



# Quick Start Guide for Club Websites

For more than 100 years, Rotary has united leaders committed to applying their expertise to better their communities. One of the most common ways people in a community learn about Rotary and the good we do is through a club website.

As part of an initiative to strengthen our brand, we're encouraging clubs to update their websites with Rotary's voice and visual identity. This "quick start" guide is designed to help you get your club's website up-to-date as quickly and easily as possible.

This guide offers recommended approaches on how to create and organize your site, display the logo and club name, select fonts, choose colors, and make other decisions when building your website. Ultimately, you decide what works for your site and can implement these recommendations as you see fit.

This guide is designed with club websites in mind. However, you can also use it to guide designs for district, country, zone, or other regional or topical Rotary websites.

### **This guide covers these topics:**

- 3 Overview
- 4 Site organization
- 5 Navigation
- 6 Site layout
- 7 Page organization
- 8 Header
- 9 Fonts
- 10 Buttons
- 11 Color usage
- 12 Imagery
- 13 Inspiration

The first step to creating a club website is to determine what content or information you want to display on it.

The following are examples of some content you may want to include on your club's website. Note that every club website is different, and you may find you want to display more or less information than what is listed here.

These example content areas can be combined into one page or broken out as separate pages for more depth.

Provide resources for people to donate to Rotary, become a member, or volunteer with your club.

### Example site content

#### What Is Rotary?

Talk about Rotary as a global organization. Items can include an overview of Rotary, the causes we support, and The Rotary Foundation.

#### Get Involved

Invite people to get involved with your club. Share information about your club's featured cause(s) or service project(s).

#### About Our Club

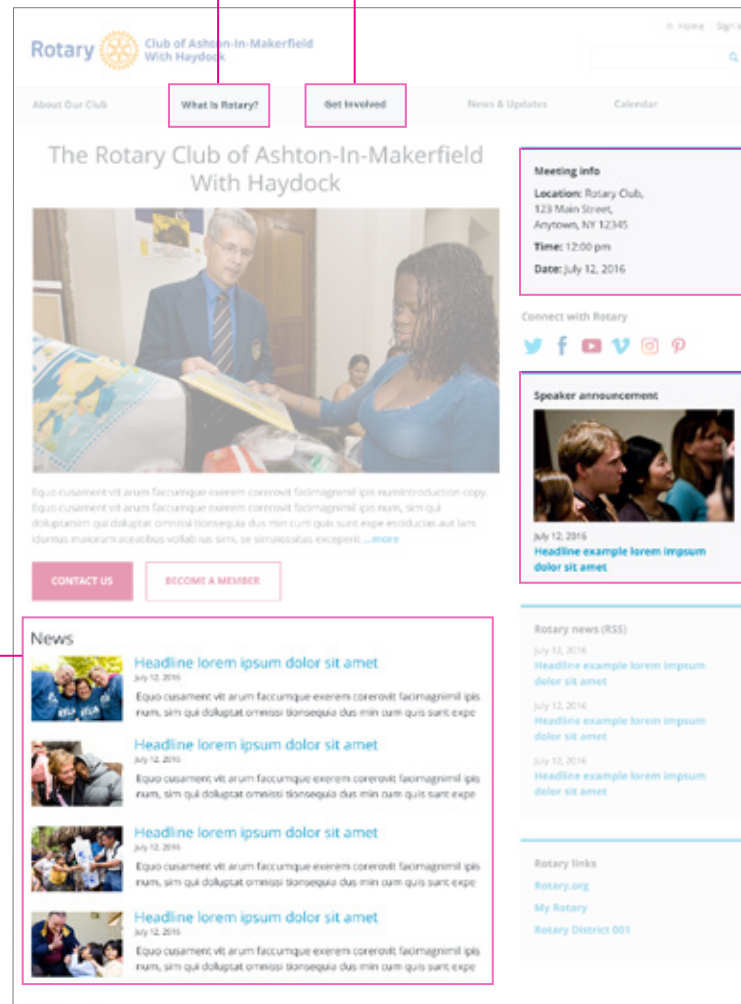
Share information about your Rotary club. This might include things like your club's meeting time and location, its history, member information, and how to get in contact.

