

Checklist to Getting Your Site Live

You should receive your Account Setup Email once your site has been installed on our servers. This is usually done within 1-3 business days after we receive payment and your license agreement. This contains all logins to your software, access to the source code files and database. PLEASE KEEP THIS INFORMATION.

1. **Site Setup** - Once you receive your account setup email you can login to your backoffice and start entering your site information. Some key areas that you will need to setup are as follows:
 - a. Categories (in the backoffice click on *Edition Installed* – Pricing)
 - b. Pricing Plans (in the backoffice click on *Edition Installed* – Pricing)
 - c. Email Templates (in the backoffice click on Common – Email Templates)
 - i. You will need to open each email template and enter your own information where needed.
 - ii. On the Contact Us and Listing Report email templates you must enter an email address in the BCC1 box.
 - d. Page Content – (i.e. Contact Us page, About Us page, Privacy Policy etc.)
 - e. Links (in the backoffice click on Common - Links)
 - f. FAQ's (in the backoffice click on Common - FAQs)

Please refer to your admin guide for more detailed instructions on these areas.

Edition Installed = The edition(s) you have installed such as Directory, Classified, Employment, Events, Horse, Vehicle or Real Estate.

2. **Branding** (if ordered) - You will need to fill out the branding questionnaire and email that back to us. Once we receive your branding questionnaire we can go ahead and start working on your site design. This can take a minimum of 1 – 3 weeks depending on the level of branding service that you have ordered. You can continue to work on your site while we work on the branding. Once we have your branding complete we will put it up on the live server and send you an email for you to review the branding.
3. **Create Email Accounts** – You will need to create at least one email account. Instructions are included in your account setup email on accessing the email admin control panel to create new email accounts. **If you are not hosting with us, contact your hosting company for information on how to create email accounts.**
4. **Google Maps** – To use Google Maps in your listings you will need to get a Google Maps API Key. You will need to acquire a Google Maps API Key provided by Google. Once you have the API key you will need to copy the API key and paste it into the software under System/Settings – Settings Wizard – Site Wide Settings – Google Maps – Google Maps API Key. If you need assistance, review our knowledge base article on our support site <http://support.marketgrabber.com/kb/a77/how-to-get-a-google-maps-api-key.aspx>
5. **Google reCaptcha** – Google reCaptcha provides security on the contact forms used on your website. To use this feature, you must set this up in Google and retrieve a Site Key and Site Secret. Once you have a Site Key and Site Secret enter these into the software under System/Settings – Settings Wizard – Site Wide Settings – Security. If you need assistance, review our knowledge base article on our support site for full instructions. <http://support.marketgrabber.com/kb/a96/how-to-set-up-google-recaptcha-security-on-site-forms.aspx>

6. **Email Server Setup** - The software will need to have an email account entered into the Settings Wizard to send email. Login to your backoffice. Click on System/Settings - Settings Wizard – Site Wide Settings - Email Server. Your domain must be live for the email server settings to work. If you are hosting with us this should already be setup for you. **If you are not hosting with us, contact your hosting company for email server settings.** Click the “Test Email Settings” link to test that it works. If there is a problem connecting to the server, click the “Make Changes” button. Enter an email address along with the password for an email account that you have created on the servers. If you still have trouble connecting this, please contact us for support.

7. **Ecommerce and SSL installation** (if ordered) – If you will be taking payments on your site you will need to have payment processing setup in the software. Please contact us when you are ready for this to be completed. You will need to email us your account login to the payment service provider that you will be using such as PayPal or Authorize.net. This process can take up to a week to complete after we receive your login information. You will need to change your payment message and credit cards accepted. To do this click on System/Settings – Settings Wizard – Site Wide Settings – Payment Processing – click the Setup Gateway button. Click the Make Changes button. Update the payment message and select Yes or No for each of the credit card types listed that you will accept. Save your changes. Do not make any other changes in this area.

8. **Domain Name Servers** – Follow the instructions in your account setup email to point the domain name for your site to our servers. Your customers will not be able to access your site by the domain name until this is completed. Your email accounts will not work until this is completed. **If you are not hosting with us, contact your hosting company for the correct DNS servers.**