

# Launching your site checklist

- Have a scheduled launch call with your Customer Care representative
- Schedule any necessary imports with Galaxy Digital's Data Specialist
- Complete site manager trainings
- Upload banners
- Choose site colors
- Establish site approvals and verify site "from" email address
- Customize registration forms
- Create spotlights
- Customize causes and interests
- Make sure custom response and hours questions are added
- Upload images to your Image Rotator
- Make sure language overrides are in place (if any)



# Launching your site checklist, continued

- Develop training plan for agencies or programs
- Invite agencies to join new site (and to take a training)
- Create social media content to announce new site
- Train agencies/programs
- Activate agencies/allow agency registration to begin
- Check reports to make sure agencies are completing profiles and posting needs
- Begin promoting new site on social media and add site's URL to email signature
- Invite volunteers to join new site
- Utilize reports to track success of launch
- You did it! You've launched!

