

Preparing your Member Jungle Site to Launch

This document will assist you in setting up and configuring your new Member Jungle site in order to prepare your system for launch.

You can use this checklist to check off the items as you go and allocate tasks to your other administrators.

If at any stage you have a problem completing a task, feel free to raise a support ticket via our support portal at <https://support.memberjungle.com>

**Hold Ctrl while you click** on each item link to view the knowledge article with instructions for each step.

### Site Details & Organisation Settings

[ ]  [Add Your Organisation Details](https://support.memberjungle.com/site-details)

[ ]  [Add Your Tax & Compliance Information](https://support.memberjungle.com/site-details#TaxandCompliance)

### Add Administrators

[ ]  [Create administrators and authorised contacts](https://support.memberjungle.com/site-administrators-authorised-contacts)

### Membership

[ ]  [Create your membership levels](https://support.memberjungle.com/membership-level-setup) (Read info on [Level vs Product](https://support.memberjungle.com/faq-do-i-need-a-membership-level-or-a-product))

[ ]  [Create your membership products](https://support.memberjungle.com/managing-membership-products-and-prices)

[ ]  [Customise your membership forms](https://support.memberjungle.com/managing-your-membership-forms-1)

[ ]  [Build your automated membership emails](https://support.memberjungle.com/managing-automated-membership-emails)

[ ]  [Manually Add Your Members](https://support.memberjungle.com/adding-a-new-member) or [Import Your Member Database](https://support.memberjungle.com/how-to-import-your-members)

[ ]  [Understand How You Can Manage Your Members Once They Are In The System](https://support.memberjungle.com/summary-on-managing-your-members)

### Payment Gateway

[ ]  [Setup Your Payment Gateway](https://support.memberjungle.com/setting-up-and-managing-your-member-jungle-gateway) (Do not start this process until you are ready to deactivate your test gateway)

### Website Design

[ ]  [Add Your Site & Invoice Logo](https://support.memberjungle.com/site-design)

[ ]  [Add Your Social Media Links](https://support.memberjungle.com/site-design)

[ ]  [Select A Theme Design](https://designs.memberjungle.com/) or [Build Your Homepage](https://support.memberjungle.com/how-to-build-a-homepage)

### Website Content

[ ]  [Add A Page](https://support.memberjungle.com/add-a-new-page)

[ ]  [Manage Your Pages](https://support.memberjungle.com/page-management)

[ ]  [Add Page Content Using The Editor](https://support.memberjungle.com/using-the-content-editor) or [Page Widgets](https://support.memberjungle.com/page-widgets)

[ ]  [Add Your Terms & Conditions and your Privacy Policy](https://support.memberjungle.com/adding/editing-terms-conditions-and-privacy)

### Mobile App

[ ]  [Customise Your Member Jungle Mobile App](https://support.memberjungle.com/member-jungle-app-module)

[ ]  [Understand How The App Works as an Administrator](https://support.memberjungle.com/using-the-member-jungle-app-as-an-administrator)

### Access Training Resources

[ ]  [Support Portal](https://support.memberjungle.com/)

[ ]  [Video Training Library](https://support.memberjungle.com/training-videos)

[ ]  [Free Online training Sessions](https://support.memberjungle.com/book-online-training-here)

[ ]  [Raise a Support Ticket](https://support.memberjungle.com/kb-tickets/new)

### Get Additional Help from a Member Jungle Professional

[ ]  [View and Select From Our List of Optional Add-ons](https://www.memberjungle.com.au/optionaladdons?__hstc=43901690.d4c52e9dd5b387cd9838d8605f8da82e.1617747343062.1628808681227.1629072819379.63&__hssc=43901690.18.1629072819379&__hsfp=2573564987)

### Domain Name & Email

[ ]  Have you considered what your website URL will be? It is possible to keep the current *yoursite.memberjungle.com* URL, however you may own or wish to purchase a Domain to better reflect your club. When you have decided this, please [Raise a Support Ticket](https://support.memberjungle.com/kb-tickets/new) to advise us of your decision so that we can have everything in place ready for your launch! It's never too early in the process to let us know!

[ ]  Do you already have an email address? Or would you like one created for you? Visit our [optional add on](https://www.memberjungle.com.au/optionaladdons) page to see what is available to you.

### Launch Time!

[ ]  Once you have completed your setup and configuration, [Raise a Support Ticket](https://support.memberjungle.com/kb-tickets/new) to advise our team on the day and time you would like to launch. We will carry out some checks and get your site launched on the Domain you have advised

[ ]  [Use our Email Template to Tell Your Members!](https://support.memberjungle.com/email-members)

[ ]  [Get Your Members Using The Mobile App](https://support.memberjungle.com/email-members)

[ ]  [Automate Your Membership Renewals by Turning On Renewal Reminders](https://support.memberjungle.com/membership-global-settings)

### Details:

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| --- | --- |
| Your Company Name: |  |
| Main Contact Name: |  |
| Your Temporary URL: |  |
| The Domain Name/URL You Plan To Launch With: |  |