

ICC Chapter Website Submission Form Instructions

In the following PDF walkthrough, you will find detailed instructions on how to submit your information to start the creation of your brand new chapter website.

Let's get started.

Here are a few resources to help you complete the form.

Hex Code Tool

<https://htmlcolorcodes.com/>

Word Count Tool

<https://keywordtool.io/word-counter>

In this first section of the form we request a few details about your chapter and our primary contact.

We request a logo file. This should be the highest resolution that you have.

We also request your chapter's brand color hex code. For example, the hex code for white is #000000. If you do not have a brand color, we will default to the International Code Council green.

Some questions throughout the form are marked as required.

Some questions are optional. If you leave these blank, we will hide that section. The Committees page, for example, can be hidden if you have none to list.

Homepage Instructions

1. Select your hero image or upload your own.

3. First line of hero image text
30 characters

4. Second line of hero image text
30 characters

5. - 8. Officers' Names

9. Headline 1
35 characters

10. Paragraph 1
350 characters

11. Headline 2
32 characters

12. Paragraph 2
350 characters

13. Button Text
This will default to Learn More.

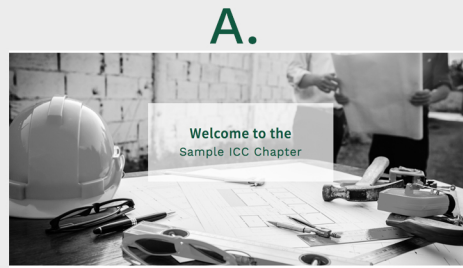
14. Events Headline
30 characters

15. Events Paragraph
200 characters

16. Call to Action
This describes the next step you want a visitor to take.

17. Call to Action button text

18. - 23. Social Media URLs
If none, these default to the main ICCSafe.org social media links.



The screenshot shows the following layout elements:

- 1-2:** Navigation menu (ABOUT, COMMITTEES, EVENTS, JOBS, RESOURCES, CONTACT)
- 3-4:** Hero section with a background image of a construction site and a semi-transparent box containing the text "Welcome to the Sample ICC Chapter".
- 5-8:** Officers list section with a green header "Officers" and a list of names and titles: William R. Bryant (President), Greg Wheeler (Vice President), Cindy Davis (Secretary), and Cindy Davis (Treasurer).
- 9:** "About ABC Chapter" section with a paragraph of text.
- 10:** "Our Mission" section with a paragraph of text.
- 11-13:** "Learn More" button.
- 14:** "Upcoming Chapter Events" section with a paragraph of text.
- 15:** "Our Code Council News and Events hub is your online resource for news, information and events about our association and the overall building safety industry."
- 16-18:** Three event cards: "Event Three" (October 31 @ 8:00 am - 5:00 pm), "Event Two" (November 3 @ 8:00 am - 5:00 pm), and "Event One" (November 30 @ 8:00 am - 5:00 pm).
- 19:** "View All Events" button.
- 20-23:** Footer section with icons for Events, Jobs, and Resources, and a "Contact Us" button.
- 24-25:** Social media icons (Facebook, LinkedIn, Twitter, YouTube, Instagram).
- 26-28:** ICC Family of Solutions logos (ES, IAS, GENERAL CODE, NIA).
- 29-31:** Contact information: info@webstent.com, 888.858.8555, 1234 Main Street, City, State, Zip.
- 32-33:** Building Safety Journal logo.
- 34-35:** Footer text: "powered by ICC chapter program © 2018 ICC Chapters Built by KWMM: a digital marketing agency"

About Page Instructions

1. Hero Image

Upload a .jpg or .png file.
If you do not have an image,
we will use the default.

2. Hero Image Text

Defaults to About

3. Headline 1

30 characters

4. Paragraph 1

272 characters

5. Headline 2

30 characters

6. Paragraph 2

30 characters

7. Chapter Byline PDF

If you do not have a byline PDF,
this will be omitted.

