Building a Website in Three Minutes

By: BuildingAWebsitePro.com

Supplemental Guide to the Video **"Building a Website in Three Minutes with a Custom Domain Name"** found at: **http://www.BuildingAWebsitePro.com/GoPro**

TABLE OF CONTENTS

I. Purchase Your Web Hosting

☐	Visit this website to purchase your domain name and Web hosting: http://www.GoProWeb hosting.com. (Your first domain name is free when you purchase Web hosting!) :)
☐	Click on the **"Sign Up Now"** button.
☐	Enter your desired domain name (also known as a website address), under the area titled **"I Need a Domain Name."** The default is a ".com" domain. Purchasing a .com domain name is ideal, but not crucial. If you really want a name that is only available as a ".net" or ".org," you can purchase one of those instead.
☐	Click the **"Next"** button.
☐	**Fill out** your personal information to **sign up** for your account. The webhost is a multi-million-dollar company, trusted by millions of customers. I am a happy customer, and I HIGHLY recommend their service. :) If for any reason you decide you do not want to continue your account, you can always easily cancel without any extra charges or long-term commitments. Again, they are very easy to work with.
☐	On the same page, choose the Web hosting package you would like. For an added discount, you can sign up for multiple years. If you plan to keep this domain for a while, go for a longer plan. I do not recommend the "SiteLock Domain Security" nor the "Site Backup Pro." You can install a free plugin for site backup purposes. The only one you might consider check marking here is "Domain Whois Privacy." In short, Whois is like a phone book for websites. People can search for the owner of any given website and find name and contact information. If you do not want to be listed, then you can pay for this privacy.
☐	Click on the **"Next"** button at the bottom after you have completed all the information on the account sign-up page.
☐	On the "Upgrades" page, you can skip all of those. They are either unnecessary for a basic website, or not necessary at all.

	(Note: If you want to add additional domain names to help protect your brand, you can do that here. If you do need additional domains, I also recommend buying them through GoDaddy since you can get cheaper rates when purchasing multiple domains.)
☐	On the **"Set Your Password"** page, **create your new password** for your Web hosting account.
☐	Click on **"Submit."**

II. Install WordPress
(Your Easy-to-Use Content Management System)

☐	After creating your account, you will be asked to log into your account. Use the domain you just purchased for the "Domain" box. And then type in the password you just created.
☐	Click on **"Login."**
☐	The first time you log in, you may be asked to fill out a survey. Feel free to click on **"No Thanks"** to skip it.
☐	You will then be on the main page of your Web hosting account. This page is called **"cPanel"** and it is your Web hosting control panel. Don't be overwhelmed by this page… you won't need it much. And, if you do, you can always call the Web host with any questions you may have. On this cPanel page, scroll down to the **"Site Builders"** section and click on the "**WordPress"** icon.
☐	You will now be on the **WordPress installation page**.

☐	**Step 1:** Choose the latest "stable" version of WordPress. And your one website should already be chosen under "Where would you like WordPress installed." Do NOT add anything after the forward slash ("/") unless you know that you only want WordPress installed in a subdirectory. (I always install to the root directory, which is the default.)
☐	**Step 2:** Type in the name you would like to give your website. This will likely be your business or formal name, such as mine: *Building a Website Pro*. Under **"Username,"** you can leave it as "admin" or you can make it more personal such as "johndoe." Under **"Password"** choose a password that is secure and that you can remember. This username and password is what you will use to log into your website. **Be sure to remember these! :)** Leave **"Automatically create a new database"** check marked.
☐	**Step 3:** You can uncheck the plugins and themes. You don't need these.
☐	**Step 4:** Check mark the box after you have read the terms.
☐	Click on the **"Complete"** button.
☐	You will then see WordPress being installed to your website. Once complete, you will see your **Site URL** and your **Login URL**. Be sure to remember the login URL because that is where you log into your website through WordPress to make changes and updates to your website. Also be sure **to write down the username and password you setup** that are shown below the URL as well.
☐	Click on the link that says: "www.YourWebsite.com/wp-admin". You will see the WordPress login box. This is the page you will also use for logging in. Log in to your website for the first time using the username and password you created.

