1. Have a basic template for the following pages of the site (Using Onenote or Photoshop)
   1. **Home Page**
   2. **Donation Page**
2. Make the slides
3. Screen record the “Tutorial” video
4. Write script for the audio
5. Record the audio for the video
6. Edit the video
   1. Cut the MP4 file down in to appropriate length and delete unnecessary parts
   2. Match the audio with the MP4