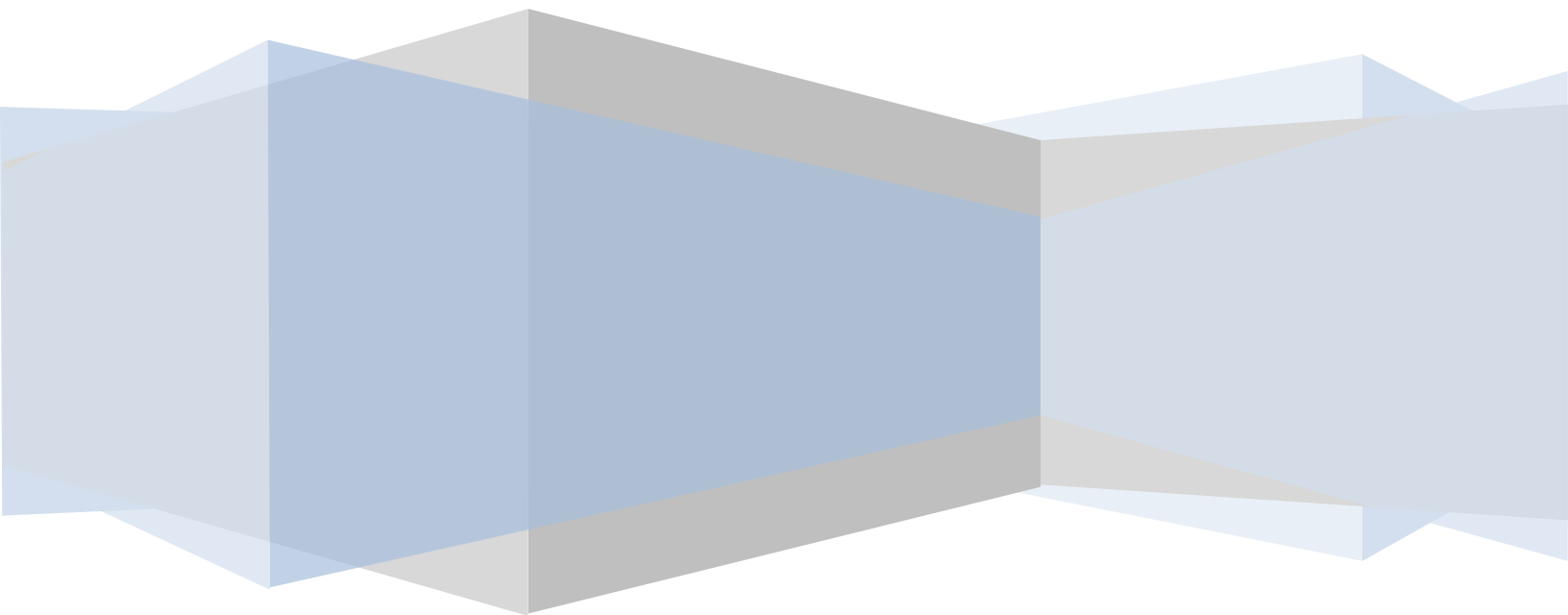


COMWeb Internet Solutions

COMWeb Admin Guide

Site Final Go-Live Checklist



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Website go live check

This document helps review the final checks you need to make to ensure that your go-live goes as smoothly as possible and with maximum success.

Content review

The public and your users need a reason to come to your site. Take a final look at your content and make sure that you have all the information and features you wanted on the site. Make sure too that your pages are classified correctly for viewing access. You can see this quickly by going to **Page List** and checking the **Access** column. Change any page that has the incorrect category. Also check that the pages are all published that you want on the site.

Home pages

The system allows two different home pages. One for the public (people not logged in) and one for the members that have logged in. Ensure both are targeted at the relative audience that will be viewing them. Make your member home page more member focused and the public page more visitor specific.

Announcements

Announcements show up on the member home page. Make sure they are current and that you have some welcoming ones in there.

Email addresses

Ensure that all your email addresses for your domain are created and if necessary, forwarding to the correct personal accounts of your board and committee chairs.

Menus

Check that all your menu options work and that the pages you have created are linked in. If you had plans to add a page later and put in a menu placeholder, it is suggested that you remove it for now.

Events

Ensure that your events listing are current and that you have everything listed. This will be a draw for your visitors as they will want to know more about events they may attend.

Site Privacy and Site Terms of Use pages

It is very important to review and make any adjustments to these two pages. These pages define the conditions of use for your members and visitors. You can edit these pages from within the **System Page Maintenance** under **Site Admin**. Use the find and replace to add your organization name in place of the defaults.

Site Welcome Communication

The system will send an email out to all your member records when it's time to invite them all to sign up. A generic email has been loaded in the system, please change this to suit your needs. This email should communicate the invitation to join the site, the reasons for the site's existence and any

instructions you may want them to follow when they first visit. You can edit this page from within the **System Page Maintenance** under **Site Admin**.

Final Step

Once you have the checklist of items complete, you are ready to send out the invitation email to your member database. Please ask the COMWeb support team to do a final readiness check and then let them know you are going to go live. They will lead you through the final step.