



# Wakefield District Community Online E-Newsletter

May 2006

Hello all and welcome to the Wakefield District Community Online newsletter for May 2006.

This month's newsletter includes information on how to submit your site to appear in search results on Google or Yahoo, useful hints and tips plus our regular 'Spotlight On...' feature. Read on to find out more!

---

## Spotlight On...

This month our spotlight is going on **Outwood Community Video**.

Formed in 2001, **Outwood Community Video** aims to encourage people of all ages to take an interest in film making. Amongst other activities, the club film events around our local communities in Outwood, Stanley, Alverthorpe, Wrenthorpe, Kirkhamgate and Lofthouse.

The club meets every Tuesday at Outwood Memorial Hall at 7.30 pm. New members and visitors are always made welcome.

Although they already had their own website up-and-running (which you can access from their WDCO homepage) the group wanted to be on WDCO to encourage people to visit their site and to publicise their events.

They regularly use the News and Events sections of Wakefield District Community Online and also have a mailing list on their WDCO pages so that you can sign-up for more information from the club.

To take a look at the Outwood Community Video area on WDCO go to:

<http://www.wdco.org/site/Outwood-Community-Video/index.htm>

If you would like to have your group featured here then get in touch! Email us at

[wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk)

---

## Hints and Tips

**Getting Listed in Search Engines:** A good way of attracting visitors to your site is to ensure that it is listed by the major search engines such as Google, Yahoo and MSN.

The links in this section will take you to the search engines 'submit a site' pages where you will be able to let the search engines know about your website.

You will need to know the address of your homepage. Your homepage address will look something like this <http://www.wdco.org/site/Sharlston-Parish-Council/index.htm>. You can copy it from the address bar of the browser when you are viewing your website.

Once you have submitted your page the search engines will pay a visit to your site and index the contents - be patient as this can take a few weeks (and sometimes longer)!

Once your website has been indexed it will start to appear in the search results of the search engines. You only need to submit your site to a search engine once - why not try it now?

Follow one of the links below to find out how to submit your site:

[Submitting your website to Google](#)

[Submitting your website to MSN](#)

[Submitting your website to Yahoo](#) (you'll need to register with Yahoo first)

**Reminder when advertising events:** Give as much information as possible when you input your events onto the 'What's On' diary. If you just put 'Annual Spring Gala' but omit contact details and location then your potential audience won't know where it is or who to contact for more information! Make sure you put on enough information to attract visitors - it's your chance to promote your club events!

**Online tutorials:** Don't forget to take advantage of the 10 online tutorials on the WDCO homepage - they are designed to help you make the most of your WDCO website. Want to add some more pages? Interested in setting up a mailing list? Need to add events, news or a job vacancy? Then why not take a look at the tutorials? Each 'lesson' takes you through a step-by-step process to help you build your site. Go to <http://www.wdco.org/site/Online-Tutorial/index.htm> to find out more.

---

## **Don't forget - FREE training available for all groups!**

Have you registered to build a site but not got around to building your pages yet? Have you got your site up and running but feel like you'd like a bit more support in building your pages? Then why not give us a ring?

Telephone 01924 303727 to arrange a training session or email [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk). An administrator will get back to you with details of training available locally.

---

Wakefield District Community Online welcomes all feedback. If you have any queries, comments or opinions then please email us at [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk)