



Summary Document (Access & Branding) Selkirk Cafe



The information in this document is effective August 10th, 2023

For more information, please contact:

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The office of Launch Online is located on the unceded traditional territory of the 'Namgis First Nation, who have been stewards of this area for many generations.

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Part 1: How to log in to the services

SECTIONS

- 1.1 OnlyDomains
- 1.2 Zoho Mail
- 1.3 Zoho CRM
- 1.4 Google My Business
- 1.5 Wordpress
- 1.6 Youtube
- 1.7 Facebook
- 1.8 Twitter
- 1.9 Google Analytics
- 1.10 Zoho Social Management

Hi Andrew,

Below you'll find the basic login details to the services we've now helped you set up.

These are all tools that we use for our businesses on a daily basis. There are also a few more tools we would recommend you implement as you progress, but this is definitely a good start for now.

Other tools for later we would recommend before you sell the business are: Canada Post, Line2, Slack, LastPass, VistaPrint, InvoiceNinja, Paypal and Stripe, to name a few.

Any time you want to watch along and see how all of these tools come together and make for a great online global team experience, we are here in zoom and available pretty much full time.

p.s. A reminder that we still need to include your Instagram, and get you connected to the facebook page.

Kind regards,



Arvie Dave Sargado

Project Manager

1.1 ONLYDOMAINS

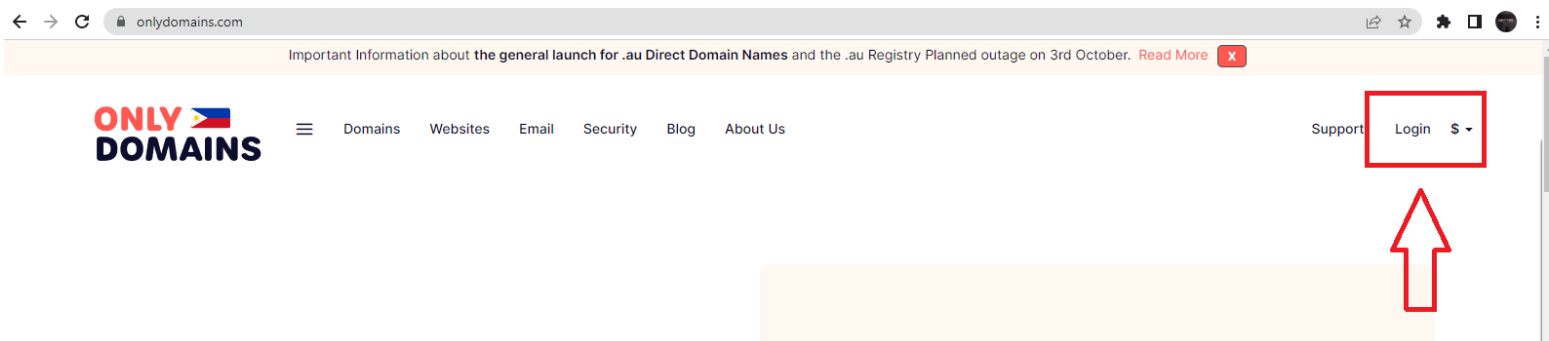
- Renewal Date: **2024-07-11**

Go to <https://www.onlydomains.com/>

- Log in username and password.

Username:

Password:



**ONLY
DOMAINS**

Login to your account

LOGIN

[Lost your Password?](#)

[Forgot Username?](#)

CREATE AN ACCOUNT

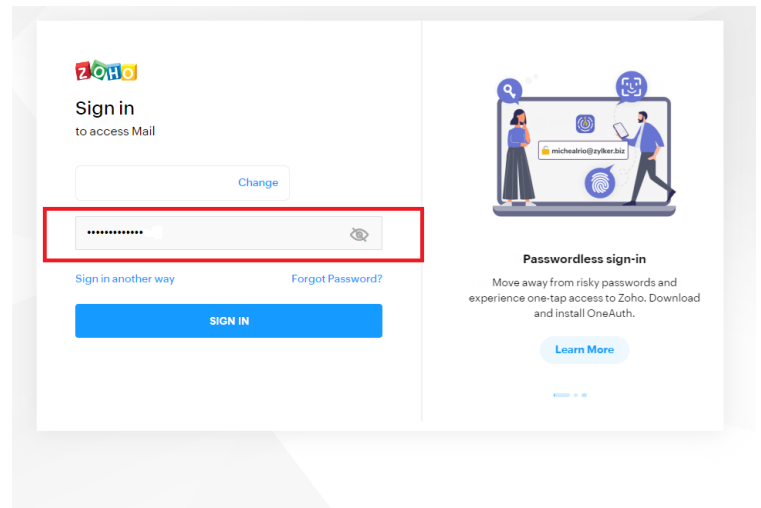
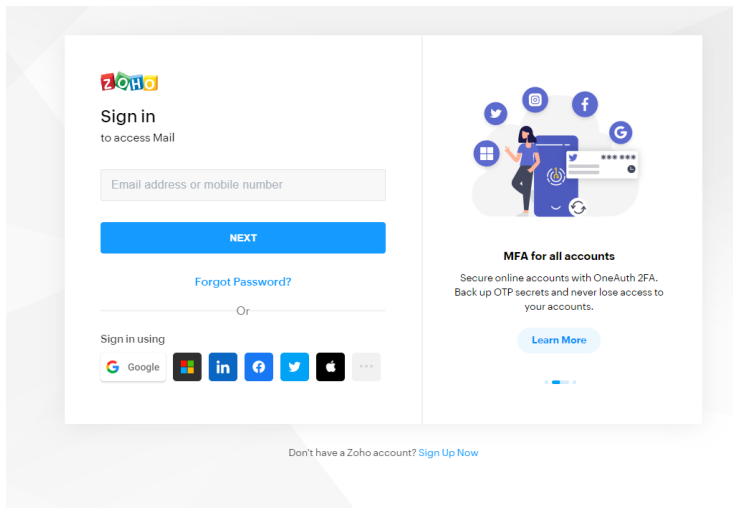
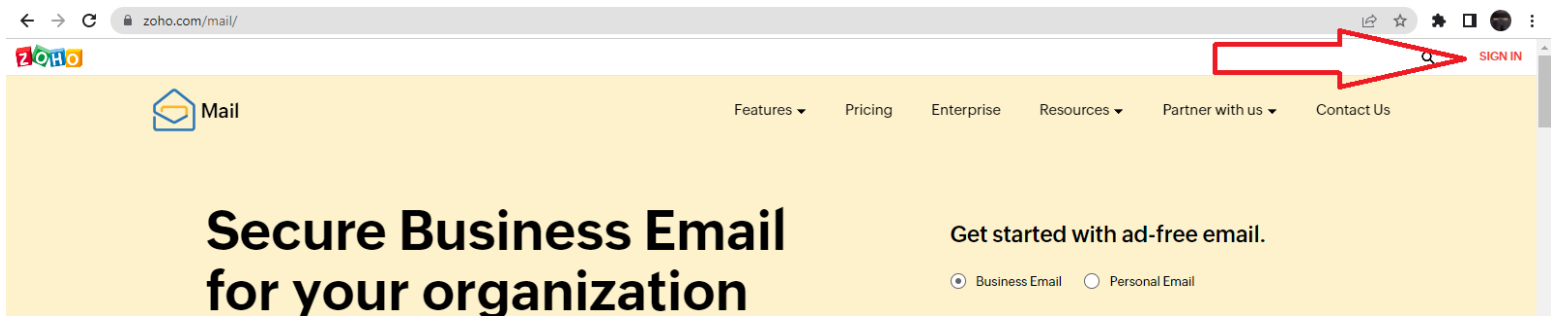
1.2 ZOHOO MAIL