8. Image 1

Upload a .jpg or .png file


9. Image 1 Caption

80 characters


10. Board of Directors.

List all names and titles.
Officer names and titles are pulled
from the homepage portion of the
submission form.

*All content not labeled in the
instructions for the About page
cannot be edited.*



ABOUT COMMITTEES EVENTS JOBS RESOURCES CONTACT




1 2 About

3 About Our Chapter

4 The International Code Council is a nonprofit association that provides a wide range of building safety solutions including product evaluation, accreditation, certification, codification and training. It develops model codes and standards used worldwide to construct safe, sustainable, affordable and resilient structures.

5 Our Mission

6 Promote uniformity and consistency in the application of the building codes; and Promote public health and safety through education and training programs and active participation in the code development process; and Promote public awareness of the important role that building department services play in contributing to the quality of life in the San Diego Region.



8

9 Our Team - October 2019

7 Download the Chapter Bylaws

Officers & Board of Directors

Officers	Board of Directors
William R. Bryant President	William R. Bryant Merced County
Greg Wheeler Vice President	Greg Wheeler Simpson Strong
Cindy Davis Secretary	Cindy Davis City of Tracy
Cindy Davis Treasurer	Will Crew Interwest Consulting

10

Become A Chapter Member

Memberships are available for the calendar year are as follows:

Professional Membership

A designated representative of a governmental unit or agency engaged in the administration or formulation of laws and ordinances relating to building construction including but not limited to.

Industry Membership

Members shall be a individual or firm, incorporated or unincorporated, engaged in the practice of architecture, engineering, private third-party inspection services, manufacturing or sale of products, materials, services related to construction or building regulations.

Honorary Membership

An individual who has rendered outstanding and meritorious services in the furtherance of the objectives of this Chapter and who shall be proposed by the Board of Directors and confirmed by a majority vote at any regular meeting.

Retired Membership

Any former Professional member who is retired.

Student Membership

An individual enrolled in classes or a course or study in Building Inspection Technology or related fields of instruction and not eligible for Professional Membership.

[Contact Us](#)

About the International Code Council

The International Code Council is a nonprofit association that provides a wide range of building safety solutions including product evaluation, accreditation, certification, codification and training. It develops model codes and standards used worldwide to construct safe, sustainable, affordable and resilient structures.

Vision

Protect the health, safety and welfare of people by creating safe buildings and communities.

Mission

To provide the highest quality codes, standards, products and services for all concerned with the safety and performance of the built environment.

Values

Customer Value, Integrity and Trust, Member Focus, Professionalism, Public Service, & Quality.

Interested in Joining the Code Council?

[Learn More](#)

Committees Page Instructions

If you do not have any committees, this page will be hidden.

1. Hero Image

Upload a .jpg or .png file.
If you do not have an image, we will use the default.

2. Hero Image Text

Defaults to Committees

3. Headline 1

40 characters

4. Paragraph 1

300 characters

5. Committee 1 Headline

40 characters

6. Committee 1 Paragraph

300 characters
Include the list of members in the paragraph.

7 - 12. Committee 2 through 4

If you do not have more you may leave these blank.

If you have additional committees you may insert that information in question 13.

The screenshot shows the ICC website's 'Committees' page. At the top is the ICC logo and navigation menu (ABOUT, COMMITTEES, EVENTS, JOBS, RESOURCES, CONTACT). The main content area features a hero image with the heading 'Committees'. Below this is a section for 'Sample Chapter Active Committees' with a paragraph of text. The page is divided into two columns of committee listings. Each listing includes a committee name, a description, and a list of members. At the bottom, there are three circular icons for 'Events', 'Jobs', and 'Resources', followed by a 'Lets Get in Touch' section with a 'Contact Us' button. The footer contains various partner logos (ICC Family of Solutions, ES, IAS, GENERAL CODE, ICC, S. K. GHOSH ASSOCIATES, Alliance Resilience, NIA) and contact information (info@websitesurl.com, 555.555.5555, 1234 Main Street, City, State, Zip). Social media icons for Facebook, LinkedIn, YouTube, Twitter, and Instagram are also present.

