SaaSTech Servers

INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

First Nations Governments & Band Offices



Help people find current notices, public services and the right office.



Explore a practical website plan and download the guide and planning resources.

Microsoft 365 for your organization.

Make every page useful.

- Make current notices and service routes clear
- Help people find the responsible office
- Organize Nation-approved public information

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/first-nations-governments-band-offices

Scan for the guide and downloadable resources.

SCAN TO EXPLORE

SaaSTech Servers

SERVING CANADIAN BUSINESSES
Since 1999

Everything your business needs to move online.

Your name. Your website. Your business email.



DOMAIN CITY

Make a name.

Find your domain name or bring one you own.

WEBSITE VILLAGE

Build your online home.

Start with Website Builder or explore WordPress.

EMAIL TOWN

Look the part.

Use your business name in your team's email.

Not sure where to start?

Take a walk down Main Street.

Explore industry guides, website ideas and practical steps for your business.

Start at **saastech.net**

SCAN TO EXPLORE

Getting started with SaaSTech Servers

Create your free account before contacting support. Keep the detachable record private.

1 Create or sign in to your account

Use an email you can access and follow the secure account prompts. No purchase is required.

2 Keep your customer number and call-in PIN ready

Support may ask for both during a call you initiated through verified Contact Us.

3 Enable two-step verification

Have your registered phone or authenticator device with you when calling SaaSTech Servers; you may need it to sign in or verify the account yourself.

Create My Account | saastech.net/create-account

Contact Us	Account Learning Centre	Delegate access playlist

On Contact Us, check your language/region and currency settings, then use the local contact number shown there.

The Account Learning Centre covers setup and delegation for Website Builder and other services. Choose Work with delegates.

Cut or tear out the card below before sharing this workbook

PRIVATE account reference and call-in authentication

Organization or name _____

Account sign-in email _____

Customer number _____

Call-in PIN _____

Domain names _____

Reviewed on _____

Update your call-in PIN at pin.saastech.net or in My Account after signing in.

Never share your account password or call-in PIN with someone helping manage your services. Each helper should create their own SaaSTech Servers account and receive only the delegated permissions they need. Review purchase/payment and account-security permissions carefully.

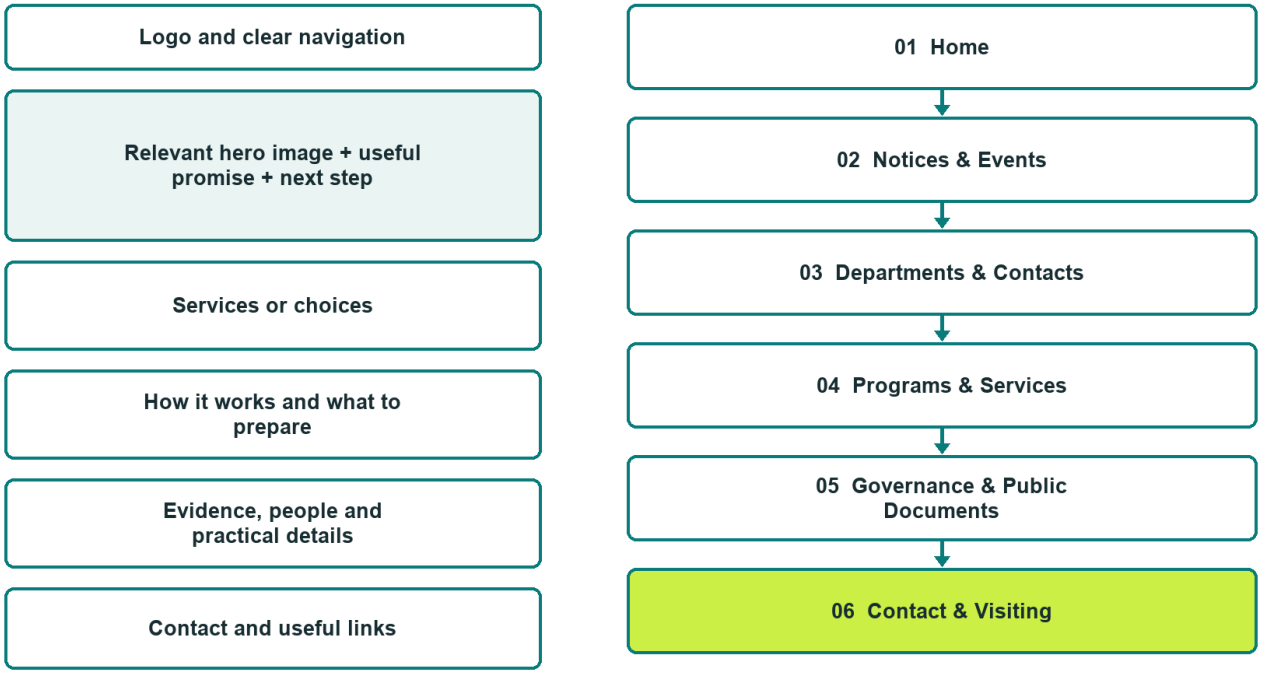
For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

Do not record passwords, verification/recovery codes, security answers or payment details here. Keep this card safe and cut or tear it out before sharing the workbook.