1. Go to <https://accounts.zoho.com/>

- Log in username and password.

Username:

Password:



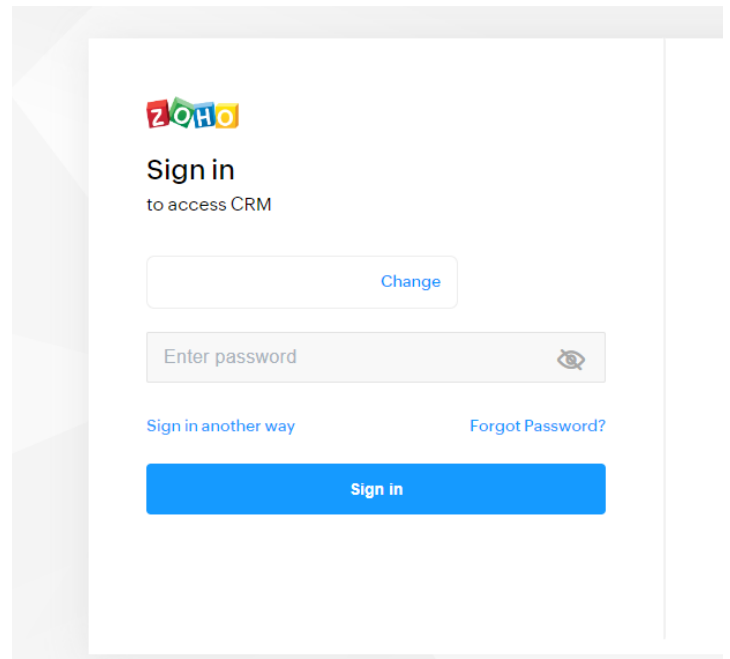
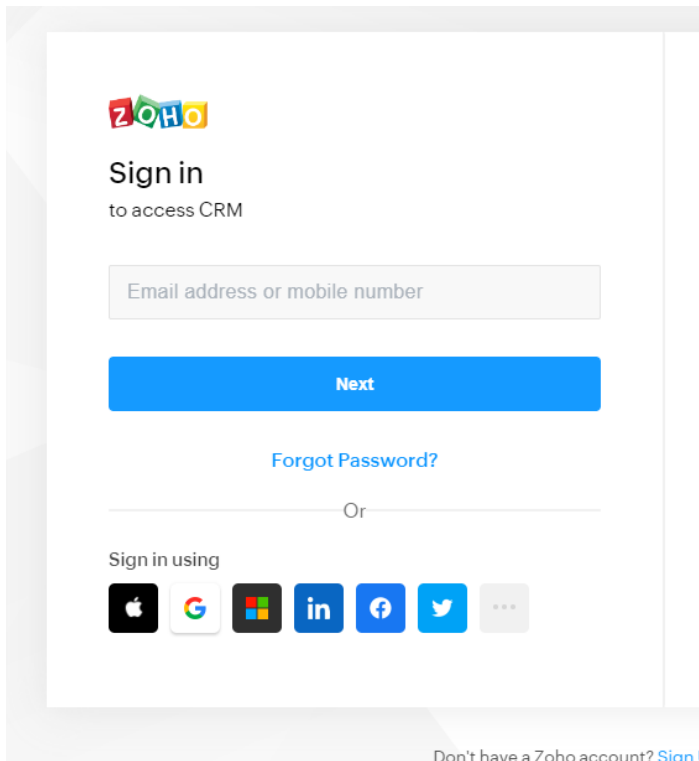
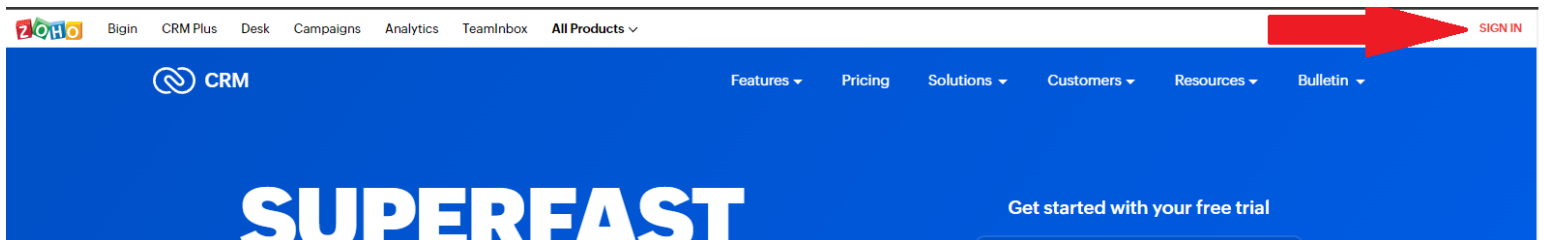
1.3 ZOHO CRM

