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

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

Setting it Up

Step 1: Visit https://en.wordpress.com/signup/. Enter your desired website address; to the right, choose the free extension ".wordpress.com." Follow the rest of the prompts on the page and enter a website title, desired language and privacy settings. Agree to the terms of service. It should take an hour or less to receive a confirmation email from WordPress. Then you can create your website!

Step 2: Follow the prompt to visit your administration dashboard. This is where you will choose your template and design the look of your site. (If you get lost, you can return to your dashboard manually at any time simply by adding the extension "**/wp-admin/**" to the end of your chosen URL address, e.g., **mysite.wordpress.com/wp-admin/**). WordPress offers many options for free sites, and many more upgrades are available for a fee.

Step 3: Design! Your dashboard offers many options as well as an instructional video tutorial to help you set up your site. The tabs to the left in your dashboard allow you to add pages, links, images, blog posts, widgets and more.

Step 4: 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.

* Important: In order to maintain consistent Toastmasters branding, please choose one of the current Toastmasters-approved WordPress themes listed below. The newly branded mastheads for each theme are linked here for you to conveniently download to your computer and then upload to your site.

WordPress Themes and Mastheads
Once you are on WordPress, search for either of these themes, choose your favorite and then upload the appropriate masthead/banner.

A. "Coraline"

Blue and Yellow Club Masthead (.jpg) (1094 X 915px)

Blue and Gray Club Masthead (.jpg) (1094pxX 915px)

Burgundy and Gray District Masthead (.jpg) (1094 X 915px)

Burgundy and Blue District Masthead (.jpg) (1094X 915px)

(Please do not crop or change the size or look of these mastheads in any way.)

*For best results when using "Coraline," DO NOT select the "Content-Sidebar" or "Sidebar-Content" layout options from the Theme Options tab under Appearance. Any of the other three layout choices are fine and will display your pre-sized masthead appropriately. If you cannot find the Coraline theme by using the search function, create your website first and then upload it from: http://theme.wordpress.com/themes/coraline/

B. "Twenty Ten"

Blue and Yellow Club Masthead (.jpg) (1094 X 915px)

Blue and Gray Club Masthead (.jpg) (1094 X 915)

Burgundy and Gray District Masthead (.jpg) (1094X 915px)

Burgundy and Blue District Masthead (.jpg) (1094 X 915px)

(Please do not crop or change the size or look of this masthead in any way.) *If you cannot find the Twenty Ten theme by using the search function, create your website first and then upload it from: http://theme.wordpress.com/themes/twentyten/.*

These themes can be found by using the **Appearance tab, then selecting the **Themes** tab and searching for the name. To upload your masthead, go to the **Appearance** tab, choose the **Header** option, click browse and then **Upload**.*

**Designing   with   Colors   on   Your
Website**
If you use **background colors** on your website, please use only the Toastmasters-approved brand colors.
Go to the **Appearance** tab, click on **Background** and simply add one of the official Toastmasters palette
color codes. (Please DO NOT upload images as page backgrounds.)

Red: #CD202C
Burgundy: 772432
DarkBlue: #004165
Yellow: F2DF74
Gray: A9B2B1
Adding
Widgets
WordPress offers many free "Widgets," or custom add-ons to help you suit your site to your club's needs.
In your dashboard, simply go to the **Appearance** tab, select **Widgets**, then click and drag any heading
over to the right and drop it in the desired quadrant of your page.

Helpful Hints

#1: To make your site look more like a website and less like a blog, in your dashboard click on the **Posts** tab
and delete the page titled "hello world!" Then add a new page and title it "Home." You can then add your main
content to this "Home" page. To create more pages, go to the **Pages** tab and create new pages such as
Directions, Announcements, Membership Information, Contact Us, etc.

#2: To make your site function more like a website and less like a blog, go to your dashboard and open the
Pages tab. At the top right of the screen use the **Screen Options** drop-down menu to deactivate visible post
information such as authorship, stats and dates. You can do the same thing on the **Posts** tab.