#### Calendar

Let people know about upcoming events with an online calendar. Share information about upcoming speakers, club activities, or Rotary events.

#### News & Updates

Let people know what's going on with your club. Provide the latest news about your club. Share photos and stories about the work your club is doing. Start a blog to keep people up-to-date, or link to Rotary's RSS feed.



Once you have determined what content you want to have on your site (page 3), begin thinking about how it will be organized.

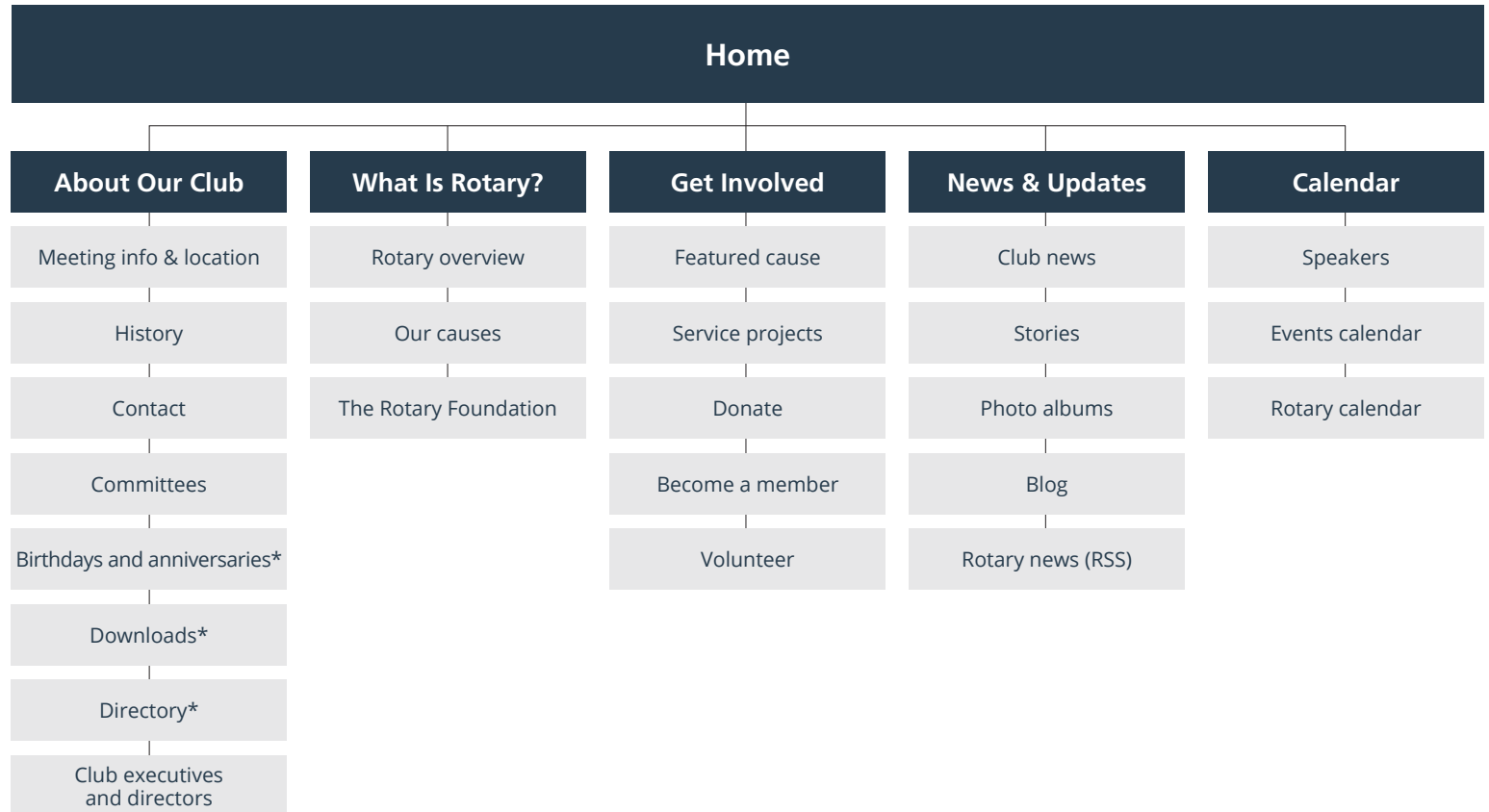
Content on your club's website could be organized according to the following main sections:

- About Our Club
- What Is Rotary?
- Get Involved
- News & Updates
- Calendar

The site map to the right shows a recommended organization of content within these sections, including recommended subsection labels.

Think of this site map as a starting point. It's possible that you won't need all these sections or subsections. It's also possible that you'll need to add a section (or sections) to accommodate content specific to your club.

## Example site organization



\* Indicates protected areas (for members only).

Use your site organization (page 4) to inform your site's navigation and guide users to the various sections on your site.

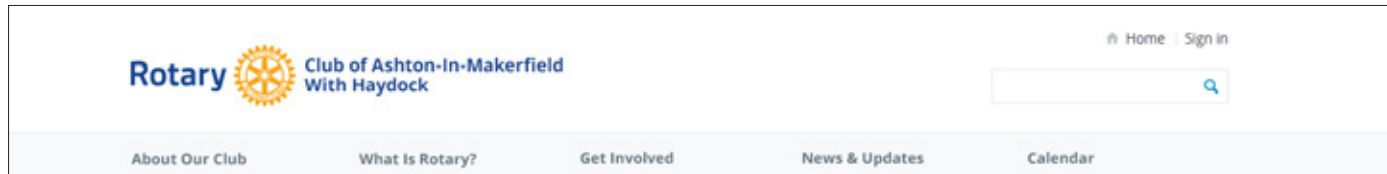
We suggest placing a standard set of links in a main navigation bar — such as “About Our Club,” “Get Involved,” and “What Is Rotary?”

Our recommended font for the main navigation is Open Sans Bold in dark gray (#5E717D). Our recommended background color is light gray (#F8F9FA).

