

Your first week after launch

A checklist for your first week: log in, check your hours and contact details, send a test message, link your site, and keep your logins and domain safe.

Your site is live. Work through this list in your first week, and tick each box as you go. Each item links to the guide with the steps.

Your checklist

- ☐ Log in once. Open your invite email, click the link and choose your own password. Bookmark the login page on your phone and computer. See [Log in to your site editor](#).
- ☐ Check your hours everywhere they show, such as the footer, the homepage and your Visit or Contact page. Keep them word for word the same as your Google profile. See [Update your hours](#).
- ☐ Check your phone number and address. Tap your phone number and check that it opens the dialer with the right number, and check the map or directions button. See [Update your phone number or address](#).
- ☐ Send yourself a test form message. Fill in your contact form, wait five minutes, and look in your inbox. Check spam or promotions the first time, and mark the message "not spam" if it landed there. If it doesn't arrive, email us and we'll look at it first. See [Where your form messages go](#).
- ☐ Add your site link to your Google profile. At launch we can add the link for you if you've invited us as a manager, so check it first: search for your business name on your phone, signed out, and tap the **Website** button. See [Add your site link to your Google profile](#).
- ☐ Add your site link to your Instagram bio, if you use Instagram. Tap **Edit profile** and add your full address, starting with https://. See [Add your site link to your Instagram bio](#).
- ☐ Check your domain. Log in to the account where you bought your website address and find the registrant (owner) email. It should be your name or your business, with an email only you can read. Turn on auto-renew and keep a current card on the account. Can't remember where you bought it? Tell us and we'll help you look. See [Your website address \(domain\)](#).
- ☐ Keep your logins safe. Use a different password for each account, turn on two-step verification, and never share a password by email or text. We will never ask you for one. See [Keep your logins safe](#).
- ☐ Send us anything that looks wrong. Refresh, take a screenshot, and email us the page link, what you expected and what you see. A fix never counts against your small changes. See [What to do if something looks wrong](#).

Changes you'd like

Send them all in one email, with the page and the exact words for each. See [Request a change](#).

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Log in to your site editor](#) · [Where your form messages go](#) · [Your website address \(domain\)](#) · [What to do if something looks wrong](#) · [A 10-minute monthly check](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)