HOW TO SET UP A NEW SITE

Internal Operations Guide

CONFIDENTIAL AND PROPRIETARY

This document contains private business, operational, and technical information intended solely for the authorized team of Vegas Website Design and Vegas Local Marketing. It may not be copied, distributed, shared, or disclosed to any third party without prior written permission.

CREATE THE SITE FROM THE BLUEPRINT

The first step of website development.

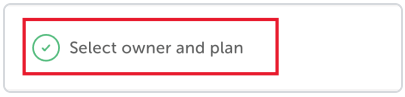
01 CLICK NEW SITE

In the Flywheel top bar.



02 SELECT YOUR PLAN

Under **Select owner and plan**.



03 ENTER THE SITE DETAILS

Site name and **Temporary domain**.

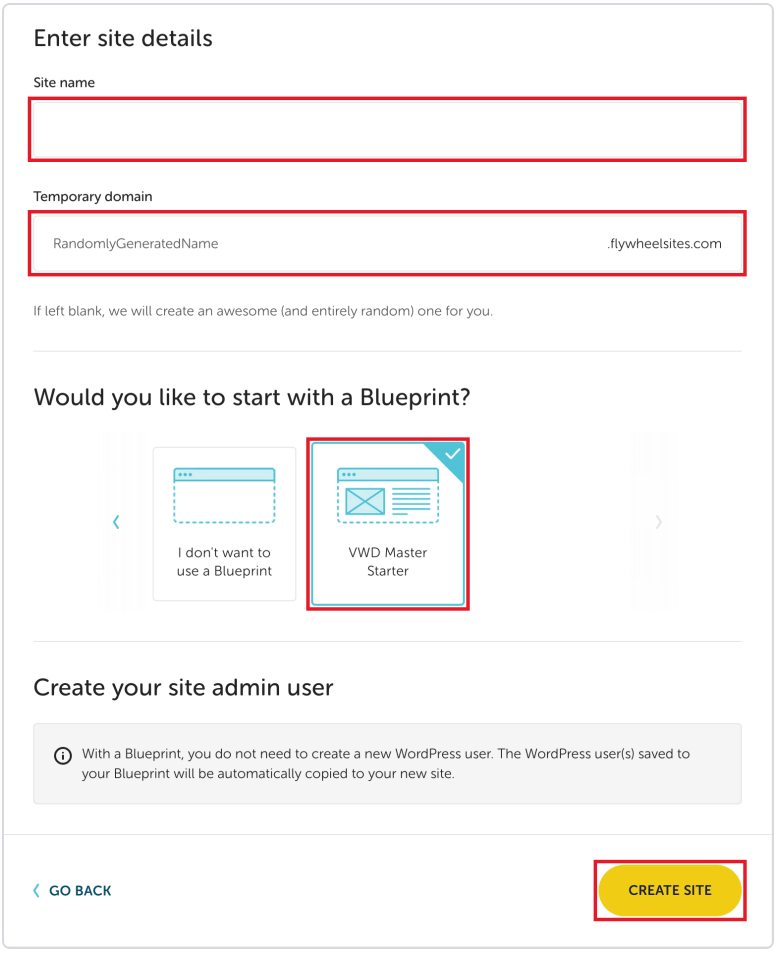
04 SELECT VWD MASTER STARTER

Under **Would you like to start with a Blueprint?**

05 CLICK CREATE SITE

06 TURN ON FORCE HTTPS

In the new site's **Advanced** tab. Turn off **Privacy Mode** there too.



SIX PLUGINS NEED A LICENSE KEY

Adding the keys is the second step. The keys are shared through Bitwarden.

ADD A LICENSE KEY TO THESE SIX

Each plugin keeps its license screen in a different place.

ADVANCED CUSTOM FIELDS PRO

ACF, then More, then Updates.

PAGE 03

AUTOMATIC.CSS

Automatic CSS, then the License tab.

PAGE 04

BRICKSEXTRAS

Plugins, then Settings under BricksExtras, then the License tab.

PAGE 05

FRAMES

Plugins, then License under Frames.

PAGE 06

GRAVITY FORMS

Plugins, then Settings under Gravity Forms.

PAGE 07

PERFMATTERS

Plugins, then Settings under Perfmatters, then License.

PAGE 08

LEAVE THESE FIVE AS THEY ARE

These plugins run as installed, with no license key to add.

- All-in-One WP Migration and Backup
- FluentSMTP (you set it up on page 09)
- WPCodeBox 2
- All-in-One WP Migration Unlimited Extension
- Rank Math SEO

YOUR AI TOOL CAN ADD THE KEYS FOR YOU

Consider keeping all six license keys in one document and giving it to your AI tool to add them for you. License keys carry little security risk when shared this way.

