



## Congratulations on your new website!

**Here are a few instructions pertaining to the care and feeding of your site.**

1. **Updates and backups:** It is important to keep all of the themes and plugins on your site updated for security and functionality purposes. Updates often fix bugs and patch security risks. Before updating, you should create a full backup of your site using BackupBuddy (the lefthand side of your administrative dashboard).

**You should take care of updates optimally once a week or once every two weeks. At the minimum, you should take care of any site updates once a month; just schedule as a recurring event on your calendar. :-)**

*To do the updates, follow these steps:*

- a. Make a full site backup using BackupBuddy
- b. Navigate to your plugins. Any which need to be updated will be marked as such. You can also see an orange circle with the number of updates needed in your top bar in the dashboard. You can also reach those that need an update by clicking there.
- c. Click “Update” on the bottom of the plugin, or click the checkbox to the left of the plugin. At the top of the screen there is a dropdown menu; select “Update” and “apply”.
- d. When the update has completed, visit your own site to make sure that all’s in working order. Test navigation menus, links and buttons.
- e. You can update more than one plugin at a time. Just remember which ones you are updating in case one causes an issue. Batches of 3 at a time usually work well.

Repeat all steps above to update your themes. These are long instructions, but they quickly become routine after doing the process a few times. It’s more rare that there is an update for WordPress or Genesis but before updating the WordPress Core or Genesis, it’s **extremely** important that you create a full backup first.

2. If you have Jetpack installed, go to the Settings. Activate “Alerts” to receive automatic alerts in case your site or server goes down for any reason.

That’s it! Have fun with the site and share it with your contacts over email and social media!