1. Go to <https://crm.zoho.com/>

- Log in username and password.

Username: info@zohocrm.com

Password: [Cv0022X010220](#)



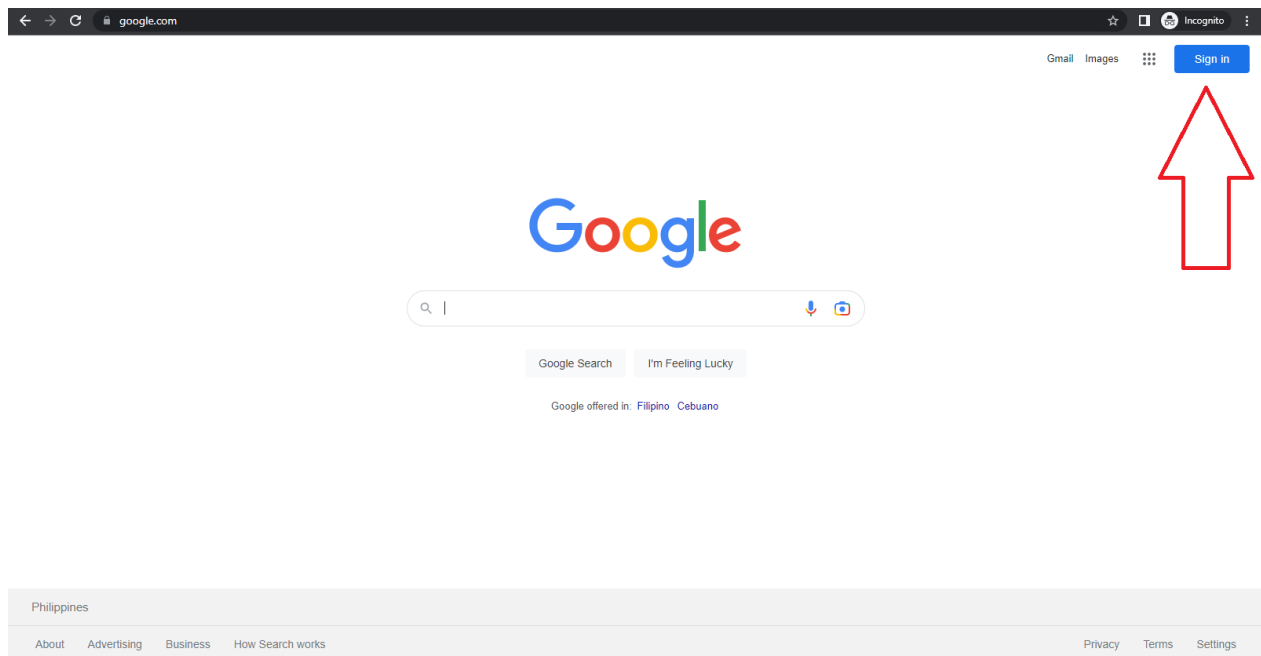
1.4 GOOGLE MY BUSINESS

1. Go to <https://accounts.google.com/>

- Log in username and password.

Username:

Password:



