For Template Websites

Once Client signs up for a subscription for Cloud Care Complete:

**Jerry**

1. Jerry puts project on the Template JAM Board
2. Jerry maked sure customer owns domain name
3. Jerry makes sure John gets access to the domain
4. Jerry Creates Shared Google Drive folder
5. Jerry Shares Google Drive Folder with Team Teamplate Team and client
6. When website is launched:
   1. Send google review email
   2. Put address on client address sheet
   3. If hosting with us, add to monthly maintenance schedule
   4. Add contact info to hubspot

**John**

1. John points domain name to our server
2. John sets up hosting on SiteGround
3. John installs WordPress with 212 Creative placeholder
4. John creates Project in Asana

**Lyndsay**

1. Decide color palette
2. Create/update logo
3. Styles content
4. When website is launched, put on FaceBook

**Dan:**

Once domain is pointed to our server and template is selected

1. Dan creates staging
2. In Asana:
   1. Staging has been set up at: (put in staging URL)
   2. Client has selected the following template (put in template)
   3. Content will be sent to the following google folder: (put in google drive link)
3. Dan installs template selected by client
4. Dan starts moving content onto site

* Jerry, Lyndsay and Dan work together to get content onto the website.
* John looks over for final tweaks
* Launch