



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

This happens more often than not, 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 view 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 etc if client wants to use a third party event website
- Remind client I do not set up Stickyticket accounts on their behalf
- 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”
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- 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 that are free if under 30 minutes (2x 15mins) per month

Basic updates with image resizing/improvements if needed

- Text/Images to go up on existing pages
- Video (must be on YouTube already and public)
- Links to another site such as a ticket site like Stickytickets
- PayPal/buy now button - add/edits to existing store or services for sale

The following are not included in the monthly free 15minute x 2 offer

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

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



Graphic Design - Please be clear about use (online, email, screen VS printing)

- 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

- Social media page banners
- Social media profile images
- Social media post advertisements for events/services

Optimisation

- Website optimisation/ongoing work on website improvements re SEO

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

It is my goal to have general editing/updating work completed by the end of the day, two working days from submission, as long as the work submission is complete and all information is presented clearly.

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.