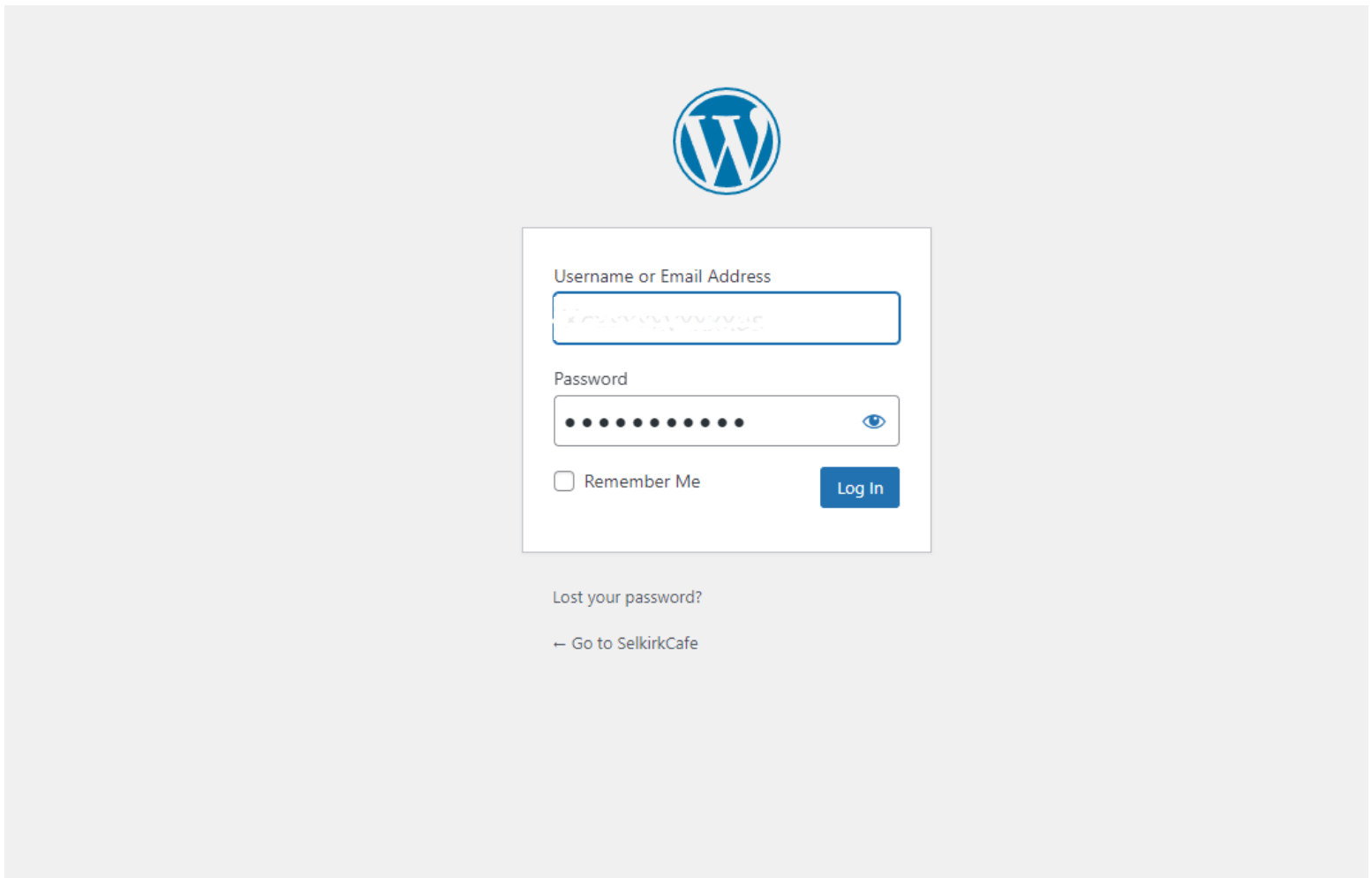
1.5 WORDPRESS

1. Go to <https://selkirkcafe.com/wp-admin>

- Log in username and password.

Username iereXcXXCxcbauiT

Password: cYcuytyxc23@



The image shows the WordPress login interface for the website SelkirkCafe. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white login box with a blue border. Inside the box, there are two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field contains the text 'iereXcXXCxcbauiT'. The 'Password' field contains a series of dots and a blue eye icon to the right. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the login box, there is a link 'Lost your password?' and a link '← Go to SelkirkCafe'.

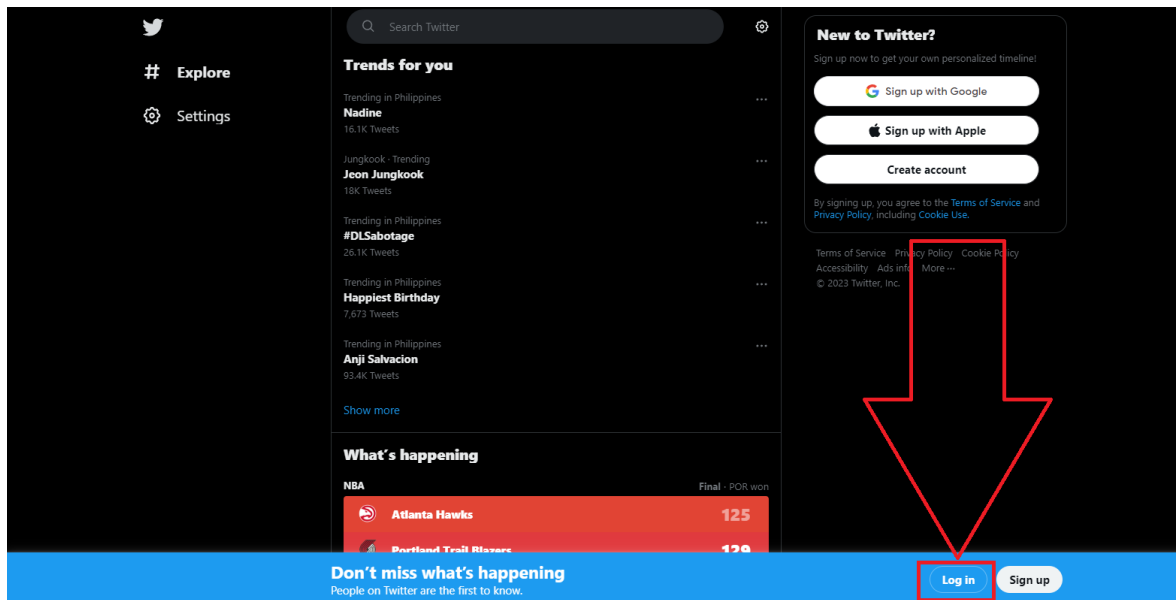
1.6 TWITTER

1. Go to <https://twitter.com/>

- Log in username and password.

