

Basic Buildout Process

HOW TO BEGIN ALL WEBSITE BUILDS

The below instructions will detail how to begin each website build, regardless of the template.

1. Access the VIP Dashboard (linked [here](#)).
2. Click the link that reads "Create a New Site."
3. Plug in the following information:
 1. Site Address (URL): vip.teeitup.com/_____
 - a. **BEST PRACTICE: The Site Address should be the ORDER number for the requested build. For example, if the order is 00060074, the website should be titled vip.teeitup.com/00060074**
 - b. Site Title: Name of Golf Course
 - c. Admin Email: redacted@redacted.com
 - d. Theme: Select corresponding theme provided by Order information
 - i. **NOTE: ALL PLUS SITES WILL BE BUILT USING THE GOLFNOW PRO THEME!**
 2. Leave all other fields blank.
4. Click "Add Site."
5. The page will refresh with a message saying something like "Congratulations! Your site has been created." Click the corresponding link that reads "View Site" to be taken to your homepage.
6. Activate the NBCSN Sports Patterns Plugin by going to Dashboard > Plugins > NBCSN Sports Patterns > Activate.
7. From the Dashboard of your new site, find the section that reads "Pages" on the left hand side. Add the pages as needed/provided by the Order information.
 1. **BEST PRACTICE: Even if the course did not include a "HOME" page, create one. It will need to be used for SEO purposes later!**
8. Once pages have been added, find Appearance > Menus on the left-hand side.
9. Click Menus to be taken to the Menu landing page.
10. Create your Navigation Menu.
 1. The landing page is divided into two sides:
 - a. **Left Side: List of pages you have created**
 - b. **Right Side: Menu Building Space**
 2. On the right side, title your menu, then press the "Create Menu" button. The page will reload, creating your menu!
 3. From the left side, find the checkbox labeled "Select All." Press that checkbox, followed by the "Add to Menu" button. This will add all pages you have created to your menu on the right side of the page.
 4. You will likely need to create "Custom Links" to serve as headers for drop downs in your navigation.
 - a. On the left side, click the dropdown labeled "Custom Links." b. An option will appear to create the Custom Link. Complete this as follows:
 - c. URL: Simply use # to avoid the link going anywhere.
 - d. Link Text: Name of the header for the dropdown navigation ("Course," "Leagues," etc.)
 - e. Press the "Add to Menu" button to add this to your menu.

5. Click and drag the pages around to match the layout provided by the Order Information.
 6. Press "Save Menu" to save your changes.
11. Establish the "Homepage" AS the Homepage.
1. From the Dashboard, find Appearance > Customize. This will take you to the main "homepage" of the site, with a sidebar on the left hand side. The sidebar will have a list of options.
 2. From the list of options, click the option that reads "Homepage Settings".
 3. The "Homepage Settings" will appear, with two radio options for "Your homepage displays". Select the option labeled "A static page."
 4. Two dropdown options will appear: "Homepage" and "Posts page." You can ignore "Posts page."
 5. For the dropdown labeled "Homepage," search the dropdown for the page that will be used for the homepage. Most likely, this page was labeled "Home" or "Welcome to the Golf Course".
 6. Once you have selected the corresponding Home page, press the "Publish" button in the top corner to save your changes.
12. Establish the website's Site Identity.
1. From the Customize Sidebar, find the option labeled "Site Identity." 2. The Site Identity options for your site will appear! Plug in the following information:
 - a. Phone Number
 - b. Address
 - c. Logo Color
 - i. Will the site have a dark footer? Give it a white logo! Will the site have a light footer? Give it a black logo!
 3. Site Icon
 - a. This will be a square logo representing the course provided by the course in their collateral folder. Recommended size: 150px by 150px.
 4. You may leave all other fields blank.
 - a. **NOTE: IF YOU ARE BUILDING A "MAUI" SITE, YOU WILL NEED TO ADD A TAGLINE. A SIMPLE "WE ARE THE #1 COURSE IN THE AREA" WILL SUFFICE!**
 5. Press the "Publish" button in the top corner to save your changes.
13. Add Header Image/Logo
1. From the Customize Sidebar, find the option labeled Header Image a. **NOTE: This process is completed in Step 11 under Customize > Site Identity > Logo with Topaz and Zilker sites.**
 2. Press "Add new Image".
 3. Upload the logo provided by the course. Be sure it is the correct width and height.
 - a. **NOTE: Creating a custom header logo width/height (overriding the default size) is a dangerous game. More often than not it DOES NOT TRANSLATE WELL ON MOBILE DEVICES. Avoid deviation from the default size as much as possible.**
 4. Press the "Publish" button to save changes.
14. Update the Site Layout
1. From the "Customize" sidebar, find "Theme Settings > Site Layout".
 2. Select the corresponding site layout from the drop down.
 - a. **NOTED NOTABLE: Most sites will either have the "Full Width Content" layout, or "Primary Content, Sidebar" layout.**
 3. Press "Publish" in the top right corner to save your changes.
15. Update the Site Layout to display Featured Images.
- i. **NOTE: THIS STEP IS ESSENTIAL FOR ALL BUILDS WITH THE DOGWOOD, MULBERRY, PINE, SEQUOIA, AND WILLOW TEMPLATES. If your site is receiving a different template, you may skip this step.**
 1. From the "Customize" sidebar, find "Theme Settings > Singular Content."

2. Check off "Show Featured Images on Posts" and "Show Featured Images on Pages".
 3. Press "Publish" in the top right corner to save your changes.
 4. Open the homepage of your site in the Block Editor.
 - a. In the top right corner, click the "Gutenberg" symbol (the "G" icon inside a planet).
 - b. A new menu will appear on the right-hand side. Check the options labeled "Hide Title" and "Hide Featured Image."
 - c. Press "Update" in the top right corner to save your changes.
16. Add the "Cookies and Consents" plugin.
1. From the Dashboard, find Jetpack > Settings > Writing.
 - a. Scroll down to the "Widgets" section.
 - b. Toggle the "Make extra widgets available for use on your site including subscription forms and Twitter streams" feature.
 2. From the Dashboard, find Appearance > Widgets.
 - a. Drag the "Cookies and Consents Banner" widget into Footer 1, 2, or 3. Update settings (color theme or verbiage) as needed!