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10 Simple Steps to a LetSites website

1. you choose your package **+ info**
 2. you fill in the online signup form **+ info**
 3. **LetSites** send you a contract & invoice **+ info**
 4. you sign & return the contract with a cheque + 1 photo **+ info**
 5. **LetSites** register your domain name & set up your email account **+ info**
 6. **LetSites** create a temporary website with a photo & your email address **+ info**
 7. you fill in the online "Design Choices" form **+ info**
 8. you write your text, choose & caption your photos **+ info**
 9. within 14 days, the first draft of your site is ready **+ info**
 10. final changes -> translation (if any) -> ONLINE! **+ info**
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1. Decide which package you need: **Silver** for a small one-unit site, **Gold** for a bigger site, or **VIP** for a one-off site to your individual specifications. **↑ top**
 2. Clicking the **sign up now!** button takes you to the online signup form, which gives us all the administrative details we need for your contract and domain name registration. When you have filled it in completely, click the button at the bottom of the form to send it to **LetSites**. **↑ top**
 3. Within a few hours, **LetSites** will send you a contract and invoice by email, which you then print off. **↑ top**
 4. You sign the contract & return it to **LetSites** with your cheque & one photo that we will use on your holding page. **↑ top**
 5. As soon as your contract & cheque arrive, **LetSites** will:
 - register your chosen domain name (or transfer-in your existing domain name)
 - set up a new email account in the name you have chosen
 - send you detailed & personalised instructions for setting up access to your new email address
 - set up a client login account in your name so that you can login to the **LetSites Control Panel**
 - direct you to our online "Design Choices" form where you can choose the style & colour scheme of your site, the pages to be included, the words to appear on the navigation buttons... **↑ top**
 6. As soon as your domain name is "live" on the internet (typically 24-48 hours after registration) **LetSites** will direct your website address to a holding page containing a photo of your property and a link to your email address. **You can think of this holding page as a temporary website, which means that from this moment on you can start to advertise your website address & use your new email address.** **↑ top**
 7. As soon as you have completed the "Design Choices" form, **LetSites** will tell you how to go about preparing your text & photos. What we actually do is to send you a skeleton Word document which contains a set of blank pages relating to each of the buttons you have chosen, together with detailed explanations about how the text and photos go together in the style which you have chosen. **↑ top**
 8. You then type (or copy-paste) your text into this document. When you have written your text, chosen your photos & given them captions, you return the Word document to us by email. You also send us your photos in a format which is convenient for you. Digital photos can be sent to us by email or on CD-ROM, as can photos which you have scanned yourself. Alternatively, you can simply send us prints by post and we will scan them for you. **↑ top**
 9. Within 14 days (normally) of receiving your text and photos, a first draft of your site will be ready for you to look at in the **LetSites Control Panel**. **↑ top**
 10. As soon as you are completely happy with your new website, it will be transferred to the internet in place of your holding page. (If you are having a bilingual site, it will now be translated into French & the French version added to the site as soon as possible - normally within 7 days.) **↑ top**