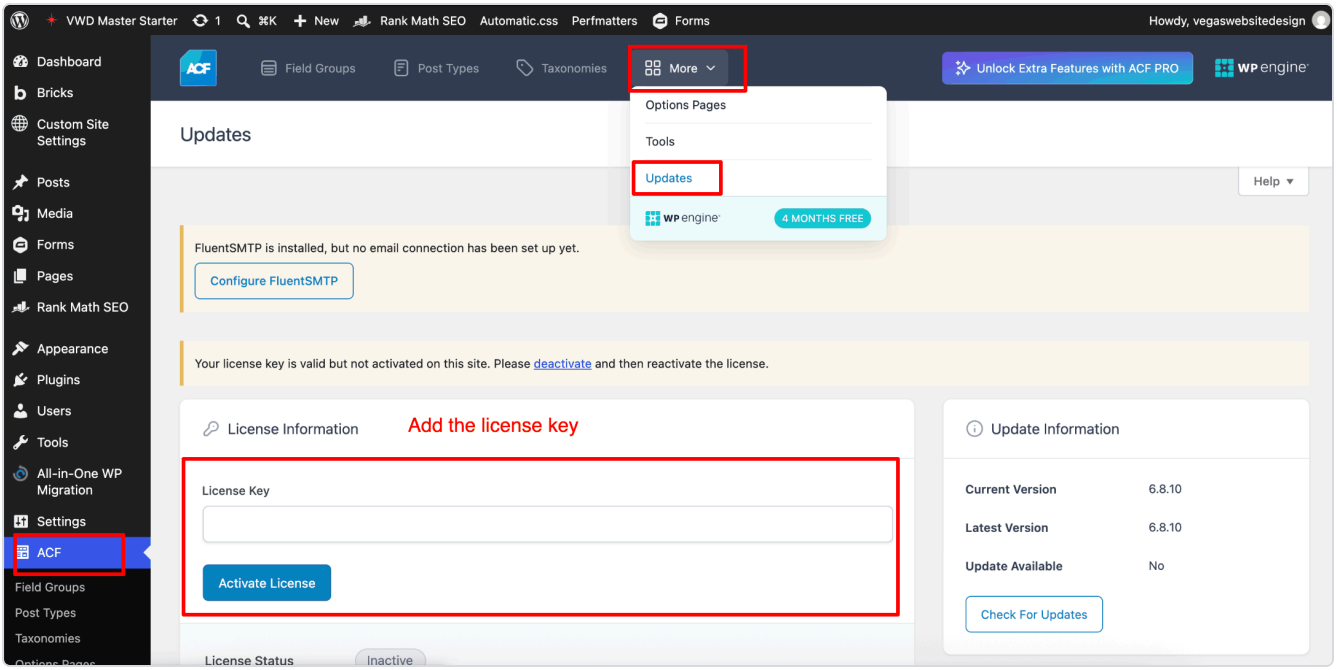
ADD THE ADVANCED CUSTOM FIELDS PRO LICENSE

01 OPEN ACF, THEN MORE, THEN UPDATES

In the left sidebar click **ACF**. In the bar across the top of the page click **More**, then **Updates**.

02 PASTE THE KEY AND CLICK ACTIVATE LICENSE

Under **License Information**, paste the key into **License Key** and click **Activate License**. **License Status** then reads **Active**.



