

# Website Hosting

## Guidelines

1. The Chapter/SIG identifies a member within your chapter who will serve as your webmaster.
2. The Chapter/SIG completes a website hosting request form (below).
3. The National Office will contact the designated Chapter/SIG contact to conduct a needs assessment.
4. National works with the webmaster to design and construct the site (selection of template and colors and content for your website).
5. National provides training to the webmaster and gives administrative access to the site so the Chapter/SIG can maintain the website.
6. Final approval by the Chapter/SIG officers and webmaster is required before the website is published.
7. The website is published and National shares the URL with the entire Chapter/SIG membership.
8. A link to the new website is published on [www.napnap.org](http://www.napnap.org).

## Cost

The Chapter/SIG would be responsible for purchasing a specific domain name if one is required. Domain names are reasonably priced \$1.99 to \$19.00 per year. If your Chapter/SIG already has a domain name and would like to continue using it for the new website hosted by NAPNAP please provide it to the National Office.

If you require a link to Paypal or another credit card processing service on your site, the Chapter/SIG would be responsible for setting up an account with a vendor and paying all required fees directly to the processing company. NAPNAP will integrate the payment button code into the website.

## Chapters

If you have any questions, please contact Melissa DiMatteo, Chapter Services Specialist at [mdimatteo@napnap.org](mailto:mdimatteo@napnap.org).

Please note: All payments for Chapter membership dues must be collected through National.

## SIGs

If you have any questions, please contact Lucretia Karten, Membership Relations Specialist at [lkarten@napnap.org](mailto:lkarten@napnap.org).