Help Contact Form (REQUIREMENTS FOR YOUR WEB SITE!)...

https://wpwebforpro.wordpress.com/help-contact-form/

1. Name _____

2. Email _____

3. Your Current Website, if any (URL) _____

4. Site Purpose (any special agenda, message, or call to action?) _____

5. Site Audience (who is your site intended to reach?) _____

6. Type Site (and cue to Theme needed) _____

- ○ Blog
- ○ Photo
- ○ Organization
- ○ Other : _____

7. List 3-5 Topics or Info Categories that your site would address._____

8. Link to site on the Web that you like (as a rough model) _____

9. Desired URL Name (short and related to site purpose is best) _____

10. Links to Social Media from your new WP site

- ○ Linkedin
- ○ Facebook
- ○ Twitter
- ○ Pinterest
- ○ Other:_____

11. Any other information to share about your new site?:_____
_____

Summary WP.COM Site Setup Tips (Self-Help)*

Clicking the WP.COM "Get Started" button can take only 10-15 min, but take your time!

*So **BEFORE** you click "Get Started", do the following:*

- **Plan:** Plan basic site purpose and content – do Site outline/sketch (on paper or PC!)
- **Site Address:** Think about your site URL –short, descriptive, memorable.
- **Theme Exploration:** Check out available Themes on WP.COM (300+ to choose from!)
- **Password:** Have a strong Password ready
- **Migration:** *If an old, existing site*, plan what content to migrate to new WP.COM site, and how to Import/Export content. Check if need migration tool if old site not WP. *If no old site*, select what content to copy from PC, and/or what new content to do for site.

AFTER you click "Get Started" (during sign-up with 3 Steps, and a total of 5 Questions):

- **Email:** Enter your correct email – you'll need it later to activate the site.
- **"Free"!:** When asked about type site or Plan, always look to mark "free"

LATER once your site is set up:

- **Privacy Settings:** On your Left column of Actions (Dashboard), click lower down on Settings/General/Privacy – initially mark this as "Private" (so no spam!). When you start testing your site, you can edit this to "Hidden" (accessible on Web, but no Search engines!)…..and when ready for final "Launch" to your audience, mark this area "Public" (so Search engines are able to track you).
- **Test Site:** Do another site for test purposes from within your Dashboard.
- **Reader Tab:** The other "Reader" tab (upper left on your Dashboard) is to get WP.COM blog news, and to search or follow other bloggers within the WP.COM community.
- **Set up two Tabs on your PC:** one for Dashboard actions, and another to view impact of site edits and additions. Remember to refresh screen to view your updated site.
- **Saving and Updating your Content:** As you start putting content on your WP.COM site, take care to click the buttons "Update" or "Publish" frequently to save your work. Sometimes edits are saved automatically if no such button present.
- **How Many Blogs?:** Don't create more blogs than you need to (although no limit).

    *Get **SUPPORT** for your Site:*

- **Knowledge Base and Forum:** Search the WP.COM Knowledge Base if any questions, or post a query to a WP.COM Forum for other user tips.
- **Google Search:** As you become more knowledgeable, you might also get in the habit of occasionally asking any WP questions of Google on the Web.

*See "Get Started" Link on WP.COM: https://wordpress.com/start/user-first/user
**For more of my online tips: https://wpwebforpro.wordpress.com/start-a-new-wp-com-site/

My Coaching Content and Schedule (Optional)

A little coaching and a few deadlines may help you get started with your website. Here is my offer to help over the next month (as available, given my full-time work as an IT contractor)…..

Scope:

- To give pro bono assistance to any PATACS attendee in starting up a WordPress.COM site, or to do a "one-off" paper WireFrame for the layout for *any* new website.
- Such coaching during a 1 hour session after the GMU program, later via email, or Skype screen-sharing, and/or at one of two DC area Meet-ups between now and Thanksgiving.

How to Sign Up:

- ❖ Fill out my Help Contact Form* (Site Requirements) either online or in writing after the PATACS presentation on October 20, 2018, plus sign up on List on Clipboard at class.

My In-Person Coaching Schedule: **

Start with 1 Hour Meeting at GMU after this Presentation (approx. 15 min per person). If we are crunched for time, I am willing to "meet" once with anyone later via Skype video-conference or teleconference. The purpose is to help you create your WP.COM site from a template based on the Requirements Form, or from a paper Wireframe sketch (which you may later formalize in Word, PowerPoint) useful for any type website.

Do a follow-up Meeting: To take place on the day of either DC area November WordPress Meetup Events (let's meet at a nearby cafe the day of the meeting – approx. 20 minutes per person). Here are these Meetup dates (you are also encouraged to attend the Meetup for any added tips presenters or attendees might provide you).

- ➢ **Virginia WordPress Meetup** (Date: Wed, November 7, at 6:30 PM at *Arlington Hilton*, 950 N. Stafford Street, Arlington, and my coaching for 1 hour at *Starbucks* on 901 North Stuart Street, Arlington, near Ballston Metro from 5:30-6:30 PM;
- ➢ **DC WordPress Meetup** (at *Chief*, near Dupont Circle, at 1800 Massachusetts Ave NW, 2nd Floor, Washington, DC; Date: Tuesday, 6:30 – 8:30 PM, Nov 20 (check Meetup Link for DC venue confirmation and program), and my prior coaching session from 5:30-6:30 PM at *Panera* on Dupont Circle next to South entrance to Dupont Circle Metro, 1350 Connecticut Ave, NW)

* Link to Requirements Form: https://wpwebforpro.wordpress.com/help-contact-form/

** If at the conclusion of the Coaching process, you are satisfied with your WordPress site and my assistance, I would appreciate a brief testimonial as a Comment on the Class WP site, or to my email (glvconsulting@hotmail.com), or to my LinkedIn page*: https://www.linkedin.com/in/garyvaughan/*. Such response would back continuing education credit for my Project Management Professional (PMP) credential. *Thank you!*