

NBNA Chapters - Website Creation/Migration

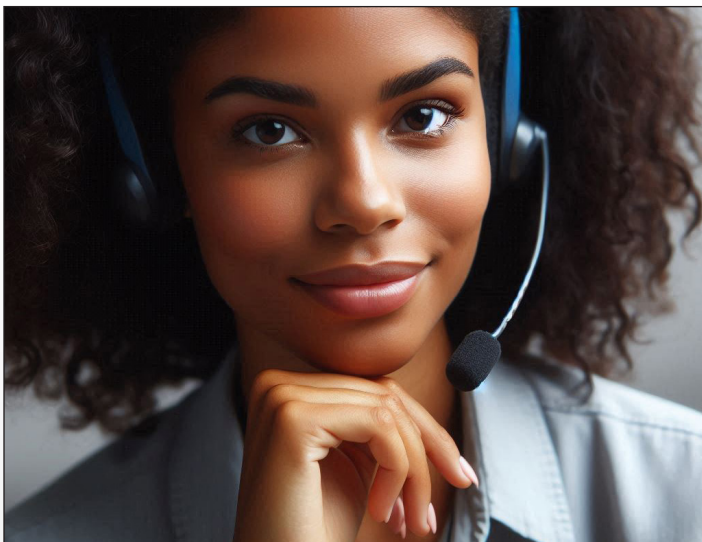
OBJECTIVE:

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.



Guide to Editing Your Website

Admin Area: You will receive access to your Admin Area via email. It can always be found at [YourChapter.org/wp-admin](#) (replace YourChapter.org with your domain name)

When designing this theme, we focused on ensuring the website effectively engages visitors. That's why you'll find a **call-to-action** section at the bottom of most pages, guiding users toward meaningful actions—whether it's joining your organization, enrolling in a program, making a donation, or reaching out for more information.

This theme is highly customizable, allowing you to brand it as your own by adjusting colors and updating the logo to reflect your identity. Below, you'll find a list of the demo pages included in your website, along with instructions on how to

WRITTEN GUIDE

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

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HOME GRAPHIC DESIGN WEB DESIGN SERVICES REQUEST A QUOTE CONTACT

This ticket system will be used to facilitate and support the migration of NBNA chapter websites to subites on the NBNA network. Thank you in advance for your cooperation.

Tickets will be answered within 24-48 hours Monday-Friday 8am-5pm EST.

Add the name of your chapter in the subject when creating a support ticket.

PLEASE LOGIN OR CREATE AN ACCOUNT TO ACCESS THE CUSTOMER SUPPORT PORTAL

Username or Email Address

Password

☐ Remember Me

[Log In](#)

Not registered? [Create an account](#)

Forgot your password? [Reset password](#)

ACCESS THE SUPPORT PORTAL HERE:
<https://greenlightdesignstudios.com/support-portal/>

PLEASE LOGIN OR CREATE AN ACCOUNT TO ACCESS THE CUSTOMER SUPPORT PORTAL

First Name *

Last Name *

Username *

Email Address *

Password *

Confirm Password *

City *

Zip *

State *

Country *

[Sign Up](#)

Already have an account? [Log In](#)

CREATE AN ACCOUNT

PLEASE LOGIN OR CREATE AN ACCOUNT TO ACCESS THE CUSTOMER SUPPORT PORTAL

A verification code has been sent to [redacted] please provide the code below:

Verification Code

[COMPLETE SIGNUP](#)

Already have an account? [Login](#)

Hello [redacted]

Thank you for registering with us! To complete the setup of your account, please enter the verification code below on the registration page.

Verification Code: 594667

This code is valid for 10 minutes and is meant to ensure the security of your account. If you did not initiate this request, please ignore this email.

GET VERIFICATION CODE

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

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Password

☐ Remember Me

[Log In](#)

Not registered? [Create an account](#)

Forgot your password? [Reset password](#)

Conversation Status Date

Looks like you did not open any support tickets yet

[Create a New Ticket](#)

CONNECT WITH US

[Instagram](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

CREATE A NEW TICKET

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

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Logout

SUBMIT A SUPPORT TICKET

Subject

What's this support ticket about?

Ticket Details

Visual Text

Priority

[Click to upload](#)

[Submit](#)

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.