

◆ TECH SETUP CHECKLIST ◆

Title: Get Technically Ready to Launch Your Spiritual Business

By Riz & Oriah Mirza – *The Ascension Codes: Create Your Spiritual Career*

1. EMAIL + CONTACT SYSTEM

- ☐ Create a professional email address (Gmail or GSuite recommended)
Example: yourname@yourbusiness.com
 - ☐ Set up a free email scheduler (MailerLite, ConvertKit, Flodesk)
 - ☐ Write a clear auto-response email for client inquiries
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2. VIDEO + SESSION TOOLS

- ☐ Create a free Zoom account (or Pro if doing group sessions)
 - ☐ Test your webcam + mic (external preferred: Logitech, Blue Yeti, etc.)
 - ☐ Choose your session background: clean, calm, and non-distracting
 - ☐ Set up appointment reminders (Google Calendar, Calendly, Acuity)
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3. WEBSITE OR LANDING PAGE

- ☐ Start a simple website (Wix, Squarespace, or similar)
- ☐ Add your About, Offerings, Contact, and Booking pages
- ☐ Optional: Embed a welcome video or audio message from you
- ☐ Include a working contact form and booking/payment option

4. PAYMENTS & INVOICING

- ☐ Set up a Zelle, PayPal Business or Stripe account
- ☐ Create a clear payment link or button for each offering
- ☐ Optional: Use a platform like Payhip or ThriveCart for digital delivery
- ☐ Use an invoice template or automated system (like Wave or Square)

5. COURSE + CONTENT DELIVERY

- ☐ Organize your PDFs and videos in Google Drive, Dropbox, or Notion
- ☐ Optional: Host your course on a platform (Podia, Teachable, Gumroad)
- ☐ Test download links or private access BEFORE launch
- ☐ Add copyright and usage terms to all course materials

6. SOCIAL MEDIA PREP

- ☐ Choose 1-2 main platforms to begin (Instagram, TikTok, YouTube, etc.)
- ☐ Create matching bio + profile photo across platforms
- ☐ Link your offerings in bio (Linktree or direct page on website)
- ☐ Start with 3 core posts: Intro, Your Story, What You Offer

7. INTERNAL ORGANIZATION

- ☐ Create folders for each client, offering, and project

- ☐ Back up everything to cloud storage (Google Drive, Dropbox)
 - ☐ Keep a notes app or doc for content ideas and client insights
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8. SPIRITUAL INTEGRITY + LEGAL BASICS

- ☐ Add a refund policy and terms of service
 - ☐ Disclose that your sessions are not medical or legal advice
 - ☐ Protect your intellectual property (copyright statement, watermarks)
 - ☐ If needed: Register your business or name (DBA) locally
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NOTE TO STUDENTS:

You don't need all of this to start. You just need a clean setup, consistent energy, and the willingness to grow. Begin with what's essential for your first client—and expand from there.