CLUB PAGE START UP GUIDE

If you have a Civitan Club in your area and would like to build a web page to promote your club, follow these steps below. If you have any questions email clubpages@civitan.org.

FOLLOW THE STEPS BELOW

STEP 1: SUBMISSION FORM

Go to https://civitan.org/club-page-request-form/ and complete all required fields. Select New Club Page in the drop down.

- Be sure to spell check your submissions. This will help to insure the efficiency of production times.
- Be sure to upload images in correct web formats (jpg, png, gif, pdf)
- **Header image** (1 larger image) should be clear and higher resolution jpg files. Minimum width should be approximately 800 pixels and maximum width should be 1200 pixels.
- **Spotlight images** (smaller images) should be clear and higher resolution. Minimum width should be 300 pixels and maximum width should be 1000 pixels.

STEP 2: CHECK YOUR EMAIL

Be sure to check your email for confirmation of your submission and for any questions related to your images and the information you provided.

STEP 3: BE PATIENT

Once all information is submitted correctly and questions from the web team have been answered your page should be viewable within 5-7 business days (depending on submissions). The team will email you when your page is ready to view. If you have any issues, please email clubpages@civitan.org.
TO REQUEST AN UPDATE TO AN EXISTING CLUB PAGE:
Go to https://civitan.org/club-page-request-form/ and Select Club Page Update in the drop down. Complete the appropriate segments and submit.

Once all information is submitted correctly and questions from the web team have been answered your changes should be viewable within 3-5 business days. The team will email you when your page is ready to view. If you have any issues, please email clubpages@civitan.org.