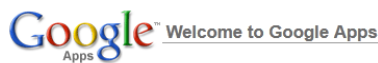


Connor Worley

Setting up your first website can be a frustrating process, even for the most tech-savvy. Google Apps has enabled people to easily buy a domain name and get online. Here we will set up a new website: *connorworley.com*. The site will have email and calendar features to help organize. Once the site is created, adding content is easy.

Typically, you have to pay for two different products when you have a website. You need a domain name, the address you type into your browser, and you need hosting. Hosting gives you a place to store your webpages, as well as other features like email. Google Apps will provide free hosting to anyone, but you still need to pay for a domain name (about \$10/year). Free Google Apps accounts have some limitations, for example, you can only create 10 email accounts. However, if your team is a 501(c)(3) organization located in the United States, you can apply and receive all the features of a Business Google Apps account.

Let's get started. This tutorial assumes that you **aren't** a 501(c)(3) organization. Begin by visiting <http://www.google.com/apps/intl/en/group/index.html> and clicking the "Get Started" button.



To sign up for Google Apps, enter your organization's domain name

What is a domain name? Usually it is the identifier associated with your organization's email address (like @example.com). The domain you provide will be used for all your Google services. For example, if you choose accounts for john@example.com or jane@mail.example.com.

Don't have a domain name? Click on "I want to buy a domain name" to get one.

I want to use an existing domain name

Enter a domain or subdomain of your organization.

I want to buy a domain name

Google Apps is free, but a domain name costs \$10/year.

Search for available domain names

www. .com

We are going to buy a new domain name. If you haven't decided on a domain name, now is the time to decide. If you can't decide and you are, for example, team 8351, team8351.com, team8351.org, or team8351.net would make good choices. Purchase the domain and you'll arrive at the page shown below.

✓ **Thanks** **, you're done!**
Your order has been sent to Google Apps. [Return to Google Apps »](#)

Message from Google Apps:

You can now access your Google Apps domain.
If you have any questions about your account, please visit the [Google Apps Help](#).
[Click here to retrieve your purchase](#)

How do I track my order?
[Get up-to-date order progress](#) on checkout.google.com

Click the link that says "Click here to review your purchase." You will be prompted to set up your domain. The first thing you need to do is create your site's administrator account. The username "admin" is a popular choice.

Set up - Create your first administrator account (step 3 of 3)

It's time to create your first administrator account. We've also emailed instructions if you want to continue later.

* indicates a required field

Your administrator account

Username * @connorworley.com
This is the account that you will use to manage your domain.

Password * Minimum of 8 characters in length.

Re-enter password *

Continue with set up »

Once you complete the initial setup, you will be prompted with a setup wizard. Go ahead and follow it, or skip it if you don't feel that you need it.

Google Apps setup wizard for connorworley.com

To help your organization get started with Google Apps, we will guide you through the steps for activating your new

- Welcome ✓
- Users and groups ✓
- Choose your Apps ✓
- Set up other Apps ✓
- Training and support ✓

It's time to go Google!

Congratulations on joining the millions of organizations w cost savings offered by Gmail, Google Calendar, Google

Click Next to get set up now (takes less than an hour)

[Learn more about Google Apps](#)
[Google Apps video tour](#)

« Back Next »

When you are finished you will be returned to your site's *Dashboard*. You may see a notification that your order is still being processed and your Apps account has not yet been activated. Wait a few minutes and refresh the page until the notification disappears.

Google Apps for connorworley.com - Google Apps

Google apps Search accounts Search Help Center

Dashboard Organization & users Groups Domain settings Advanced tool

⚠ Your domain is not yet ready - We are still processing payment for your domain registration Apps will be activated automatically. Thanks for your patience.

Once the site is ready to use, we need to change some settings. Calendars need to be publicly visible and Docs needs to be uninstalled. Rather than forcing team members to use your site's instance of Google Docs, which requires them to log off of their Gmail account, just use the public Google Docs, which is integrated with Gmail. We will uninstall Google Docs first.

Click the Settings, and select the Docs service. A link to uninstall the service will be at the bottom of the page.

Next we will configure the Calendar service. We want the site's calendars to be publicly visible to team members, so we will share all information with outsiders.

After that, click on the Sites service and allow users to make sites public.

Now we'll change some general settings. Click the Domain settings tab.

