



How to Build a Free Google Website for Your Toastmasters Club or District

Creating a free Google website for your Toastmasters club or district is fun and easy. Follow the steps below to get started.

Setting it Up

Step 1: Visit http://www.google.com/sites/help/intl/en_GB/overview.html and click the **Get Started** button. Create a Google account if you don't already have one. On the next screen, click the **Create New Site** button.

Step 2: Choose one of the following Toastmasters-approved templates from the theme gallery:

A. "Micro Lite"

B. "Blank Slate"

Note: Please DO NOT choose alternate themes for your website as they contain patterns, pictures and colors that are not compatible with the official Toastmasters International colors.

Step 3: Name your website in the field provided.

Step 4: Add a URL extension for your website in the field provided.

Step 5: To build your website, use the **Create Page** and **Edit Page** buttons in the upper right corner of the page. Also, use the **More Actions** dropdown menu and select **Manage Site** to access tabs that will allow you to change the site appearance, e.g., content, background color, layout, images, colors and fonts, etc.

Step 6: The following verbiage must be included on your website:

"The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information. All rights reserved. Toastmasters International, the Toastmasters International logo and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only by permission."

For more information, please refer to Toastmasters' [policies and protocol](#), page 172.

Designing with Colors on Your Website

Please remember that if you choose to customize the font, background and title areas of your website, these are the official Toastmasters International colors along with their HTML color codes:

Red: #CD202C
Burgundy: #772432
Dark Blue: #004165
Yellow: #F2DF74
Gray: #A9B2B1

Important Note: In your dashboard, on the left sidebar, there is a design option titled **Colors and Fonts** that allows you to use default colors (which for these templates are pale or white) or choose custom colors. When choosing a custom color, simply enter the RGB code (e.g., #BABFB7 for Toastmasters gray, #7C2128 for Toastmasters burgundy, etc.) in the field at the bottom of the color palette.

Uploading the Toastmasters Masthead

Please use the following mastheads/banners for your website:

[Blue and Yellow Club Masthead](#) (.jpg) (935px X 200px)

[Burgundy and Gray District Masthead](#) (.jpg) (935px X 200px)

Fonts

Toastmasters' official web-safe font is Arial. When you build your club or district's free Google website, this font is the default font, therefore it will be automatically displayed. To maintain brand uniformity, please DO NOT customize the website fonts.

Site Layout

Use the site layout link to configure the sidebars and main content fields of your pages.

Verifying your Website

Google's Webmaster Tools automatically verifies your club website with sites.google.com in the URL. Log in with your Google account and [learn more](#).