Username: 11XZX@XZXZCOXZ11

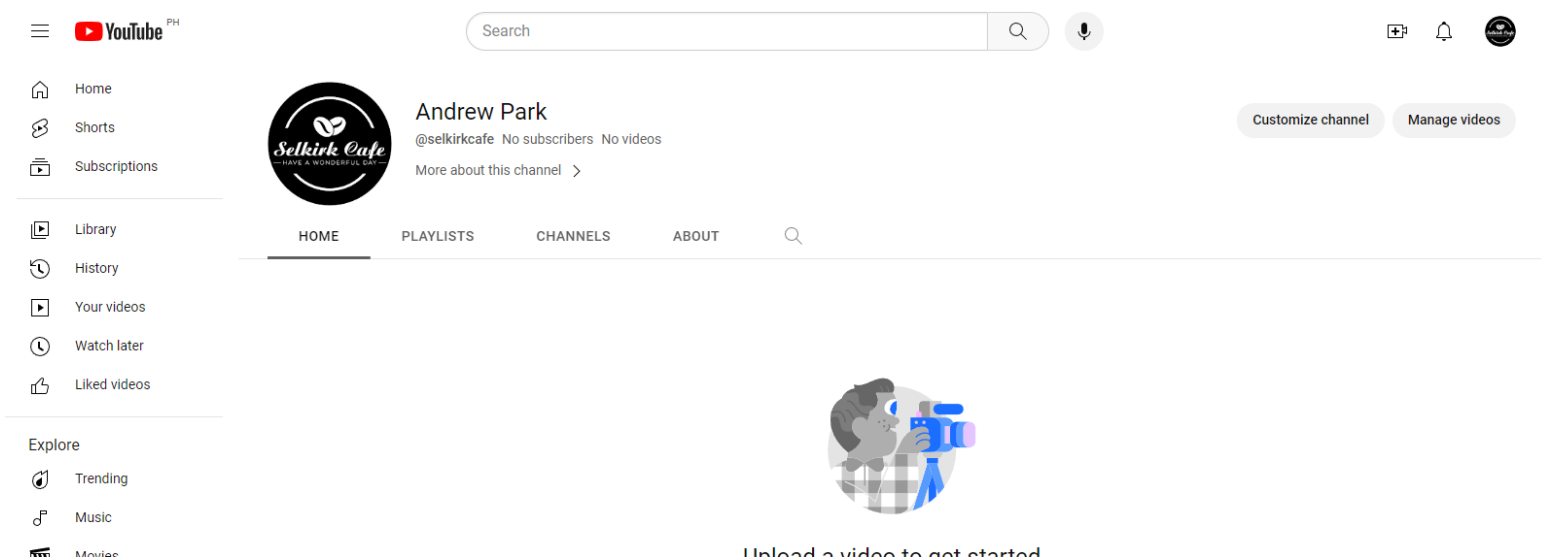
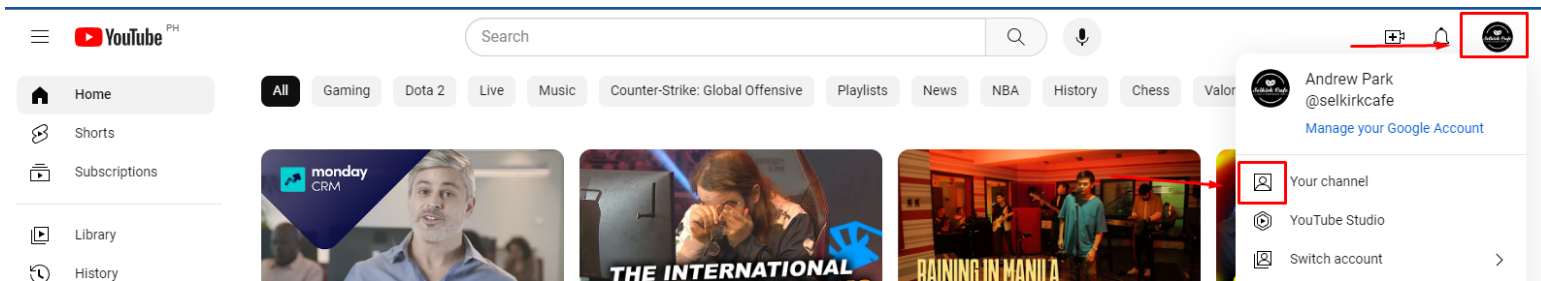
Password: v8v7vvv7vv2(n



