

## Process for building Websites

This process is from when the booking form has been received and the school is listed on the spread sheet.

<https://docs.google.com/document/d/1I43N9iX7n1DQ1Bkc6O69A0TpgELy0BOvEjYLXfe6qt4/edit?tab=t.0>

1. **Helen** sets up the build site in cPanel and adds it to the spread sheet.
2. **Helen** then gathers content from the school's existing website (*if that is what the school has said we can do, otherwise Helen has to wait until they provide the content*). This content should come direct to Helen as she needs it to build the website. Melinda usually informs the school to send direct to Helen.
3. **Helen** then builds the website
4. When finished she does an entry in Salesforce – '1<sup>st</sup> draft ready to go' – this is meaning it is ready to be proofed. *I think I will change this entry to ready – '1<sup>st</sup> draft ready for proofing'*
5. A Chatter is sent to **Melinda** in Salesforce to notify her that the 1<sup>st</sup> draft is ready for proofing. This information is also entered on the spreadsheet.
6. **Melinda** proofs the website then ...
7. **Melinda** sends the first proof to the school along with instructions on how to use the 'Enable Comments Mode'
8. The feed back comes via the Enable Comments Mode to **Helen** & **Melinda's** inboxes and in the first instance it is **Helen** that actions these. Any changes that need to be done are usually done by **Helen**. Staff photos, documents etc are all done by **Helen**.
9. **Helen** communicates with the school on any feedback comments that need clarification.
10. **Melinda** decides when to send the 2<sup>nd</sup> and 3<sup>rd</sup> proofs and chases the schools to get this done.
11. **Melinda** then sends the DNS instructions to have the website go live.
12. **Melinda** works with the school on any issues around the site going live.
13. **Helen** does any ongoing upkeep/updates on the live schools as requested by the school