

How to create a new website with our prorealtysites.com/demosite1 (this is a light colored template) template or any template.

## Making WP-Cornerstone Sandbox

1. Login to Bluehost>WP Tools> **New Install**
2. Under **Domain** you use the **NEW DOMAIN NAME THAT YOU'RE CREATING. THIS IS THE NEW SITE THAT YOU'RE CREATING.**
3. Choose a Template that is built for the agent. We have multiple templates so be sure to use the correct one. (**prorealtysites.com**) URL (**Don't use the [www.prorealtysites.com](http://www.prorealtysites.com) domain**)
4. **Under Path** add the agent name that will come at the end of the URL...typically the full name or you can use the **NEW PURCHASED PERSONAL URL FOR THE AGENT IF IT'S BEEN PURCHASED AND LOADED INTO OUR CPANEL.**
5. Sub Title: You can give the site a Sub Title, not that impactful I don't think.
6. Username: Mikenporter Password: Outlook1 Email: [Mikenporter@gmail.com](mailto:Mikenporter@gmail.com)
7. Click Install Wordpress
8. Once the install is complete the site will be listed with all the others.
9. Go to users, choose the temporary domain you created, and login next to Mike's Name
10. You're in a bluehost location that says Welcome to WordPress.
11. Scroll Down on left side of Dashboard go to **plugins>add new;**
12. In the search bar on the right side of the screen **manually type in the Search button for ALL-IN-ONE WP Migration**
13. **Click Install Now and then Activate all-in-one WP migration**
14. Your done with this screen for now. Close screen.

## Export/Download Template

1. Log into Bluehost>WP Tools>Users
2. **Select TEMPLATE DOMAIN THAT YOU WILL USE TO CREATE THE NEW SITE ... <http://prorealtysites.com/demosite1> OR WHATEVER TEMPLATE THAT IS REQUIRED.**
3. **(USE LIGHT OR DARK (IF THIS EXISTS) DEPENDING UPON THE LOGO AND WHO IT IS) (CAN BE ANY AGENT SITE AS THE TEMPLATE FROM THE SAME BROKERAGE.)**
4. Click Login by Mike's Name
5. On Left Side of Dashboard Scroll Down and click **All-in-One WP Migration,**
6. Click **Export** if it gives you an option.
7. Click **Add:**
8. In FIND: the open site: <http://prorealtysites.com/demosite1/> - put this in FIND **(OR WHATEVER TEMPLATE SITE THAT YOU'RE USING TO BUILD THE NEW SITE)**



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9. In **REPLACE**: Use New Domain that you've just created. USE THE NEW COMPANY NAME THAT YOU'RE BUILDING THE SITE FOR AND ALSO THE AGENTS NAME OR GO GET THE PERSONALIZED URL FOR THE AGENT. (Use [www.prorealtysites.com/abc](http://www.prorealtysites.com/abc) agent name.
10. **DO NOT UNDER ANY CIRCUMSTANCES FORGET THE SLASH AFTER SOLO OR REALTOR NAME**
11. **Click Export to> File**; It will pull up on your screen as a file:
12. **Click download** (the flashing green box in the middle of the screen) this will download into your computer and put itself in your downloads folder.
13. After the download is complete (**watch the progression at the bottom of the screen**) Click "**Close**" to close the download screen
14. Close this screen totally, exit out of it.

## Transfer/Importing the site

1. **Open the New temporary domain that you just created...prorealtysites.com/abcagent**
2. Login using Mike Porter
3. The screen will say Welcome to WordPress (Ignore this screen)
4. **Go to all-in-one WP Migration>**
5. **Click Import**
6. **Click Import From (File)** and choose the file you downloaded, yes you are ready to import
7. The file you downloaded will be in your **Download folder on your Computer**
8. Click Most recent twice and it will show up at the top of that column.
9. **Click on that file and then Click Open (bottom right)** and the process will start
10. Click (**Green Button**) to allow it to overwrite the old site.
11. The download will take a few minutes with the green bar going across the screen.
12. Let It download,
13. **Click Proceed once it's completed and click Close** (Your data has been imported successfully.)
14. You can close that browser.
15. You are done with the transfer of the demo site to the new site you created.
16. Once it is complete, refresh your Bluehost browser;
17. You need re-login to the new URL...prorealtysites.com/abcagent
18. **Login to the new template you just created** with the mikenporter login info.
19. The new template you just created will reflect the Demo Site 1 or whatever template you used to create the site at the top of the dashboard.



