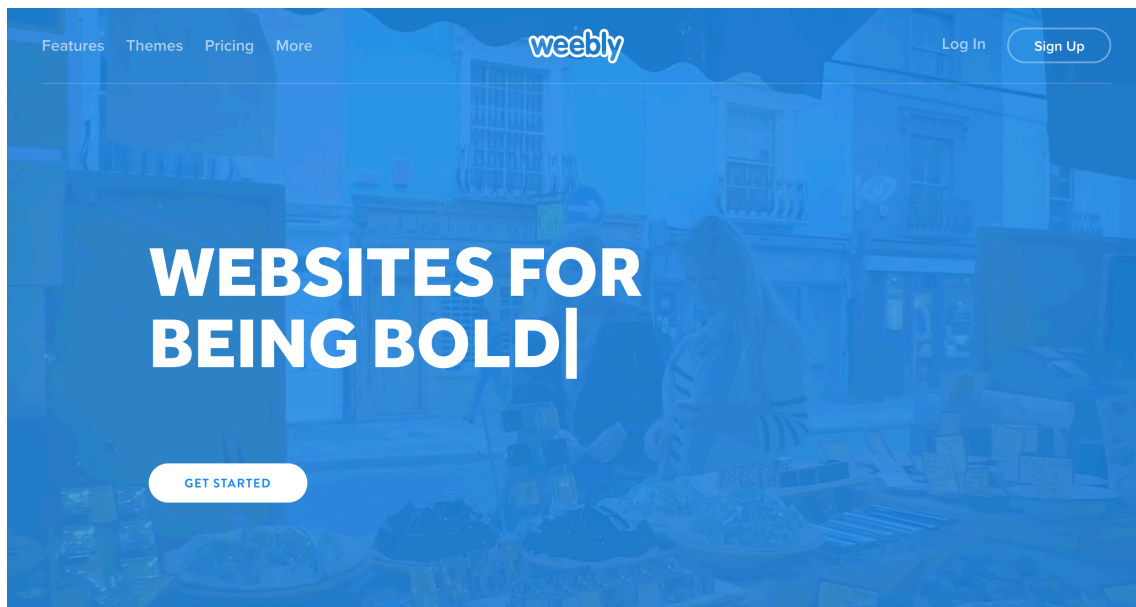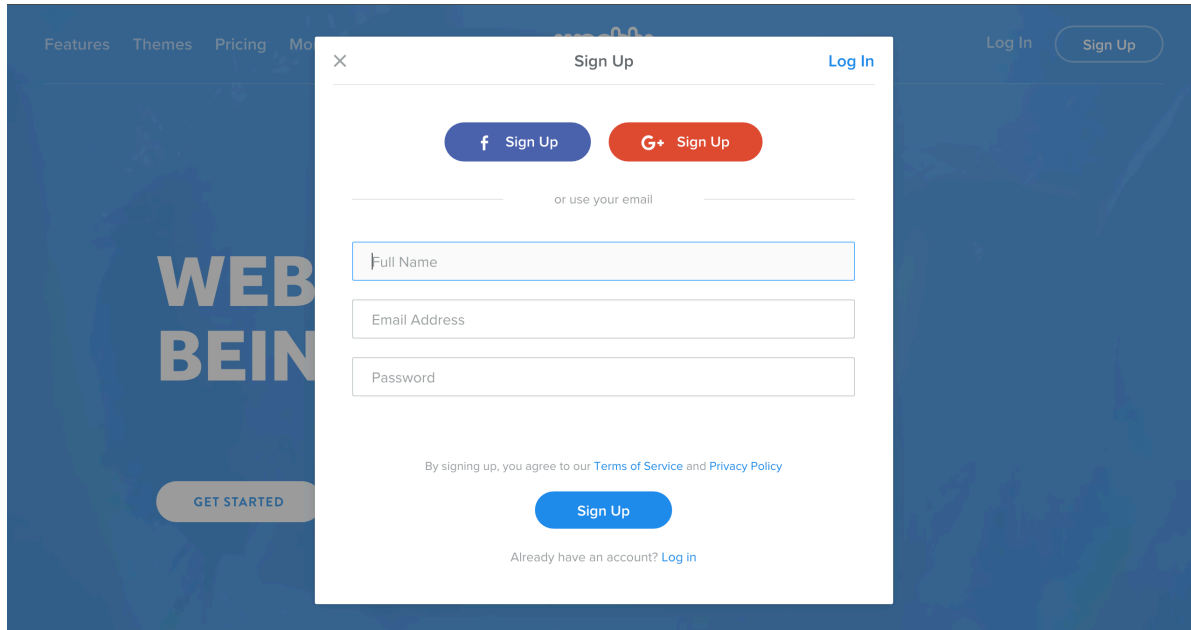# How to Create a DECA Chapter Website