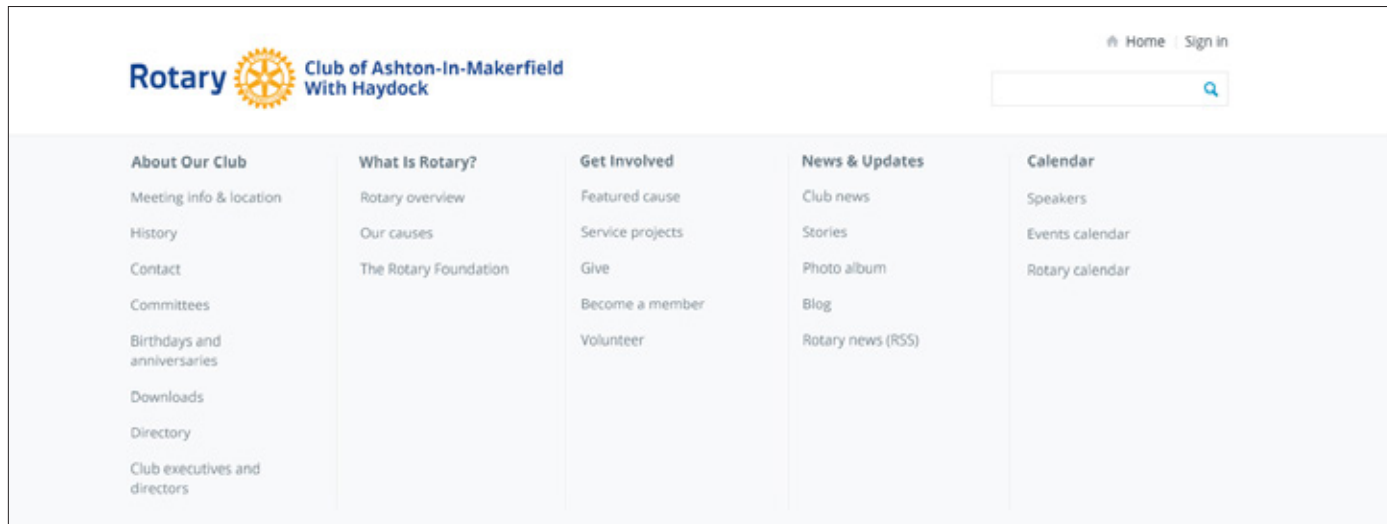
### Drop-down menu

When items in the navigation contain subcategories, we recommend using a drop-down menu. The entire menu expands to enable users to easily find the content on your site.

### Example main navigation



### Example drop-down menu



This page contains recommendations for the placement and design of key page sections: the header, body, and footer.

### Header

The header section should feature the logo and club name, aligned to the left.

Below the header is the main navigation (see page 5 for more details). Search and sign in may be featured to the top right.

### Body

To make pages easy to navigate, a sidebar should be about 1/3-page width, while the main content area should be about 2/3-page width. To make content easy to read, we suggest making the background of the content area white.

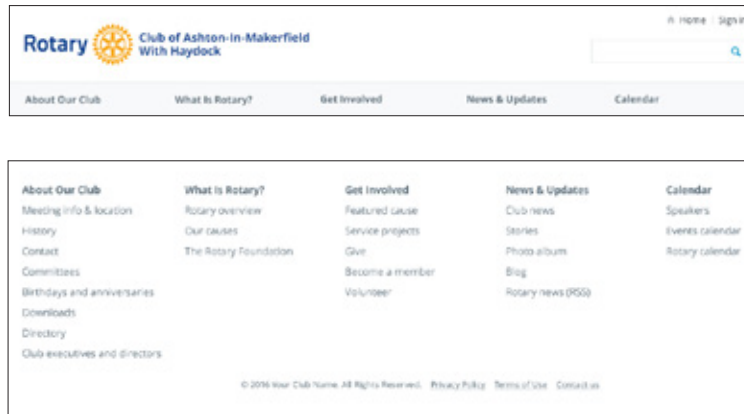
### Footer

The footer may feature full site navigation as well as copyright information, links to privacy policy and contact information, etc.

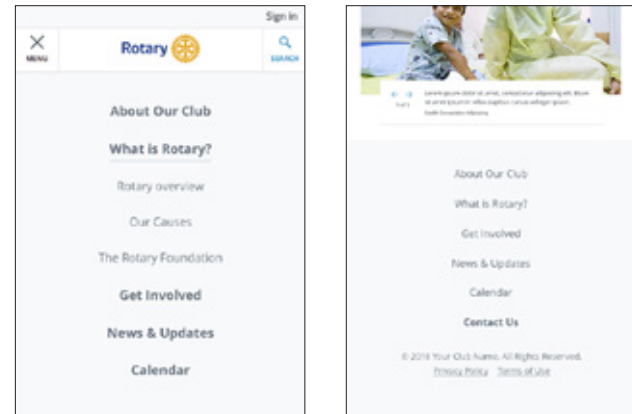
### Responsive design

When deciding on your page layout, keep in mind that your website may be viewed on a desktop browser, tablet, or mobile device. Ensure the layout of your page is flexible and can accommodate different screen sizes.

