

Social Media Traffic – 30 Day Challenge

Twitter Setup Checklist

HomeFreeMedia.com

Project

Date:

Name: _____

Create your Twitter account

Yes No

- | | | | |
|----|--|--------------------------|--------------------------|
| 1 | Go to https://twitter.com/signup | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Enter your full name | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Enter your phone number or email address | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Create a new password and save your registered email address and password somewhere safe | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Click on the advanced options link below the sign-up button | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Select if you would like to Let others find you by your email address | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Select if you would like to Let others find you by your phone number | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Click the sign up button | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Enter your phone number or click the link to skip this stage | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Create a username (as explained earlier) | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

Social Media Traffic – 30 Day Challenge

Twitter Setup Checklist

HomeFreeMedia.com

- 11 Now it is time to select your interests from those displayed or add your own.
- 12 This is worth taking your time over as it will have an influence on what type of posts you see and how people will find you.
- 13 You can find and connect with your friends who also use Google+ by uploading your contacts from your Gmail or Outlook accounts.
- 14 Now you can follow other people on Twitter who have similar interests. Or you can uncheck all suggested friends and do this later.
- 15 You will also have the option to receive notifications from Google+ or you can leave them turned off.
- 16 Upload a Profile Photo
*On the left hand side of your dashboard you will see where your profile image will be displayed. Click this or the add photo button below to upload your profile image. You will now be able to upload an image of yourself. Your profile image should be 400x400 pixels.
A quick and easy way of doing this would be to use Canva, You can set the dimensions and then upload your photo and resize it, then download to your computer. You can then upload it to your Twitter profile.*
- 17 Next click on your profile image in the top right corner and from the drop down click profile
- 18 Click edit profile

Notes

Social Media Traffic – 30 Day Challenge

Twitter Setup Checklist

HomeFreeMedia.com

- | | | | |
|----|---|--------------------------|--------------------------|
| 19 | Click on add header photo – upload your header photo, the size should be 1500x500 pixels.
You can create a Twitter header using Canva here:
https://www.canva.com/create/twitter-headers/ | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | Next add a bio/description of yourself and let other know your interests and the kind of posts you will be sharing with them. Also include keywords within your bio of 160 characters as this will help people find you. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | Add your location - Add your location so that people can see where you live and you may make new connections with other people who live locally. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22 | Add your website | <input type="checkbox"/> | <input type="checkbox"/> |
| 23 | Choose a theme colour | <input type="checkbox"/> | <input type="checkbox"/> |
| 24 | Add your date of birth so people will be notified when it is your Birthday | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 | When you are done click save changes | <input type="checkbox"/> | <input type="checkbox"/> |
| 26 | Click settings and privacy in the drop-down menu | <input type="checkbox"/> | <input type="checkbox"/> |
| 27 | Check and Edit your account details | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

Social Media Traffic – 30 Day Challenge

Twitter Setup Checklist

HomeFreeMedia.com

- 28 Edit your privacy and safety settings
- 29 Change your password if you need to
- 30 Edit your phone number and download the Twitter app
- 31 Choose your preferred email notification settings
- 32 Set your notifications
- 33 Find friends using Gmail and/or Outlook
- 34 Add muted accounts or words
- 35 Block any unwanted accounts
- 36 Connect your Twitter to your Facebook
- 37 Create widgets
- 38 Check your Twitter data
- 39 Edit accessibility settings

Notes