This guide will show you how to build a great looking, functioning DECA chapter website all from scratch. From signing up, to picking your theme, and publishing your website, this guide has you covered. While there are many services that can build websites for little to no cost, for purposes of this guide we are showing you how to build a website using Weebly because of its ease of use and simplicity. Many of the principles found in this guide can be carried over to other website services as well.

STEP 1 | Sign Up for Your Weebly Account

The first step is to go to Weebly.com to set up an account. Once there click on either the "Sign Up" or "Get Started" buttons

CALIFORNIA DECA®

Once selected, you will be rerouted to a sign up screen within Weebly.

You can sign up by using Facebook or Google, or sign up via email and put in your full name, email, and a password to get started.

STEP 2 | Decide on a Theme

There are many themes to pick from in the Weebly Library. You can pick any theme you like, but some themes work better for certain displayed content. We have some recommendations on themes that will work well with a DECA Website.
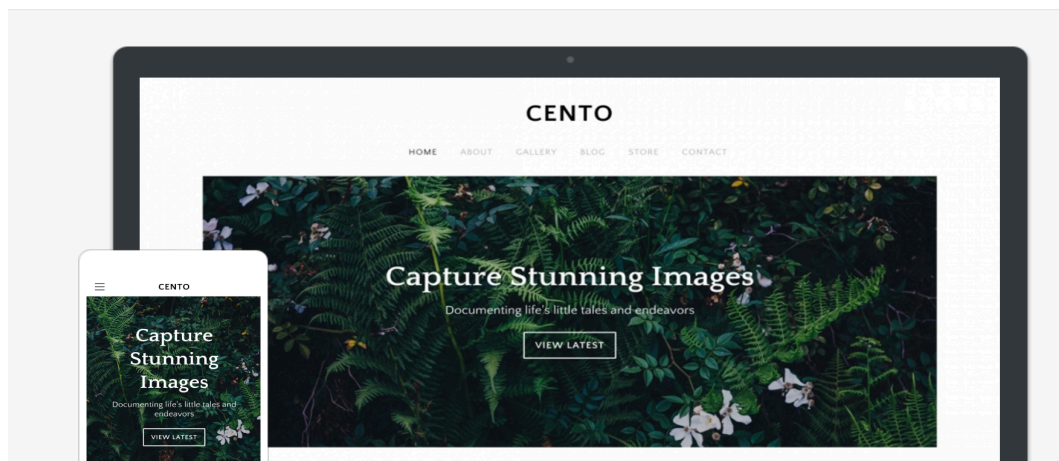
Paris - Business
Paris gives your website a strong visual impression that encourages visitors to explore all that it has to offer. This is a great theme if you want your website to stand out.
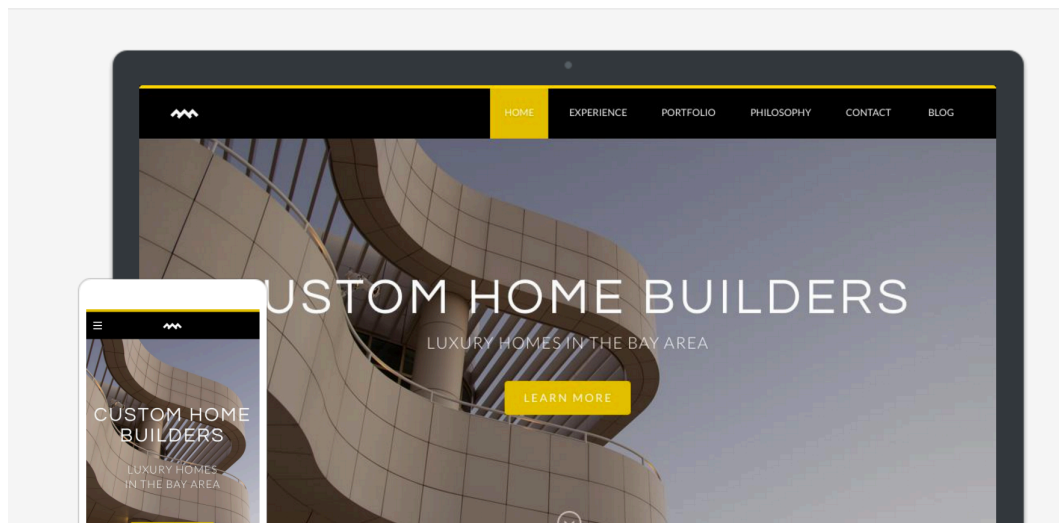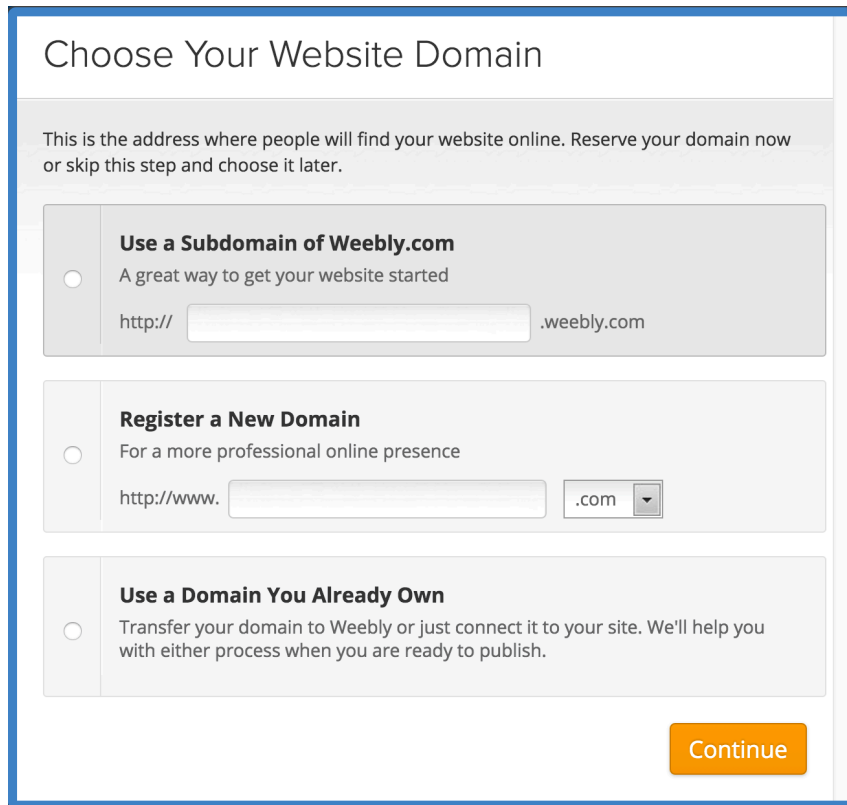

Cento
This theme is great if you want to start your website and looking for clean, no-frills design. The white background and centered page tabs are easy to navigate and to find information. You can add images to any page without worrying that it will clash with the theme colors.

STEP 3 | Pick a Domain Option

There are three options for registering a domain with your Weebly Website. Note that options 2 and 3 will require a paid plan.

1. The first option is the free choice which is the weebly.com subdomain. While the domain won't be as unique as if you had your own domain, it is completely free and serves its purpose for creating a chapter website.

2. The second option is to have a domain without "weebly.com" attached to the end of it. This is good if you want the website to seem more professional, but is not essential.

3. The third option is if your chapter already has a domain, and wants to connect it with your new Weebly website. Weebly will help walk you through the process to ensure everything will work properly.

STEP 4 | Build Your Website

For the purposes of this guide we will not be going over how to use the Weebly Website Editor. The best way to learn how to use it is by exploring all that it has to offer, and experimenting with it on your own. If you still have trouble building your site, there are great online tutorial videos that show step-by-step how to add each element.

Here is a list of suggested tabs that a chapter can include on their website. The description explains what should be included on each page.

