

## Week eight – Going live with your website

## Task 1: Work through the website set-up checklist

Your website set-up checklist can be found in your Platform in the Administration

Dashboard under the Website config/Info section. You should focus on the general set up and final checks sections before

going live. Work your way

through each task where

you can mark the ones

which you have done as

completed.

# Task 3: Check the access level of every page and link using the different permissions view

It is a good idea to go through your pages and links to make sure that they have been set with the correct access levels.

The key icon in the top right-hand corner of your Platform allows you to view pages and links with different access levels.

#### Task 5: Extras

If you have opted in for any extras now would be a good time to re-read our guidance on what you would need to do for these extras. This can be found in our Additional extras for your Making Music Platform help guide.

Important note: We would recommend that everyone adds an SSL certificate for extra protection

#### Task 7: create and send out logins

Once your website has gone live and is showing under your regular domain name you can create logins for your members and tell them about the site.

You can create logins in bulk by going to the Administration

Dashboard and clicking on Member logins which is under the members section. Those with logins already set up will appear in the Members section of the Administration

Dashboard under Logins

## Getting feedback and testing

Once your members have been set up and have had a chance to use the site it would be good to test some aspects e.g. emails and ask your members for any feedback they have. You will then be able to make the final changes using this feedback and testing.

## Task 2: Check the content of every page

You may want to check that the content of your pages are complete and that they contain all of the necessary information. This also includes checking images and the general formatting of pages.

## Task 4: Re-check the privacy settings of your Platform

There may be some information about your members which you do not want the public or other members to access. The privacy settings can be found in the Website and Configuration page under the Configuration tab

#### Task 6: Making your site live

When you are ready to go live with your site (i.e. you want to connect the domain name 'examplegroup.com' to your Making Music Platform, so that when someone visits 'examplegroup.com', they are taken to the new Making Music Platform. After that happens, your Making Music Platform will be able to be find via *two* web addresses 'examplegroup.com' and 'examplegroup.makingmusicplatform.com.') you will need to follow the instructions below.

**If Making Music do not manage your domain name** You would need to follow the instructions in our Connecting your domain name to the Making Music Platform help guide.

**If Making Music manages your domain name** then please contact us to let us know that you are ready to go live and we can do this for you.

**Important note**: once live you will need to use your regular domain name to log in and make any amendments instead of using the makingmusicplatform.com address