

May 2025

CHAPTERSPOT TRAINING FOR LEAGUE LEADERS

CHAPTERSPOT WEBSITES

Setting up and maintaining websites through the LWV Member Portal



Community Norms

- Call will be recorded
- Assume positive intent
- Please put questions/feedback in the chat

Process

- Review website using the basic template
- Walk through updating each piece of the website together
- Q&A

ChapterSpot Websites

- Any local or state League can choose to use a ChapterSpot website
- Websites are free of charge to Leagues
- Can opt-in to using website at any time
- Designed to be simple for Leagues that don't currently have a website





LEAGUE OF WOMEN
VOTERS

LWV Of Clarion County

[LEARN MORE](#)

Welcome! The League of Women Voters of Clarion County serves the communities of Clarion County in Pennsylvania. LWV of Clarion County is a nonpartisan, grassroots organization working to protect and expand voting rights and ensure everyone is represented in our democracy. We empower voters and defend democracy through advocacy and education.







CONTACT US

FOLLOW US



✉ Email this League



[ABOUT US](#)

[LEADERSHIP](#)

[CONTACT US](#)

ABOUT US

ABOUT LWV OF CLARION COUNTY

The League of Women Voters (LWV) is a nonpartisan, grassroots nonprofit dedicated to empowering everyone to fully participate in American democracy. We engage in advocacy, education, litigation, and organizing to protect every American's freedom to vote. The League is proud to be women-led and over 100 years old, emerging directly out of the women's suffrage movement in 1920.

Nonpartisanship

The League of Women Voters does not support or oppose any political party or any candidate.

As an organization dedicated to both voter education and advocacy, the League takes strong stances on policy issues relating to voting rights, civil rights, and other issues of



LEADERS

YOUR NAME

President

✉ EMAIL YOUR

Contact PA021

Your Name

Your Email

Your Message

Submit

CONTACT US

CONTACT LWV OF CLARION COUNTY

Email the Clarion League at lwvcco@gmail.com





MEMBERSHIP

VOLUNTEER

Volunteer with the League of Women Voters of [Location]!
Below are some of the areas of opportunity for volunteering as a League member or as a supporting volunteer.

Voter Education



CALENDAR

Today		<	>	May 2025	!	📅	🖨️	Month
SUN 27	MON 28	TUE 29	WED 30	THU May 1	FRI 2	SAT 3		
4	5	6	7	8	9	10		

NEWS

The Clarion League hosted a webinar on the economics of immigration on March 27, 2025. Send an email to lwwcco@gmail.com to request a link to a recording of the program.



Setting Up a ChapterSpot Website

Turning on the Website Feature

- If your League would like to use the website feature, email membership@lwv.org
- Editor will be enabled for your League



