



COMMANDERIE DE BORDEAUX NEW CHAPTER WEBSITE CHECKLIST

1. YOUR PREVIOUS WEBSITE

Please provide some information about your current website so we can take a look. If there are any documents housed on your previous website that you'd like to carry over to your new website (such as any images/previous events), I will need the following information:

- Website URL
- Login Credentials: Please provide username and password to the Admin portion of your website

2. BILLING REQUIRED ELEMENTS

Before we begin any work on your website, we need to know who to send the bill to :) Please provide information for whoever should receive the invoice from Andrick:

- Billing Contact Name
- Chapter Name
- Address
- City/State/ZIP
- Phone
- Email Address

3. SETTING UP ONLINE PAYMENTS FOR YOUR MEMBERS & EVENTS

Please review the elements below - these are required by the platform in order for your website to be able to accept credit/debit card payments:

COMPANY ADDRESS INFORMATION

- Address/City/State/Zip (this should be the address that is linked to your chapter's CDB bank account)
- Company Phone Number

ACCOUNT REPRESENTATIVE INFORMATION

- First Name/Middle Name/Last Name
- Address/City/State/ZIP
- Date of Birth
- Social Security Number
- Color photo of the FRONT & BACK of your Driver's License
- Phone Number

BANK ACCOUNT DETAILS

- Routing Number
- Account Number
- Bank Statement (should clearly display bank logo, account number, & account holder's name)

4. WEBSITE REQUIRED ELEMENTS

We have gone through our template page by page to identify the areas available for editing on your own chapter website. Chapters are welcome to adopt the templated copy that comes with your website, or they can edit the following areas to create a completely custom look and feel. To reference the provided template, please visit www.SarasotaBordeaux.com

HOME PAGE

- Home Page > Background Image
- Home Page > Header Image + Caption
- Home Page > Intro Paragraph
- Home Page > 3 Category Images: Chapter Info | Events & Gallery | Membership
- Home Page > Images for Slideshow Gallery at bottom of page

ABOUT PAGE

- About Page > Header Image
- About Page > Custom Page Title
- About Page > Copy / Text

MEMBERSHIP PAGE

- Membership Sub-Page > Header Image + Caption
- Membership Sub-Page > Custom Page Title
- Membership Sub-Page > Copy / Text
- Membership Sub-Page > Static Image
- Membership Sub-Page > Clickable / Printable Item (brochure, form, etc)

CHAPTER PAGE

- Chapter Page > Header Image
- Chapter Page > Custom Title
- Chapter Page > Copy / Text

RESOURCES PAGE

- Resources Page > Header Image
- Resources Page > Custom Page Title
- Resources Page > 2 Static Images (one for Master Classes and one for Useful Links)

GALLERY PAGE

- Gallery Page > Header Image
- Gallery Page > Custom Title
- Gallery Page > Intro Paragraph
- Gallery Page > Images from past Chapter Events

CONTACT PAGE

- Contact Page > **Maitre's Name and Email Address (or whoever should receive the contact forms)**

MEMBERS ONLY SECTION

- Members Only > Header Image for Chapter Page
- Members Only > Current list of Members (Please include any info that you'd like to appear on the roster)
- Members Only > Cellar Documents
- Members Only > Upcoming Events > **Please send me your current calendar of upcoming events**
- Members Only > Past Events > **Please send me any info you might have on any past events**
- Members Only > **Other Chapter specific documents or Regalia that you'd like to include**

5. EMAIL TO MEMBERS

As we work to build the member database for your chapter, automated Wix emails may be sent to members as they are added to the chapter. Unfortunately, these emails cannot be deactivated. To prevent confusion, and to avoid chapter members visiting the website before it is completed, Andrick will provide an email draft for the Maître to send to chapter members prior to doing any work on the database. Maîtres must confirm that the email has been sent to their members before any database work can take place.

6. OTHER

These items are what make your website unique, so if you have any of the following on hand, go ahead and send them over!

- Any photos that you might want to include in your website design, or on your gallery page
- Any documents, text, or links that you might want included on your site - you are welcome to link up to any of the pages on the CDB National site!
- Any marketing material that you might have developed for your Chapter: brochures, flyers, etc.