



## **WORDPRESS LAUNCH CHECKLIST**

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- ☐ **STEP 1 - INSTALL WORDPRESS TO YOUR DOMAIN**
- ☐ **STEP 2 - COPY THEME FOLDERS TO FTP & ACTIVATE**
- ☐ **STEP 3 - COPY UPLOADS FOLDER TO FTP**
- ☐ **STEP 4 - UPLOAD PLUGINS TO FTP & ACTIVATE**
- ☐ **STEP 5 - IMPORT PAGES (XML FILE)**
- ☐ **STEP 6 - IMPORT SQL FILE TO DATABASE**
- ☐ **STEP 7 - CHANGE TO CORRECT DOMAIN IN DATABASE**
- ☐ **STEP 8 - TEST ADMIN LOGIN**
- ☐ **STEP 9 - CHANGE HOMEPAGE IN READING TAB**
- ☐ **STEP 10 - QA MENU, BUTTON LINKS & CONTACT FORMS**