Sign in to continue

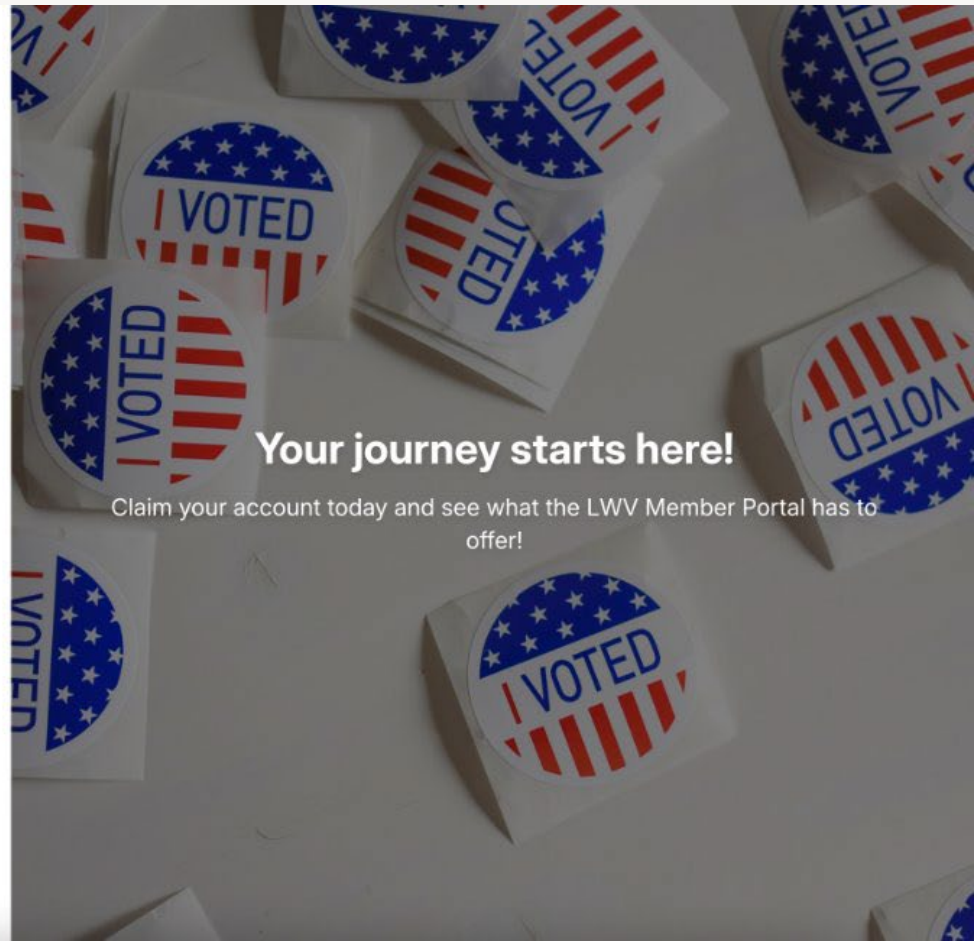
Email

name@workemail.com

Continue with email

✦ We'll email you a code for a seamless sign in.

Having trouble signing in? Click [here for assistance](#).



Your journey starts here!

Claim your account today and see what the LWV Member Portal has to offer!



Almost there...

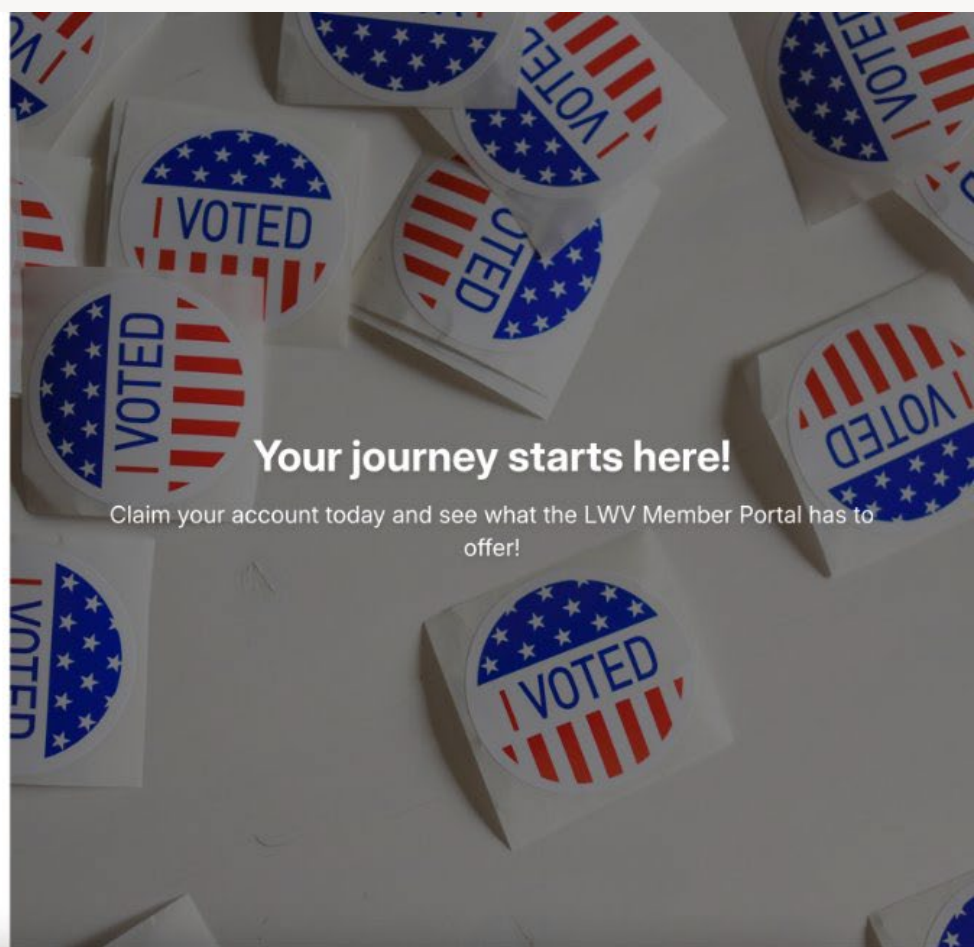
Code

Verify



Please enter the code or click the link that we sent to your@email.com to continue.