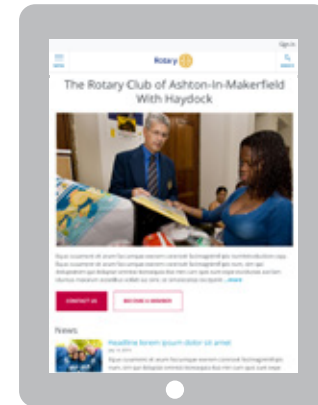
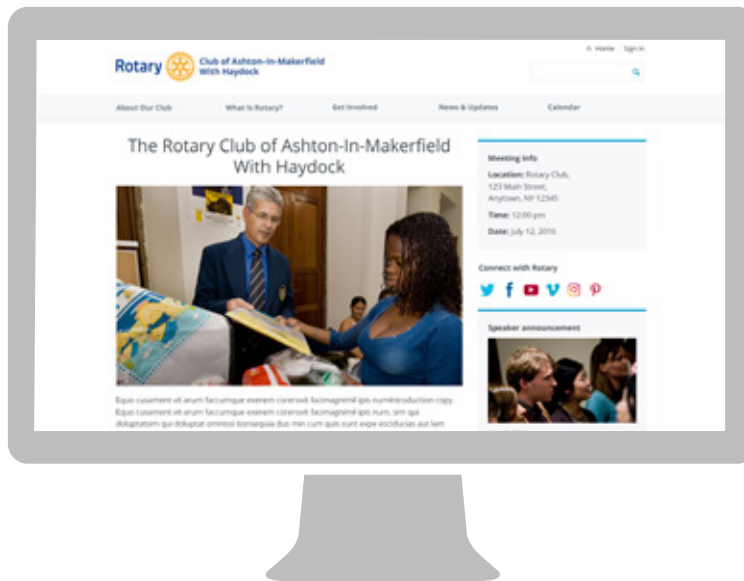
### Example desktop header and footer



### Example mobile header and footer



### Example home page layout in devices



The home page is your website's "front door" and should clearly communicate to new visitors and the general public what your club does and why they might want to engage with you.

You can also feature the most important information on your home page, such as club meeting date, time, and location; recent stories and photos; upcoming speakers; and how to become a member. We recommend keeping detailed member information on lower-level pages.

The sidebar area is a useful place for general information and announcements, as well as news about, and links to, the larger Rotary organization.

The sample content page shows a suggested layout for lower-level content. We've highlighted blocks of content, which are groups of related content, some with a headline, text, or links. They're a logical and straightforward way to organize information on your site.

## Example home page

The screenshot shows the home page for the Rotary Club of Ashton-in-Makerfield With Haydock. The layout is organized into several key sections:

- Club introduction:** A large header area featuring a photo of a club member and a headline: "The Rotary Club of Ashton-in-Makerfield With Haydock".
- Engagement links/buttons:** Two buttons labeled "Join us!" and "Become a member" are positioned below the introduction.
- Club news and/or featured projects:** A "News" section with a list of recent articles, each accompanied by a small image and a headline.
- Photo or photo album:** A "Photo album" section featuring a large image of a person in a hospital bed being attended to by a healthcare professional.
- Meeting location, time, and date:** A "Meeting info" sidebar box containing details such as "Club address: 123 Main Street, Ashton, M12 3AB" and "Meeting: 12:00 pm, Every 1st, 3rd, 5th, 7th, 9th".
- Social links:** A "Connect with Rotary" box with icons for Facebook, Twitter, YouTube, and LinkedIn.
- Speaker announcement:** A "Speaker announcement" box with a photo of a speaker and text: "Speaker announcement! 1st Oct 2018: [Name] will be speaking at our next meeting on 1st Oct 2018."
- Rotary news (RSS):** A "Rotary news (RSS)" box with a "Rotary news (RSS)" link.
- Rotary links:** A "Rotary links" box with links for "Rotary news", "Rotary International", and "Rotary District 1160".

## Example content page

The screenshot shows a content page for a service project. The layout includes:

- Page content:** The main body of the page, starting with a "Service project headline" and a large photo of volunteers. Below this is a "1st Headline" and "1st Headline" section with text.
- Local navigation (if applicable):** A "Service projects" sidebar box with a "Service projects" link and a "View projects in calendar view" link.
- Social links:** A "Connect with Rotary" box with social media icons.
- Mini calendar:** A "Calendar" box showing a monthly view of dates.
- Bulletin subscribe:** A "Subscribe to our Bulletin" box with a "Subscribe" button.
- Sponsor ads:** A "Sponsor ads" section with a "Sponsor ads" link.

