

# GETTING STARTED CHECKLIST



Welcome to the Saffire family! Here is a checklist to help you get started building your new website. In very short order, we have a few assets and credentials that we need to receive from you to have a smooth launch process. Below is a checklist of all the things we need you to put in your Dropbox folder (a file sharing program we'll send you a link to). Please let us know if you need help with any of this!

## ASSETS AND FILES FOR DROPBOX:

- Logo files (.eps, .jpg, .pdf, .bmp, .psd, etc.)
- Images of your event, venue or destination (only files we should use as inspiration for your design)
- Marketing materials (posters, tickets, design theme from your current website, print materials, etc.)

## COLLECT THESE WITHIN THE FIRST 2 WEEKS OF TRAINING:

- Domain credentials - we need the username and password for your account so we can "flip the switch" to Saffire when your site is ready
- Any additional URLs for your website
- Twitter credentials - your handle (e.g., @SaffireEvents) or email address and the password
- Payment services credentials - most clients use PayPal Pro Payments, and we'll need the credentials to set up the cart on your website if you're going to use SaffireCommerce (View [this PDF](#) or talk to your Saffire coach.