BuiltBy Pro

🌐EasyWebsiteTemplate

HANDBOOK

Installing The Easy Website Template™

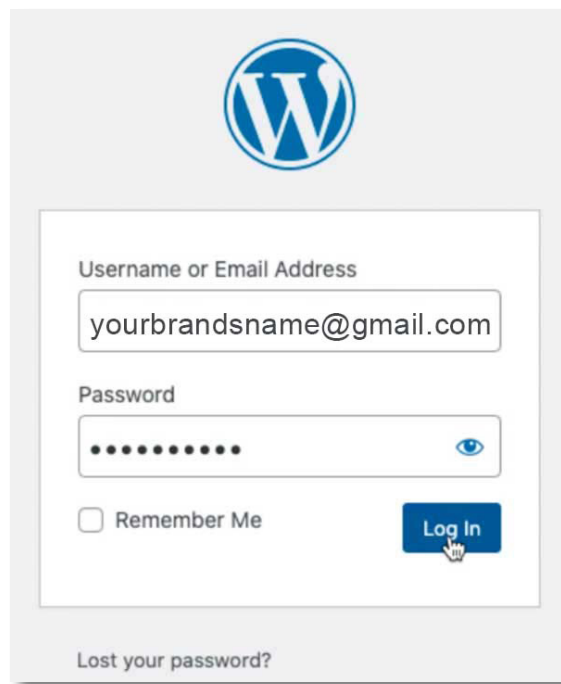At this point, you should have a fresh installation of WordPress.

Log Into WordPress

If you are not, use this time to log into your WordPress Dashboard.

The log in link is your domain with /wp-admin added after your domain.
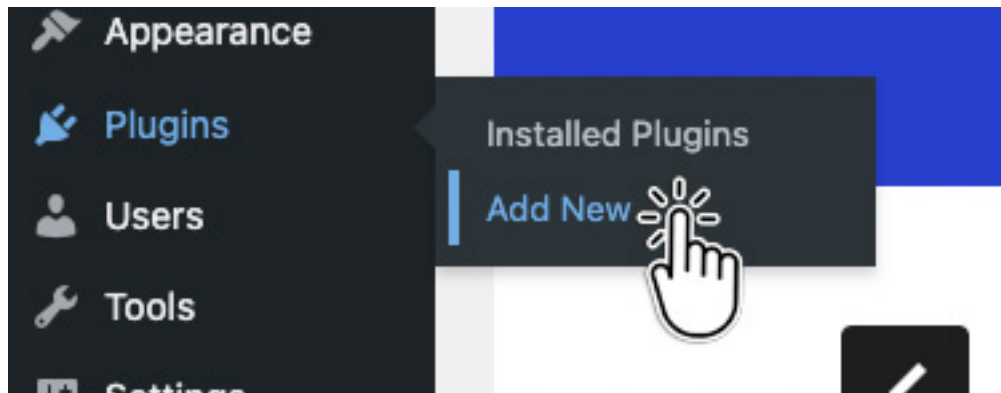
Example: yourbrand.com/wp-admin

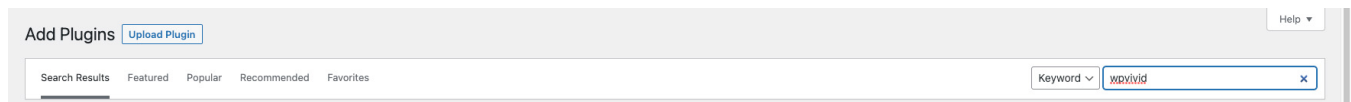Once you are on the log in screen, enter your username & password and login.

Install WPVivid Plugin & Upload Easy Website Template™

Once you login, the first thing we are going to do is install the plugin that will let us upload the EASY WEBSITE TEMPLATE.