Use a secure password manager for passwords and recovery information.

First Nations Governments & Band Offices Website workbook

A practical workshop for a 6-page website. Study the example, plan the content and draft your own version in Word or on paper.



Plan → Draft → Build → Test

Capture edition: six genuine unpublished Website Builder desktop excerpts. The cover wireframe remains illustrative.

Explore Website Builder and compare plans

Before you build

The Nation approves the facts and publication decisions. Community Office Demo is a fictional teaching example, not a live service.



- □ Contact the responsible office through its confirmed route
- □ Obtain Nation approval of name, identity, language, imagery and every public statement.
- □ Confirm ownership, access, hosting, retention and publication decisions with the Nation; this draft does not certify compliance with any governance framework.
- □ Choose original photographs and confirm permission to use them.
- □ Keep private member and case records out of public website forms.

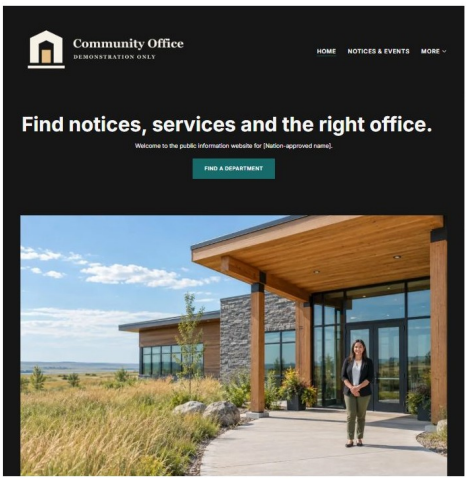
Your audience and the action you want them to take

Facts to verify and people who must approve them

Create your SaaSTech Servers account

01 Home

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Find notices, services and the right office.

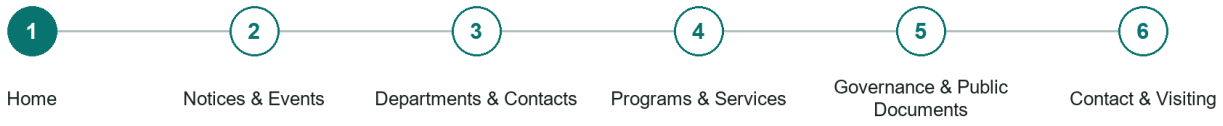
Welcome to the public information website for [Nation-approved name]. Find approved community notices, explore departments and programs, and see how to contact the office responsible for your question.

Start with the notices below for current dates and updates. For help with a personal matter, contact the relevant office using its published contact route; please do not include private documents in a general website message.

Suggested button: Find a department

Website advice

Make current information and service navigation easy to find on a phone.



Your draft: Home

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

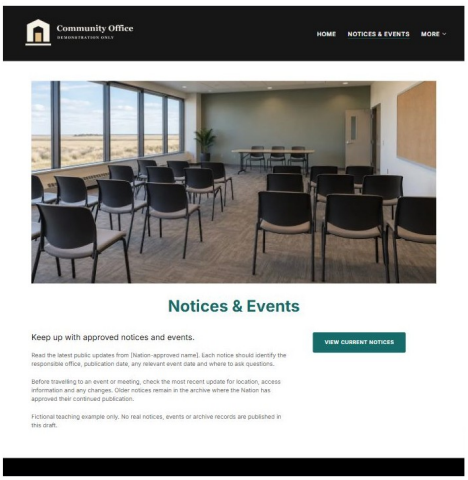
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

02 Notices & Events

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Keep up with approved notices and events.