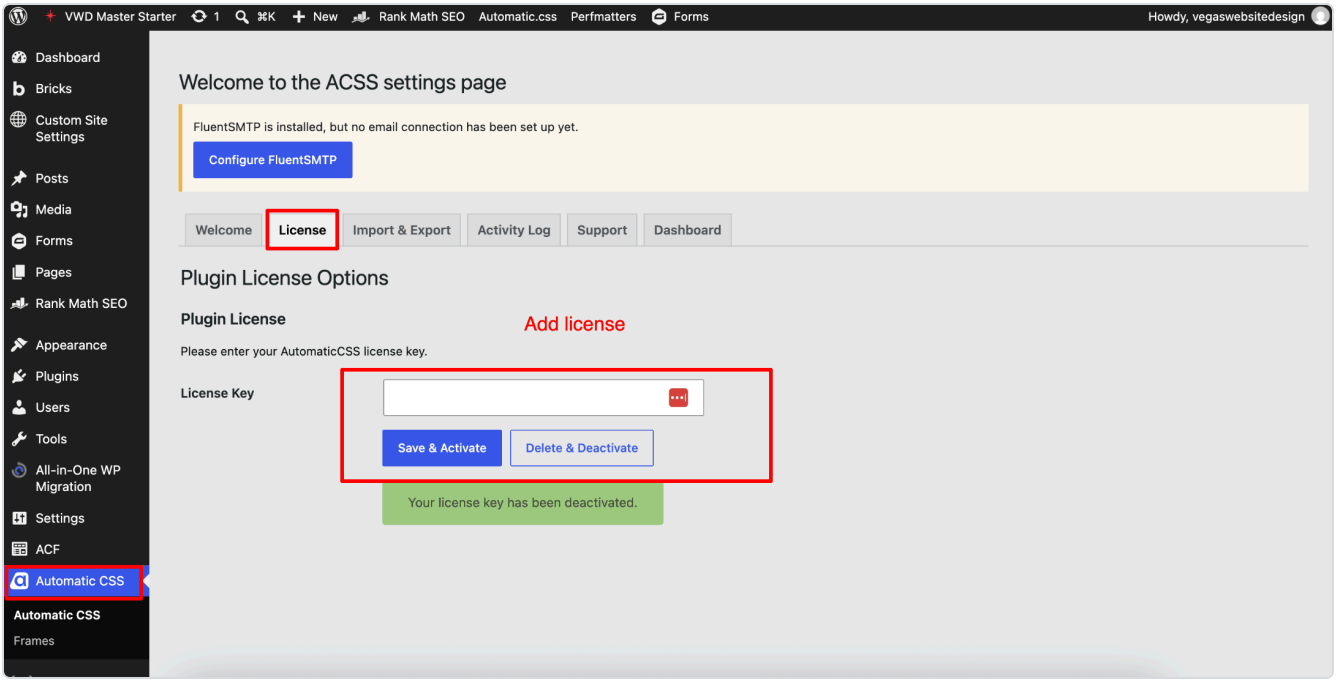
ADD THE AUTOMATIC.CSS LICENSE

01 OPEN AUTOMATIC CSS, THEN THE LICENSE TAB

In the left sidebar click **Automatic CSS**. On the settings page click the **License** tab.

02 PASTE THE KEY AND CLICK SAVE & ACTIVATE

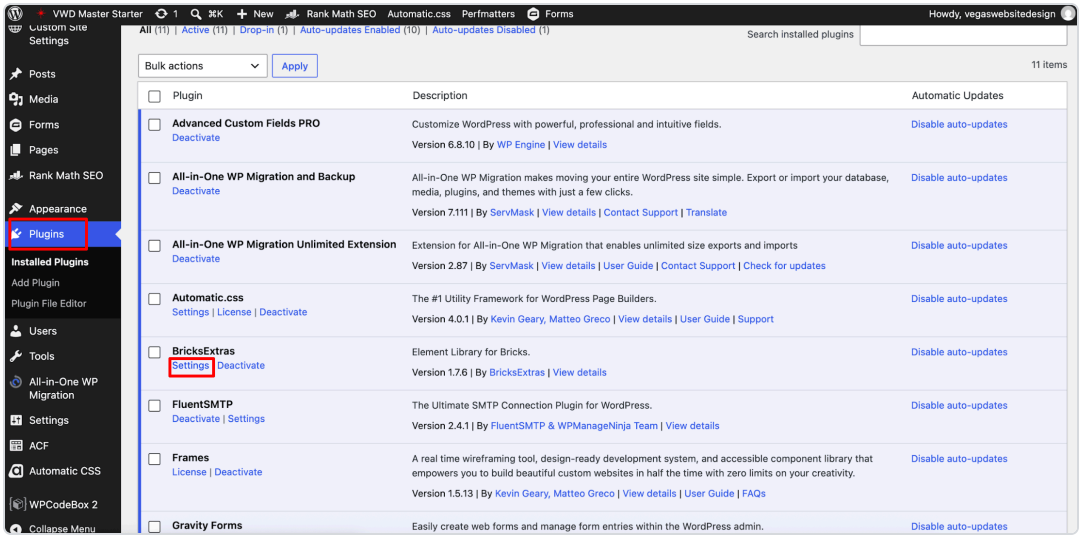
Under **Plugin License**, paste the key into **License Key** and click **Save & Activate**. The screen confirms with **Automatic.css is active on this website**.