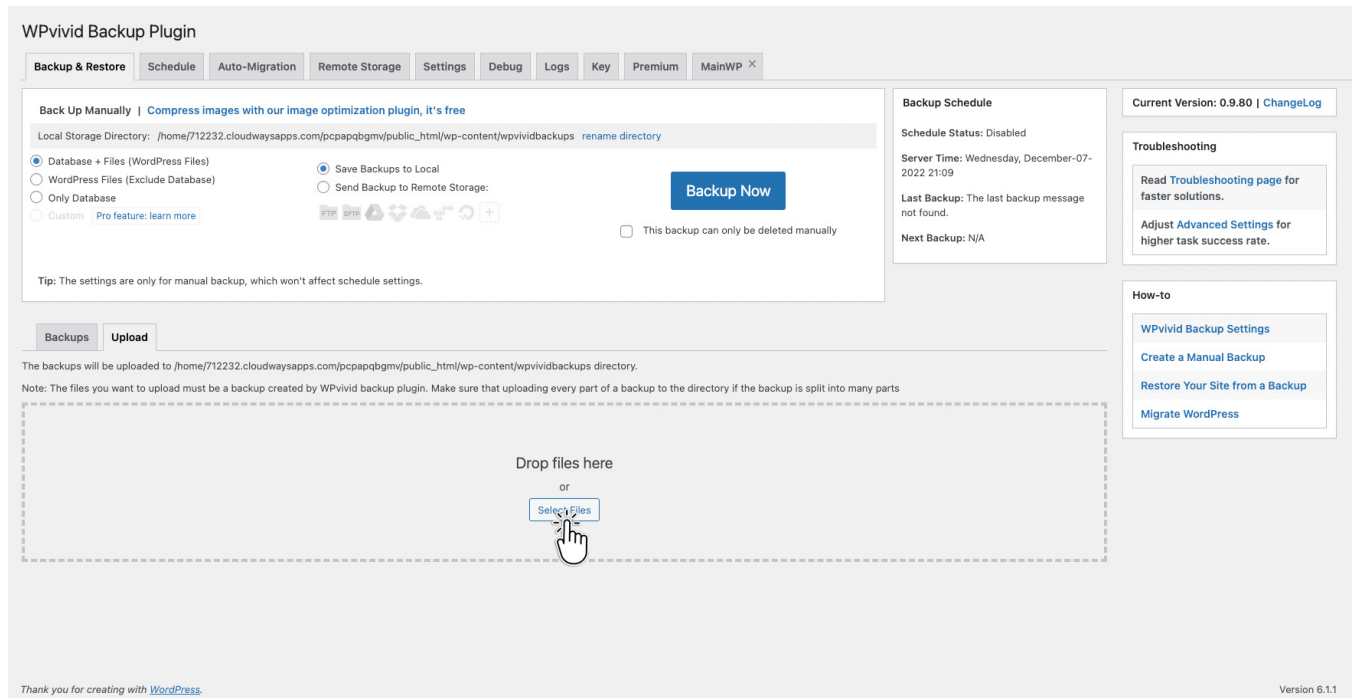On the left sidebar, hover over the "Plugins" tab and in the dropdown menu, click on "Add New".
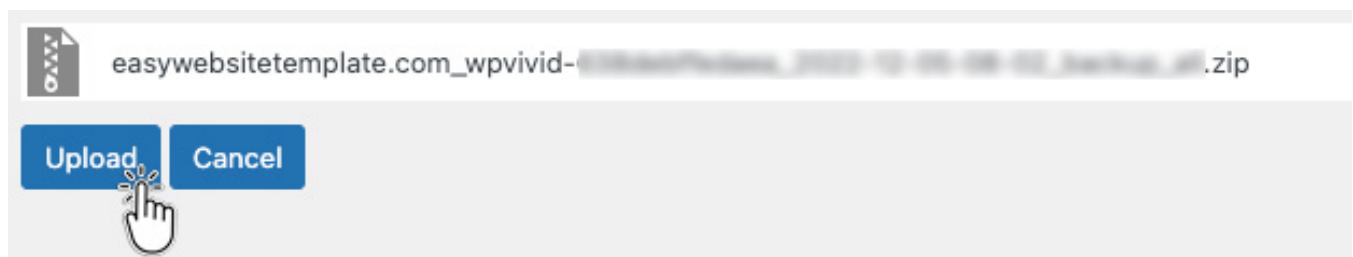

On the next page, do a search for "wpvivid".