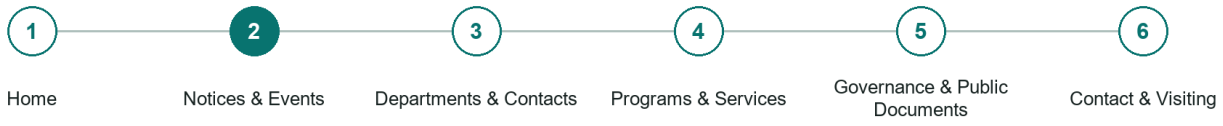
Read the latest public updates from [Nation-approved name]. Each notice should identify the responsible office, publication date, any relevant event date and where to ask questions.

Before travelling to an event or meeting, check the most recent update for location, access information and any changes. Older notices remain in the archive where the Nation has approved their continued publication.

Suggested button: View current notices

Website advice

Separate current announcements from archived or cancelled items.



Your draft: Notices & Events

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

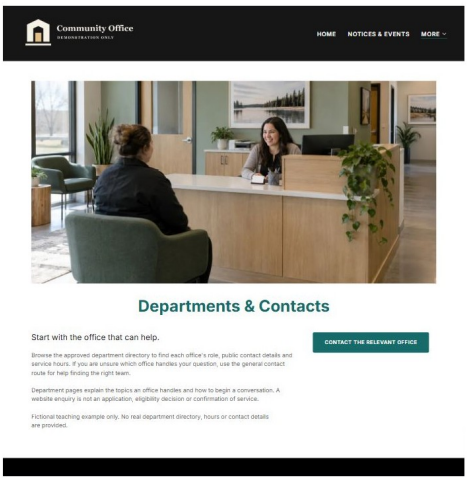
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

03 Departments & Contacts

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Start with the office that can help.

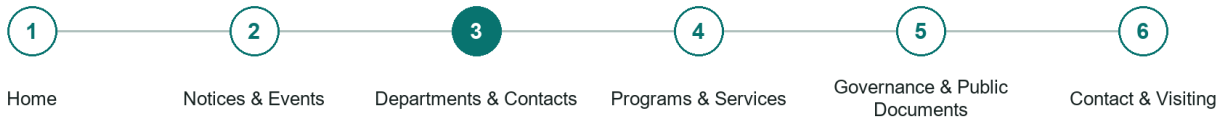
Browse the approved department directory to find each office's role, public contact details and service hours. If you are unsure which office handles your question, use the general contact route for help finding the right team.

Department pages explain the topics an office handles and how to begin a conversation. A website enquiry is not an application, eligibility decision or confirmation of service.

Suggested button: Contact the relevant office

Website advice

Help visitors reach a responsible office without disclosing private staff information.



Your draft: Departments & Contacts

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

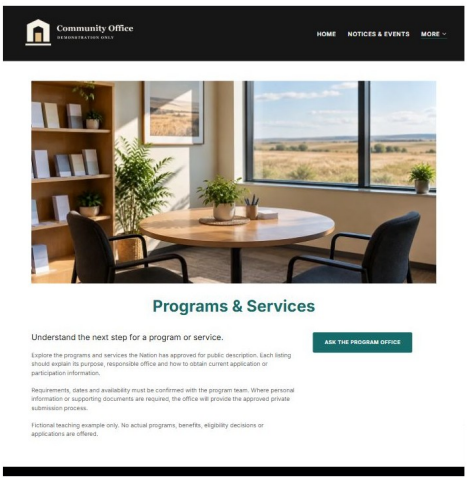
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

04 Programs & Services

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Understand the next step for a program or service.

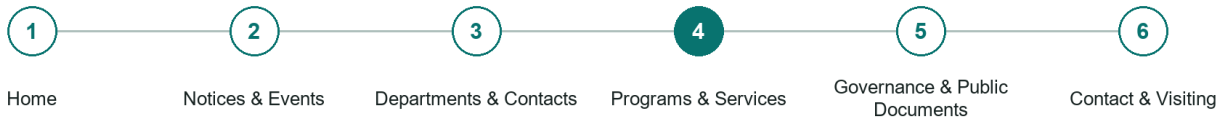
Explore the programs and services the Nation has approved for public description. Each listing should explain its purpose, responsible office and how to obtain current application or participation information.

Requirements, dates and availability must be confirmed with the program team. Where personal information or supporting documents are required, the office will provide the approved private submission process.

Suggested button: Ask the program office

Website advice

Explain approved offerings without inventing entitlements, eligibility or funding.



