Build My Community Website in 7 Weeks

Hello and welcome to our new training programme to help you build a simple website.

How this course will run

This is a weekly training course, on Thursdays between 10am and 12pm on Zoom. Each week will usually be 2 hours long. Week 1 is longer and will finish at 12.30pm. Trainers will stay online for up to 30 minutes after the training to help if you want to keep working or ask more questions.

We may use digital products or online templates for learning. We will teach you how to use them, so do not worry if you have never used them before. Please bring a pen and paper if it helps you.

Requirements

To take part you will need a laptop or computer device. This is very important for weeks 3, 4, 5 and 6, when you will be building your website or creating graphics.

We will set tasks for you to do after each training session: writing some information or finding photos for your website for example.

Recordings

We may record the training so that you can watch them back in your own time. Recordings will not be shared publicly. Not all training will be recorded.

Training materials

You will be writing your own webpages and uploading your own photos. However, we will also provide text and photos you can use for training purposes.

Support

You can arrange one-to-one help with us on any of the topics, or if you cannot attend one of the weeks.

Support after the training has finished

We cannot manage your website for you. However, we can help with technical problems and ongoing one-to-one training needs.

Certificate

Although this is not an accredited course, we will send you an online or hard copy certificate of attendance on completion if you would like this.

Modules

Our first two modules will help you plan and start writing pages for your website. You will join other participants building their websites at the same time. There will be time to share your ideas and learn from other people's experiences. You will apply for your Voice website in week 2.

In weeks 4, 5 and 6 you will build your website. Our final module is a celebration and learning event.

Week 1: Introduction and writing for websites and search engines

Date: Thursday 17 October, 10am to 12.30pm (please note the 12.30pm finish time)

We will cover:
- ✓ Getting to know each other
- ✓ Goals for your website
- ✓ Overview of the modules and Voice Online Communities CIC website builder
- ✓ How people read website pages
- ✓ What do we want our visitors to know?
- ✓ How do search engines read your website?
- ✓ Good practice in writing for your website

Week 2: Planning my website

Date: Thursday 24 October, 10am to 12pm

We will cover:
- ✓ Website structures
- ✓ Types of pages and additional content
- ✓ Introduction to Voice features and applications
- ✓ What useful assets (e.g., photos) do you already have?
- ✓ Navigating your way around your new website
- ✓ Apply for your Voice website

Week 3: [Optional week: Designing website graphics using Canva]

Date: Thursday 31 October, 10am to 12pm

You can use Canva for many types of designs e.g., posters, flyers and social media posts. In this session we will cover:

- ✓ How you can use Canva to create designs
- ✓ Creating a logo (if needed) and/or brand style
- ✓ Creating icons and images

✓ Finding appropriate photos
✓ Downloading your designs

Week 4: Building my website using Voice part 1

Date: Thursday 7 November, 10am to 12pm

We will cover:

✓ Overview of the administration of your website
✓ Add a page
✓ Edit text
✓ Add images to a page
✓ Saving and publishing a page
✓ Look and feel of your website
✓ Basic layout options
✓ Getting started with applications

It is important that you do not miss this session. If you cannot attend for any reason, please watch the recording and arrange one to one help if needed. We will not have time to cover these tasks in the following week's training.

Week 5: Building my website using Voice part 2

Date: Thursday 14 November, 10am to 12pm

We will cover:

✓ Adding useful boxes of information e.g. contact details
✓ Adding videos from *YouTube and Vimeo
✓ Creating a grid of *photos and text
✓ Using a custom box of information to structure a page
✓ Applications

*You may not have your own videos or photos. Links to practice videos and photos will be available

Week 6: Building my website using Voice part 3

Date: Thursday 21 November, 10am to 12pm

We will cover:

✓ Embedding information from third party websites
✓ Advanced grids and lists
✓ Testing your website with your peers
✓ Completing your website

✓ *Adding your own domain name e.g. www.mybrilliantwebsite.org

*A domain name is optional. You can continue to use www.e-voice.org.uk/mybrilliantwebsite If you have an existing name on an old website we can help you transfer it to your new Voice website.

Week 7: Evaluation and next steps

Date: Thursday 28 November, 10am to 11.30am (1.5 hours)

We will cover:
✓ Celebration
✓ Show and tell: what have you learned?
✓ Feedback to developers
✓ How to join a Voice user group [optional peer sharing]

Contact details for the programme

People who can help you throughout the programme.

Main contact / trainer:
Sorrel Parsons sorrelparsons@superhighways.org.uk

Additional technical support:
Paul Firby paulfirby@superhighways.org.uk

Communications and Engagement Officer
Mahirah Rahman mahirahrahman@superhighways.org.uk

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