Once you see the plugin "Migration, Backup, Staging - WPvivid" click on "Install Now" & after in installs, the button will change to "Activate". Click on "Activate".
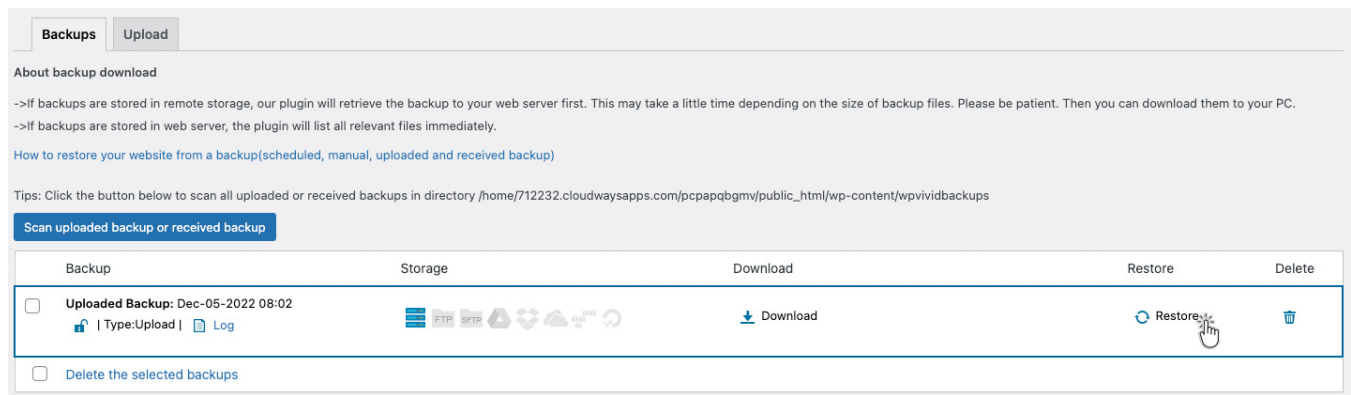
After you have activated the WPvivid plugin, it will redirect you to the WPvivid Backup & Restore page. On that page, in the middle, you will see a tab that is titled "Upload". You need to click on that to open the upload box, then either select the .zip file of the EASY WEBSITE TEMPLATE.

Once you have selected the file for the template, click on "Upload".

After you have uploaded your website template, you will see it in the "Backups" section. Once you see the "Uploaded Backup", click on the "Restore" button.

This will start the process of "installing" the template. You will receive two different popup windows. The page will ask if you are sure, agree & continue.

NOTE: This process frequently times out during the first attempt. If this happens, you will be logged out. Simply log back in and repeat the process.

After the install process, you will have another popup window letting you know it was completed successfully. After you click "OK" in the second window, it will redirect you to the login page.
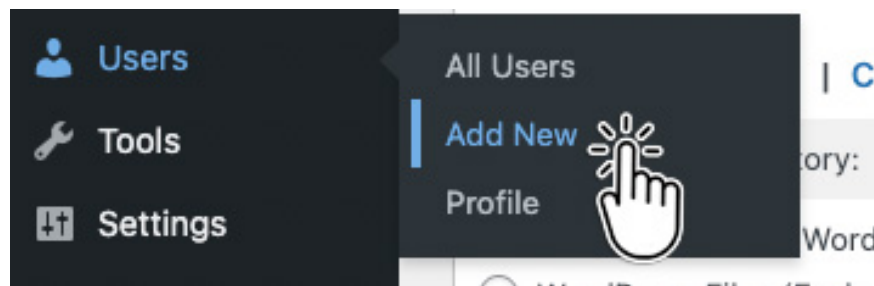
This time, your login credentials will be different. In order to log into your website you will use the template info below.

