Finish by Monday November 30th

Step 1. **Creating Platinum, Gold, Silver options**:

When the user clicks the “Choose” Button in the package, box will slide down to show the 3 check-box options (Platinum, Gold, Silver).

This should happen for the package 2, 3, 4 (for all of the 1,4 and 12 payment options and for the different currencies). This should also happen for the Packages 2,3 and 4 boxes at the bottom of the page.

See: “2020-11-27 Three options for packages.docx”

For the selection of Gold and Platinum it will bring them from “Continue” to the payment page (when the payment page is created).

For the selection of Silver we need another page that notifies them that we have received their selections and we will contact them with matching teachers soon. (We will need a url link that we can send later, once they are ready, that will bring them back to the payment page to pay for the deposit).

While you are on the page, there is a small white line on the flags and I think we can update to have the flags more crisp. Please switch the flags.

Finish by Tuesday December 1st:

Step 2. **Zapier (our account is set up):**

When “continue” is selected (after they select either Platinum, Gold or Silver), the request will connect with the Nutshell CRM

-Find and update lead in Nutshell:

(the company/lead should already be in the system), Updating the lead to the next stage, “ Chosen their Package”, in the pipeline. Plus add a product to the lead, for example: “P2 - Teacher Only - 12 Payments Gold”

Wednesday December 2nd

Making needed adjustments also for mobile version

Testing and correcting Steps 1 and 2

Thursday December 3rd

Step 3. **Create the payment page:**

The payment page must be very crisp and professional so it can be trusted by the users, but keep the same colors/style so the user can smoothly go from the packages page to the payment page without feeling like they are on a different site. We also need to make sure it has a clear professional security logo on the page and since it is a payment page it should have any needed links and security/privacy statements listed.

We are still deciding the best currency to receive and connect to our account. We also need to have the payment page set up to accept things like Wechat, Alipay, Unionpay, credit card, and the other popular methods that WorldFirst accepts.

We will need to make that decision when we get to this stage (basically we need to check with WorldFirst to see the options and which would provide the least fees but still allow the customer to pay easily in their own currency.)

Friday December 4th

Testing and Correcting

Monday December 7th

After the user pays, creating a receipt that they can print from the page and be sent by email to the user. We also want the payment receipt emailed to us when they make a payment.

Make a copy of the pages so that we can make the first translation. We will make the first translation in Korean. On the packages page, for currencies keep only Korean Won (default) and USD in the currency list. Erase the other currencies from the Korean language page.

Tuesday December 8th

We will input all of the Korean Translations

Testing and Correcting

Create another copy for the 2nd language translation (Chinese), for Currencies default Chinese Yuan and USD in the currency list.

Wednesday December 9th

Make sure Korean page is also connected properly

We will input the Chinese for the 2nd translation

Set up the copies for the other translations (and adjust the currency list for each)

Thursday December 10th

We will add all of the translations for the different languages pages

Testing and corrections

Friday December 11th

Make sure all languages are connected properly, check page speed and make sure everything is loading fast. Adjust the pages as needed.

Final Testing