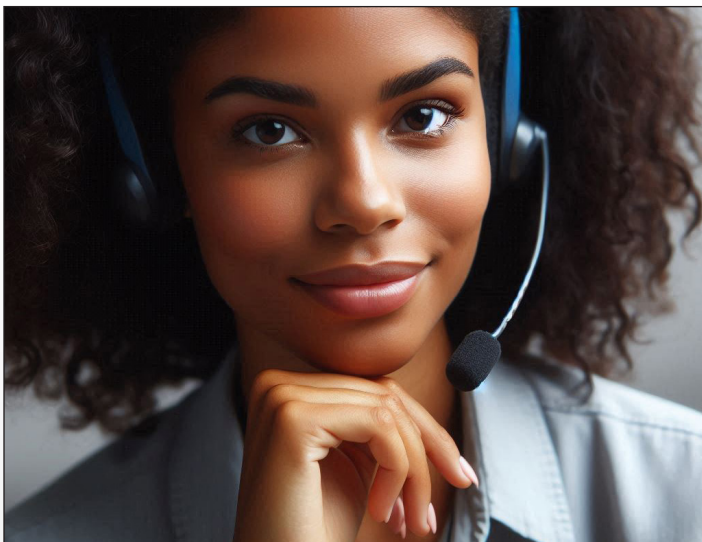# NBNA Chapters - Website Creation/Migration

OBJECTIVE:

The goal is to migrate chapter websites to the NBNA network. We are here to support chapters throughout the process. Chapters can either update their website content at their own pace or provide it to us for assistance with migration. We offer a 60-day timeframe for content transfer, understanding that the process may vary based on how quickly each chapter provides the necessary information.

NBNA has hired us to create a multisite network that will unify all chapter websites, and provide a cohesive look. As an added bonus, NBNA will handle most costs associated with having your own website, including website hosting and maintenance.

To ensure a cohesive look for all chapter websites, we have created a flexible structure that allows each chapter's webmaster to easily add and update content.

HOW?

SUPPORT PORTAL

Submit a ticket for support. Each website is created after providing necessary information from each chapter through the support portal.

WRITTEN GUIDE

A written guide on how to edit your website will be provided when admin credentials are given.

ACCESS THE SUPPORT PORTAL HERE:

https://greenlightdesignstudios.com/support-portal/

CREATE AN ACCOUNT

Verification Code: 594667

GET VERIFICATION CODE

Check your registered email for the verification code (check junk mail if you don't see it in your inbox).

CREATE A NEW TICKET

Be sure to add the name of your chapter in the subject when creating a support ticket.

MIGRATION TIMELINE & PROCESS

We are using the following migration process to ensure a smooth transition:

1. INFORMATION COLLECTION – Gathering the necessary details from you.

2. WEBSITE SETUP – We will setup your website on the NBNA.org host.

• You will receive your admin login to the new website via email, in the order your ticket was received.

• We can set up your header, footer, and menu bar if you'd like—just provide your logo (png or svg), sitemap, chapter address, and social media links, if any. If you prefer to do it yourself, instructions will be provided.

3. CONTENT INPUT – You can begin adding your images, text, and other content, or we can add it for you, details will be provided via the support portal.

4. FUNCTIONALITY SETUP – We'll work with you to ensure any essential features (e.g., contact forms, email subscription forms for collecting subscriber information) are functioning properly.

5. CONNECTING YOUR WEBSITE TO YOUR DOMAIN – Once you're ready for your site to go live, we will either guide you on updating the necessary settings or handle them for you to ensure your website displays properly when visitors type in your domain name.

6. SEARCH ENGINE INDEXING – We will work with you to ensure your website is indexed by search engines so it appears in search results.