

Your Final Checklist

The Process

Welcome! Use the links below to access each deliverable.

BOOK YOUR DAY

BRAND QUESTIONNAIRE

CLIENT DELIVERABLES

Step 1: Branding

Book your Signature Launch Day and add it to your calendar

Create a Pinterest inspiration board and drop link into Brand Questionnaire

Fill out the Brand Questionnaire

Step 2: Prep

Sign up for Showit.co & pick out a website template

Gather/Receive testimonials

Create freebies (if applicable)

Get your website copy ready and compiled into one document

Step 3: Deliverables

Fill out Client Deliverables Google Doc

Place your photos in a Google Drive folder

Put your Policy & Terms Copy in a separate Google Doc

Step 4: After Site is Complete

Be on the lookout for an email (check spam folder)

Request domain transfer

Migrate blog or podcast (if applicable)

Prep Guide

Your domain (www.yourbusiness.com) is the web address visitors will type to reach your new Showit website.

WHO MANAGES WHAT?

Showit: designs and hosts your website

Your registrar (like GoDaddy, Google Domains, Namecheap): where your domain was purchased and is managed

Your email provider (like Gmail or Zoho): handles your email inbox

Showit does not manage or sell domains — you'll need to log in to your domain registrar to make updates.

WHAT YOU'LL LEARN

By the end of this guide, you'll know how to:

1. Handle your domain — so your new website connects to the right address.
2. Move your blog or podcast — so your stories live beautifully on your new site.
3. Use your Client Deliverables Google Doc — where everything we create stays organized and easy to follow.

No tech background needed — we'll walk through everything slowly and clearly.

Connecting Your Domain to Showit

Before we launch your new site, we need to make sure your domain is connected to your new Showit website.

You'll do one of two things:

OPTION 1

Transfer your domain to your own account (you'll fully own and control it).

OPTION 2

Keep your domain where it is but point it to Showit.

Let's go through both.

OPTION 1 TRANSFER YOUR DOMAIN

Follow these steps if you want full control of your domain, you can it into a new registrar account (for example, from GoDaddy to Namecheap).

STEP-BY-STEP

1. Log in to the website where your domain is currently registered. Common ones include GoDaddy, Google Domains, or Namecheap.
2. Find the section called Domain Settings or Manage Domain.
3. Click Unlock Domain. This lets it be moved to a new account.
4. Turn Off "Privacy Protection" or "WHOIS Privacy." This allows the transfer email to reach you.
5. Check that your email address on file is correct (that's where transfer codes go).
6. Click Get Authorization Code or EPP Code. Copy or save that code.
7. Go to the registrar where you want to manage your domain (like Google Domains).
8. Click Transfer In a Domain → paste your EPP Code when asked.
9. Approve the confirmation email you'll receive.
10. Wait a few days — transfers usually take 3–7 days to complete.

Done! Once it's finished, your new domain home will be ready for launch.

Connecting or Transferring Your Domain

OPTION 2 KEEP YOUR DOMAIN WHERE IT IS (AND POINT IT TO SHOWIT)

If you're happy with your current registrar, you can simply "point" your domain to your new Showit site.

STEP-BY-STEP

1. Log in to your domain registrar account.
2. Find DNS Settings, Domain Records, or Advanced Settings.
3. Once your Showit website is ready, Showit will email you the DNS records you need to add (A record and CNAME).
4. Follow Showit's step-by-step instructions to update these records. Showit has clear help articles and live chat support if you need help adding them.
5. Once the DNS changes are made, your site will go live within 24–48 hours.

Be sure not to change your MX Records — these control your email.

Moving Your Blog or Podcast to Showit

If you have a blog or podcast, you'll be adding and organizing your content in your new Showit + WordPress site. Don't worry — it's simple once you know where everything goes!

FOR BLOGS

Your Showit site uses WordPress for blogging.

You'll log into your WordPress dashboard to add your posts, photos, and categories.

STEP-BY-STEP

1. Export your current blog posts from your old website.

- If using WordPress: Go to Tools → Export → All Content and download the .xml file.

- If using Squarespace or Wix: Look for "Export Website" or "Export Blog."

- If no export option exists, you can copy and paste your blog content manually.
2. Import your posts into your new Showit-connected WordPress dashboard. Log into WordPress → Tools → Import → follow prompts to upload your export file.

3. Review your imported posts. Make sure your photos, titles, and text appear correctly.

4. Add or edit any missing images or text directly in WordPress.

5. Organize posts into categories and add featured images. Add or edit any missing images or text directly in WordPress.

Tip: Upload all photos in the Media Library first so you can easily reuse them.

Moving Your Blog or Podcast to Showit

If you have a blog or podcast, we'll help you move your content to your new website so it looks beautiful and stays searchable.

FOR PODCASTS

If you host a podcast on Buzzsprout, Spotify for Podcasters, Libsyn, or Transistor, you'll continue managing your podcast there — Showit simply displays it beautifully on your site.

STEP-BY-STEP

1.

In your podcast host account, find your embed player or playlist code. Usually under "Share" → "Embed."
2.

Copy that code.
3.

In Showit, go to your Podcast Page canvas → paste the embed code into an "Embed Code" box.
4.

Add your episode title, description, and show notes directly into the page design or in WordPress posts (if applicable).
5.

Link your Subscribe Buttons (Apple, Spotify, YouTube, etc.) to your podcast's main pages.

Need help finding your embed code? Showit's support team can walk you through it — just message them directly in the Showit chat.

Using your Client Deliverables Google Doc

This document needs to be completed 48 hours prior to your Signature Launch Day. Your Google Doc keeps all your ideas, copy, and assets in one easy-to-find place. Even after this project, this is a great way to keep everything in your website together as a backup.

GETTING STARTED

1. Open the Client Deliverables Google Doc (linked in your welcome email).
2. Bookmark it in your browser — you'll use it throughout your project.
3. Make sure you're logged into your Google account when editing.
4. Inside the document, you'll find clear sections for each part of your website.

HOW TO FILL IT OUT

1. For each page section, add your text directly in the doc (no formatting needed).
2. Upload photos to your shared Google Drive (the link is inside the doc).
3. Paste the file links under each page heading.
4. When you're happy with a section, type **APPROVED – [Your Name/Date]**.
5. Use @Christina in comments if you need quick feedback.

EXAMPLE WORKFLOW

1. Home Page: Add your headline, short intro paragraph, and 2–3 featured photos.
2. About Page: Write a friendly bio and upload your headshot.
3. Services Page: Add short descriptions of each offer.
4. Blog/Podcast Page: Note where your content will live (and confirm embed codes or WordPress setup).
5. Contact Page: Paste your preferred contact form info (email, calendar link, etc.).