III. Create Your First Post on Your New Website

☐	Once you are logged in to your new website, you should see the **WordPress dashboard**. Click on the **"Posts"** tab on the left column.
☐	Click on **"Add New"** to add a new post.
☐	**Type in a title** for your post at the top.
☐	**Type your message** in the larger box in the middle. This area functions very much like any standard word processor, so it may seem very familiar to you.
☐	Once you have typed your post, you can then click on the **"Publish"** button on the right. This post will then be live to the world. :) Don't worry, it's not permanent. You can always delete a post or edit it later. You can also just click on **"Save Draft"** if you want to save what you typed without publishing it to your website.
☐	If you published your first post, **congratulations**! :) Click on "View Post" to view your published post.
☐	*Note*: To add a new **Page** to your website, you will follow the **same steps as a Post**, but you will start by clicking on the word **"Pages"** on the left sidebar (instead of "Posts"). You can try this now. Click on **"Pages,"** click on **"Add New",** and then create your first *page*. I suggest creating a page titled "About." Then type a paragraph or two describing who you are and/or describing your business! Click on **"Publish"** and you will now have your first page!

VI. BONUS: Install a Professional Theme to Make Your Website Look Awesome!

This is a special bonus for you! You will learn how to find and install a professional theme to your new website!

WordPress "Themes" are essentially templates that give your website its unique and professional look. They can also add additional functionality when customizing your website.

Professional Web designers create themes and then make them available for free or for a small fee. Companies such as WooThemes (who I highly recommend) offer free themes and premium themes. Elegant Themes is also a great company. They even offer multiple themes for one low price giving you the option to try several on your site!

Free themes are fine when starting with WordPress, but I have learned from experience that buying a professional theme early on is well worth it long-term in terms of professionalism and customization options.

The following checklist will explain how to add a theme to your WordPress dashboard, and how to activate it for use on your website. Once you have chosen and downloaded a theme from WooThemes or Elegant Themes, this checklist will show you how to install the theme to your website.

☐	Log into your website through WordPress at www.*YOURWEBSITE*.com/wp-admin. (Of course, "YOURWEBSITE" will be your Web domain. :))
☐	Once logged in, you will see your WordPress dashboard. Click on the **"Appearance"** tab on the left sidebar.
☐	You will now see the currently-installed themes. Wordpress automatically comes with the "Twenty Ten" and

	"Twenty Eleven" themes. You may also see a few more if you had them installed during your web hosting purchase. Click on the **"Install Themes"** tab at the top of your dashboard.
☐	You will see a search box at the top. This searches the WordPress.org website for free themes. If you want a free theme, I recommend always getting them through this search form (which searches WordPress.org) or from WooThemes. For this checklist, however, click on **"Upload"** at the top.
☐	Click on the **"Choose File"** button.
☐	Navigate to the location on your computer where you saved your WordPress theme downloaded from WooThemes or Elegant Themes. This will be a Zip file. *Note: You do NOT need to unzip this file prior to upload.* Select the theme Zip file and click **"Open"** to choose it.
☐	You should be back on your WordPress dashboard again. Click on the **"Install Now"** button.
☐	Once installed, you can preview, Activate, or return to the themes page. Click **"Activate"** to set it as your live theme for your website.
☐	Preview your website to ensure your new theme is active and functional. Your website may look a little bare at first with a new theme. No worries! Just adjust your theme's options/preferences in the WordPress dashboard to suit your needs.

V. Final Thoughts

Thank you for your interest in this Building a Website Pro training! I sincerely hope you found the [Building a Website in Three Minutes video](#) and this checklist helpful.

You can find more informative videos and tutorials at http://www.BuildingAWebsitePro.com.

Since businesses regularly change their websites and services, you may find things that need updated in this guide. If so, your discovery is warmly welcomed. Feel free to email Building a Website Pro at support@BuildingAWebsitePro.com.

Thank you again, and all the best to you and to your Internet success! :)