1.7 YOUTUBE

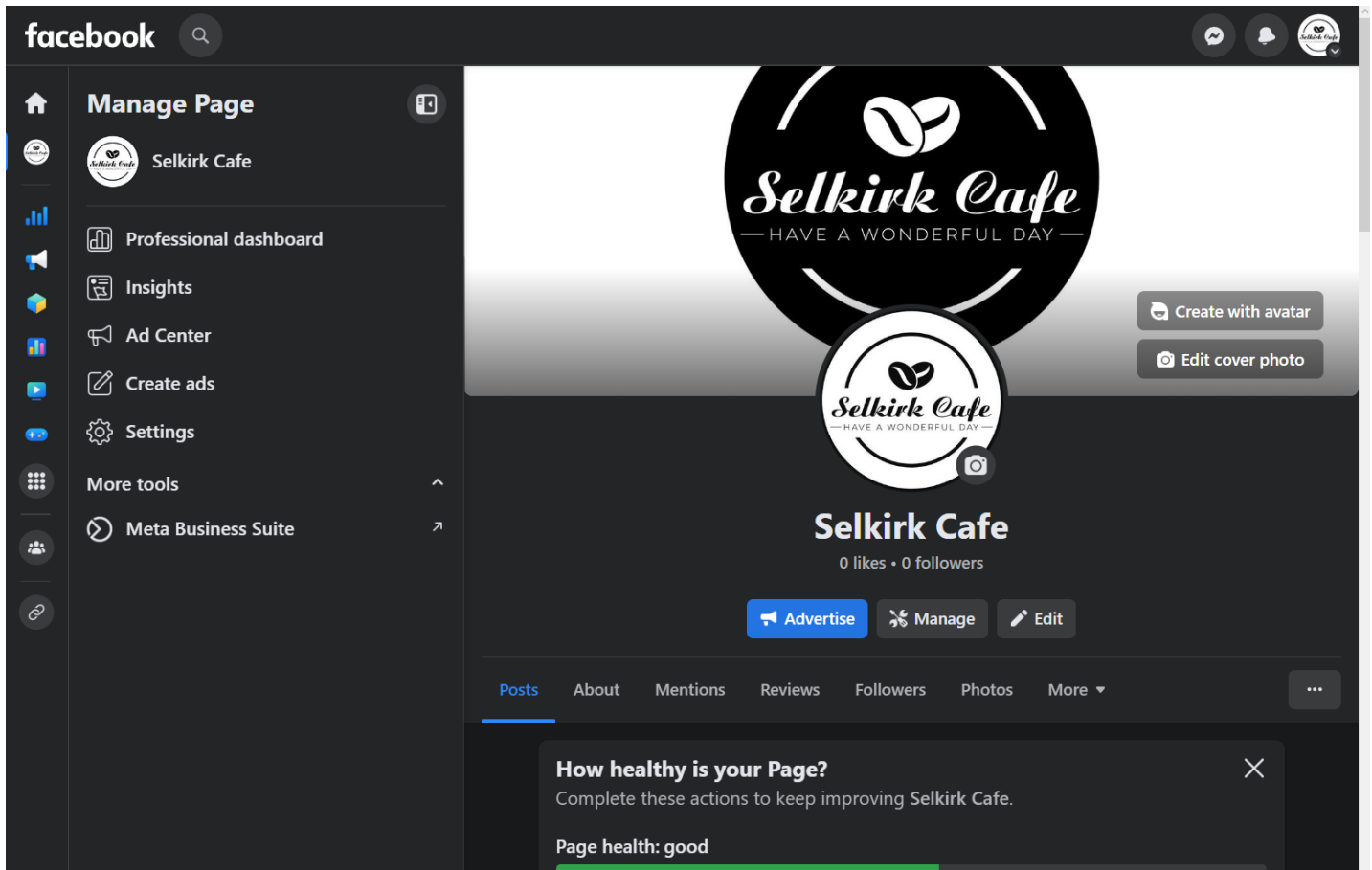
1. Using your google account you can also log in to your **Youtube**

- Go to <https://accounts.google.com/>
 - Inside of your google account you will see in the top right corner a multiple dot/box.
 - Then find the youtube icon.



1.8. FACEBOOK

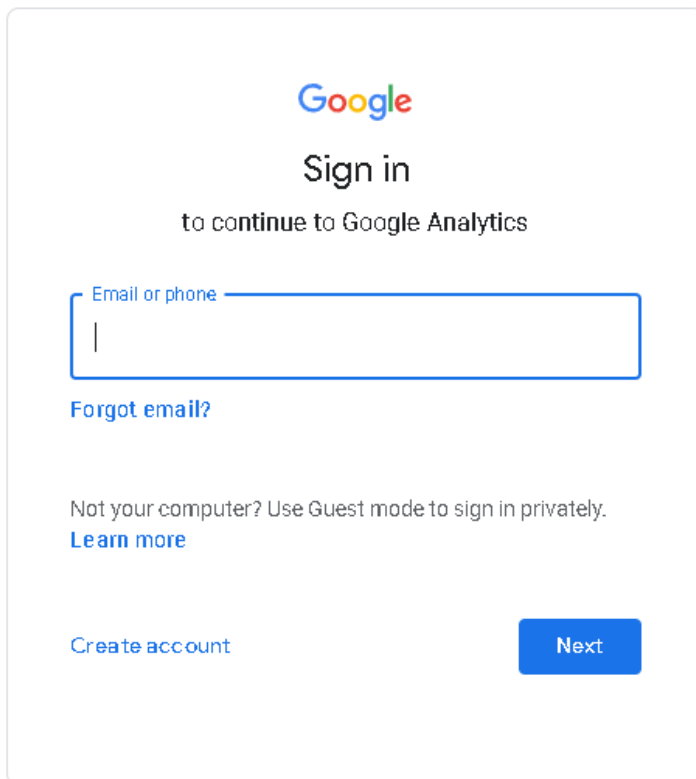
1. We need to make sure that the client has a Facebook profile so that we can transfer the Facebook page to his profile.