Username: start

Password: Pw!3Z1*GoWork

After you login to your Dashboard, you only have a few more steps, creating your WordPress User, Activating your license of ElementorPro, Saving your Permalinks, and Flushing Cache.

Start by going to the "Users" section and click on "Add New".

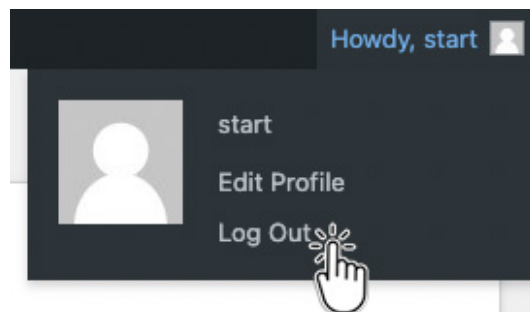This will take you to the page to add a new user.

This is going to be your main user, so be sure to fill out the entire form. After you fill out your information, [include a secure link to your website (https://) and a SECURE PASSWORD, and set Role to "Administrator"] click on "Add New User".
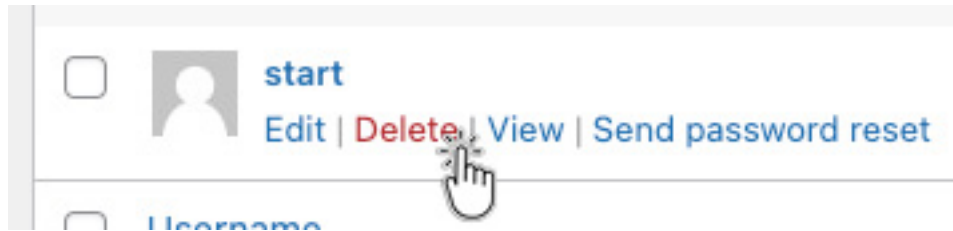
See Example Below:

Create a brand new user and add them to this site.

Username (required)	builtbypro
Email (required)	builtbypro@gmail.com
First Name	CJ
Last Name	Hallock
Website	https://builtbypro.com
Password	Generate password

••••••••••••••••••••••••••• Show
Strong

Send User Notification ☑ Send the new user an email about their account.

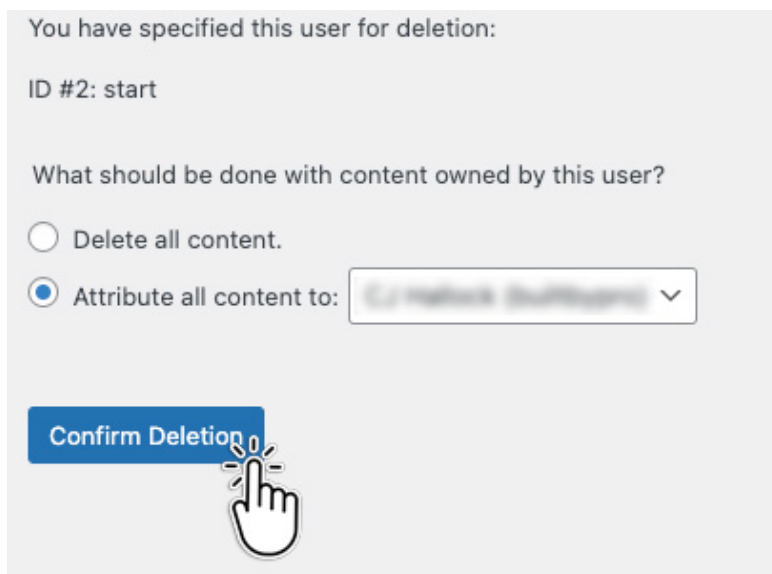**Role** Administrator ⌄

[Add New User]

Now that you have created your user, the final step is to delete the template user. First, hover over the "Howdy, start" profile section in the upper right hand corner and log out.