DECA CHAPTER WEBSITE

HOME   ABOUT   CALENDAR   OFFICERS   CONFERENCES   RESOURCES   CONTACT
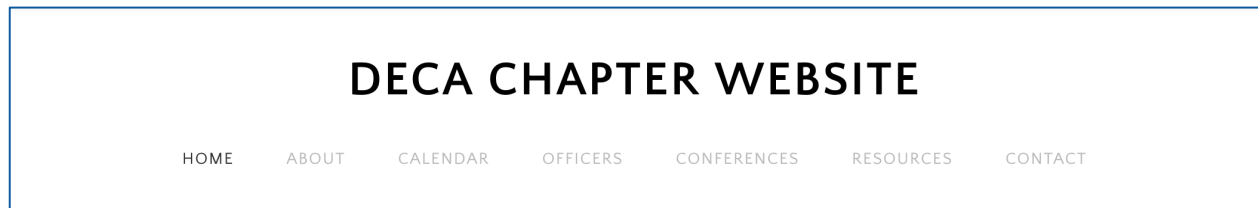
Home:
This is the destination page for your website, and will be the first thing someone visiting your site will see. Make a positive impression by including the name of your chapter, a recent chapter photo (i.e. Conferences, Awards, DECA Blazers), and information about your local chapter. Also include the DECA mission statement ("DECA prepares emerging leaders and entrepreneurs for careers in finance, marketing, hospitality, and management.") and some basic DECA information. You can also include ways for members to sign-up and learn more about DECA.

About:
On this page you should provide in-depth information about DECA. This includes facts about membership, competitions, career preparation, and other statistics as you see fit. Make sure to include information from the local, state, and international levels.

Calendar:
This page should have the dates of all upcoming DECA events. This includes chapter meetings, conferences, fundraisers, and other DECA-related activities.

Officers:
This page is all about the chapter officers. For each officer, you should include a photo, their name, their position, a short biography, and their contact information.

Conferences:
Share a list of the upcoming conferences for the year. Each event should include a photo, dates, and a short description. You can also include a link to more information on the California DECA or DECA Inc. website. Make sure to include your district's Leadership Development Conference or LACE, the Western Region Leadership Conference, your district's Career Development Conference, SCDC, and ICDC.

Contact:
Use this page to provide the best email and/or phone number for people to reach your chapter. On this tab you should also include links to all of the chapter's social media accounts, the state's social media accounts, and the DECA Inc. accounts. You can also include a form field where the website visitor can provide their name, email, and message your chapter directly.

Resources:
This tab should include links for resources like the California DECA website, DECA Inc. website, DECA Direct, CA DECA social media channels, competition Information, chapter campaigns, etc.

- California DECA and DECA Inc. Websites
    - http://www.californiadeca.org/
    - http://www.deca.org/
    - http://www.decadirect.org/
    - http://www.shopdeca.org/
- California DECA Social Media
    - https://www.facebook.com/californiadeca
    - https://www.instagram.com/californiadeca/
    - https://twitter.com/californiadeca
    - https://www.youtube.com/user/californiadeca
- DECA Inc. Social Media
    - https://www.facebook.com/decainc
    - https://www.instagram.com/decainc/
    - https://twitter.com/DECAInc
    - https://www.youtube.com/user/decainc
- Competition Information and Chapter Campaigns
    - http://www.deca.org/high-school-programs/high-school-competitive-events/
    - http://www.deca.org/high-school-programs/high-school-chapter-campaigns/
   - http://www.deca.org/high-school-programs/high-school-video-challenges/

STEP 5 | Publish Your Website

Once you are done making the initial edits, it is time to publish your website. Remember you can always go back to update and change elements, so don't feel like website has to be totally perfect for the first publication. In fact, you should revisit your website every few weeks to ensure it remains up-to-date.

