Migrating to Weebly Cloud for Designers

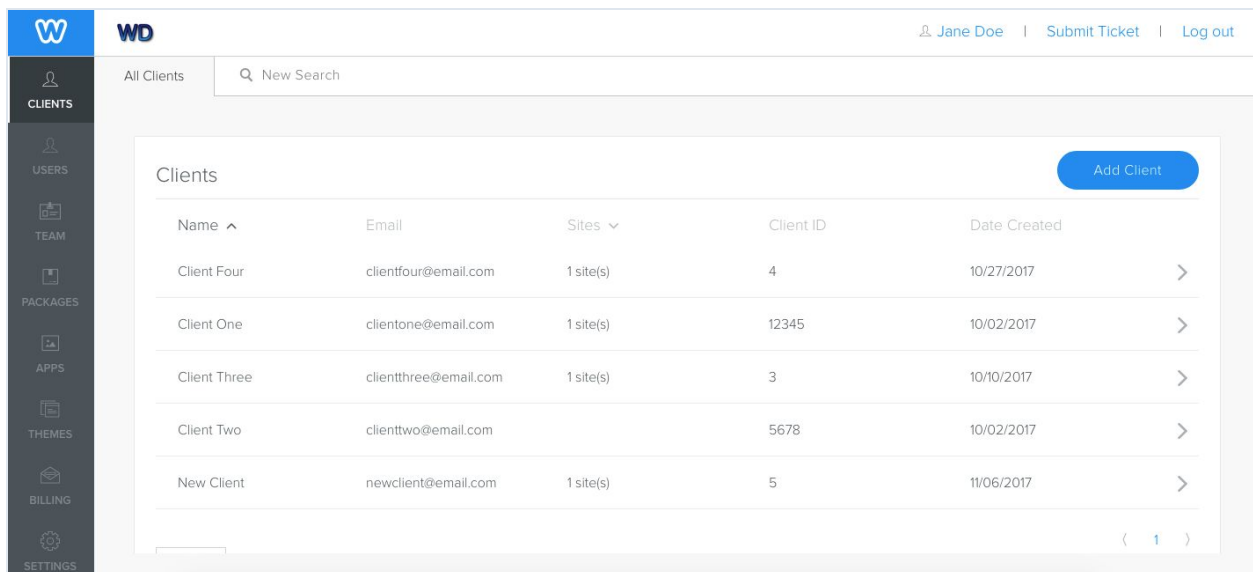Use these topics to understand how to do your work in the Cloud Admin

Welcome to the new Weebly Cloud for Designers!

These topics will help you understand how to do everything you used to do in the Designer Platform portal in Weebly Cloud.
You'll now do most of your work from the Cloud Admin, accessed from `your_weebly_domain/admin`.

Note: You set your Weebly domain when you configure your account. Ask your account rep for more info.

You use this admin tool to manage your clients and their sites, as well as your business.

The Weebly Cloud Admin

You'll continue to use the Weebly editor to edit sites and view site info like blog post comments and form entries.

Weebly Editor

Each topic shows the screens you used in the old Designer Platform to complete a task and maps them to the screens in the Cloud Admin or Weebly editor.

