

Briefing

Your dedicated Project Manager will talk through your design ideas discussing colour-schemes, branding and any images you may have. They will also set a provisional date for publication.

Overall Design

You will work with your Project Manager on the overall look and feel of the website elements that will stay the same on every page.

Website Address

The Technical Team will help you decide on your preferred website address and then work on transferring or registering this for you.

Complete Publication Checklist

You will find a checklist on the homepage of the Toolkit detailing each of the stages in the development process.

At this point you will be able to add in your search engine keywords and description and set up website statistics (analytics) if required.

Once all stages of the Publication Checklist are complete you will be able to approve publication by clicking on the publish button which appears at the bottom of the checklist.

Content & Navigation

At this stage you will work with your Project Manager to begin populating your site with your content and setting up navigation to make your website easy for visitors to use.

Email Address

If using our superb email service, then a member of our team will be able to help you set this up on your computer.

Publish!

Once you have approved publication the Technical Team will launch your website. If part of your purchased package, they will also set up your blog and Google Local service.

Post Publication

You are now able to manage your website content using the Toolkit. However you can also book a training session if you are unsure about how to use the Toolkit.