Having trouble signing in? Click [here for assistance](#).



Your journey starts here!

Claim your account today and see what the LWV Member Portal has to offer!



LWVUS Staff ▾



My LWV Membership

[Renew](#)

PULLEN, NORA

League

LWV Of District Of Columbia

State

DC

Status

Active

Expiration

Apr 25, 2026



Invite New Members

Copy the link below and share it with the person/member that wants to join or renew.

<https://portal.lwv.org/membe...>



Profile



Payments



VOTE411



Roster



Add/Renew Members



Leadership



Manage Registration Questions



League Resources



Emailer



Website Editor



League Profile











Stripe Management



Contributions

🔴 OFFLINE

LarimerCountyCO.lwv.org [🔗](#)

-  Design Elements >
-  Pages >
-  Main Navigation >
-  Contact Form >
-  Donations >
-  Show / Hide Roles >
-  Twitter Feed 📘
-  Settings >

← Back To Website Editor

Update Design Elements

Location

League of Women Voters of Larimer County

Default: [Location]

Community/Communities Served

[Insert]

Default: [Community Name(s)]

State










Colorado

Default: [State]

Save

+ New Page

Standard Pages


 Homepage	>
 About	>
 Leadership	>
 Membership	>
 Contact Us	>
 Volunteer	>
 Our Positions	>
 Take Action	>
 News	>

Homepage Banner

 Choose new file No file chosen

Upload image. Image size should be 1555×1037px.
Default: [homepage_banner.jpg](#)

Welcome Image Upload

 Choose new file No file chosen

You can upload your own image to use here. Image size should be 618×612px.
Default: [welcome_image.jpg](#)

Welcome Message


Add your welcome message here

Gallery Image 1

 Choose new file ER_Team_Photo_3_1044622... 

Upload image. Image size should be 500×205px.
Default: [gallery1.jpg](#)

Gallery Image 2

 Choose new file No file chosen

Upload image. Image size should be 500×205px.
Default: [gallery2.jpg](#)








Gallery Image 3

 Choose new file No file chosen

Upload image. Image size should be 500×205px.
Default: [gallery3.jpg](#)

Gallery Image 4

Standard Pages

 Homepage	>
 About	>
 Get Involved	>
 Voting	>
 Advocacy	>
 Calendar	>
 Leaders	>

Custom Pages

No pages, yet.

[Click here to update your Main Navigation.](#)

About Us Banner



Choose new file

No file chosen

Upload image. Image size should be 1555×1037px.

Default: about_us_header.jpg

About Us Image



Choose new file

No file chosen

Upload an image. Image size should be 1037×691px.

Default: gallery1.jpg

About Us Text

The League of Women Voters has a rich history in Larimer County, Colorado, marked by the establishment and evolution of local chapters dedicated to promoting informed and active participation in government.

Tell us more about your league!

Default: The League of Women Voters (LWV) is a nonpartisan, grassroots nonprofit dedicated to empowering everyone to fully participate in American democracy. We engage in advocacy, education, litigation, and organizing to protect every American's freedom to vote. The League is proud to be women-led and over 100 years old, emerging directly out of the women's suffrage movement in 1920.

Nonpartisanship

The League of Women Voters does not support or oppose any political party or any candidate.

As an organization dedicated to both voter education and advocacy, the League takes strong stances on policy issues relating to voting rights, civil rights, and other issues of importance to members and the public. To learn more about our nonpartisan stance, read this [blog post](#) from the League of Women Voters of the United States.

Diversity, Equity, and Inclusion

LWV is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all individuals, households, communities, and policymakers in creating a more perfect democracy.








Federated Model

LWV operates at three levels: local, state, and national.

The federated structure of LWV comprises a national League and affiliated state and local Leagues that are separately incorporated. Those who join the League become members of their local League, their state League, and the national League.

Save

Standard Pages

 Homepage	>
 About	>
 Get Involved	>
 Voting	>
 Advocacy	>
 Calendar	>
 Leaders	>

Custom Pages

No pages, yet.

[Click here to update your Main Navigation.](#)

New Page

Page Title *

Appears in the title bar of the visitor's browser.

Path *

The page's URL endpoint. Example is "about" in <https://subdomain.alpha.org/about>









Content

HTML Content for this page.

