CHECKLIST

Create your online course in Podia

This checklist will walk you through setting up an online course and course sales page in Podia.

Before you start, grab your Podia account here. You can sell unlimited courses to unlimited students on all Mover and Shaker plans. You can also start building and selling courses on Podia's 30-day free trial.

💻 Build your online course

First, connect your payment processor so you can receive payments.

☐ **Connect your payment processor.**
Click on "Settings," then "Payments" to connect Stripe or Paypal.

Next, add a new course to Podia by clicking **"Products" and "New Product"** in the top menu.

☐ **Type a name for your course and click "Online course".**
Click "Create product" to start building.

☐ **Add your first section.**
A section is a larger category or module that contains several lessons. Click "New Section" and add a title and description.

☐ **Add a lesson to your section.**
Click "New Lesson" and choose if you'd like to add text, an embed, a quiz, coaching, or files. Add a title, then type or paste your lesson content directly into the text box.

☐ **Add your remaining sections and lessons.**
You can add as many lessons and sections to your course as you like, and you can drag and drop lessons and sections to change their location and order.

☐ **Add a name, cover image, and description for your course.**
You can adjust these settings in the "Details" tab. You can also add product categories and turn comments on or off.

☐ **Set a price for your course.**
Click on the "Pricing" tab and choose if you'd like to make your course free, free email delivery, waitlist, or paid.

☐ **Set your course's availability in the "Availability" tab.**
You can choose if your product is available for purchase, email sign up, or unavailable. You can also make it hidden or visible on your site, and set parameters like seat limits, access durations, and start dates.

☐ **Publish your course to turn it live.** 🎉

Check out this help doc for more tips on **connecting your payment processor** and this help doc for **tutorials about creating online courses**.

💰 Set up a sales page for your course

Podia includes a **full website** and unlimited sales pages. When you publish a new course, Podia automatically generates a basic sales page using the title, description, cover image, and section headings you added earlier.

☐ **Go to your course sales page**.
Click the three dots next to your course's name and select "Edit sales page."

☐ **Adjust the top banner section.**
Click on the premade section. You can adjust the course details like the name, image, and description in the "Content" tab. You can update the image layout, appearance, and colors in the "Design" tab.

☐ **Adjust the course contents section**.
Click on the second premade section. This includes a list of the modules and lessons within your course. You can edit the title, text, and display settings in the "Content" tab, and the design, layout, and colors in the "Design" tab.

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

☐ **Complete your page settings.**
Click on your course's name in the top left corner to open the website menu. Click the gear next to the sales page you're editing. Add a page title, description, URL, and social image.

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

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

See this help doc for more tips on building sales pages in Podia.

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