1

2 Committees

3 Sample Chapter Active Committees

4 Our committees are dedicated to the ongoing education and betterment of the International Code Council. We believe that by working together, we can provide better resources like product evaluation, accreditation, certification, codification and training.

5 Education Committee

6 Promote uniformity and consistency in the application of the building codes; and Promote public health and safety through education and training programs and active participation in the code development process.

7 Education Committee

8 Promote uniformity and consistency in the application of the building codes; and Promote public health and safety through education and training programs and active participation in the code development process.

9 Nominated Committee

10 Promote uniformity and consistency in the application of the building codes; and Promote public health and safety through education and training programs and active participation in the code development process.

11 Nominated Committee

12 Promote uniformity and consistency in the application of the building codes; and Promote public health and safety through education and training programs and active participation in the code development process.

Events

Jobs

Resources

Lets Get in Touch

Contact Us

ICC Family of Solutions

ES ICC EVALUATION SERVICE

IAS INTERNATIONAL ACCREDITATION SERVICES

GENERAL CODE

ICC INTERNATIONAL CODE COUNCIL

S. K. GHOSH ASSOCIATES

Alliance Resilience

NIA

info@websitesurl.com
555.555.5555
1234 Main Street
City, State, Zip

Building Safety Journal

f in y t i

powered by ICC chapter program © 2019 ICC Chapters Built by KWSM - a digital marketing agency

Jobs Page Instructions

If you do not have current listings, this information will default to Check Back Soon.

1. Hero Image

Upload a .jpg or .png file.
If you do not have an image, we will use the default.

2. Hero Image Text

Defaults to Jobs

3. Headline 1

40 characters

4. Paragraph 1

250 characters

5. Headline 2

35 characters or this will default to Open Positions Within the Chapter

6.- 13. Job Title and URL

These questions ask you for the job title that is being listed and a link to that listing.

The screenshot shows the ICC Jobs page layout with the following annotations:

- 1**: Hero image (top background image)
- 2**: Hero image text (the word "Jobs" in the top right)
- 3**: Headline (the main heading below the hero image)
- 4**: Paragraph 1 (the first block of text below the headline)
- 5**: Open Positions Within the Chapter (the heading for the job listings)
- 6-13**: Job Title and URL (the individual job listing items)

Other visible elements include a navigation menu (ABOUT, COMMITTEES, EVENTS, JOBS, RESOURCES, CONTACT), a "New to the Industry?" section with a "View Open Positions Around the Country" button, a "Let's Get in Touch" section with a "Contact Us" button, and a footer with various partner logos (ICC, ES, IAS, GENERAL CODE, ICC ASSOCIATES, S. K. GHOSH ASSOCIATES, Alliances Resilience, NIA) and contact information (info@websiteurl.com, 555.555.5555, 1234 Main Street, City, State, Zip).

Resources Page Instructions

1. Hero Image

Upload a .jpg or .png file.
If you do not have an image, we will use the default.

2. Hero Image Text

Defaults to Resources

3. Headline 1

40 characters

4. Paragraph 1

300 characters

5. Headline 2

35 characters

6. Paragraph 2

300 characters

7. Upload PDFs

You can upload up to 6 PDFs for visitors to download

8 - 13. PDF Labels

List how you would like to label the PDFs for download. We will match the label with the correct PDF.

14. Headline 3

If none, this will default to the ICCSafe.org quick links.

15. - 26. Quick Links

Supply the link title and the URL where the quick link should go.

