



## **SPECIAL MEETING AGENDA**

**Friday, May 22, 2020**

Economic Recovery Committee Transitions to County, Via Zoom, Meeting ID: 893 2516 9960, Password 439415, Audio 1-669-900-9128 or 1-253-215-8782.  
Telluride, Colorado

1. **10:00 am Economic Recovery Committee Transitions to County, Via Zoom, Meeting ID: 893 2516 9960, Password 439415, Audio 1-669-900-9128 or 1-253-215-8782.**
2. **AGENDA**
  - a. Welcome from Bill Jensen
  - b. New Industry Representatives
  - c. COVID update and Commissioner and Town Meetings
  - d. Jurisdictional Updates
  - e. Industry Segment Updates.
  - f. Industry Priorities for Success
  - g. Web Site DIY Worksheet
  - h. Other, as needed.
3. **12:00 pm ADJOURNMENT**

**NOTE: This agenda is subject to change, including the addition of items up to 24 hours in advance or the deletion of items at any time. All times are approximate. The County Manager reports may include administrative items not listed. Regular Meetings, Public Hearings, and Special Meetings are recorded, and ACTION MAY BE TAKEN ON ANY ITEM. Formal Action cannot be taken at Work Sessions. For further information, contact the County Administration office at 970-728-3174. If**

**special accommodations are necessary per ADA, contact 970-728-3174 prior to the meeting.**

The official, designated posting place for all BOCC notices will be online at <https://www.sanmiguelcountyco.gov/liveagenda>. Use this link to view the live agenda with any last-minute changes. To be automatically notified, please sign up at [www.sanmiguelcountyco.gov](http://www.sanmiguelcountyco.gov), sign up for alerts, and follow the prompts.



AGENDA ITEM - 2.g.

**TITLE:**

Web Site DIY Worksheet

**Presented by:**

**Time needed:**

**PREPARED BY:**

**RECOMMENDED ACTION/MOTION:**

**INTRODUCTION/BACKGROUND:**

See attached document.

**FISCAL IMPACT:**

Contract Number:	Date Executed	End Date	Department(s)
YYYY-###			Board of County Commissioner Staff
<b>Description:</b>			

**ATTACHMENTS:**

Description

How to build a Website

Upload Date

5/21/2020



## Entering into eCommerce

### HOW TO BUILD A WEBSITE

#### THINGS TO REMEMBER

- Every website is unique and additional steps may be required depending on your desired website functionality. Additional steps may include, but are not limited to:
  - Setting up an online payment processing platform.
  - Setting up shipping platforms.
  - Connecting online marketing tools such as MailChimp or Campaign Monitor to capture client's information.
  - Connecting social media accounts.
- There is **free counseling** available with the Colorado Small Business Development Center (SBDC) should you want to be connected with an expert to assist you in building your website.
- Website Builder platforms, listed below, typically offer consulting services in addition to their website building tools and capabilities.

#### Step 1: Choose a domain name

- **The domain name** (your custom web address, [www.YourSite.com](http://www.YourSite.com)) To build a website, the very first thing you'll need is a domain name. The domain name is your website name and address. That address is used by visitors when looking for your site through any web browsers.
- Domain names can cost as little as \$10/year and can be purchased through sites such as GoDaddy.com or directly through a Website Builder platform.
- If you're making a **website for a business**, your domain name should match your company name.
  - **Places to buy a domain name:**
    - [Domain.com](http://Domain.com)
    - [GoDaddy](http://GoDaddy)
    - [Bluehost](http://Bluehost)
    - [Wix](http://Wix)

- [SquareSpace](#)

## Step 2: Hosting and Building a Website

- **Website Builder.**

- Use a professional website builder to create your website by using a premade template. You can simply plug in your information, or you can design your website yourself with no knowledge of coding needed. These platforms have stock photos available, or you can use your own!
- You may consider getting your products professionally photographed if setting up your site for eCommerce.
- You can also use these platforms' built-in online payment processing systems or connect your own.

- **Website Hosting.**

- In addition to having a domain name, you'll also need website hosting (web hosting)
- Web hosting is a service that hosts and stores your website files (content) on a secure server that is always up and running. Without a web host, your site will not be accessible for others to read and browse.
- Most **Website Builders** offer this service as part of their monthly fee.

- Website Builder/Website Hosting fees can range from \$10 to \$40 a month.

- **Website Builders:**

- [Wix](#)
- [SquareSpace](#)
- [WordPress](#)
- [Site123](#)

- **Website Builders for Ecommerce:**

- [WixStores](#)
- [SquareSpace](#)
- [Square](#)
- [Big Commerce](#)