### Alternate blocks for sidebars:

- Club executives and directors
- Rotary news (RSS)
- Speakers
- Rotary links



Your website header should feature the Rotary logo with your club name. These samples represent our recommended format, alignment, and space between logo and club name.

We recommend using a white background with royal blue text (#0C3C7C), but you can opt for a reverse format, with white text (#FFFFFF) against a royal blue background.

Club names and information should be set in Open Sans Bold (see page 9 for font details). Size may vary depending on the amount of text, but these examples show recommended proportions.

To accommodate longer club names and additional information, such as a district designation, we recommend breaking the text onto multiple lines. For very long club names, the text may need to be made smaller in proportion to the logo.

For club names in non-Latin languages, choose a font similar to Open Sans, and adjust the size and alignment as shown here.

For more details on logo usage, refer to the main Voice and Visual Identity Guidelines available in the Brand Center.

Example logo with club name against a white background



Example logo with club name against a dark background



Recommended space and alignment

Ample space between logo and club name



Club name left-aligned and centered vertically with logo

Example logo with club name in a website header





The font we recommend is Open Sans. It can be used in varying weights and sizes to establish a font hierarchy and to enhance legibility.

We recommend using Open Sans Light for the main heading.

Use Open Sans Bold for headlines, the main navigation, and other areas of primary focus.

Use Open Sans Regular for large amounts of text, such as body copy.

Open Sans can be downloaded free of charge at: [www.google.com/fonts/specimen/Open+Sans](http://www.google.com/fonts/specimen/Open+Sans)

Open Sans font weights

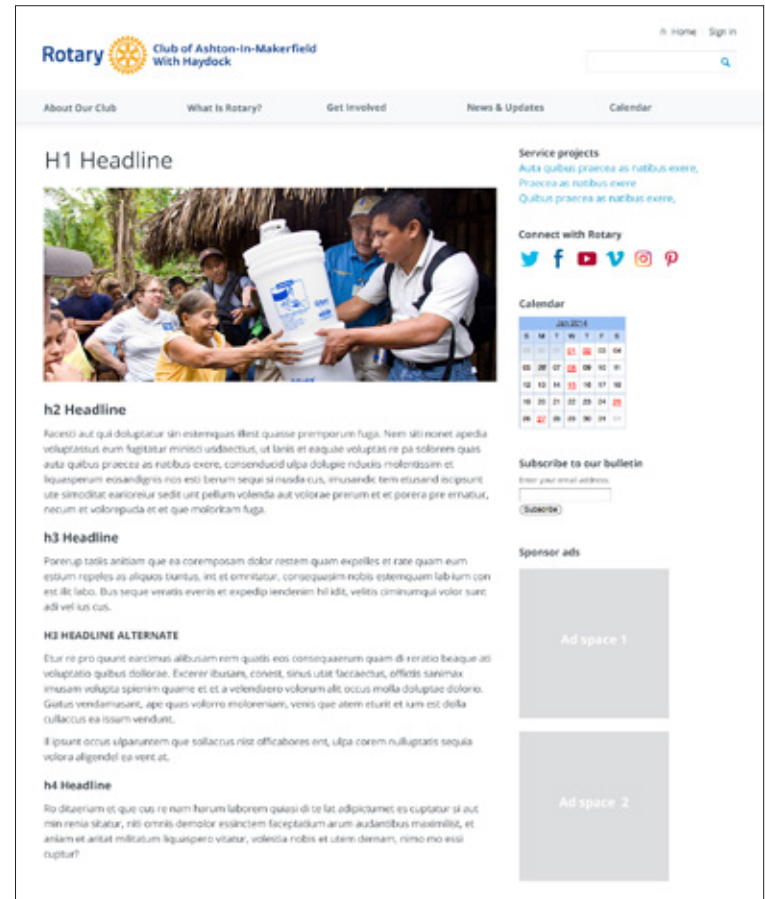
Open Sans Light  
 Open Sans Regular  
**Open Sans Bold**  
*Open Sans Italic*  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 1234567890

Example font hierarchy

h1 Headline  
 h2 Headline  
 h3 Headline  
**H3 HEADLINE ALTERNATIVE**  
 h4 Headline

Body text

Example content page using Open Sans



Buttons should be used when you ask a user to take a specific action — donate, contact, search, submit, or register — as opposed to a link, which simply navigates to related content.