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## **Designing with the Dashboard in BlueHost: (This is not that critical if you're using a generic template that we can roll out to all agents.)**

1. When in the new site.
2. Click Settings
3. Click General
4. Rename the template to your new site name: You can just use the site name...not ProRealtySites.com  
(Save Changes at the bottom of the page)
5. Next Click Media and import the agents picture and logo into the Media section.
6. On Dashboard Click Appearance>
7. Click Menu's
8. Add from List Reports in the Listing Tools Section the Property Report, Property Web Site, Promotional Flyer, Open House Flyer and the Pre-Listing Presentation.
9. Under Buying add the List Reports info to the Property Report Menu and the Property Website menu.
10. You can just copy and paste the URL into the menu...always click the box that says "open link in a new tab".
11. In the Property Search Menu button add the agents Nest.me URL. There are two Menu buttons where the Nest.me URL is loaded...the main header Property Search Button and under Buying.
12. Save the Menu page.
- 13.
14. Click Pages – All pages – Home Edit with Cornerstone
15. Click the Property Search Button and change the Nest.me URL for the agent.
16. Under Find a Home there is a Property Search button – Change the Nest.me URL there.
17. Under Sell a Home Update the Property Report with by copying and pasting the URL for the agents Property Search Tool on List Reports.
18. Under Connect with Me Today put in the agents phone number.
19. Under the Contact Me Section update the Agents Photo and contact info.
20. The Logo should be the team logo already.
21. Save that page.
22. Click Exit to Dashboard.
23. Click Pages – All Pages – Edit with Cornerstone
24. Click About Me – Update the agents photo and contact info. Save that page.
25. Exit to Dashboard.
26. Click Pages – All Pages
27. Click Featured listings – adjust the agents phone number at the bottom of that page.
28. Save that Page. Exit to Dashboard.
29. Click Cyclone Slider to adjust the listings.
30. ADD any MLS listings that are available to the Cyclone Slider.
- 31.
- 32.
- 33.

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34. This in Blue is not required.
35. If you're using a Template for the exact team you won't have to adjust anything with the Customize button. All this blue section is optional if you are using a solid team template.
36. OPTIONAL - Under Integrity choose light or dark depending on the company's logo
37. In Layout and Design> Change this if the general background colors on some pages do not work with theme: Generally choose very light gray for light theme or very dark gray/black for dark
38. OPTIONAL Under Typography Choose Font, Link, and Hover colors; The Blue should be changed to their logo color
39. IMPORTANT: Whichever color you choose to replace this blue color, write down rgb (#,#,#) code; every time you use that color you MUST use this code for the site to look good
40. Change button text color from blue to your theme color
41. In header, change navbar top height to where it looks good with logo; Upload logo in designated area
42. In footer, change their Address
43. In Social: input the social media they provided
44. In Site Icons: provide a cropped version of logo; See example that is already inputted; For Favicon: go to a jpeg to .ico converter website (Ask Patrick About This)
45. Click Blue Publish Button in top left corner

## List of things that absolutely must change:

1. Cyclone Slider of Featured Listings
2. All 4 Property Search Links (2 on home page, 2 in the header, 1 lower on the main page)
3. Color of all buttons to match Theme Color
4. Get in Touch Information, Broker and Background color:
5. Local: Change from Red Diamond to Person's name
6. Information about brokerage services button on bottom of page:
  - a. Click Save and return to dashboard
  - b. Click Media> New Media
  - c. Upload the PDF for this document that the agent sends you
  - d. Click on media again and choose this document
  - e. Copy image/PDF URL
  - f. Return to cornerstone and paste this link for the button
7. Save and go to Featured Listings Page: Change Font colors and Search Now link if you haven't already
8. On Pre-Qualify page, If the image behind pre-qualify in minutes is absent CONTACT PATRICK
9. In About Me page, change all text and the profile picture; Link all social media buttons