Working with Clients

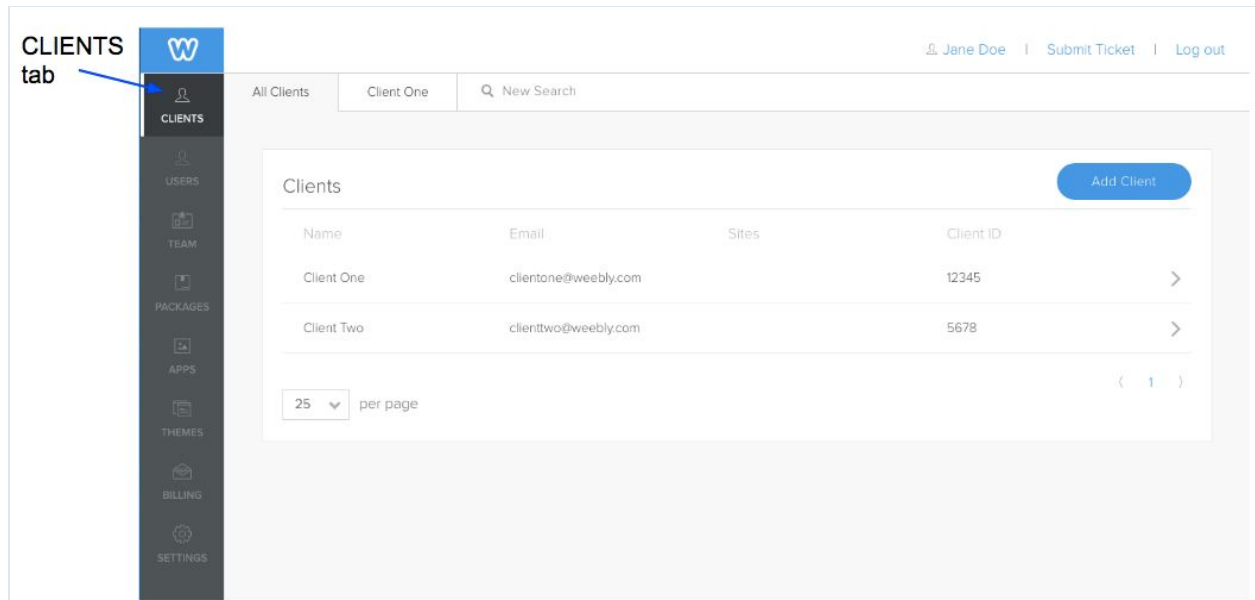This topic shows how to work with your clients in the Cloud Admin.