ADD THE BRICKSEXTRAS LICENSE

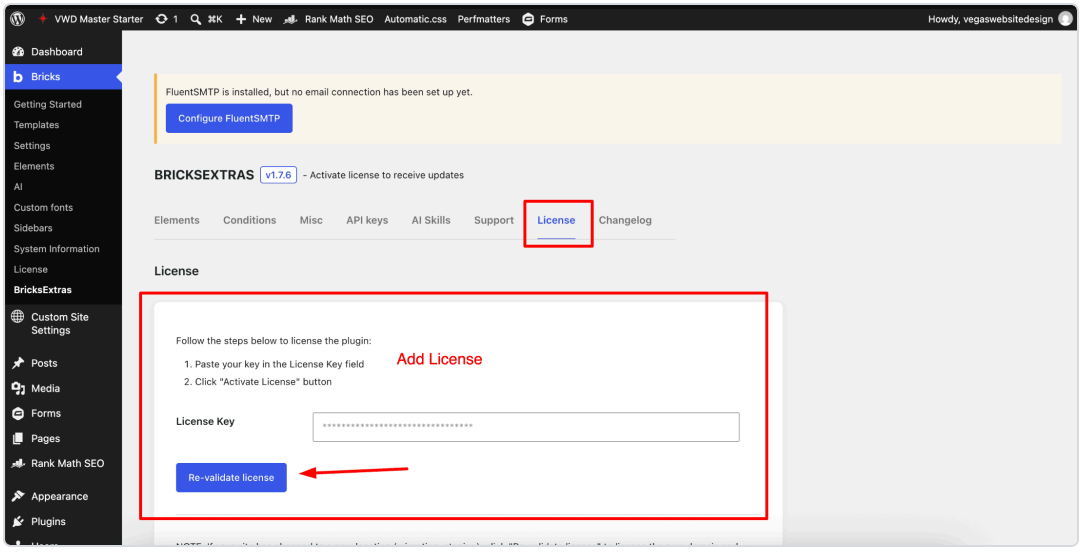
01 OPEN THE BRICKSEXTRAS SETTINGS FROM THE PLUGINS LIST

In the left sidebar click **Plugins**. Find **BricksExtras** in the list and click **Settings** beneath its name.



02 OPEN THE LICENSE TAB AND CLICK RE-VALIDATE LICENSE

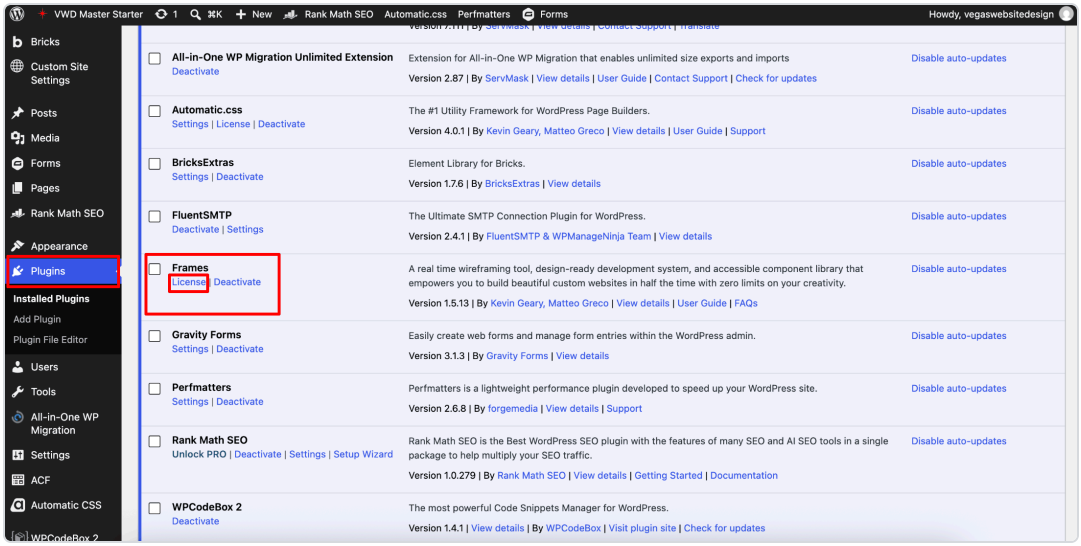
Click the **License** tab. Paste the key into **License Key** and click **Re-validate license**. **Active** then appears beside the button.



