Site Builder ACM Sites:

1. Enter completed order, including ACM line items with overall order for client.   
   Site Builder System $1,000.00  
   Site Builder Hosting $100.00  
     
   These are annual costs. Any discounting is to be determined within each sales team.
2. Create the site by going to <http://sitebuilder2.activecm.net/Page6.aspx> and logging in. If you do not have an account, contact Sandra Moffat to request one.
3. Look for the Site Creation page for your market.
4. Using the form, enter the required information.  
   - while the form asks for First Name / Last Name you can also use these fields to enter a generic name, for example, if the site is for University X Rowing Camp; you can enter University X as the first name, and Rowing Camp as the last name.   
   - Email/UserID field MUST be in the form of an email address; anything else will be rejected. This will be the client’s login.   
   - Enter the password twice.   
   - Enter the Site Name  
   - Select the Default Template Theme  
   - Click the “Create” button  
   \* It will take a few seconds for the site creation process to compete. When done you will receive a notification “Site successfully created” with a link to the site.
5. Follow the link to the site; it’s now reading for editing. You can add /login to the site link and it will take you directly to the login page.
6. When the site is ready to go live at the client’s domain, click on the “Site” button and go to the Setup tab.   
   - Update the URL field to the client’s domain.   
   - Add any other information (if needed)
7. To have the site available at the client domain without the www the following setting must be added

* Go to the System > Configuration Files
* Select the Ironpoint.config tab
* Scroll down to the AUTHORITY REDIRECTS section
* In the Authority In column, enter the domain without www.
* In the Target Authority column, enter the domain with www.
* Save the setting (buttons at top and bottom of page.

1. Follow instructions for setting up a DNS zone   
   <http://www.activesb.net/training/administration/Setting_up_a_Custom_Domain.htm>
2. Update product information in Sales Force:

The main things we need filled in for any new sites are:

* Product Information = Site Builder
* Live = checked (when the site goes live)
* Live Date
* Server Pool = Pool 2
* Hosted Type = Fully Hosted
* Website URL

