



EDA Site Setup Checklist

Before we can get your new website live, we need some information from you! Please compile all this information. Someone will be in touch to collect it from you!

Domain & Broadcaster Info

1. Domain name that the website will be located at (*You will be provided with a NationBuilder URL, but if you have an existing one you'd like to use, make sure you know what it is - i.e. www.mywebsite.com*)
2. Email address that auto-responses from the website should come from (*i.e. info@mywebsite.com (Cannot be AOL, Yahoo or Gmail)*)
3. Name for "From" field in email auto-responses

Riding Info

1. Riding name with all hyphens and punctuation
2. Abbreviated name Optional (*For ridings with long names*)
3. About page content
4. Geographically representative header image (*Optional. Image should be a minimum of 1600x900 pixels with the focal point near the vertical and horizontal center of the image for best results.*)

MP Or Candidate Info (if applicable)

1. First & Last name (*i.e. John MacDonald*)
2. Full name with any titles/initials (*i.e. Sir John A. MacDonald*)
3. Bio page content
4. Bio photo (*Minimum 400x400 pixels*)
5. Action photo header image (*Optional. Image should be a minimum of 1600x900 pixels with the focal point near the vertical and horizontal center of the image for best results.*)

Donate Page

1. Content for how to donate by mail
2. API Credentials (ie. Stripe or PayPal)
3. Banking Information (*Optional*)
4. Merchant account access (*Optional*)

Contact Page

1. Content for how to contact by mail or phone

News Page

1. Minimum one article to populate page for launch (*This can be a "Welcome" message if not other news is available*)
2. Up to three additional articles (*Optional*)

Events Page

1. Date & time, location and description for one event to populate for launch (*This can be a past event if no events are upcoming*)
2. Up to three additional events (*Optional*)

Set up your Stripe account. This is where you will need your banking information so that donations make it to the right account.

Before you start this process, make sure to have your EDA's banking information on hand!

Stripe (www.Stripe.com) is one of the largest payment aggregators in the world. A payment aggregator takes on the risk of processing payments on your behalf - avoiding extremely complicated arraignments with merchant services providers.

Setting up Stripe should be easy, but can have some idiosyncrasies. Follow the instructions carefully. Once you have successfully signed up and connected Stripe to your bank account, please let me know and I will instruct you as to what I will need to make the final connection to NationBuilder.

Thank you!