

BITS Free Student Organization Website

To help personalize your web site, we are going to need a lot of information. This will definitely involve meeting face to face to discuss content, but to help us get started right now, fill out this form indicating what features you are looking for in this web site. The information you provide here is not final and you can change at any time, but it will help us prepare to get your web site finished as soon as possible.

Organization Name _____

Contact Email _____

Pages – Your website will have a home page, and several sub-pages that you choose. Please give use a list of page names for these sub pages. Example: Contact Info, Exec, Schedule, etc.

_____ **New Banner Image** – The banner image appears along the top of your website, you can use the default one, or if you would like, you can give us an image file to use on your web site. If you would like to provide us with an image file, select this option.

_____ **Login** – This will give your website a login box, allowing your members to log in and view content that might not be available to anyone not in your organization. This is a required feature for many of the other features offered on this form.

_____ **User Groups** – Not everyone who has login access to your website should be able to view the same information. There are at least two groups, a webmaster with access to edit everything, and the regular members, who can view internal information, but not edit. If you think you will need additional user groups, select this item and give us a list of names you want for these user groups, as well as a short description of what role each group should play in the website.

_____ **Event Calendar** – Keep track of important dates and upcoming events by including this Calendar on your web site. You can add, edit, and remove events at any time

_____ **Slideshow** – If you have several photographs, this slideshow will automatically display and cycle through each picture. Please also indicate if you would like the slideshow to have its own page inside your website, or if you would like it to be displayed on your home page.

_____ **Home Page** _____ **Separate Page**

____**Photo Gallery** – Have lots of photos of your organization. Group them into photo albums which will be displayed on this page. The page will display a list of your albums, which can be expanded to show all the photographs inside the album.

____**Blog** – A blog is a message board that your organization can post on. Share your thoughts, start a conversation, or simply post announcements.

____**Address Book** – Keep track of your members contact information with this address book. All data here is easily exported to an Excel spreadsheet.

The following will be the url of your website(please fill in the blank):

_____ .mugroups.org

****Please bring all information(text, photos, etc) that you would like posted on your site to your meeting with a BITS representative. We will not begin working on your site until we have received all pertinent information from you.****