



# Welcome!!

Your online presence is super important to the success of your business, and it is my mission to make sure you are being represented in a professional way that speaks to your unique audience.

Below you will find instructions on how to give me access to your existing Wix site for a redesign. Under that, please fill out the Domain and Brand Info forms, if you'd like for me to complete domain connection or have existing brand guidelines.

If I haven't already, I'll email you a link to our Google Drive folder for storing and sharing all related project materials, notes and timelines - *expect that within the next few days!*

I can't wait to get started! LET'S DO THIS!

## INSTRUCTIONS ON HOW TO TRANSFER YOUR EXISTING WIX SITE TO ME FOR A REDESIGN:

1. Open your **Wix Dashboard** (sign into [www.wix.com](http://www.wix.com))
2. Go to **MY SITES** in the upper left corner.
3. Hover over your site and click on "**Quick Actions.**"
4. Select **TRANSFER SITE** \*
5. Enter [savoymediaworks@gmail.com](mailto:savoymediaworks@gmail.com) as the new "site owner."
  - a. **DO NOT transfer Premium plan** if you have already purchased one.
  - b. **DO NOT transfer domain ownership** if it's connected to the existing site design. If you have not purchased your domain yet, I can do that while it's in my account and transfer ownership of the domain along with the site once completed, or assist you with connection after the site design has been transferred back to you.
  - c. Keep yourself as a contributor & keep a copy of the existing site design in your account for now! You could also make a copy of the site first and transfer the copy to me instead, if you wish.

*\*So, why do you need to transfer the site to me instead of adding me as a contributor? I practice this policy to ensure an equal responsibility partnership between us (so you don't run off with the final design without final payment!). If you wish to add me as a contributor and keep the site within your account during the process, we can do that – but I'll need to collect 100% of the project payment in advance to work being completed.*