File	Edit	View	Insert	Format	Tools	Table	Help										
Paragraph	▼	System Font	▼	12pt	▼	B	<i>I</i>	S	<u>A</u>	▼		▼					
							▼		▼		▼		▼				

🔴 OFFLINE

LarimerCountyCO.lwv.org [🔗](#)

-  Design Elements >
-  Pages >
-  Main Navigation >
-  Contact Form >
-  Donations >
-  Show / Hide Roles >
-  Twitter Feed 📘
-  Settings >

Contact Form

- Contact Form Sends Email to Role Holders**
If checked, contacts holding Roles will receive an email when a visitor submits the Contact Form.

Contact Form Email









example@example.com

Receives all submissions via the Contact Form. It will receive an email even if *Contact Form Sends Email to Role Holders* is checked.

 Save

🔴 OFFLINE

LarimerCountyCO.lwv.org [🔗](#)

-  Design Elements >
-  Pages >
-  Main Navigation >
-  Contact Form >
-  Donations >
-  Show / Hide Roles >
-  Twitter Feed 📘
-  Settings >

Show/Hide Roles

Check the Roles you want to appear

- President
- Co-President
- Vice President
- Treasurer
- Secretary
- Voter Service Chair
- Membership Chair

 Save

Domains

- If you already have a domain you like, you should be able to change the site you're using through the domain registrar
- If you don't have a custom domain and want one, instructions for purchasing one can be provided
- Generic domain will be provided

Adding a Google Calendar

- If you don't have one already, create a Google account for your League
- In the top right App Launcher, choose Calendar
- Under Settings, choose the name of the calendar in the column on the left
- Under Integrate Calendar, you can copy the Embed code to add to ChapterSpot



Create a Google Account

Enter your name

Next



Basic information

Enter your birthday and gender

Month February ▼	Day 14	Year 1920
Gender ▼		

[Why we ask for birthday and gender](#)

Next



How you'll sign in

Create a Gmail address for signing in to your Google Account

Username

@gmail.com

You can use letters, numbers & periods

[Use your existing email](#)

[Next](#)



Create a strong password

Create a strong password with a mix of letters, numbers and symbols

 Show password[Next](#)



Add recovery email

The address where Google can contact you if there's unusual activity in your account or if you get locked out.

Skip

Next



Review your account info

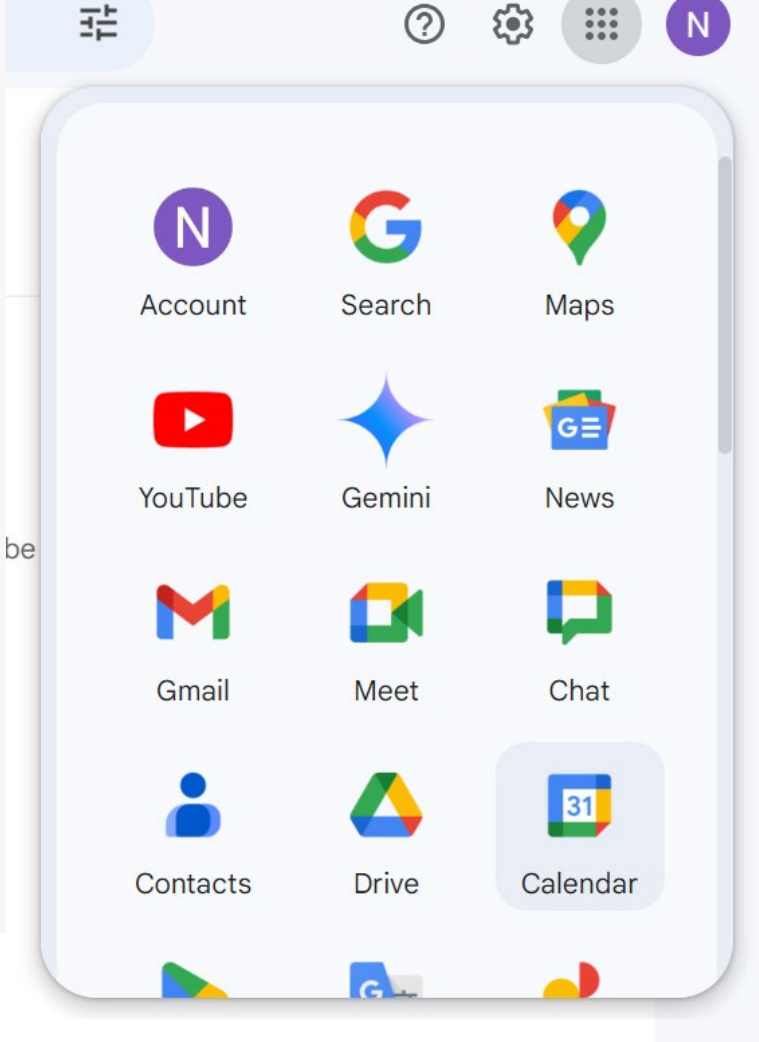
You can use this email address to sign in later



