**District Website Style Sheet**

**Website spec:** The district website is designed to promote the work of Lions across the District. The aims and objectives are to:

* Be outward facing to share details of Lions to enable the public to engage in the work we do.
* To provide information to enable new Lions to become orientated into the organisation, gaining a greater understanding of our projects.
* To provide members with information to run their clubs in line with both legislation and the Lions Constitution, through information contained within our Member Resource section. The site should also encourage Lions Clubs to engage in best practice.

**Basic style:** Each main page will carry the main menu options with the banner immediately underneath.

 The main menu (in Arial 16pt) contains the following options:

 Home

 Who are Lions?

 Lions Projects

 Get in Touch

 Members Resources

 Any sub-item (created in Arial 14pt) in the 2nd and 3rd options which is a page – or set of pages – that also appears within “Members Resources” there should simply be a link to the “Members Resources” page unless that page is password protected. This is to avoid having two separate pages on the same subject where they may get out of kilter due to updates not being made to both pages.

 The decision on which pages should be password protected relates to any pages containing a Lions personal data or financial information relating to the District. e.g. booking forms; district accounts or budgets or minutes of District Meetings or Conventions.

 With the exception of text which is a title or subject heading or where emphasis is required, the same font and font size should apply throughout the pages we create – this does not apply to external content that is downloadable.

 All links should be picked out in deep purple and gold/yellow when hovered over. If the link is to a website outside of our site then the following warning must be included:

**NOTE: If you click on any links you will leave the Lions District 105CE website and view the content of an external website. Lions District 105CE cannot be held responsible for the content of external websites.**

 Background colour blocks should be avoided if at all possible as they can affect the readability for those who suffer from any form of colour blindness or any other visual impairments. Our site is subject to periodic readability checks which is not only appropriate and in keeping with Lions principles but also a legal requirement. If the site fails in any area under the heading of readability, it lays the District open to legal action.

 Whenever a document is replaced on the site, the date of the update should be recorded on the site map guide.

 Where practical, pages should include relevant photographs and/or graphics but these must have an agreed “Alt Text” and, for photographs, a caption.

Care needs to be taken to ensure that written permission has been obtained for any non-Lions appearing in the photograph and the webmasters must be copied in with such permission. This is to bring us into line with the LCI website and Data Protection/Privacy laws.

**Other**

**Guidelines**: Avoid long lists of past documents. For instance, if it is a document which is issued monthly - especially if also sent out by the District Secretary - then only the latest version needs to be added to the website and past issues should be deleted.

Possible exceptions to this rule are for Bulletins and Newsletters or Minutes of Meetings or Conventions but here the list should be restricted to a maximum of one year and any previous items should be placed in the archive with access restricted to the webmasters.

**The IT Team**

**21st March 2023**

v6a