1.9 GOOGLE ANALYTICS

1. Go to <https://analytics.google.com/>
 - Log in username and password.

Username:



Google

Sign in

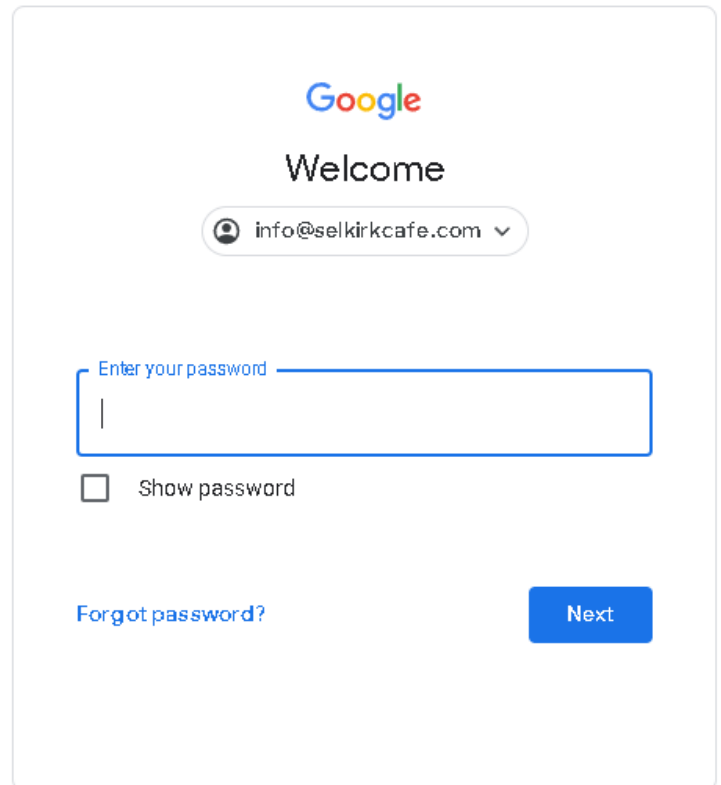
to continue to Google Analytics

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)



