

Website To Do List

Revised 09-09-2015

Check When Completed	Task
01.	<input type="checkbox"/> Change site title – Settings > General – Be sure to Save Changes . Your name is a great title! Title shows up on the browser tab on the frontend. Tutorial: http://tttwebsitetutorials.com/blog/general-settings-site-title
02.	<input type="checkbox"/> Change email – Settings > General – Save Changes Confirmation email will be sent and YOU MUST CONFIRM! Changing to your email address is essential! Tutorial: http://tttwebsitetutorials.com/blog/general-settings-site-title
03.	<input type="checkbox"/> Create a folder on your computer to keep website pics, docs, etc. Stay organized! Tutorial: http://tttwebsitetutorials.com/blog/get-organized-folder
04.	<input type="checkbox"/> Write down your password for future reference. 3 failed attempts at login requires us to unblock your IP address. Only 3 attempts is for security against hackers. Tutorial: http://tttwebsitetutorials.com/blog/login-adminpanel
05.	<input type="checkbox"/> Change the header logo to your customized header logo. Use blue logo with a file name like this: <code>LastName-FirstName-web-header.png</code> Tutorial: http://tttwebsitetutorials.com/blog/header-logo
06.	<input type="checkbox"/> Change the footer logo to your customized footer logo. Use white logo with a file name like this: <code>LastName-FirstName-web-footer.png</code> Tutorial: http://tttwebsitetutorials.com/blog/footer-logo
07.	<input type="checkbox"/> Enter your contact info that appears in the top left of your site. Tutorial: http://tttwebsitetutorials.com/blog/contact-information
08.	<input type="checkbox"/> Change text, A Note About Jim Bob , to the left of the Slider on the Home Page. Tutorial: http://tttwebsitetutorials.com/blog/text-left-slider
09.	<input type="checkbox"/> Delete Jim Bob's pictures in the slider and put your own pictures or graphics. Tutorials: http://tttwebsitetutorials.com/blog/slider-basic http://tttwebsitetutorials.com/blog/pixlr-photo-basics
10.	<input type="checkbox"/> Change Contact Form to your email address so Request a Quote will go to you! Test it too! Tutorial: http://tttwebsitetutorials.com/blog/contact-form **Changing to your email is essential to receive quote requests.**
11.	<input type="checkbox"/> Enter your information and picture on the About Me page and in the Sidebar on About Me. Tutorials: http://tttwebsitetutorials.com/blog/about-me http://tttwebsitetutorials.com/blog/sidebar-bio
12.	<input type="checkbox"/> Enter your Follow Me social media links in footer 3...or hide the ones you choose. Do not change Share My Page. Tutorials: http://tttwebsitetutorials.com/blog/social-media http://tttwebsitetutorials.com/blog/hide-socialmedia
13.	<input type="checkbox"/> Remove/add links on Main NavBar . Please DO NOT delete pages. Remove unwanted links instead. You may want the pages later. Tutorial: http://tttwebsitetutorials.com/blog/navigation-menus
14.	<input type="checkbox"/> Remove or change My Keynotes link from About My Services page. Please DO NOT delete pages. Remove unwanted links instead. You may want the pages later. Tutorial: http://tttwebsitetutorials.com/blog/remove-keynotes
15.	<input type="checkbox"/> Remove/change MyKeynoteOverview link from TrainingOverview page. Please DO NOT delete pages. Remove unwanted links instead. You may want the pages later. Tutorial: http://tttwebsitetutorials.com/blog/remove-keynotes
16.	<input type="checkbox"/> Make changes to the Learn More section on the Home page. Notice you need to remove Jim Bob's keynote info in blurb 2 and remove/change his name in blurb 7. Tutorial: http://tttwebsitetutorials.com/blog/learn-more
17.	<input type="checkbox"/> Set up your FREE PayPal Standard Business account. It takes several days for PayPal to complete. They make sure to connect to your bank. Tutorial: http://tttwebsitetutorials.com/blog/paypal-setup