Nora

lwwmembership@gmail.com

Next



+ Create [dropdown]

November 2024 < >

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

[person icon] Search for people

- My calendars ^
- LWVUS Membership

GMT-05	SUN	MON	TUE	WED	THU	FRI	SAT
	10	11	12	13	14	15	16
8 AM		Veterans Day					
9 AM							
10 AM							
11 AM				[red dot]	[red line]		
12 PM							
1 PM							
2 PM							
3 PM							

+ Create

November 2024

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Search for people

My calendars

- LWVUS Membership
- Birthdays
- Tasks

Add title

Event
 Task
 Appointment schedule
 New

Wednesday, November 13 11:00am – 12:00pm
Time zone · Does not repeat

Add guests

Add Google Meet video conferencing

Add location

Add description or a Google Drive attachment

LWVUS Membership ●
Busy · Default visibility · Notify 30 minutes before

[More options](#)

November 2024

WED	THU	FRI	SAT
13	14	15	16
<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;"> (No title) 11am – 12pm </div>			

Settings for my calendars

LWVUS Membership ^

Calendar settings

Access permissions for events

Share with specific people or groups

Event notifications

All-day event notifications

Other notifications

Integrate calendar

Remove calendar

Birthdays

Integrate calendar

Calendar ID
lwwusmembership@gmail.com

Public URL to this calendar
<https://calendar.google.com/calendar/embed?src=lwwusmembership%40gmail.com&ctz=Ar>

Use this URL to access this calendar from a web browser.

Embed code
<iframe src="https://calendar.google.com/calendar/embed?src=lwwusmembership%40gmai

Use this code to embed this calendar in a web page.
You can customize the code or embed multiple calendars.








[Customize](#)

Public address in iCal format
<https://calendar.google.com/calendar/ical/lwwusmembership%40gmail.com/public/basic.ics>

Use this address to access this calendar from other applications.

Warning: The address won't work unless this calendar is public.

Standard Pages

 Homepage	>
 About	>
 Get Involved	>
 Voting	>
 Advocacy	>
 Calendar	>
 Leaders	>

Custom Pages

No pages, yet.

[Click here to update your Main Navigation.](#)



Calendar

Calendar URL

Add your chapter's calendar url.

Default: [https://calendar.google.com/calendar/embed?](https://calendar.google.com/calendar/embed?src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago)

[src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago](https://calendar.google.com/calendar/embed?src=c_b34s0da88p9lh4rgpn80g1bdk%40group.calendar.google.com&ctz=America%2FChicago)

 Save

Q&A

ChapterSpot Websites

- Q: Does the site come with standardized LWV info (mission, history, etc.)?
- A: Yes, nearly all of the pages should have enough basic information for the site to be acceptable to go live.

ChapterSpot Websites

- Q: How much maintenance is required of these sites?
- A: It depends on what is added to your site. If you ensure you're adding only information that will be true long-term, it won't require much maintenance, but if you're adding a calendar or other time-bound elements, those should be monitored.

ChapterSpot Websites

- Q: What are the space limitations for adding content to websites?
- A: Some of the pages have character limits (although these may increase based on League feedback). You shouldn't add more additional pages than would look reasonable in the dropdown under More.

ChapterSpot Websites

- Q: Can a League have multiple webmasters?
- A: Yes, your League can designate anyone as webmaster.

ChapterSpot Websites

- Q: What does LWVUS consider the key things a local League needs on a website?
- A: The standard pages cover the essentials, but a League should consider what their average potential member might be interested in.

ChapterSpot Resources Page

- Training schedule and registration
- Member Contact Toolkit
 - PowerPoint
 - FAQs

Going Forward

- Please reach out to membership@lww.org with any questions
- Sign up for the upcoming Framing the Future [office hours](#)
- Check out the [ChapterSpot Resources](#) page for additional information and tools
- Sign up for the [League Update](#) newsletter

