# Site Launch Consulting

**Who should attend?** Site Directors (Webmasters) – the key people for developing and planning the site (those who will have access to all features, tasks and pages) – along with those assigned the responsibility of moving the content from the old site to the new Schoolwires site.

**Consulting Prerequisites:**
- o Completion of the *Initial Online Training for Site Directors*
- o Completion of your desired Site Mapping
- o Collect images to be used for photo galleries and pages on website
- o (optional) Spreadsheet for import of Calendar events
- o (optional) Spreadsheet for creation of searchable staff directory

**Objectives:** To train and assist Site Directors and other key individuals on how to structure - using best practices - as well as assist with moving content from the existing website.

**Outcomes/Deliverables:**
- o Initial Page Layouts & Section Configurations will be built.
- o Structure for Site will be set.
- o Users will be imported.
- o Website migration will begin.

**Topics covered in Site Launch Consulting**

**Website Discussion (Organizing your website)**
**Overview**
- o Structure of Site
- o Navigation (Enduser)
- o Editorial Privileges and Hierarchy
- o Viewing Privileges (Groups)
- o Accessing Site Manager > Structure within Site Manager > Navigation

**Rolling Up Our Sleeves…**
- o Structuring your Site (setting up all channels for the Center)
- o Discussion for different types of apps to use for pages
- o Creating Page Layouts & Section Configurations
- o Creating the Sections for the website
- o Building content and laying out the homepage
- o Moving Content into the Site
- o Creating a plan for you to continue the migration of the schools content