

# Website Checklist

**The following list of items you should consider when tackling your web presence.**

1. Who updates your district website?  
Once you know this contact, reach out and ask for clarification on
  - a. Does SN have a place on the website?
  - b. How many pages are you allowed?
  - c. What is the process for making changes and updates to the site?
  - d. What types of files are allowed for upload?
2. Take inventory of what is currently on your district website pertaining to SN
  - a. Is there anything missing?
  - b. Is there anything outdated?

**Once you have these answers, you need to build your content.**

1. What is the purpose of your SN page(s)?
2. Who is the intended audience?
3. How should your page(s) flow?
  - a. Create an outline of topics (and subtopics)
4. Research other SN websites for ideas

**Time to build a process.**

1. Who is going to create the content?  
Who is going to review the content?  
Who is going to approve the content for upload?  
Who is going to oversee content maintenance?
2. How often will the info be updated? Is that sustainable?