



13 October 2026

1. Website Training & Documentation

Seesaw to action

- Provide a simple walkthrough of the Framer CMS.
- Demonstrate how to update text, imagery, programmes, resources and other website content.
- Explain how to add, edit and remove CMS entries.
- Provide basic instructions for managing the website moving forward.

2. Final Website Review & Content Pop

Ubuntu to action

- Review the website and confirm all content, imagery and information is correct.
- Provide any final feedback or amendments.
- Give final approval to launch.
- Upload any final content.

3. Framer Account & Ownership

Ubuntu to action

- Create a Framer account at framer.com.
- Confirm the email address that will manage the website.
- Set up a Framer subscription suitable for the website.

Seesaw to action

- Transfer the website project to Ubuntu's Framer workspace.
- Ensure Ubuntu has full ownership and editing access.

4. Domain & Website Launch

Ubuntu to action

- Confirm who currently manages the Ubuntu Collective domain.
- Provide access to the domain's DNS settings, or arrange for the domain administrator to assist.

Seesaw to action

- Connect the existing domain to the new Framer website.
- Configure the necessary DNS settings.
- Publish the website and verify everything is working correctly.

5. Final Handover

Seesaw to action

- Confirm the website is live and functioning correctly.
- Ensure Ubuntu has the necessary access and permissions.
- Provide any relevant documentation and final website assets.
- Confirm the handover is complete.