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ITEMS TO CHANGE ON A DEMO SITE 1 for an AGENT: (Less customization I think is required for these)

Nest.Me Link needs to be like this:

<https://nest.me/?affiliate=jamie.wimberly>

Click Appearance...Click Menu's: Go to Primary menu

Top of Page: Search for Homes – change Nest.me URL to the agents personal Next.me URL

Under Buying: Search for Homes – change the Nest.me URL to the personal URL for the agent.

Click Save Menu

Customize Section/Button:

Header Tab: Load the Agent Logo - Click Publish

Footer Tab: Add their office address or company name, their preference. Click Publish

Social: Add Facebook link - click publish

Site Icons: add the agent logo twice – click publish

Exit out of Customize and Click on Pages...All Pages:

Home Page: Edit with Cornerstone button only.

Contact Info Section: Add the Contact info for the agent. Click Save

Next Click on the Search Now Button – center of main page – change the Nest.me URL to add the agents personal Nest.me URL. Click Save

Move back up the page and change the Phone Number on the button on the right. Click Save

Property Search Button under Find a Home left side of main page – change the Nest.me URL to personalize it for the agent. Click Save

Exit the Home Page and click Pages...All Pages



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#### About Me Page:

Add Photo of agent, contact info and Bio, [click save](#)

Click Exit to Dashboard and go to Pages...All Pages.

#### Featured Listings Page:

I deleted the Nest.me on the featured listing page. Changes the Nest.Me URL to replace the old agent...it's hard coded so be careful.

Add the agents Phone # and say I look forward to helping you! Click Save, Exit to Dashboard.

Your done with the site modifications...click View Site to review your links.

Need to adjust the Information about Brokerage Services for each separate company.

## Items We need to Personalize an Agent Website

1. Connect with Mike on ListReports and provide their Nest.me URL. Acceptance of the Nest.me invitation is required to use the Listing Search Functionality in Nest.me. Mike Porter sends this.
2. Picture – This is needed but we can get it from the Internet in most cases. Please send a unique Picture if you'd prefer to use that.

Your personalized URL is needed. If you don't have one and would like to purchase one the cost is 11.99 per year. I need to purchase that on our hosting site so please contact me about this. This also will include personalized email for you and anyone else you would like to include.

These items are not required up front unless we don't have them available from another source.

3. Logo – Not required if part of a Team or Company that has provided their logo.
4. Mission Statement – Not required Initially, can be updated anytime.
5. Area of Concentration – Not necessary to update this.
6. Contact Info (Email, Phone, Address) Please provide if we don't have it.
7. Featured Listings (Your listings and listings you think people will be interested in) These can be set up after the site is built. Not necessary up front.
8. Bio – Can be added up front of later.
9. Social Media Profiles and Links. We can get your Facebook page and link to that but any others should be sent over.

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Instructions to get a Favicon for the website:

1. Go to <http://icoconvert.com/>
2. Under Step 1, click on Choose File and find the picture of the logo that you want. Click on the picture and on the bottom right click Open.
3. Click Upload beneath the Choose File button.
4. Under Step 2, crop your image to how you want it to look in the tab.
5. Under Step 4, select “favicon for your website.”
6. Under Step 5, click Convert ICO.
7. Click on the blue words that say Download your icon(s).
8. Next, go to the dashboard of the website that you are making the Favicon for. Go to Media-Add New.
9. Click on the Select Files button and open Downloads. Find the icon you made and click on it, then click Open.
10. There is a white bar that says the file name on the page, and click on the Edit button at the right side of it.
11. On the far top right, there is a white box titled Save. It lists the File URL. Copy the File URL it says.
12. Visit the site you are making the icon for and press the Customize button at the top of the page.
13. Click on the Site Icons tab and paste the File URL into the Favicon bar.
14. Make sure to click the blue Publish button at the top after you enter the URL. If you open the site in another tab, the new icon should be there on the tab now.