We recommend two button styles, each corresponding to a particular type of action. But you can choose which styles and colors work for your site.

## Primary

Our primary button style is reserved for the most important actions on a page, such as making a donation, registering as a member, or volunteering.

## Secondary

The secondary style is used for important but not primary calls to action. An example might be a “Contact us” button.

Button text should be set in Open Sans Bold all caps. To aid legibility, include ample space between the text and the button’s edge.

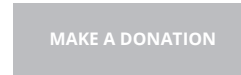
### Primary button styles



**Default and click states**  
Text color: #FFFFFF  
Background color: #C10042



**Hover state**  
Text color: #C10042  
Background color: #FFFFFF  
1px border #C10042



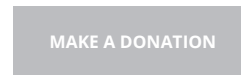
**Disabled state\***  
Text color: #FFFFFF  
Background color: #BCBDC0



**Default and click states**  
Text color: #FFFFFF  
Background color: #019FCB



**Hover state**  
Text color: #019FCB  
Background color: #FFFFFF  
1px border #019FCB



**Disabled state\***  
Text color: #FFFFFF  
Background color: #BCBDC0

### Secondary button styles



**Default and click states**  
Text color: #C10042  
Background color: #FFFFFF  
1px border #C10042



**Hover state**  
Text color: #FFFFFF  
Background color: #C10042



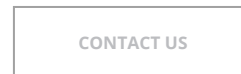
**Disabled state\***  
Text color: #BCBDC0  
Background color: #FFFFFF  
1px border #BCBDC0



**Default and click states**  
Text color: #019FCB  
Background color: #FFFFFF  
1px border #019FCB



**Hover state**  
Text color: #FFFFFF  
Background color: #019FCB



**Disabled state\***  
Text color: #BCBDC0  
Background color: #FFFFFF  
1px border #BCBDC0

### Example layout with button



\*Disabled state is when a button isn’t activated until a task is completed, such as filling in registration information or filling in payment information for a donation.

The Rotary brand color palette can help establish a hierarchy and call attention to certain areas on the website. The palette consists of primary, secondary, action, and neutral colors

To create stronger contrast on screens and to meet WCAG 2.0 accessibility standards, hex colors are slightly different from those in Rotary's main Voice and Visual Identity Guidelines.

### Primary colors

These are Rotary's leadership colors, and they can be used throughout your site to set the overall tone.

### Secondary colors

Rotary's secondary colors can be used to add emphasis, differentiate content, and make repeating elements more visually appealing.

### Action colors

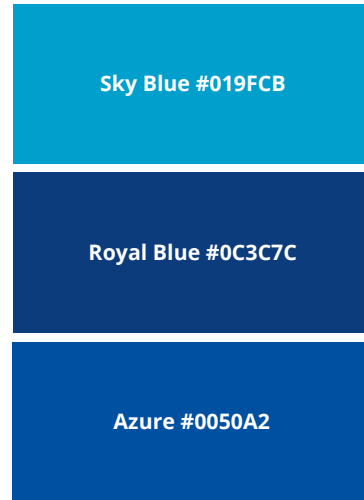
Action colors are used to draw attention to important actions and elements.

Cranberry is the primary action color for buttons. Sky Blue is a secondary action color for buttons and is used for text links.

### Neutral colors

Light and dark neutrals are used to separate content and create contrast between elements.

