SaaSTech Servers

INDUSTRY WEBSITE GUIDE
Workshop workbook

DOMAINS / WEBSITES / BRANDED EMAIL

Museums, Heritage & Cultural Attractions



Make room for discovery close to home.



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

Microsoft 365 for your organization.

Make every page useful.

- Help visitors plan their arrival
- Present exhibits with respectful context
- Make group and community enquiries clear

Register or transfer your domain to SaaSTech Servers.

saastech.net/industry/museums-heritage-cultural-attractions

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.

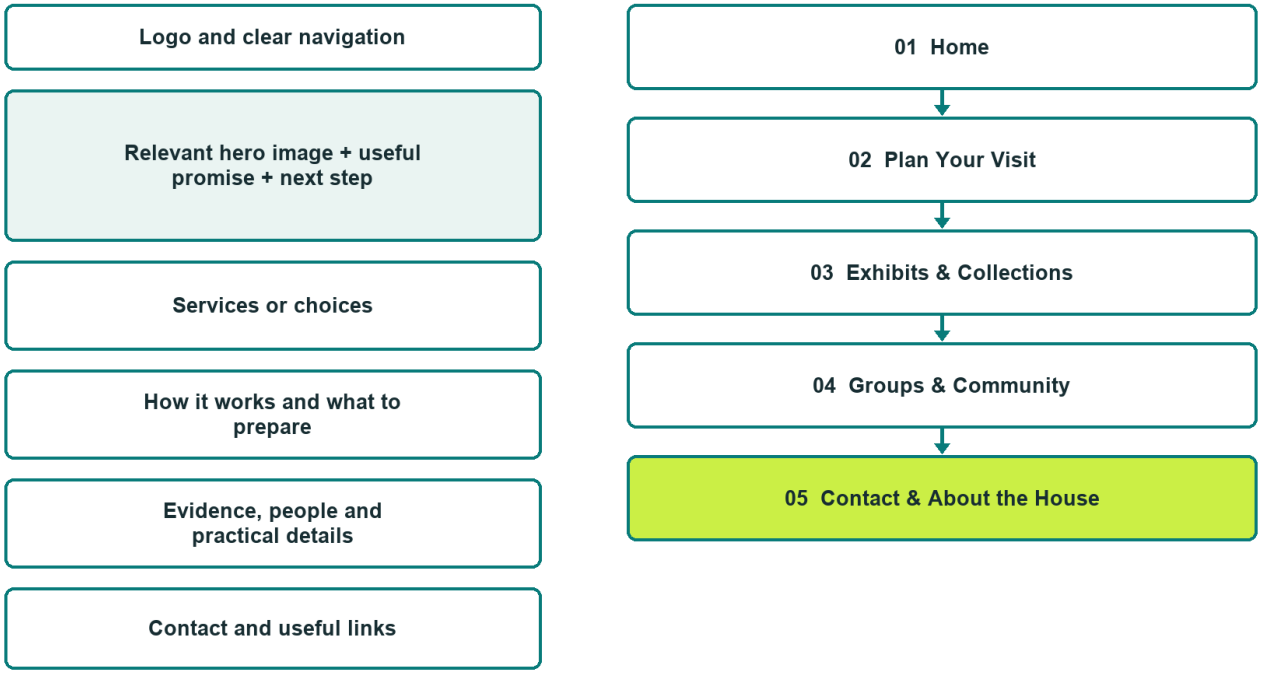
For official support, give the call-in PIN only during a call you initiated through verified Contact Us. Never share passwords, sign-in verification codes or recovery codes.

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.

Museums, Heritage & Cultural Attractions Website workbook

A practical workshop for a 5-page website. Study the example, plan the content and draft your own version in Word or on paper.



Plan → Draft → Build → Test

Capture edition: five genuine unpublished Website Builder desktop excerpts.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

Explore Website Builder and compare plans

Before you build

Your business supplies the facts. Prairie Lantern Heritage House is a fictional teaching example, not a live service.