Howdy, start 👤

start
Edit Profile
Log Out

Now, you need to login using the User information you just created. After you login, go back to the users page by clicking on "Users" in the left sidebar. Then, under the "start" user, click on "Delete".
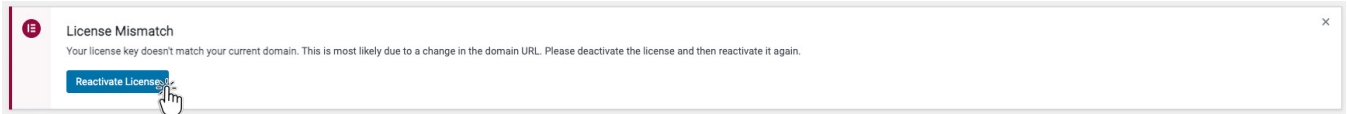

After you click delete, it will take you to the confirmation page. Select the button for "Attribute all content to:" and make sure your new user is selected and click on "Confirm Deletion"
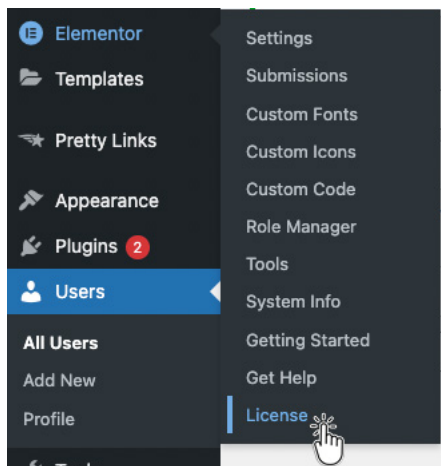

Purchase & Activate ElementorPro Plugin

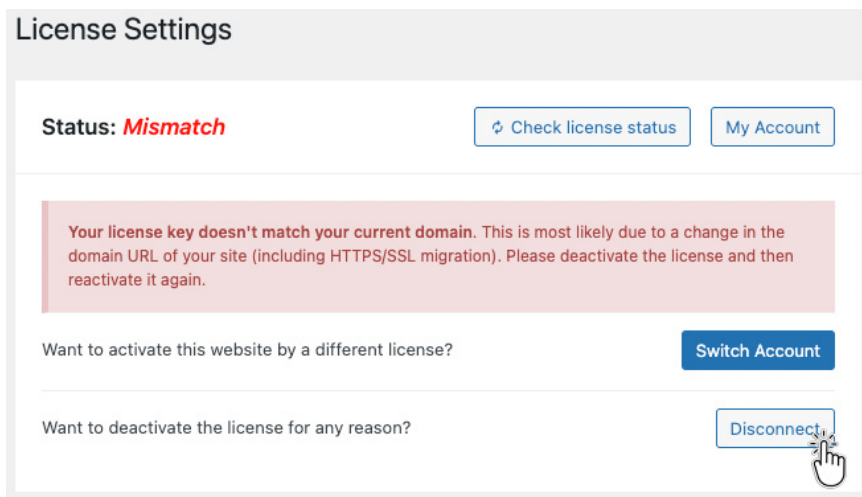Now, the last step is to <u>purchase a license for Elementor Pro</u>.

After you purchase your Elementor Pro license, you can connect it by clicking on "Reactivate License" in the window.

