

Adding a new Country

This is a step by step guide how to add a new country. Some tasks have to be done by the Administrator of the Multisite Network. Some others by the direct member / you.

| # | Task | Who |
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| 1 | Register Country Domain and map to BIOMOTO WordPress Multisite In some countries we need additional informations to register a top level domain. We will come back to you and ask for these information if needed. | Administrator |
| 2 | Create a "NoReply" E-Mail Inbox A No Reply E-Mail Inbox is necessary to send E-Mails via SMTP. This helps to not get into the spam folder of the recipient. | Administrator |
| 3 | Create a Subdomain for the country Using a 2 or 3 character subdomain ensures to have a place to develop the website and afterwards set it online by mapping the Top Level Domain to this instance. | Administrator |
| 4 | Clone the English or German development Site Our development sites are a good starting point for the countrys' website. That will save you time and money. You will find the demo sites at: https://dev.biomoto-international.com https://ch.biomoto-international.com | Administrator |

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| 5 | <p>Create an admin user</p> <p>You will be able to login with your admin user credentials under https://biomoto-international.com/wp-admin. With this access you gain control over the complete country website.</p> | Administrator |
| 6 | <p>Activating several plugins</p> <p>Since we use many premium plugins we have to check these and activate them one by one.</p> | Administrator |
| 7 | <p>Empty Cashes</p> <p>Swift Performance and Beaver Builder Cache needs to be emptied after doing big changes.</p> | Administrator |
| 8 | <p>Workshop</p> <p>Giving a workshop to show the functions of the website. If this is not possible, please refer to this manual and kindly ask us for help if needed.</p> | Administrator / Member |
| 9 | <p>Translate names of pages and the page URL</p> <p>First go to the "Pages" menu and start to translate and change the name of each page. You have to rename the last part of the URL, too. Find the URL at the "Page" tab on the right side. For the URL just exchange the last part, use a "-" instead of a space and just use characters a-z (lower case) and letters 1-9.</p> | Administrator / Member |
| 10 | <p>Translate the content</p> <p>When you are in "Pages" menu you can hover over each page name and you will find the link "Beaver Builder" directly below the page name. Press it to get into the editor and you will be able to translate and change the whole content.</p> <p>If you want, we can provide you with a machine translation into your language and you "just" have to proofread the content.</p> | Administrator / Member |

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| 11 | Mapping the Top Level Domain to the Site When you finished translating everything we can put the website into live status. We just have to map the Top Level Domain (TLD) - like biomoto.de instead of de.biomoto-international.com - to the site. | Administrator |
| 12 | Update database entries To make sure that all changes take place, we have to update many database entries. It's a search and replace action. | Administrator |

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