



A Day in the Life of “Dear Neri, please add this event to my website”

This happens more often than not, slightly funny I suppose... unless you are me

- Read client's email, assume which page it's going on, because they didn't say
- Login to website cPanel (control panel), copy & paste the format of similar event, if one already exists
- Otherwise; style the section of the page where the new event is to be displayed, and a separate section for mobile if needed
- Copy and paste new event information from email or Word doc, if client has sent PDF, convert PDF to Word doc before being able to copy and paste anything
- Notice an error of time or day/date, email for clarification
- Add a button to go to the registration form for event, if needed
- If there isn't a button already in use, build a registration form and button for the event
- Add a paypal button if paying via website and test (potentially cannot login as client has changed password, email back for details) or,
- Add a link to Stickytickets if client wants to use a third party event website
- Set up Stickytickets account for client, if they don't want to/can't themselves
- Check spelling, read details as an 'outsider', save and send page to client for approval

“Thanks Neri, I also need a Facebook Event Page Banner and flyer for Facebook”

- me “sigh”.. “that would have been good to know first up as now I know I will have to charge for the work as it's gone over the 15 minutes, but I have already started the job”

OR,

- “I really don't have to time complete this today, as I didn't know you wanted this as well, so you will have to wait until next work day”



- Go to Photoshop and open Facebook Event Page Banner Template, use client's web/logo images and make up event details for Facebook Event Page Banner
- Still have not heard back re day/date error so leave as is until then
- Next day get correction and finish and send event banner for approval

“How do I add an event to Facebook?”

- I sigh “Google it” - but find the information online and email client “here is the link to setting up an Event Page on Facebook, let me know if you get stuck”
- I think, “I must make that a new article on my website” so I don't keep answering the same questions over and over... wait, why don't people just Google things? - Oh because they have me... “I must do something about that”
- Send client bill for extra time, client complains

EXAMPLES OF INFORMATION NEEDED WHEN ASKING FOR WORK TO BE COMPLETED

General Website Updates

Basic updates with image resizing/improvements if needed

2 separate 15 minute updates per month, per client is free or charge.

- Text/Images Only
- Add Video (must be on YouTube already and public)
- Add Buttons/Website Links
- PayPal/BuyNow Button – Add/Edits to existing information
- Blog Post Upload (Existing Blog)

The following are not included in the monthly free 15x2 minute offer

Newsletters, PDFs - Content and images converted to PDFs as Newsletters or Manuals etc



- Newsletters (PDFs for Emailing)
- Text to PDF/Presentations (Manuals, Workshop)

Blogs - Design and new Posts

- Blog Design (New Blog)

Graphic Design - Please be clear about use

- Graphic Design for Printing (Flyers etc)
- Graphic Design for Printing and Email/Web (Flyers etc)
- Graphic Design for Email/Web Use Only (Flyers etc)

**** Please note, if you are having something professionally printed you MUST add printing and postage time. Preferably giving me a 10 day - 2 week lead from WHEN YOU WANT TO RECEIVE IT IN THE POST or BY COURIER**

Social Media

- Facebook Posters (Personal Page Only)
- Facebook Business Ad (Business Page Only)
- Facebook Page Banner

Optimisation

- Website Optimisation

Please state your preferred time for completion of this work request.

Work submitted Monday by 4pm, should be done by the very latest, Thursday 4pm.. work submitted on a Tuesday by the Friday. *(As I am currently not working Wednesdays, do not count that day)*

Work requests needing clarification or re-submission due to further edits and changes, will take longer overall.



Is there a deadline for print/postage/submission - when you need to receive in the post, send to a printer, send to a publisher?

- Yes No

Details

Instructions/Other Information

Instructions/Other Information

PLEASE NOTE: All aspects of a Work Request must be sent, communicated clearly, before any expectation of work completion timeframe. Please try to send me everything I need to complete the task on time, efficiently and with minimal back and forth emailing.

This includes any passwords which may have been changed which I will need. Please do not send me "try this/try that". Check yourself online, before sending me new passwords.

I believe I have sent all that is needed.

- Yes
 No

I do have more information coming, I will send further by email.

- Yes
 No