View Your Client List
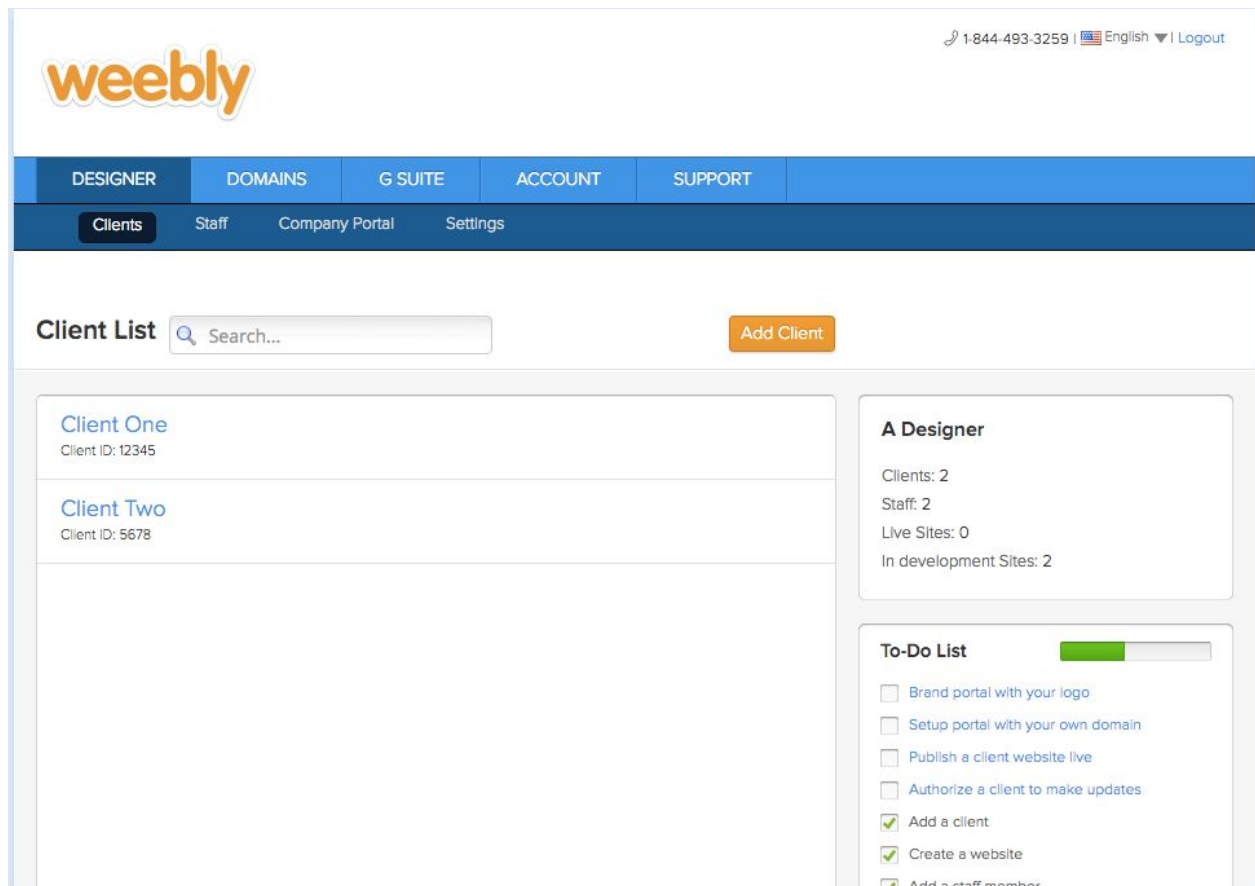
View Client List in Designer Platform