To publish your website, simply click on the orange "PUBLISH" button at the top right hand of your editor.
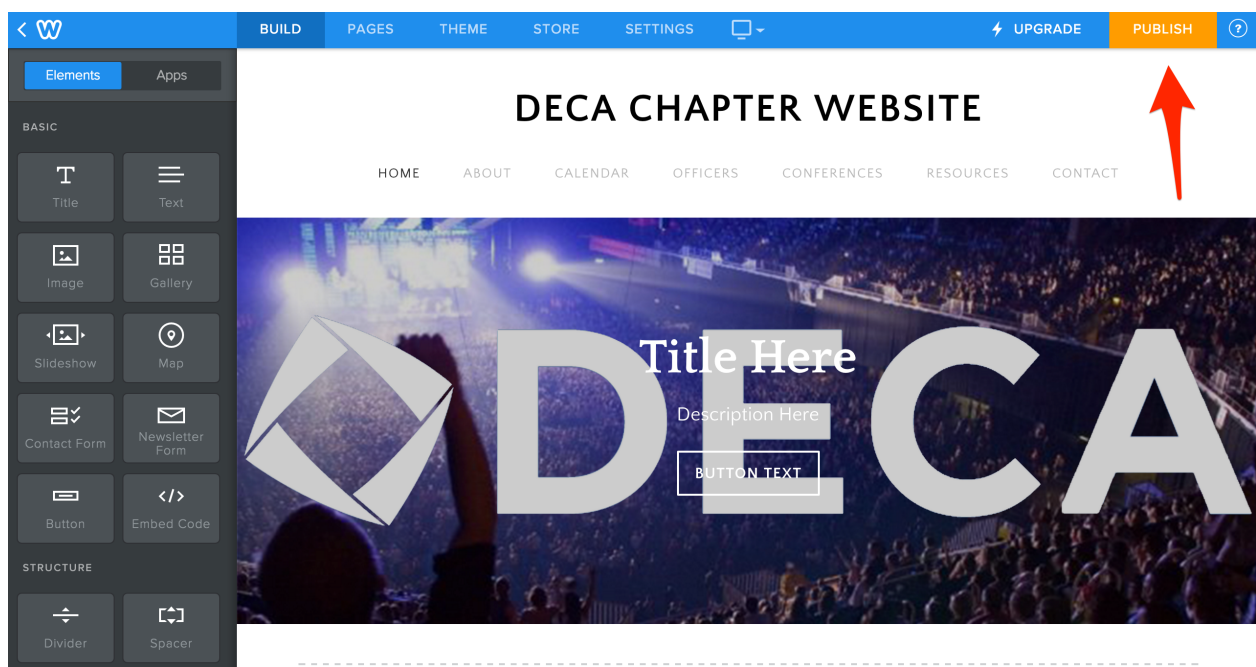
When you publish your site for the first time, it might ask you to verify your site. Weebly may ask you to input a code, or select objects from a picture. Either way just follow the instructions, and your website will soon be published.
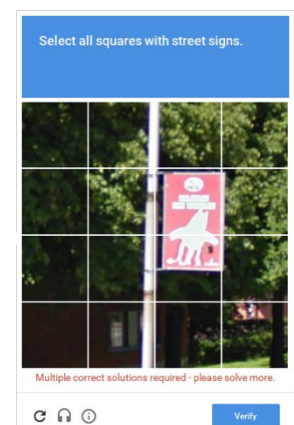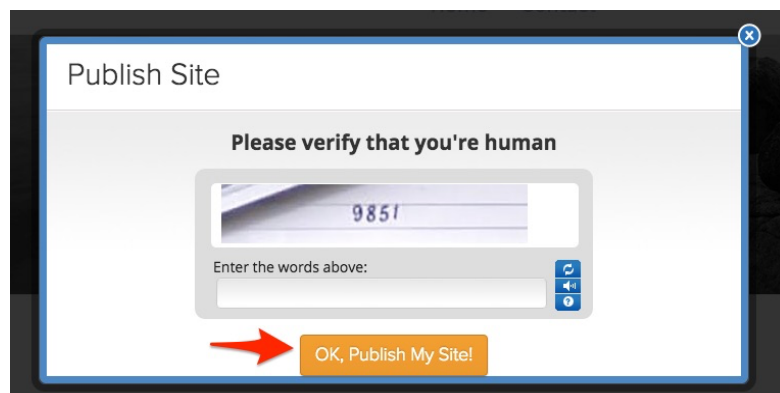
Finally, you should see a window which confirms that your website has been published.

Summary

While Weebly is not the only service to create a free website online, it has solid features, is affordable, and is easy-to-use. With the use of this guide, you can have a professional looking DECA Chapter Website created quickly and easily, all without spending a cent!