

# Bob The Teacher's Get Online Fast Checklist

During this fast-paced, hands-on workshop, we'll be completing these steps. Use this checklist to make sure you're on track and you realize just how much you're able to do in a short time period.

## Pre-Workshop Survey

Complete the survey: [BobTheTeacher.com/gof1](http://BobTheTeacher.com/gof1)

## Domains

- ☐ Identify your primary benefit to customers (in as few words as possible)
- ☐ Create account at [Shylar.com](http://Shylar.com) (powered by GoDaddy)
  - Username: \_\_\_\_\_ Password: \_\_\_\_\_
- ☐ Register domain name with no extra add-ons
  - Consider YourName.com, MainBenefitsForAudience.com, or MainBenefitsTown.com
- ☐ Set the nameservers for your domain (after setting up hosting account)

## Hosting

- ☐ Create account at Hostgator – [PoweredByHostgator.com](http://PoweredByHostgator.com)
  - Username: \_\_\_\_\_ Password: \_\_\_\_\_
- ☐ Order Baby or Swamp plan
  - 1 year coupon: **1yearsavings** 1 month coupon: **1monthcoupon**
- ☐ Get nameserver information from email
  - Nameserver 1: \_\_\_\_\_
  - Nameserver 2: \_\_\_\_\_
- ☐ Get IP Address of website: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_
- ☐ Enter name servers at Shylar.com for domain
- ☐ Create email forwarder
- ☐ Upload a file through file manager
- ☐ Create a redirect to your Facebook profile

## WordPress

- ☐ Install WordPress through Fantastico
  - Admin username: \_\_\_\_\_
  - Admin password: \_\_\_\_\_
  - Subfolder name: \_\_\_\_\_
  - WordPress address: \_\_\_\_\_
- ☐ Create about page
- ☐ Create first blog post
- ☐ Add a sidebar widget with link to social media
- ☐ Add a plugin
- ☐ Create a custom menu

## Collecting Payments Online

- ☐ Create premium or business account at Paypal – [PoweredByPaypal.com](https://www.paypal.com/powerby)
- ☐ Connect to your bank account and/or credit card
- ☐ Activate account by verifying bank account deposits
- ☐ Create payment button
- ☐ Create an invoice
- ☐ Bonus: Create a redirect for payment button

## Autoresponder (Time Permitting)

- ☐ Set up account at Aweber – [BestEmailDelivery.com](https://www.aweber.com)
- ☐ Enter business address on file
- ☐ Create a new list
- ☐ Create confirmation message
- ☐ Create confirmation thank you page
- ☐ Create follow up message #1
- ☐ Create WebForm
- ☐ Add WebForm to sidebar widget on blog
- ☐ Create broadcast message
- ☐ Create follow up message #2

## Post Workshop Survey

Complete the survey: [BobTheTeacher.com/gof2](https://www.bobtheteacher.com/gof2)

## Waiting Zone

If you get done a particular section during the class before the others, here are a few things you can work on while you wait.

- ☐ Draft your about me page
- ☐ Draft blog post
- ☐ Draft a tip to send via email to new subscribers