Website Set Up Checklist

See Instructions On The Trello Board: WordPress Set Up

1. **Login to the WordPress dashboard: example.com/wp-admin**

2. **In the WordPress Dashboard go to Settings > General.**

Fill in the **Site Title** and **Tagline** (refer to the Card in Trello for the information).

Make sure the **WordPress Address (URL)** and **Site Address (URL)** are using the **http://www** version. If the site is set up with http://example.com > Change both addresses to http://www.example.com

Make sure the **Email Address** is: admin@websitename.com

Click > Save Changes

3. **In the WordPress Dashboard go to Settings > Reading.**

Make sure that **For each article in a feed, show** > Full text.

Under **Search Engine Visibility** > Make sure the box is NOT check for Discourage search engines from indexing the site. This should NOT be checked.

Click > Save Changes

4. **In the WordPress Dashboard go to Settings > Discussion**

In the **Default article settings**, UNCHECK the option > Allow people to post comments on new articles.

Click > Save Changes

5. In the WordPress Dashboard go to Settings > Permalinks

Under **Common Settings**, choose **Post name.**

Click > Save Changes

6. In the WordPress Dashboard go to Users > Your Profile

In the **Name** section**,** change the **First Name** to Admin,

Webmaster, or Editor.

Change the **Display name publicly as** to the new First Name

you chose.

Make sure the **Email** under **Contact Info** is:

admin@websitename.com

Click > Update Profile

7. In the WordPress Dashboard got to Plugins

Deactivate and delete all the pre-installed plugins.

Install the appropriate plugins outline on this page: http://

stokesseo.comom/instructions/

8. Add the Title to the SEO Plugin

See the Card in Trello for the **SEO Title.**

Add this title to the All In One SEO Plugin, or the Yoast SEO

Plugin (whichever Plugin you are using).

9. In the WordPress Dashboard go to Pages

If there is a Sample Page, delete it.

10. In the WordPress Dashboard go to Posts

If there is a post already published, delete it.

Create a new Post > **Add New.**

Refer to the **Website Topic on the Card in Trello.**

Find a related YouTube video which has good reviews.

Copy the YouTube Embed Code > See video for instructions.

Paste the Embed Code of the video into the Text version of the editor in WordPress.

Add written content to the post of approximately 100 words.

The content should be related to the video.

The content must be unique.

Add a related title to the Post, and add the title to the SEO plugin.

Publish the article.

11. In the WordPress Dashboard go to Appearance

Under **Themes**, click Add New.

Install a free theme provided by WordPress.org. It can be listed as Featured, Popular, or Latest.

Preview the theme and make sure it will show the Full Text of a Post. See video for Instructions.

The theme MUST include the Full Text of the Post you just published.

Install and Activate the theme.

12. Check that the Website is Live

Make sure the site is live. There may be a notification in WordPress asking if you want to go live.

13. Update the Trello Board

In the specific Card in Trello, complete the **WordPress Set Up Checklist.**

In Trello, drag the Card from the List: **Websites To Set Up** to the List: **WordPress Set Up Complete.**

Add a **Comment** in the Card in Trello and Tag me @tylerstokes5 The comment should stat that this website is now complete.