ADD THE FRAMES LICENSE

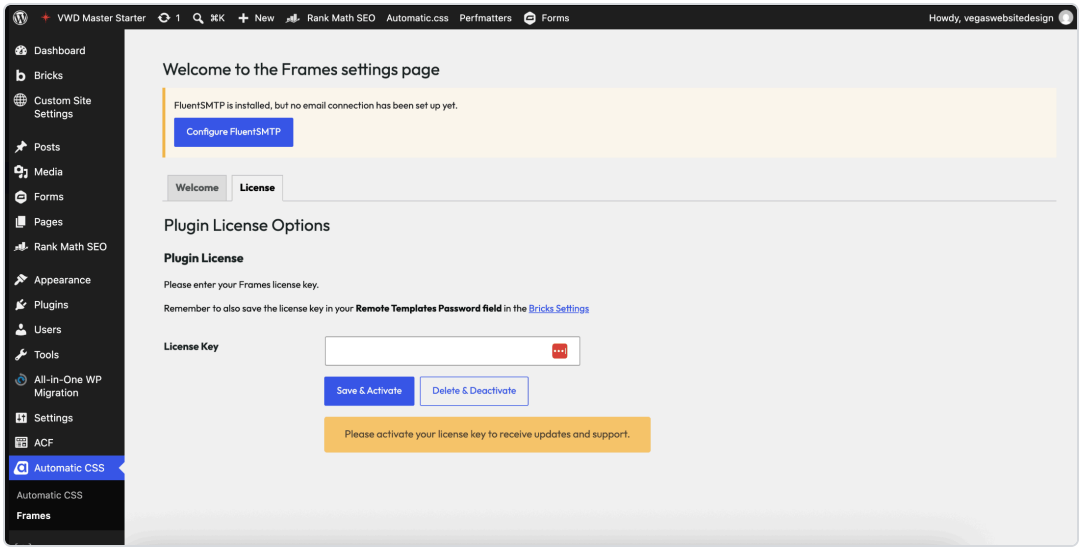
01 OPEN THE FRAMES LICENSE SCREEN FROM THE PLUGINS LIST

In the left sidebar click **Plugins**. Find **Frames** in the list and click **License** beneath its name.



02 PASTE THE KEY AND CLICK SAVE & ACTIVATE

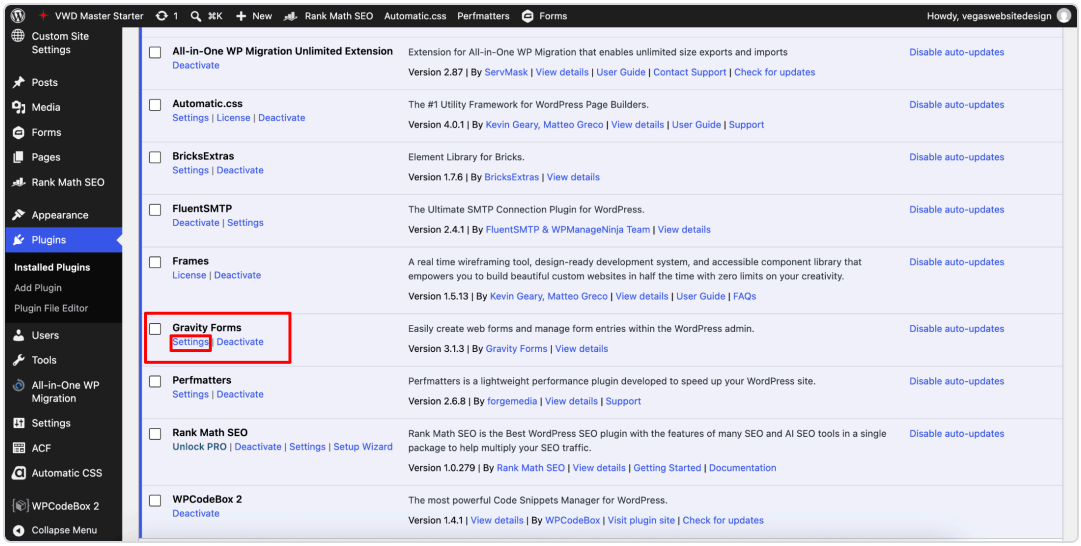
On the **License** tab, paste the key into **License Key** and click **Save & Activate**. The screen confirms with **Frames is active on this website**. The **Remote Templates Password** it mentions is already saved in the VWD Master Starter, so every duplicate starts with it in place.