- ☐ Plan a visit enquiry
- ☐ Verified identity, service scope and current contacts
- ☐ Clear enquiry and confirmation steps
- ☐ Choose original photographs and confirm permission to use them.
- ☐ Keep private customer records out of public website forms.

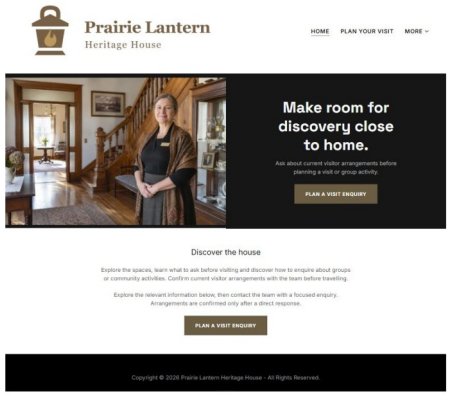
Your audience and the action you want them to take

Facts to verify and people who must approve them

Create your SaaSTech Servers account

01 Home

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Make room for discovery close to home.

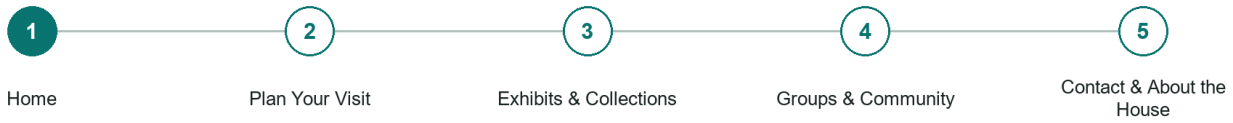
Explore the spaces, learn what to ask before visiting and discover how to enquire about groups or community activities. Confirm current visitor arrangements with the team before travelling.

Explore the relevant information below, then contact the team with a focused enquiry. Arrangements are confirmed only after a direct response.

Suggested button: Plan a visit enquiry

Website advice

Explain current visitor information, exhibits, group enquiries and community participation with accurate permissions and respectful context.



Your draft: Home

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

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 business find a useful next step?

02 Plan Your Visit

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Plan Your Visit

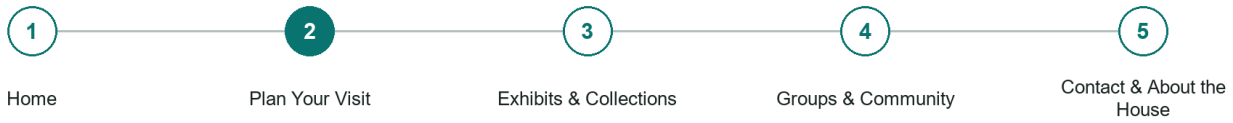
Ask about current opening arrangements, access and the time you would like to visit. Our team helps you find the information needed to plan before you set out.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Give verified hours, access, admission and arrival details without inventing availability.



Your draft: Plan Your Visit

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

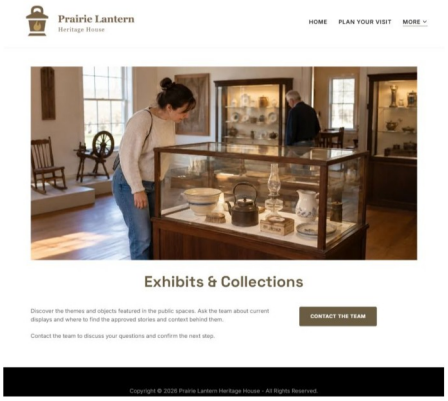
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

03 Exhibits & Collections

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Exhibits & Collections

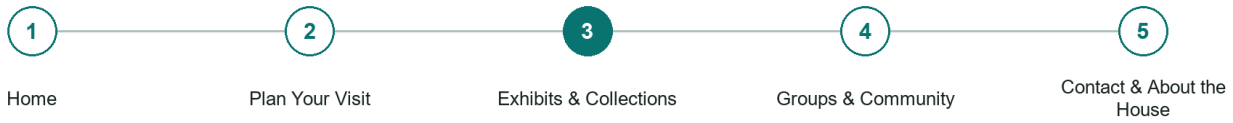
Discover the themes and objects featured in the public spaces. Ask the team about current displays and where to find the approved stories and context behind them.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Use accurate object context and permission-cleared images; illustrative scenes are not collection records.



