

Checklist

aikyam School – Content & Newsletter Workflow

1. Forum Questions
2. Forum Questions are answered : in some cases like Prerna, existing Ghost blogs can be recreated as forum posts.
3. Add blog posts for each Forum Q&A in the microsite.
4. Create tags in the microsite and copy the same tags to the aikyam School main site.
5. Sender Name in microsities must follow the format: `Name <hello@aikyam.school>`
6. Footer must follow the format: `© 2026 "Name" - Part of aikyam.school`
7. Create newsletters on the aikyam School main site describing the microsite Ghost blogs.
8. Map the newsletter posts with the same tags used in the microsite.
9. Copy the newsletter contents to Listmonk.
10. Create separate lists in Listmonk for each microsite.
11. Choose the relevant subscriber list from Pattic.
12. Send the campaign with Sender Name: `MicrositeName <hello@aikyam.school>`

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