Google

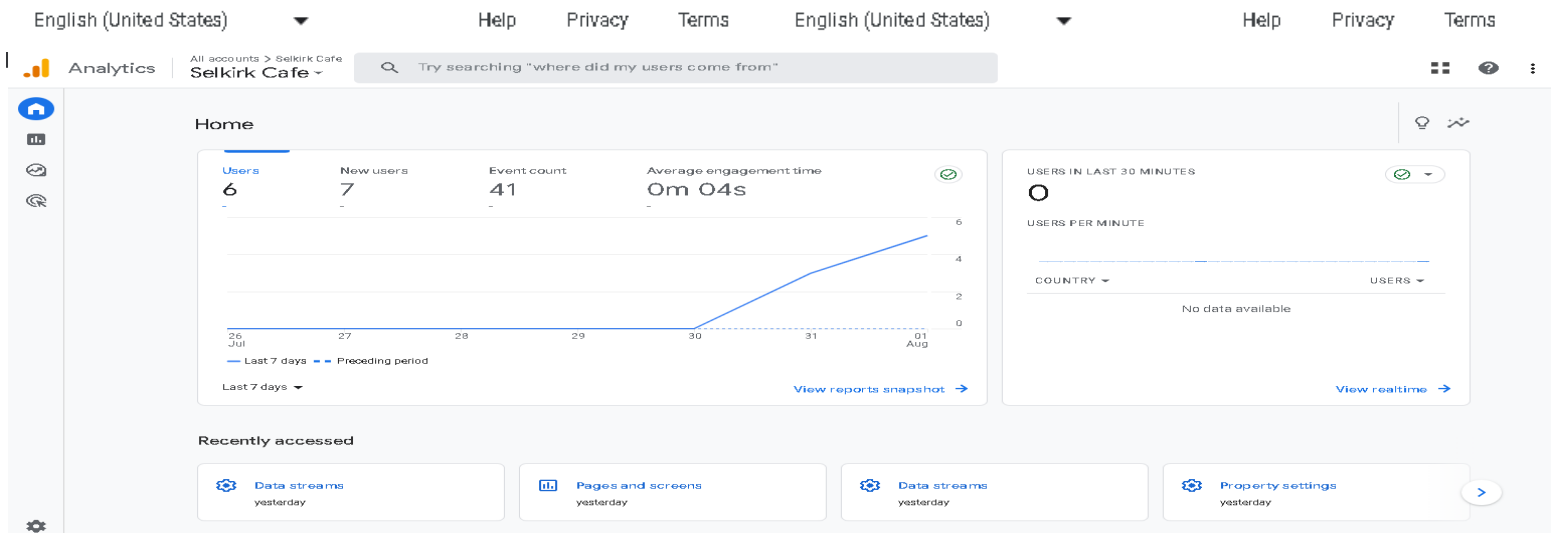
Welcome

▼

Enter your password

☐ Show password

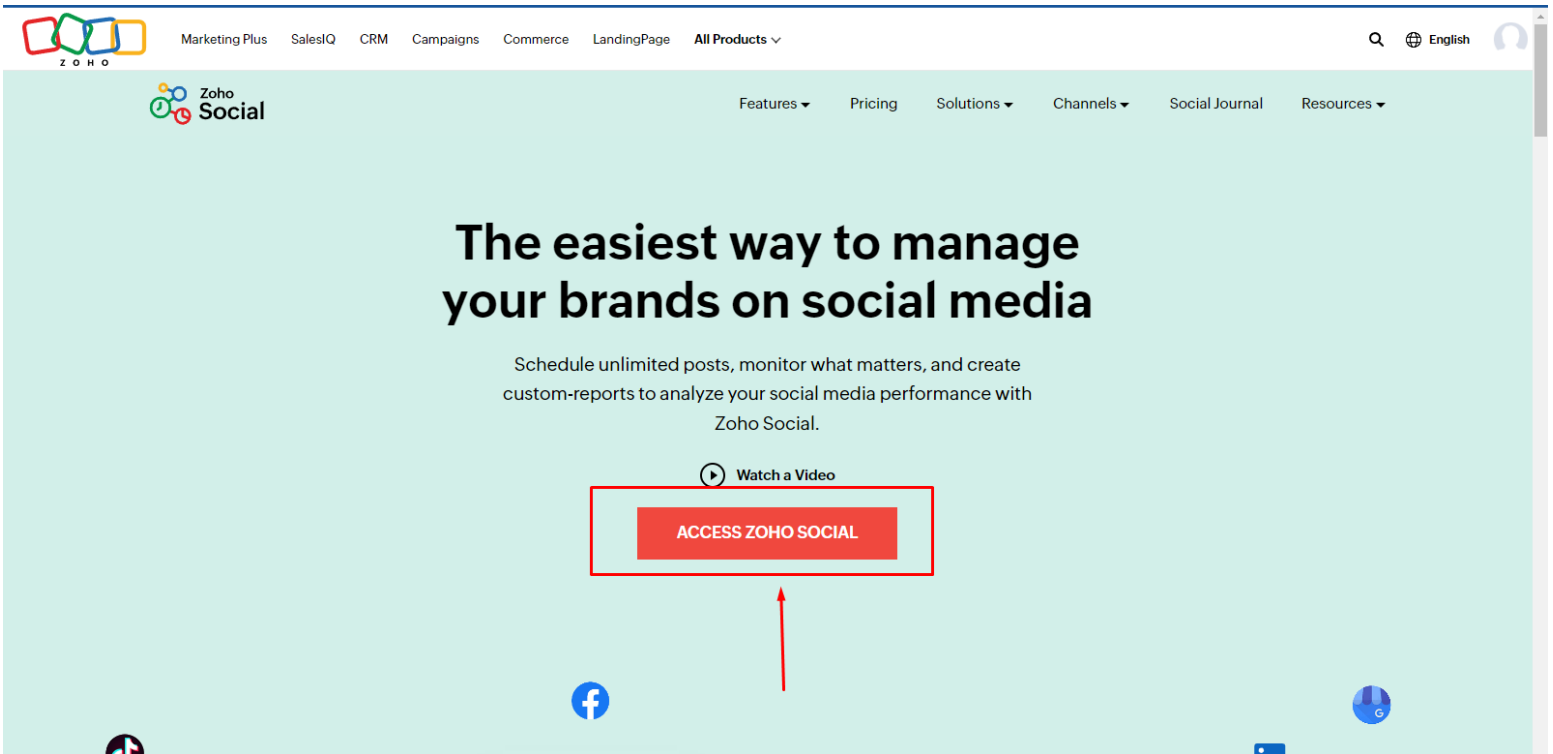
[Forgot password?](#) [Next](#)



1.10 ZOHO SOCIAL MANAGEMENT

1. Using your Zoho account you can also log in Zoho Social Management

- Go to <https://www.zoho.com/social/>



Zoho Social Management Dashboard

Brand Health <small>Channels overview for the past 30 days</small>					
CHANNELS	TOTAL FOLLOWERS [?]	NEW FOLLOWERS [?]	NO. OF POSTS [?]	REACH [?]	ENGAGEMENTS [?]
Selkirk Cafe	1 ↑ 100.0%	1 ↑ 100.0%	13 ↑ 100.0%	17 ↑ 100.0%	3 ↑ 100.0%
SelkirkCafe	0	0	0	NA [?]	0
Selkirk Cafe	NA [?]	NA [?]	NA [?]	0	105 ↑ 100.0%
Andrew Park	0	0	0	0	0
selkirkcafe23	0	0	0	NA [?]	0

Add more channels

Zoho Social Management Services (Social Channels)

← Back

BRAND SETTINGS

Brand Information

Social Channels

Brand Members

Publishing

Roles & Permissions

Notifications

GENERAL SETTINGS


Preference


All Members


Portal Settings


Audit Log


Social Channels


 Facebook Page


 Facebook Group


 Twitter Profile


 LinkedIn Profile


 LinkedIn Company Page

 Instagram Profile

 Google My Business

 YouTube Channel

 Pinterest Profile

 TikTok Business Profile NEW

Part 2: BRAND STANDARDS

SECTIONS

- 2.1 Primary Logo
- 2.2 Secondary Logo
- 2.3 Logo Font
- 2.4 Colours
- 2.5 Business card

2.1. PRIMARY LOGO



2.2. SECONDARY LOGO



Aristocrat Regular

LULO CLEAN ONE

2.4. COLOURS

#0d0d0d

#ffffff

2.5. BUSINESS CARD

Andrew Park
OWNER

1 250-383-9339

INFO@SELKIRKCAFE.COM

2960 JUTLAND RD, VICTORIA, BC
V8T 5K7, CANADA

SELKIRKCAFE.COM

2.6. LETTERHEAD



Dear Mr/Mrs.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc sit amet sem nec risus egestas accumsan. In enim nunc, tincidunt ut quam eget, luctus sollicitudin neque. Sed leo nisl, semper ac hendrerit a, sollicitudin in arcu. Duis pulvinar condimentum elit quis dignissim. Maecenas euismod at risus ut dignissim. Donec pharetra condimentum augue sit amet volutpat. Aliquam luctus, massa eu consectetur rutrum, leo felis imperdiet turpis, imperdiet auctor tellus diam id lectus. Aliquam sollicitudin eros pulvinar, mollis felis eu, molestie mauris. In ut felis enim. Sed pulvinar sapien nec blandit dictum.

Praesent cursus tincidunt mi, et imperdiet dolor. Fusce in accumsan justo. Maecenas faucibus leo vel vestibulum porta. Vivamus consectetur quis massa et interdum. Phasellus pellentesque nibh ac urna finibus, at consectetur libero ornare. Nam molestie tempus nisi, a fermentum nisl tristique quis. Cras malesuada vel enim vel finibus.

Regards,

Executive Officer





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