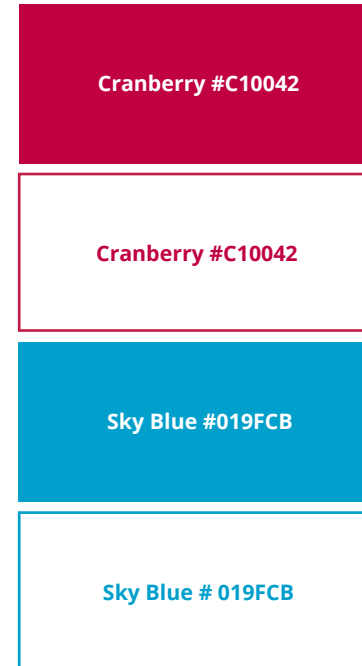
#### Primary colors



#### Secondary colors



#### Action colors



#### Neutral colors



Choosing the right subject matter and style of photography is an important part of your message. Overall, we recommend using images that focus on connections and community whenever possible.

When depicting beneficiaries of your club's efforts, we suggest using images in which Rotarians and beneficiaries are actively engaging with one another.

When choosing or shooting new photographs, we recommend that you aim for the following:

- Candid poses or portraits
- Sincere expressions
- Demonstrations of active leadership and impact
- Special moments of camaraderie, friendship, warmth, or celebration

When photographing Rotarians or beneficiaries, remember to obtain permission to use their images on your website.

## Example images of Rotarians

Single Rotarian



Small groups



Large groups



With beneficiaries



## Snapshots



## Locations



## Metaphorical/conceptual



## Imagery don'ts



Don't use imagery with bad lighting.



Don't feature contrived or stereotypical imagery.



Don't use imagery where subjects seem disengaged or face away from the camera.



Don't skew an image's proportions, or use imagery that is low resolution.

**For more details on imagery, please refer to the main Voice and Visual Identity Guidelines available in the Brand Center.**



When designing your club's website, take inspiration from Rotary.org. We've updated the site to showcase Rotary's impact, reach, and relevance around the world. The redesigned site builds on the strength of Rotary's brand: people of action working together to make a difference.

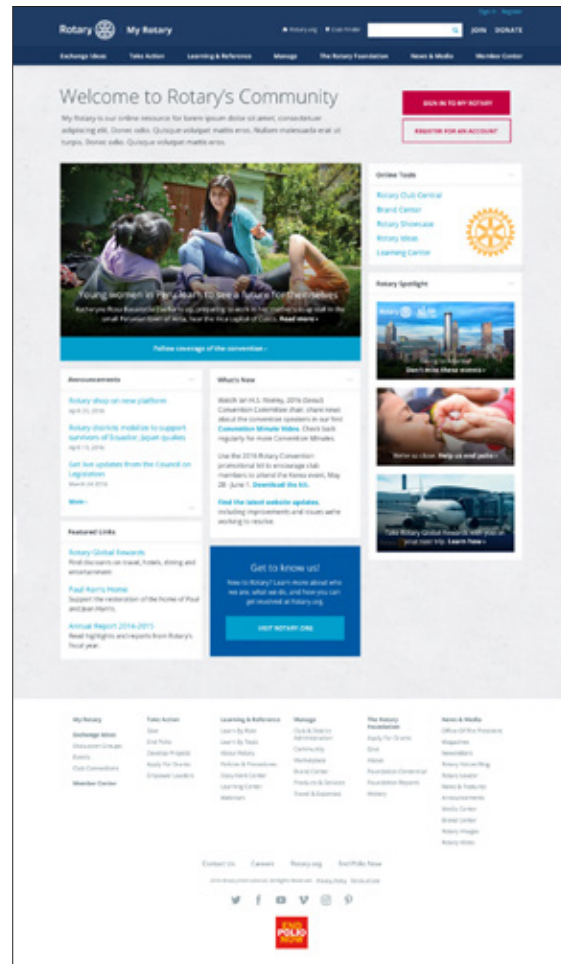
Here are some easy ways to include similar elements in your site's design:

**Show your work:** Use images and videos that feature club members actively working together and having fun while making a positive change in your community.

**Keep it simple:** People generally scan websites. Bullet points and clear, simple language ensure that your most important information gets seen.

**Provide calls to action:** Make it easy for nonmembers to support your club, either through donations, volunteering, or becoming a member. Buttons and other clear calls to action can help.

## My Rotary (not signed in)



## News & Features