In the Cloud Admin, just as in the old Designer Platform, your clients are listed on the **CLIENTS** tab when you first log in.

If you're on another tab, click the **CLIENTS** tab to return to your client list.
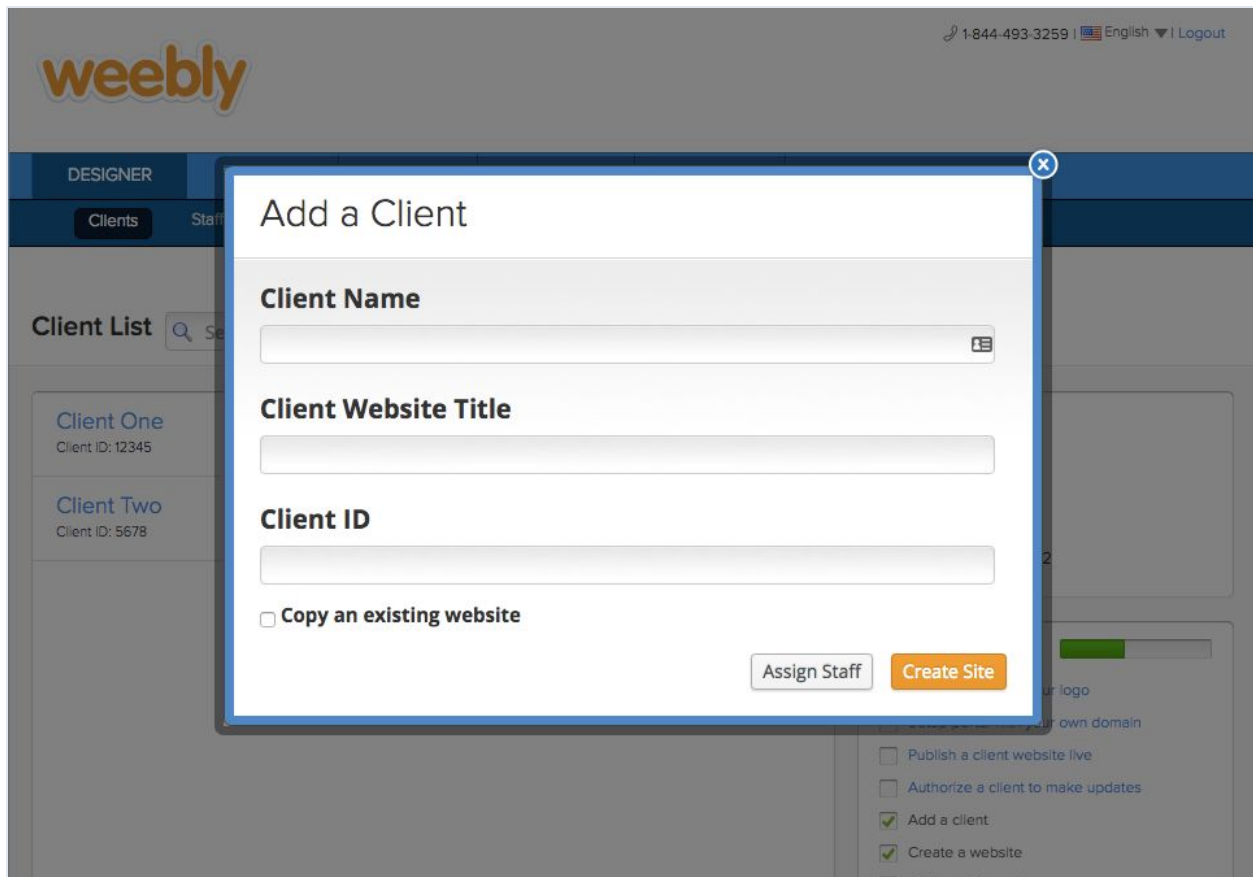
Client tab in the Cloud Admin