[Dashboard](#) | [Organization & users](#) | [Groups](#) | [Domain settings](#)

Domain settings

[General](#) | [Account information](#) | [Domain names](#) | [User settings](#)

Organization name:

Now's a good time to set your site name. Make sure to include your team name and number! After that, click Domain names.

Primary domain
 Registered since September 9, 2011 with e

Automatically renew my domain regist
 Next renewal date is September 9, 20

[Advanced DNS settings](#)
 Sign in to **enom** to change your MX record

Redirect the naked domain (http://connorw
[Change redirect](#)
 To enable this redirect, you must [change th](#)


Click Advanced DNS settings. Copy your assigned password and click Sign in to DNS console. You will be prompted with a login page. Enter your domain name and password. Edit your DNS settings to that they appear as shown below.

Edit Host Records	
Host Name	Address
<input type="text" value="@"/>	
<input type="text" value="@"/>	
<input type="text" value="@"/>	
<input type="text" value="@"/>	
<input type="text" value="calendar"/>	
<input type="text" value=""/>	
<input type="text" value="mail"/>	
<input type="text" value=""/>	
<input type="text" value="www"/>	

Save your DNS settings, then navigate to <http://sites.google.com/a/domainname> i.e. <http://sites.google.com/a/connorworley.com> for connorworley.com. Click Create site. Make sure you set your URL to www. You must set it to www for your site to be visible.

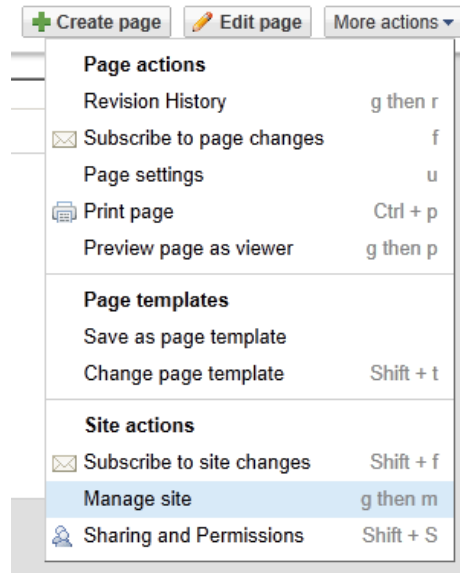
Name your Site:

Your site will be located at this URL:

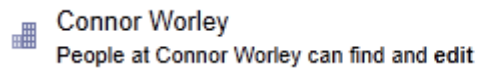
<https://sites.google.com/a/connorworley.com/> 

Site URLs can only use the following characters: -,A-Z,a-z,0-9

Once you've created your site, click Sharing and Permissions, in the More actions menu.



Click the Change... link.



[Change...](#)

Select Public on the web and save. Makes sure to share your site with members of your website team as well.

Visibility options:

- Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**
Anyone who has the link can access. No sign-in required.
- Connor Worley**
People at Connor Worley can find and access.
- People at Connor Worley with the link**
People at Connor Worley who have the link can access.
- Private**
Only people explicitly granted permission can access. Sign-in required.



Now is a good time to select a theme for your site. Click the Themes tab on the left and pick one that looks good. After that, you can begin to add pages and subpages to your site. Here's an example page hierarchy that you can use:

- Home
- News
- About Us
 - About FIRST
 - About our team
 - Leadership
 - Students
 - Mentors

- Robots
- Media
 - Photo
 - Video
 - In the News
- Calendar
- Contact Us

Now that the site structure has been laid out, we'll create a group to send mass emails. Return to the Dashboard and click the Groups tab, then click Create a new group. Name the group Team Members and use team-members as an email address. Make sure you set it as an Announcement-only group! Once you're done with that, add your team member's email addresses to the group. Make sure not to create new accounts though. Use their existing email address.

Next we'll set up our team calendar. Click the Calendar link on the top right and create a new calendar. When creating the calendar, make sure you make it publicly visible and share it with team-members@domainname.com i.e. team-members@connorworley.com. This will allow the calendar to appear on your website. It will also add the calendar to all of your team members' Google Calendar accounts. You can then insert the calendar on your site.

Filling out the rest of your pages should be fairly simple. If you need help using Google Sites, you can find video tutorials at <https://sites.google.com/site/mflynchsites/>.