

## Set-Up Checklist

This checklist provides NewsCactus customers with step-by-step instructions for setting up and populating their NewsCactus site.

- Submit your order
  - Go to **NewsCactus.com/order.php** to place your order and pay for a month or more of the NewsCactus subscription. An invoice will be provided to account for the paid subscription.
- Set-up your sub-domain
  - With your webmaster or the company hosting your website, ask them to create a new CNAME record. The name of the CNAME record should be *news* or *pressroom*, or whatever you want to name your site. The value of the CNAME record will be provided by NewsCactus. It will follow the guidelines set forth on the NewsCactus blog under *How to set-up your CNAME*.
- Gather your content
  - Begin gathering content for the various sections of your site. Check out example NewsCactus sites at **NewsCactus.com/clients.php** for content ideas.
- Await installation confirmation
  - You'll receive an email once your site's database has been installed. The email will have instructions for accessing the administration section of your new site.
- Add your content
  - Once you have administration login credentials, visit the site and follow the **Implementation Guidelines** brochure as you begin populating your site with content. We're happy to walk you through the initial set-up steps via webinar if you'd like our help.
- Identify the look and feel of your site
  - We'll communicate with you to get your input on how you'd like your site to look and feel. Usually it matches the design of your primary site.
  - Typically within three to five business days you'll have a stylized version of your new site to review and provide your feedback.
- Approve content and design
  - Once you're happy with the look and feel of your site as well as with the content you've added, you'll want to make the site public. We recommend adding a menu item in the top navigation for *Newsroom* that links to your new sub-domain.

Questions? Please contact us at [NewsCactus.com](http://NewsCactus.com) or 801.448.7383.