ADD THE GRAVITY FORMS LICENSE

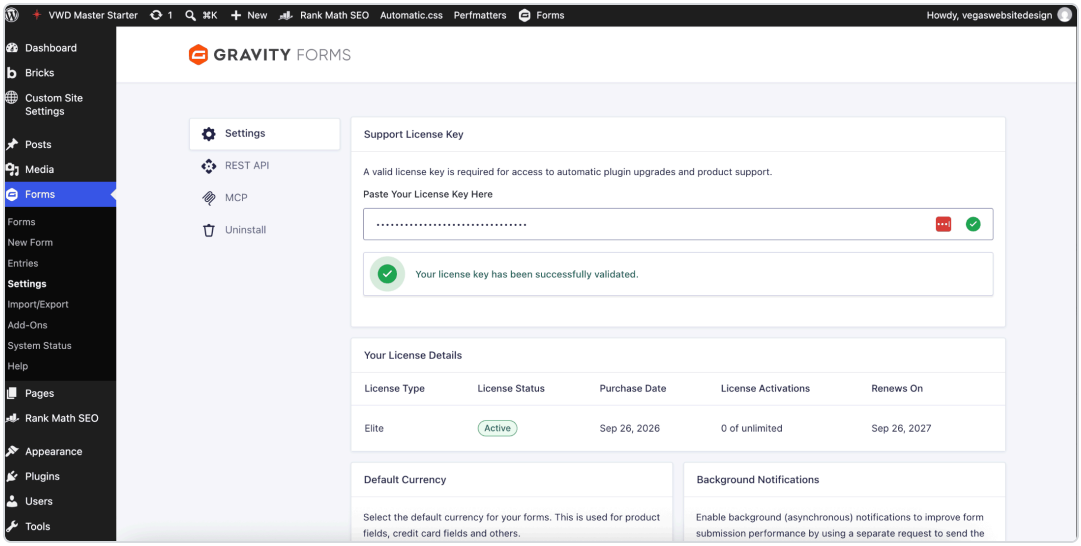
01 OPEN THE GRAVITY FORMS SETTINGS FROM THE PLUGINS LIST

In the left sidebar click **Plugins**. Find **Gravity Forms** in the list and click **Settings** beneath its name.



02 PASTE THE KEY AND CLICK SAVE SETTINGS

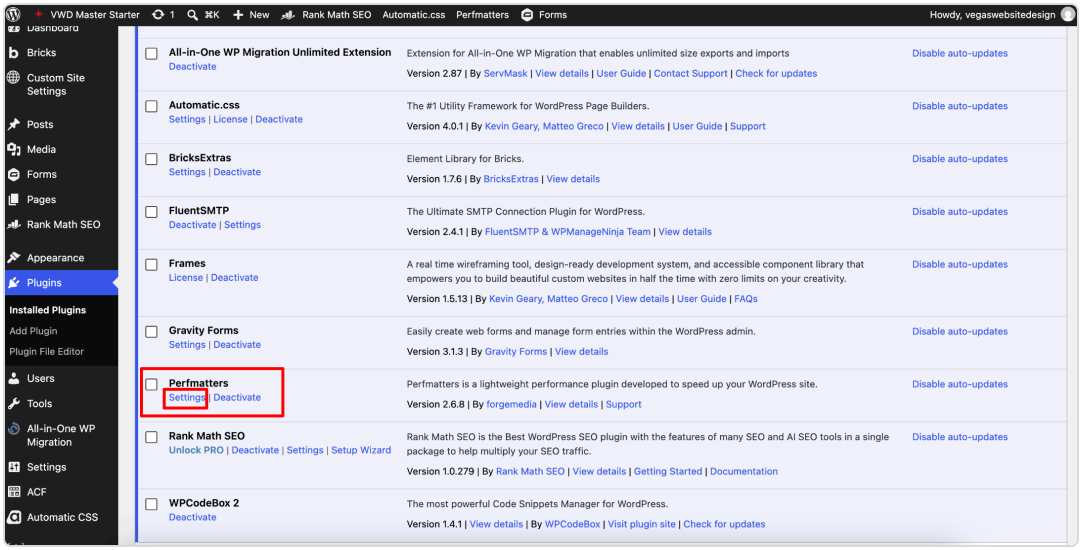
Paste the key into **Paste Your License Key Here**, then click **Save Settings** at the bottom of the page. The page confirms with **Your license key has been successfully validated**, and **License Status** reads **Active**.



