

NOTE TO STUDENTS: This is just what I used when I would do simple Squarespace Website Redesigns. Your process might change depending on scope and budget. For example, if there is more budget, you might be able to add a few rounds of homepage designs in the beginning vs. going straight to Squarespace. Really depends on you and your client's needs. Also, not everyone has to use a document like this. I just did it because it was simple and easy to change.

Squarespace Website Redesign Process

Below is a project outline of the Redesign Process:

1. Site & Content Inventory document is filled out.
2. I will provide an estimate and start date.
3. The Design Contract is signed by both parties.
4. Once the deposit is paid, I will begin working on the Squarespace template organizing content and a first pass at visual branding for the homepage.
5. You will review and provide feedback.
6. I will go through one more pass and build out content pages.
7. I will invite you to Squarespace as an admin so you can begin learning the backend.
8. At this point, you can:
 - a. Build out the rest of the pages with my support.
 - b. OR have me build out the rest of the pages (desktop and mobile). We will have two rounds of revisions and feedback.
9. Once the content is up, we'll go through a final pass:
 - a. Connecting Social Accounts
 - b. Connecting Newsletters
 - c. Domain Transfer
 - d. Setting up site page and site descriptions for SEO
10. I will create custom video tutorials so you can update your site.
11. Publish and Launch your website!

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If you have any questions, please don't hesitate to ask!