**Setting up your Teachable School**

**Checklist**

Your Teachable School is the first impression your customers have of your courses. You want to set it up so that it reflects your brand and business. Use this checklist to guide you as you set it up and customize it.

* Sign up for Teachable account. Give your school a name. Use keywords and relevant information to make it SEO friendly or use your business name.
* Click on **Enter My School** to access your school admin to begin customizing your school
* To customize your school, go to the site tab on the dashboard. This is where you can modify the design, manage custom domains, add new authors and much more.
* Access your theme, domain, navigation, and pages from your dashboard.
* Use the upload or Replace buttons to add or change images.
* Add your site logo. Upload an image size of 250 X 60 pixels in JPG or PNG.
* Add a favicon. Image size is 32 X 32 pixels.
* Upload your school thumbnail. Recommended size is 960 X 540 pixels.
* Remove the Teachable Branding if applicable.
* Create a custom domain URL. Purchase the domain from a domain registrar. Edit the name servers. Add the domain to your Teachable site.
* Choose your font family to use on your pages.
* Customize your theme colors.
	+ Navigation bar, footer and email header background
	+ Navigation bar links with 2 options. One for fixed and one for scrolling
	+ Buttons and links
	+ Headings including course and lecture titles and product titles
	+ Homepage heading and subtitle
	+ Course page headings and subtitles
	+ Body text
* Set your home page to display as either the default page, a specific course sales page, a custom page, or a directory of all your courses/products.
	+ Set up Calendar notifications
* Customize the links in the header and footer; add new ones or modify the ones already showing.