If you do not have a window in your dashboard, you can access the license page by clicking on "License" in the dropdown under "Elementor" in the sidebar
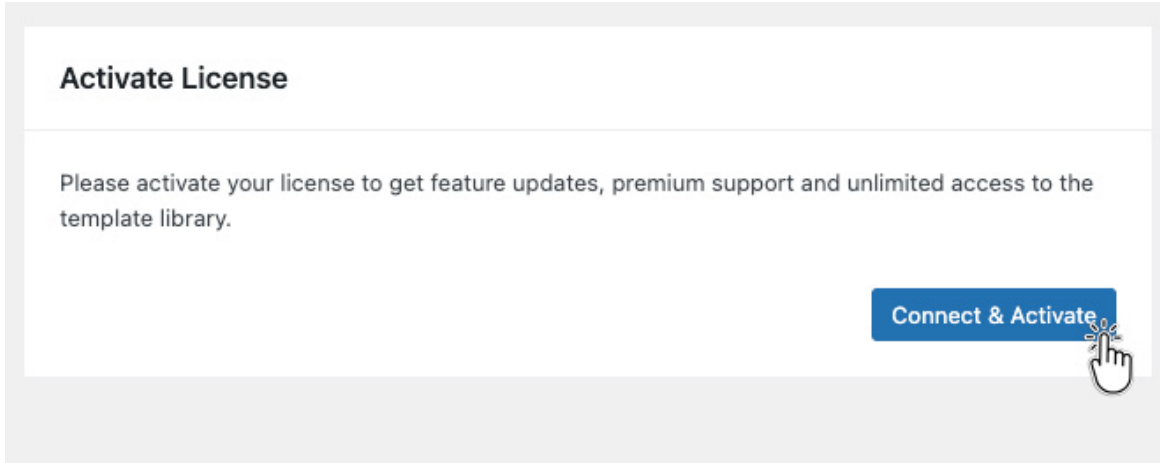

The page both of these steps will take you to is the "License Settings". At this point, you need to click on "Disconnect".
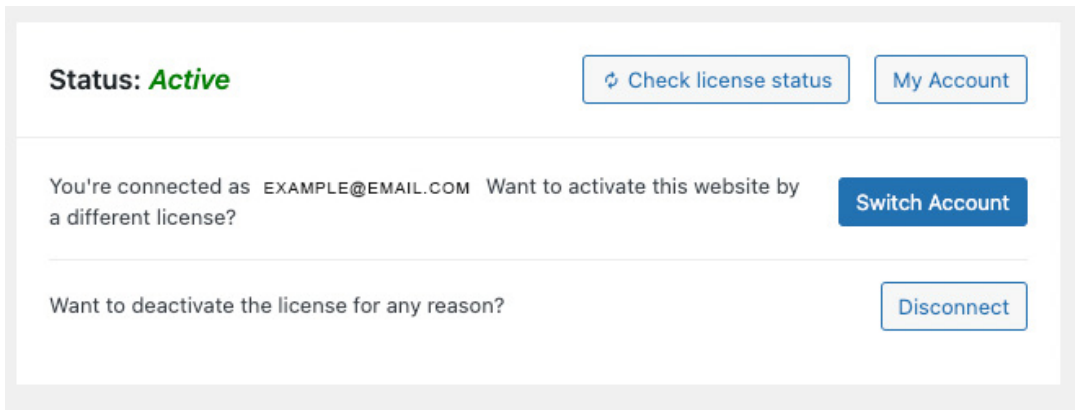
After the template has been disconnected from the temporary Elementor account, you now need to click on "Connect & Activate"

Once you click "Activate", it will redirect you back to the "License Settings" page, where you will see the "Active" status.

Now, we have two quick steps that we need to do before we start to customize the website template.

Admin Email Change

This is IMPORTANT! DO NOT SKIP THIS STEP!

In the sidebar, go to Settings- General Settings

Inside of this page you need to go down to the Admin Email section and replace your email address.

Save Permalinks

This is the structure of the website. So, I shouldn't have to say, DO NOT SKIP THIS STEP.

Go to Settings - Permalinks

While this step is important, it's very easy. Make sure "Post name" is selected and click on save.

Congratulations! Now, all that is left is to customize your website and make it yours.

Follow along with the template video training to finish your website

Remember, if you need help moving forward with your marketing, and/or branding, you can visit www.builtbypro.com for more training, tools, and resources. Thank you for trusting us with your brand.