CHECKLIST

How to build your website on Podia

Use this checklist to build your beautiful Podia website! By the end, you'll have a homepage, one additional page, a custom header and footer, and a unique website domain.

Before you start, **grab your free Podia account here**. Podia websites are free forever on all plans.

🏠 Build your home page

☐ **Open the Podia website builder.**
Click "Site" in the top menu and select "Edit site." By default, the builder opens to your website homepage.

☐ **Add a section to your home page.**
Click the plus sign anywhere on the page to add a new section. A section menu will come up in the left sidebar. (Not sure where to start? Try adding a bio section with your profile image, name, and some info about yourself.)

☐ **Write your section content.**
In the "Content" tab, add any titles, images, text, buttons, or grid items to your section. You can type directly into the sidebar sections or paste your content in, and you'll see your changes take effect in your website area.

☐ **Customize your section design.**
In the "Design" tab, adjust the image styles, layout, appearance, and background color/image of your section.

☐ **Add additional sections to your homepage.**
Click the plus sign above or below any section to add another section. Add as many sections as you like to complete your homepage.

☐ **Adjust your homepage settings.**
Click on "Homepage" in the top left corner and select the gear icon next to your homepage. Add a page title, description, and social image.

☐ **Toggle on "Show in search results."**
Use this feature if you'd like your page to appear when people use search engines.

☐ **Click "Publish" to make your page live.**
Or you can click "Done" to save your work.

Check out this help doc for more Podia website builder tutorials.

🌐 Set your sitewide settings

These settings will take effect everywhere on your site. You can override these settings in each section.

☐ **Set your sitewide colors.**
Click the "Design" tab in the top menu and select "Colors." Click on "Base colors" to pick a premade color palette or add your own.

☐ **Set your sitewide font**.
Under the "Design" tab in the top menu, select "Fonts." You can choose a preset font combination or pick each font individually in the style section.

☐ **Set your sitewide interactive settings.**
Under the "Design" tab in the top menu, select "Interactives." You can style your links, navigation links, linked titles, buttons, and social icons.

☐ **Set your sitewide media preferences.**
Under the "Design" tab in the top menu, select "Media." Here you can adjust the design and layout of your images and videos.

☐ **Set your sitewide structure.**
Under the "Design" tab in the top menu, select "Structure." You can adjust the width, gap padding, and card style.

Learn more about global design options for your site in **this help doc**.

📑 Add additional website pages

Click on "Homepage" in the top left corner to open the website menu.

☐ **Add a new page to your website** by clicking "New Page."

☐ **Add a section to your page.**
Click the plus sign anywhere on the page to add a new section. A section menu will come up in the left sidebar and you can choose which content you'd like to add.

☐ **Customize your section content and design.**
You can make changes using the "Content" and "Design" tabs.

☐ **Continue adding sections and customizing them until your page is complete.**

☐ **Adjust your page settings.**
Click on "New Page" in the top left corner and select the gear icon next to your new page. Add a page title, description, URL, and social image.

☐ **Toggle on "Show in search results."**
Use this feature if you'd like your page to appear when people use search engines.

👣 Set up your header and footer

Click into the header section of your website in the Podia website builder.

☐ **Upload your logo** if you'd like it to appear in the header navigation.

☐ **Add links** to your most important pages

☐ **Toggle the "Show Login" button on or off depending on your preference**.
This button lets people log into their accounts and access courses and products they've bought.

☐ **Click on the "Design" tab** to customize your layout, appearance, colors, and header width.

Click into the footer section of your website in the Podia website builder.

☐ **Upload your logo** if you'd like it to appear in your footer.

☐ **Add a short description of your business** in the text box.

☐ **Add links** to any pages you'd like to display in your footer.

☐ **Add links to your social media pages.**
Copy and paste the full link to your profile from any platforms you use.

☐ **Show an email form in your footer** by adding a title, button, and success message.

☐ **Click on the "Design" tab** to adjust the style of your footer.

Check out these help docs for more tutorials about **styling your Header** and **styling your Footer**.

⚙️ Last steps to build your Podia website

☐ **Customize your website domain.**
Go to **"Settings" and click "Domains."** You can add a Podia subdomain for free, or connect a custom domain on the Starter plan and above.

☐ **Check your permalinks**.
You can edit the permalinks for each page by clicking the gear icon next to the page name in the website editor.

☐ **Add your site-wide meta description, favicon, and SEO image.**
To edit these features, click on the "Site settings" button at the bottom of the left-hand editing menu.

☐ **Proofread your website.**
Do a read-through to make sure that you've removed all filler text and typos from your pages.

☐ **Check your buttons.**
Click on all your buttons to make sure they go where you want them to go.

☐ **Click "Publish" to make your page live.**
Or you can click "Done" to save your work.

You can find more tips for building your Podia website in the **Help Center**.