



Website Checklist for Creating a Business Website in WordPress

Hi. I'm Nancy Fields. I build websites in WordPress and teach artists, coaches, and consultants how to build websites in WordPress, too. I'm excited to share my checklist so you *really can* build a website in a few days.

Getting Started

Before you hit the ground running you will need to:

1. Choose a domain name*
2. Purchase a domain name*
3. Choose a WordPress compatible host*
4. Purchase a hosting plan
5. Download WordPress
6. *Optional:* Choose and download a third-party WordPress theme

***NOTE:** Before you buy your domain name ask if your preferred hosting company offers one free domain name. If they do, the first year is free. After one year you will be charged an annual domain name registration fee of approximately \$15 per year.

The “Other Stuff”

To build a site in a few days, have all these things ready before you download WordPress:

- 1 Your tag line: Who you serve, how you help
- 2 Your About Page copy

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- 3 Your headshot or photo for your about page
 - 4 Images for your home page and page headers: stock, or your own
 - 5 Images sized for your theme requirements
 - 6 A Google Analytics account so you can add a tracking code to your site
 - 7 A WordPress.com account so you can add a gravatar to your site

Website Extras

You can add these now, or later, depending upon your business needs:

1. Articles for your Blog page — great for your SEO!
2. A scheduling calendar so customers can book appointments with you
3. Email host for building your list of followers
4. Free offer incentive for list building
5. Social Media buttons

Can't wait to see what you create!

Do you make excuses for your website every time someone asks for your URL? If you need help getting the look that you want I can help. Imagine how great you'll feel saying, "Check out my website!"

Contact me at fieldsgraphicdesign.com



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