

## **How It Works**

The Members Online Design Center makes it quick and easy to create a successful web presence, even if you don't have any design or technical experience. Our point and click technology and easy-to-use tools allow you to create and publish a website, market that site to attract visitors, and easily maintain it with fresh, dynamic content – all with just the click of a mouse. With the Members Online Design Center's robust suite of built-in features and the hands on assistance of a website designer during the initial design phase, affords you everything you need to establish a truly powerful presence on the web.

Below is a brief overview of the initial design process.

### **Step 1:        Select a Package that meets your needs**

The first question to answer is, "Do you want to sell products online and collect credit card information?" If so, the appropriate package is the **e-Commerce**. If you want to have a professional website where people can find out about your business, the **Professional** is the right choice. \*\* Both packages come with or without a domain name registration included in the 1-time setup fee.

Once you've selected a package, the system will step you through the process of providing us the information necessary for our designer to build your website. You will be asked to do the following;

### **Step 2:        Enter your Contact Information**

We will ask you for the basics: Name, Address, email etc. We will also have you assign yourself a User Name and Password. This is the access data you will use to log in to your site after it launches in order to make updates.

You will also be provided add-ons to your site at this step. You may purchase them now or at a later date via your site admin. This could include adding a Form or Upgrading to the eCommerce package.

### **Step 3:        Enter your Method of Payment**

We accept Visa, MasterCard and American Express

### **Step 4:        Domain Name Registration**

We will assist you in your search for a domain that is available. Once you find a suitable domain that is available, you will enter it in the next section of the Design Center and we will register it for you. (This registration applies to those who have selected a package that requires a domain). For those members who have already registered a domain, this step will ask for the domain name so we can associate it with your project. You will be advised what to do next once the project is in the hands of the designer who has been assigned your project.

**Step 5: Select a design style for your website from a gallery of over 600**

You will be able to select a design from over 600 styles, from dozens of industries. This style will repeat on all pages. You will not have administrative control over the style which consists of the **header, footer and page navigation**. So if you want to adjust the style you selected, meaning – changing the color or replacing the images, you may do this by signing up for our “Modify your Style” add-on found in the Design Center at the Styles section. A designer is the only one who can modify this space.

**Step 6: Name your Pages**

Our designers will help you build up to 7 pages, you can add more after your site launches @ no charge.

**Step 7: Enter content to the associated pages**

This is the section where you will provide the content to us for the defined pages of your site. We recommend you reference the resource links that are also provided. This will guide you on how to design a great site.

**Step 8: Upload any images you want on the website**

You may upload images for inclusion in the body of the site. These can be pictures of the staff, products, logos etc.

**Step 9: Submit the Design Project to our Design team with all of the information and any special instructions**

Once you click on the link to “Submit to Designer” you can now enter additional Design Instructions. Please provide design as much detail and guidance regarding the design and layout of your site. This will assist your designer expedite the design and launch of your site.

Once this process has been completed, we will confirm via email that we have received your project, review your information, assign the project to a designer and begin the design process.

**Step 10: Our Designers will return to you an example of your site called a “Site Illustration” for your review**

\*\*We will return this to you within 72 hours based on what you submitted.

**Step 11: Reply with any adjustments after reviewing the Site Illustration or Approve the website.**

The Site Illustration is designed to give you an example of what your website will look like. You will be asked to review the Illustration and approve the website or send it back to the designer with further instructions. Delays in making decisions will prolong the design process.

**Step 12: Launch!**

**What is Content?**

Content is all of the text, company logos, and digital images that you would like to include in your website. Product images and information that are to be used in the website should also be included.

**What are Design Styles?**

The Style is the portion of the site that will repeat on all pages. Usually, this consists of the header, footer and the area of the site where the pages menu is listed. This area can not be edited by you. Any changes to the style must be made by a designer.