Your draft: Exhibits & Collections

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

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 business find a useful next step?

04 Groups & Community

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Groups & Community

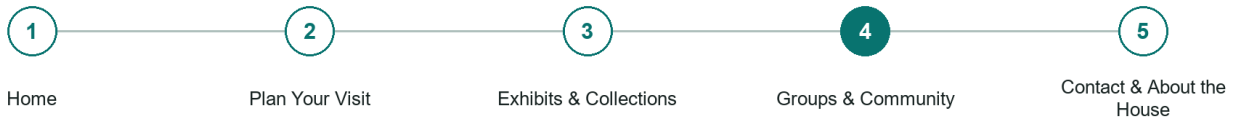
Tell us about your group and the visit or activity you have in mind. The coordinator discusses current options and confirms details before arrangements are made.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Explain group enquiry and participation review without promising dates or programmes.



Your draft: Groups & Community

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

Headline and short introduction

Main content and details visitors need

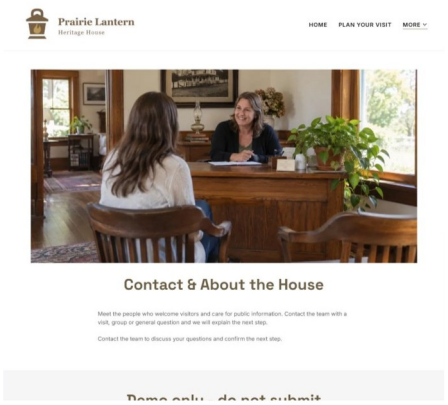
Button wording and destination

Photo choice, permission and facts still to confirm

Partner check: can someone unfamiliar with the business find a useful next step?

05 Contact & About the House

Give this page one clear job in the customer journey.



Unpublished Website Builder desktop excerpt. Page content continues below.

Sample wording — adapt and verify

Contact & About the House

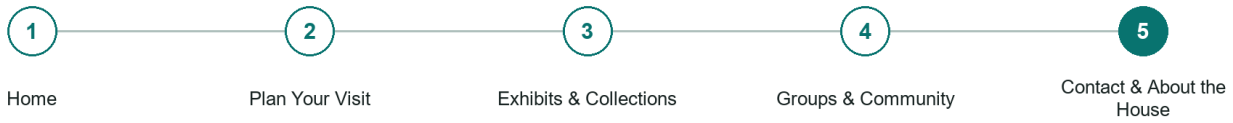
Meet the people who welcome visitors and care for public information. Contact the team with a visit, group or general question and we will explain the next step.

Contact the team to discuss your questions and confirm the next step.

Suggested button: Contact the team

Website advice

Introduce verified stewardship and contact routes, respecting collection and personal privacy.



Your draft: Contact & About the House

Write in the voice of your own business. Use facts you can verify, not promises copied from the example.

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 business find a useful next step?

Test before publishing

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

- □ Fictional attraction example. Verify opening hours, admission, access, collection provenance and permissions. Do not invent historical facts, cultural affiliations or community endorsements.
- □ Verify contact routes, location, hours, service scope and all commercial terms.
- □ Replace fictional identities and AI illustrations or label them accurately.
- □ Remove unverified testimonials, results, credentials and availability.
- □ Check every link, form and download on desktop and mobile.
- □ Keep sensitive documents, access information and payment details out of public forms.
- □ 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