Refer to **Sample Site** if needed---<http://ctewebsite.com>

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18. <input type="checkbox"/>	<p>Set up your shopping cart – WooCommerce > Settings. The cart will not be functional until PayPal setup is complete. Tutorials: http://tttwebsitetutorials.com/blog/woocommerce-settings http://tttwebsitetutorials.com/blog/paypal-setup</p>
19. <input type="checkbox"/>	<p>NOT in original tutorial...Be sure this is UNCHECKED. In the backend, follow this path and scroll down the page to Use WP Locale Code: Woocommerce > Settings > Checkout > PayPal Express Checkout > Use WP Locale Code</p> <div data-bbox="253 470 1446 499" style="border: 1px solid black; padding: 2px;"><p>Use WordPress Locale Code <input type="checkbox"/> Pass the WordPress Locale Code setting to PayPal in order to display localized PayPal pages to buyers.</p></div>
20. <input type="checkbox"/>	<p>Price your products - Please Read This Information - wholesale cost of products listed on page 3.</p> <p>The prices of the products may need to be changed on your site. The site you received initially was a sample site and prices were not intended to remain the same for everyone. You do not have to leave the prices as they are. These are not Jim Bob's prices...they are strictly examples... they can and should be changed according to the following considerations.</p> <p>You need to consider the following when pricing products:</p> <ol style="list-style-type: none">1. Wholesale cost of a product + Shipping + Amount of profit you want to make2. Check with your accountant about charging taxes.3. Consider this as well...you may not want your website prices to be less than you are going to charge for on-site trainings...in case decision-makers visit your site. <p>Products for on-site trainings will go through CTE...not purchased on your website.</p> <p>You ship products purchased on your website...CTE does not receive the orders and does not ship them. You are the only one who sees the orders placed on your site.</p> <p>Tutorial: http://tttwebsitetutorials.com/blog/products-overview Be sure to watch all product tutorials.</p>
21. <input type="checkbox"/>	<p>Proofread your site and Check all links to make sure they are working correctly. Test your Shopping Cart. Visit your site often to make sure things look okay, videos are ok, links are working and cart is working.</p>
My To Do List - Extra things I would like to do to my site...	
22. <input type="checkbox"/>	<hr/>
23. <input type="checkbox"/>	<hr/>
24. <input type="checkbox"/>	<hr/>
25. <input type="checkbox"/>	<hr/>
26. <input type="checkbox"/>	<hr/>
27. <input type="checkbox"/>	<hr/>

Refer to **Sample Site** if needed---<http://ctewebsite.com>

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Price your products - Continued from Page 2

The prices of the products need to be changed on your site. The site you received initially was a sample site and prices were not intended to remain the same for everyone. You do not have to leave the prices as they are. These are not Jim Bob's prices or prices CTE expects you to charge...they are strictly examples... they can and should be changed according to the following considerations.

You need to consider the following when pricing products:

1. Wholesale cost of a product + Shipping + Amount of profit you want to make. **Take into consideration that you will pay shipping to get books to you, then to your customer.**
2. Check with your accountant about charging taxes.
3. Consider this as well...you may not want your website prices to be less than you are going to charge for on-site trainings...in case decision-makers visit your site.

Products for on-site trainings will go through CTE...not purchased on your website.

You ship products purchased on your website...CTE does not receive the orders and does not ship them. You are the only one who sees the orders placed on your site.

Tutorial: <http://tttwebsitetutorials.com/blog/products-overview> Be sure to watch all product tutorials.

Books	CTE Wholesale Cost	Add Shipping Amt	Add Amt of Profit You Want	Price on Your Website
Teach-To's: 100 Behavior Lesson Plans and Essential Advice (book) \$44.00:	24.00			
Encouragement, Empowerment, and Excellence in Every Classroom (book)	12.00			
Encouragement, Empowerment, and Excellence in Every Classroom (audiobook)	24.00			
Teachin' Blues Away (CD):	10.00			
DVD – Encouragement, Empowerment, and Excellence in Every Classroom (dvd)	75.00			
Differentiated Instruction, Engagement and Motivation in Every Classroom	14.00			
Differentiated Instruction, Engagement and Motivation in Every Classroom (audiobook)	24.00			
Products, Projects, and Performances for the 21st Century Science Classroom	24.00			
Products, Projects, and Performances for the 21st Century Social Studies Classroom	24.00			
Products, Projects, and Performances for the 21st Century Math Classroom	24.00			
Products, Projects, and Performances for the 21st Century ELA Classroom	24.00			
Products, Projects, and Performances for Elementary Grades 3, 4, 5, Differentiated Instruction for All	24.00			
Dice:	14.00			