LPC Website Setup Task List

The following is a list of one-off tasks to set up your website. For help completing each task, consult the guidance documents on the dashboard.

1. Decide on your site map

Most of your content will come from your existing website, but this can be a useful opportunity to review it, looking for anything that is no longer needed or can be improved upon, or identifying areas of need.

When doing this, you might want to consider the following points:

• **Aspects of the website people like/dislike:** LPCs may want to consider a short survey for contractors to discover what they like and dislike about the website.

• **Refreshing your content:** many LPCs will have guidance on their websites. This is a good chance to update these to ensure they are up to date and in the best format for contractors.

• **Removing old content e.g. newsletters/news:** while some updates such as news stories and newsletters may be of historical interest, it is worth considering whether this is still useful for contractors.

• **Whether information is available elsewhere:** if information is easily available to contractors elsewhere on the internet (e.g. from PSNC) then we would advise to link to this rather than keeping a copy on your LPC site.

You can have a maximum of seven tabs across the top, with all other pages organised under one of these. You are free to choose the headings of each tab aside from the About Us tab, which cannot be changed. You will need to think about how you want to organise the pages under these tabs so that your contractors can easily find them; for example, you may want to split information into Area Teams or Local Authorities.

2. Set up the pages on your website

Your main navigation and the dropdown menus will be created from this. We recommend that you create your pages in line with your site map without adding content, and then go back and add in content. Make sure you choose the correct parent page for each page so that your site is correctly structured; remember that you should choose '(no parent)' for top level pages (About Us, etc), and these will be displayed in your navigation.

3. Set up your main navigation menu

See configuring the main menu in the guidance document.

4. Create your drop down menus

These are the menu links which show when you hover over the main navigation

5. Complete your site description

This is the area to the left of the featured slides.

6. Set up your utility area

This is the area to the right of your events column.

7. Set up your footer

The left-most column should contain your contact details, and the next column should contain the LPC Portal Widget. You can choose what should go in the other two columns.

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8. Set up your featured slides
Remember that you can have between one and five slides, and you can change them as and when you need.

9. Set up your quick-links
This could be the most popular pages on your website, or external links.

10. Upload your LPC logo and change your header
Your header is the text that is displayed whenever someone bookmarks your LPC site. If you don't have a logo, your site will display the oval LPC logo.

11. Add your news items
Create your news categories and then add your news items (and always assign them to a category). As you add more in the future, news items will automatically be archived.

12. Create your Contact Us page
Create a Contact Us page like any other page, and then create a Contact form in Formidable and add it to your Contact Us page.

Once you have completed these steps your website will be set up and your basic structure created. You can go back and add content to your pages, and start using some of the advanced features.