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.
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.
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.
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.
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

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

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.

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