27. Headline 4

30 characters

28. Paragraph 4

300 characters

The screenshot displays the ICC Resources Page layout. At the top, the ICC logo and navigation menu (ABOUT, COMMITTEES, EVENTS, JOBS, RESOURCES, CONTACT) are visible. The main content area is divided into several sections:

- 1** Hero Image: A background image of a construction site with a hard hat in the foreground.
- 2** Hero Image Text: The word "Resources" is displayed in a large font.
- 3** Headline: A placeholder headline.
- 4** Paragraph: A placeholder paragraph of Lorem Ipsum text.
- 5** Downloadable PDFs: A section with a heading and a placeholder paragraph, followed by six PDF download buttons labeled "Download 1" through "Download 6".
- 7-13** PDF Labels: A section with a heading and a placeholder paragraph, followed by six PDF download buttons labeled "Download 1" through "Download 6".
- 14** Quick links: A section with a heading and a list of quick links: "Safety 2.0", "Building Safety Month", "Value of the Code Official", "Code Adoption", "Scholarships", and "Online Building Codes".
- 15-26** Quick Links: A section with a heading and a list of quick links: "Safety 2.0", "Building Safety Month", "Value of the Code Official", "Code Adoption", "Scholarships", and "Online Building Codes".
- 27** Video Resources: A section with a heading and a placeholder paragraph, followed by two video thumbnails.
- 28** Paragraph: A placeholder paragraph of Lorem Ipsum text.
- 29** Video Resources: A section with a heading and a placeholder paragraph, followed by two video thumbnails.

At the bottom, there is a "Let's Get in Touch" section with a "Contact Us" button. The footer contains the ICC logo, the ICC Family of Solutions logos (ES, IAS, GENERAL CODE, A. K. GHOSH ASSOCIATES, Alliance Resilience, NIA), contact information (info@websitesur.com, 565.555.5555, 1234 Main Street, City, State, Zip), and social media icons for Facebook, LinkedIn, YouTube, Twitter, and Instagram. The footer also includes the text "Building Safety Journal" and "powered by ICC chapter program © 2019 ICC Chapters Built by KWSM a digital marketing agency".

If you do not have specific resources, this page will default to ICCSafe.org resource downloads, links and videos.

Contact Page Instructions

1. Hero Image

Upload a .jpg or .png file.
If you do not have an image,
we will use the default.

2. Hero Image Text

Defaults to Contact

3. Headline 1

30 characters

4. Subhead 2

60 characters

5. Phone Number

6. Email Address

7. - 9. Street Address

The screenshot shows the ICC website's contact page. At the top left is the ICC logo (International Code Council). To the right is a navigation menu with links for ABOUT, COMMITTEES, EVENTS, JOBS, RESOURCES, and CONTACT. A large hero image at the top features a construction worker in a hard hat, with a blue '1' in the top left corner and a blue '2 Contact' in the top right corner. Below the hero image is a contact form. On the left side of the form, there are three numbered annotations: '3 Questions? Reach out to us' in bold, '4 Fill out the form or contact us by phone or email with any questions.' in bold, and '5-9' in bold. To the right of the form is a contact information block: '888-422-7233', 'carecenter@iccsafe.org', '500 New Jersey Avenue, NW, 6th Floor', and 'Washington, DC 20001'. The form itself has fields for 'Your Name (required)', 'Your Email (required)', 'Subject', and 'Your Message', followed by a 'Send' button. Below the form is a green banner with three circular icons: 'Events' (calendar), 'Jobs' (wrench), and 'Resources' (document). Below the banner is the text 'Lets Get in Touch' and a 'Contact Us' button. At the bottom of the page is a dark footer containing the ICC logo, 'ICC Family of Solutions' with logos for ES (ICC Evaluation Service), IAS (International Accreditation Service), and GENERAL CODE, contact information for 'info@websteurl.com' (888.888.8885, 1234 Main Street, City, State, Zip), 'Building Safety Journal' with social media icons, and logos for ICC, S. K. GHOSH ASSOCIATES, Alliance Resilience, and NIA. A small copyright notice at the bottom reads 'powered by ICC chapter program © 2019 ICC Chapters Built by KWSM a digital marketing agency'.

This is the end of the instructions for the
ICC Chapters Website Submission Form.

If you have any additional questions or would
like assistance, a KWSM team member is
available to discuss.

Contact:

Alexandra Hall, Project Manager
alexandra@kwsmdigital.com
(949) 436-5173