



WEBSITE INFO GUIDE

Thanks for your RuYoga purchase – we look forward to working with you! In order to make your experience run as smooth as possible, please read the **NEXT STEPS** below.

NEXT STEPS:

Copy/Photos

1. We will need your website copy (all in ONE document) sent to us within 2 weeks of your purchase. This allows us to help you with the initial layout of text and photos before the website goes live.
2. Use the Excel template sheet (we'll send it to you) to fill in your schedule/calendar and any text or links you wish to include on the Schedule Page.
3. Photos should be sent at the same time as copy and in a JPEG (.jpg) format. Photos will have the following restrictions:
 - a. **About Page** – 151px in width (height will adjust upon upload to stay proportional)
 - b. **Contact Page** – 125px in height (width will adjust upon upload to stay proportional)
4. Any revisions to the layout after the proof has been sent will result in extra charges (see www.ruyogadesign.com/pricing for fee details).

Programming

Once we have your approval for the website header design, the site will be ready in 2-3 weeks. At this point in the process we will need your FTP address, username and password; as well as your hosting account username and password (ex. www.godaddy.com login information). If you do not already have a host provider, we recommend www.godaddy.com or www.hostrocket.com as options.

Content Management System (CMS)

We will provide you with the CMS Admin Guide once your site is ready to go live.