

## CHARITY WORDPRESS SITE BUILDING PROCESS

### PREPARATION

- Take a look around our example sites and see the documentation we provide if you'd like.
  - Buy a domain name or make sure you've got the login details for your current one as we'll need them later
  - You pay the initial deposit payment
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### DEVELOPMENT

- We'll set up a 'staging site' which is hidden from the rest of the world. It will become your 'live' website when we migrate it.
  - You'll add your content to the site. We've got plenty tutorials and advice to help you do that.
  - When you've done that we'll help to set the colours and fonts that suit your branding best. And we'll help setup your homepage if you'd like us to.
  - We'll hook up the site to your social networks, email newsletter service, Paypal account, contact form notifications etc.
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### LAUNCH

- We and you will fully test the site.
  - When you're ready to approve it, we'll send you the invoice for the remaining balance.
  - We'll help you set up the hosting for your site
  - We'll 'migrate' the site to your web hosting and your domain name so it is 'live' on the internet for everyone to see.
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### ONGOING SITE CARE

- We provide 30 days of free bug fixing after launch
- We recommend that you sign up for our ongoing site care programme, but that's entirely optional.
- You keep creating great content!