ADD THE PERFMATTERS LICENSE

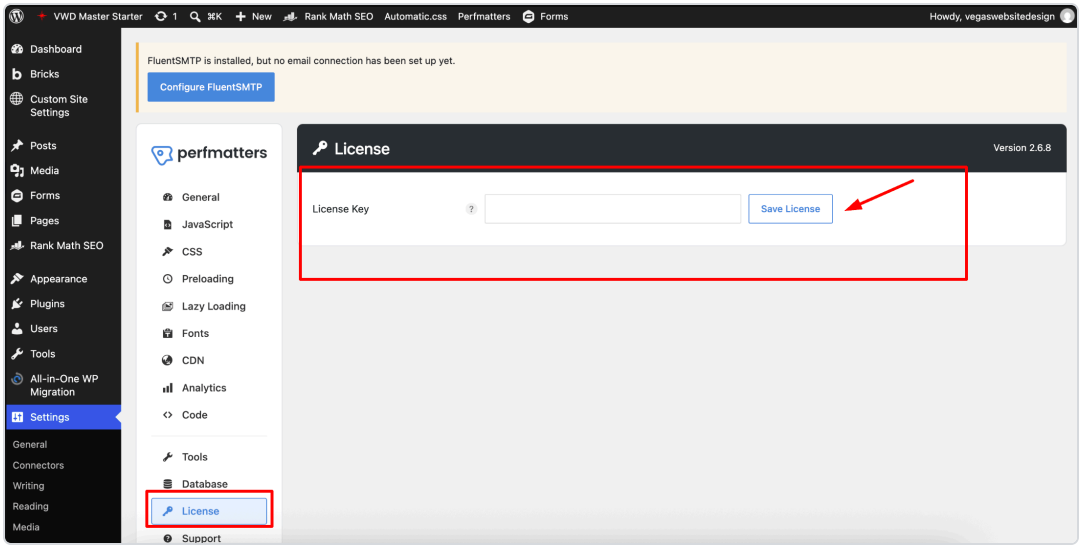
01 OPEN THE PERFMATTERS SETTINGS FROM THE PLUGINS LIST

In the left sidebar click **Plugins**. Find **Perfmatters** in the list and click **Settings** beneath its name.



02 OPEN LICENSE, PASTE THE KEY AND CLICK SAVE LICENSE

In the Perfmatters menu click **License**. Paste the key into **License Key** and click **Save License**. The screen confirms with **License is activated**.

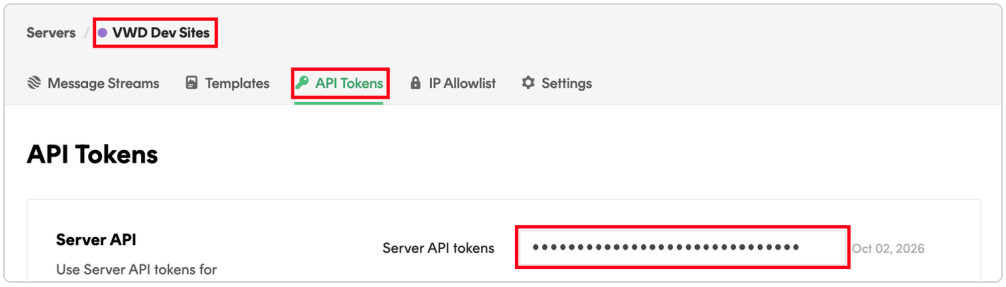


CONNECT FLUENTSMTP TO POSTMARK

The third step. It lets the dev site send email.

01 COPY THE POSTMARK TOKEN

In Postmark open the server **VWD Dev Sites**, then **API Tokens**. Copy the **Server API token**.