Your draft: Programs & Services

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

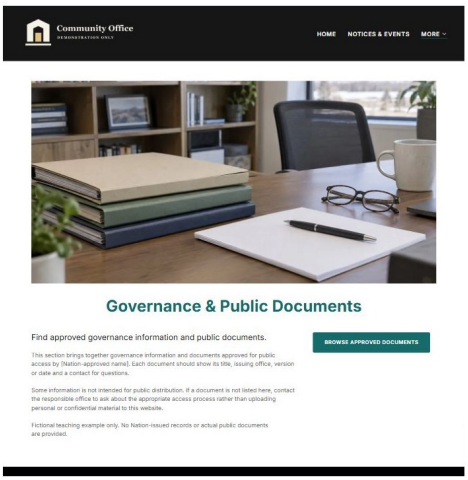
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

05 Governance & Public Documents

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Find approved governance information and public documents.

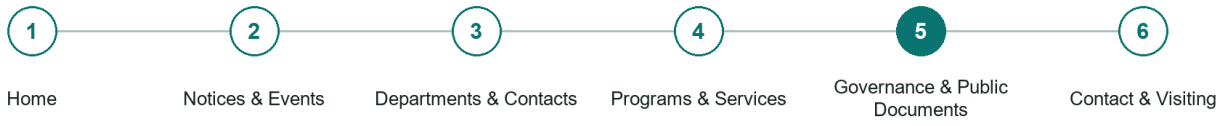
This section brings together governance information and documents approved for public access by [Nation-approved name]. Each document should show its title, issuing office, version or date and a contact for questions.

Some information is not intended for public distribution. If a document is not listed here, contact the responsible office to ask about the appropriate access process rather than uploading personal or confidential material to this website.

Suggested button: Browse approved documents

Website advice

Publish only records and governance information authorized by the Nation.



Your draft: Governance & Public Documents

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

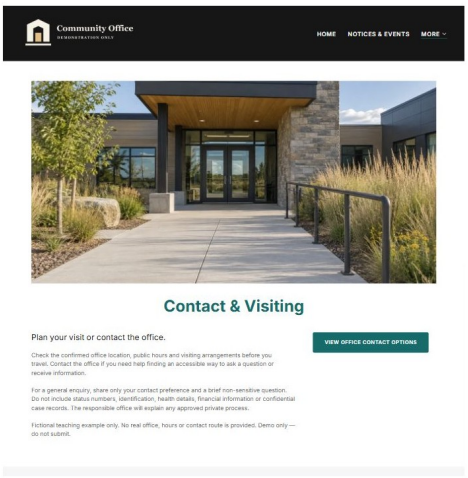
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

06 Contact & Visiting

Give this page one clear job in the public information journey.



Unpublished Website Builder demo • desktop excerpt

Sample wording — adapt and verify

Plan your visit or contact the office.

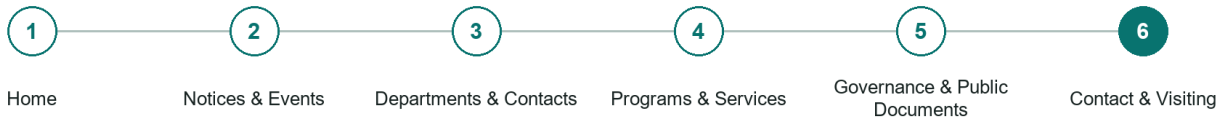
Check the confirmed office location, public hours and visiting arrangements before you travel. Contact the office if you need help finding an accessible way to ask a question or receive information.

For a general enquiry, share only your contact preference and a brief non-sensitive question. Do not include status numbers, identification, health details, financial information or confidential case records. The responsible office will explain any approved private process.

Suggested button: View office contact options

Website advice

Offer practical access information and a low-data contact route.



Your draft: Contact & Visiting

Use the Nation-approved voice and wording. Confirm every public statement with the responsible office.

Headline and short introduction

Main content and details visitors need

Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the office find the appropriate contact or public information?

Test before publishing

Review the whole journey on a desktop and phone. Check links, image framing and demo-form privacy before launch.

- □ Obtain Nation approval of name, identity, language, imagery and every public statement.
- □ Confirm ownership, access, hosting, retention and publication decisions with the Nation; this draft does not certify compliance with any governance framework.
- □ Do not invent leaders, members, treaty territories, benefits, policies or events.
- □ Review permissions for every person, cultural image, story and location shown.
- □ Test keyboard navigation, readable documents, phone links and a low-bandwidth mobile view.
- □ Test enquiry delivery, access permissions and the approved retention/deletion process before enabling a form.
- □ No fake member login, application acceptance or emergency-response promise.
- □ Check every link, form destination, download and confirmation message.
- □ Check logo contrast, hero framing, text sizes and image loading.
- □ Save a named backup and assign a content-review date.

Changes to finish and person responsible

Approval and next review date

Website Builder plans and signup