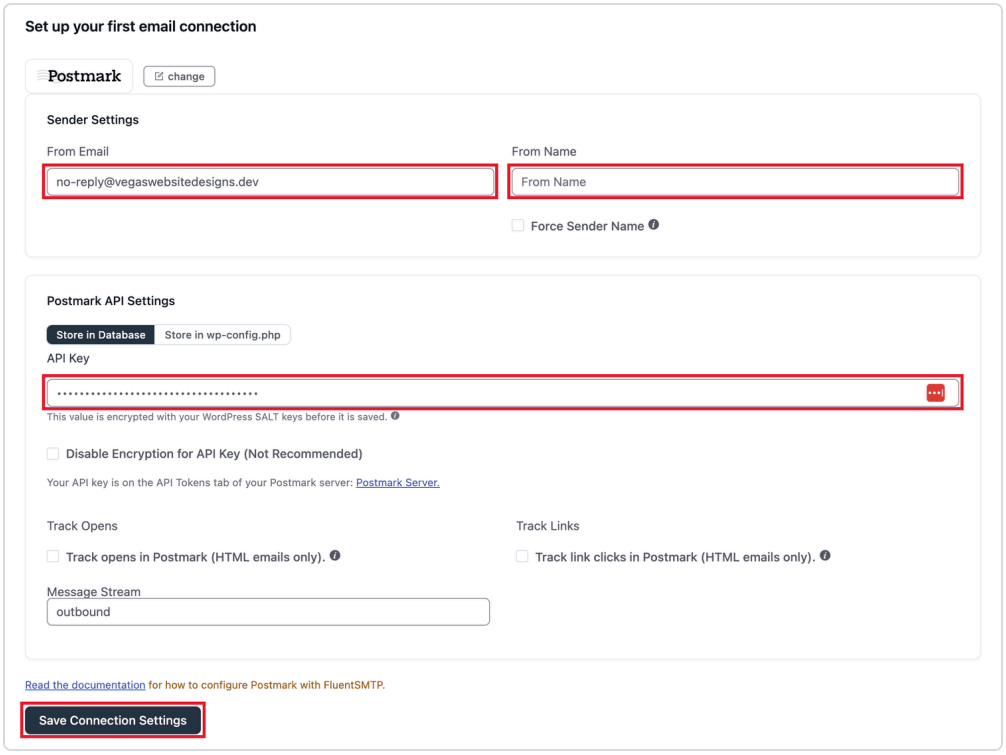


02 OPEN FLUENTSMTP AND FILL IN THE SENDER

In WordPress click **Settings**, then **FluentSMTP**, and choose **Postmark**. **From Email** is **no-reply@vegaswebsitedesigns.dev**. **From Name** is the company's name.

03 PASTE THE TOKEN AND SAVE

Paste the token into **API Key** and click **Save Connection Settings**.

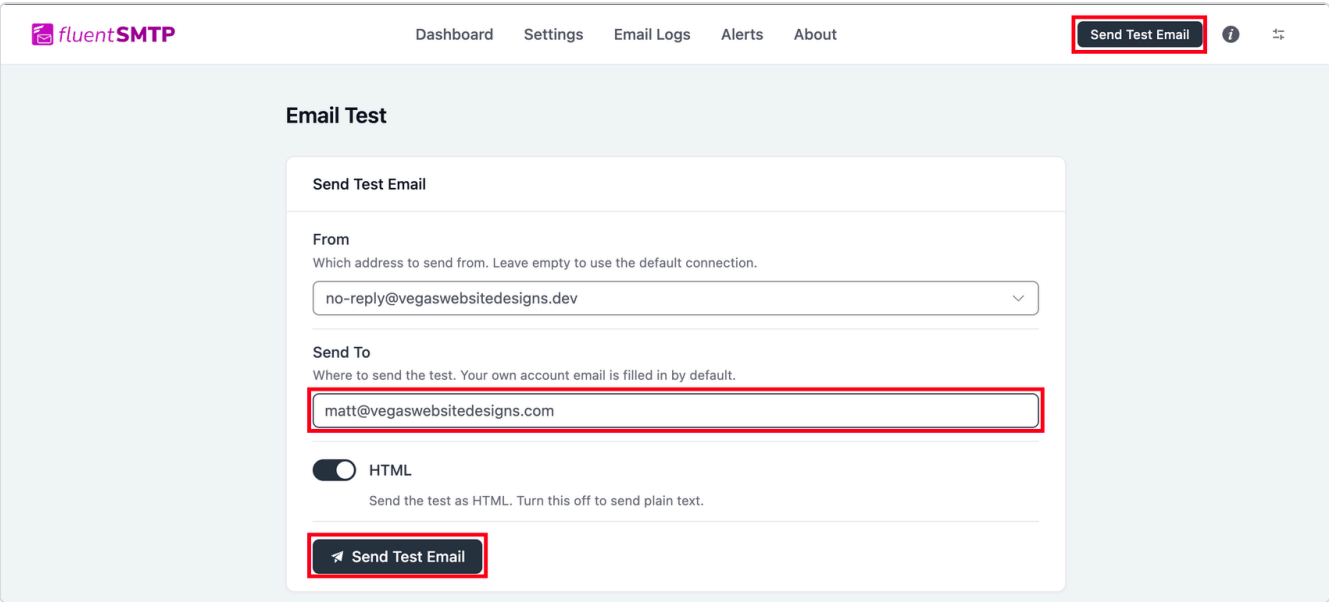


SEND YOURSELF A TEST EMAIL

01 **CLICK SEND TEST EMAIL**
At the top right of FluentSMTP.

02 **ENTER YOUR OWN EMAIL ADDRESS**
In **Send To**.

03 **CLICK SEND TEST EMAIL**
The test reaches your inbox within a minute.



THE FROM EMAIL CHANGES AT LAUNCH

It stays **no-reply@vegaswebsitedesigns.dev** for the whole build. At launch you switch it to **no-reply@** the client's domain.