About this page:

- Clients are listed alphabetically.
- By default, the first 25 are displayed.
- Use the dropdown at the bottom left to change the number of clients displayed.
- Use the pagination controls at the bottom right to move between pages.
- Use the search bar at the top to search for clients. You can search by the client's name, ID, email, or site URL.
- Click on a client's name to open the details page.

Add a Client

Adding a Client in Designer Platform

You add a client from the **Client List** page on the Clients tab.
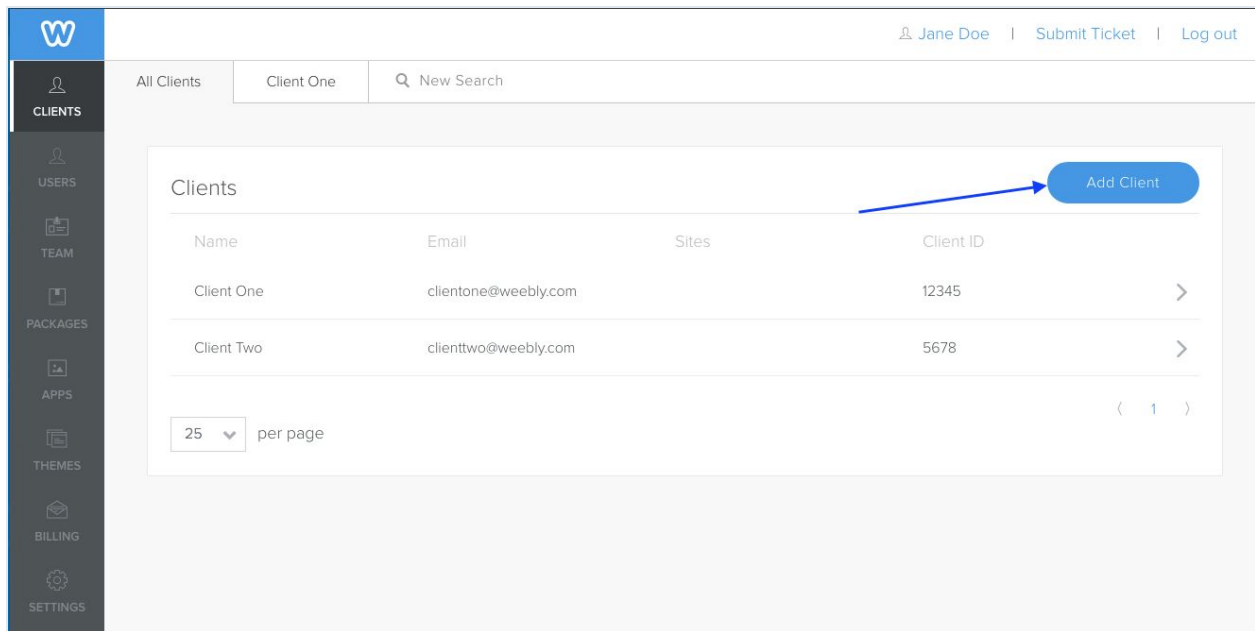
Add a client from the client list
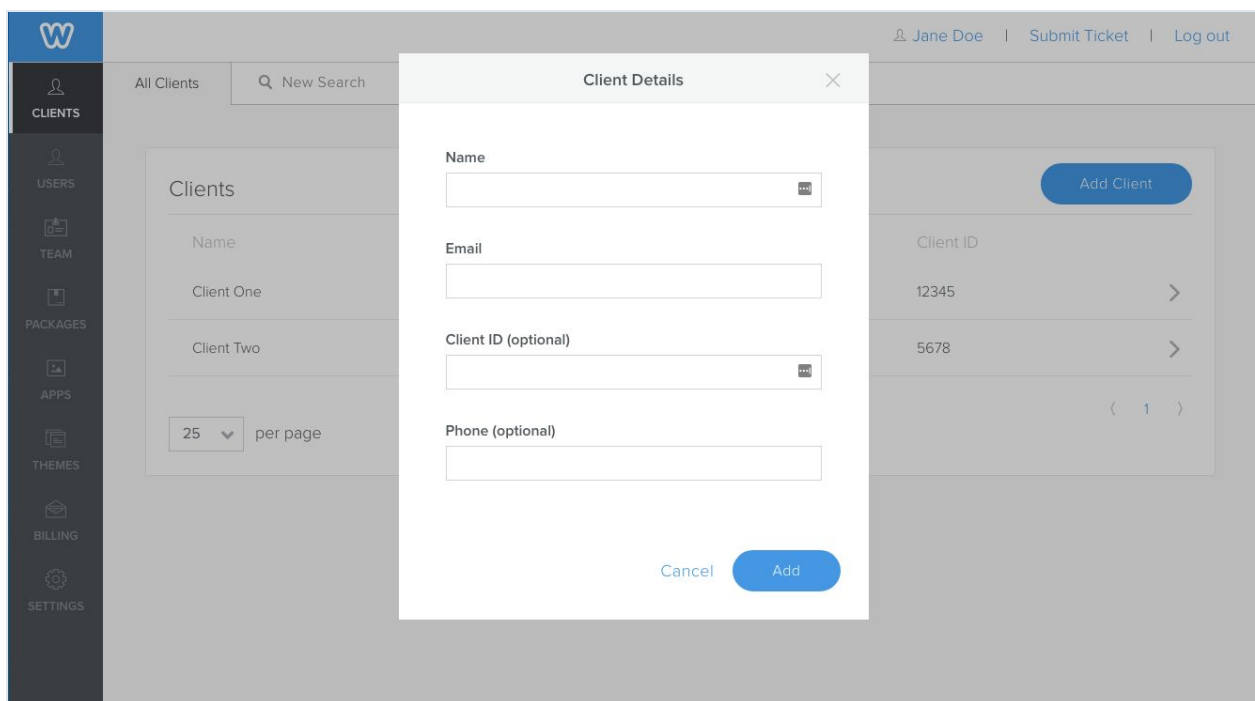
Add a client

More about creating clients here.

Edit a Client

Edit a client from the Designer Platform
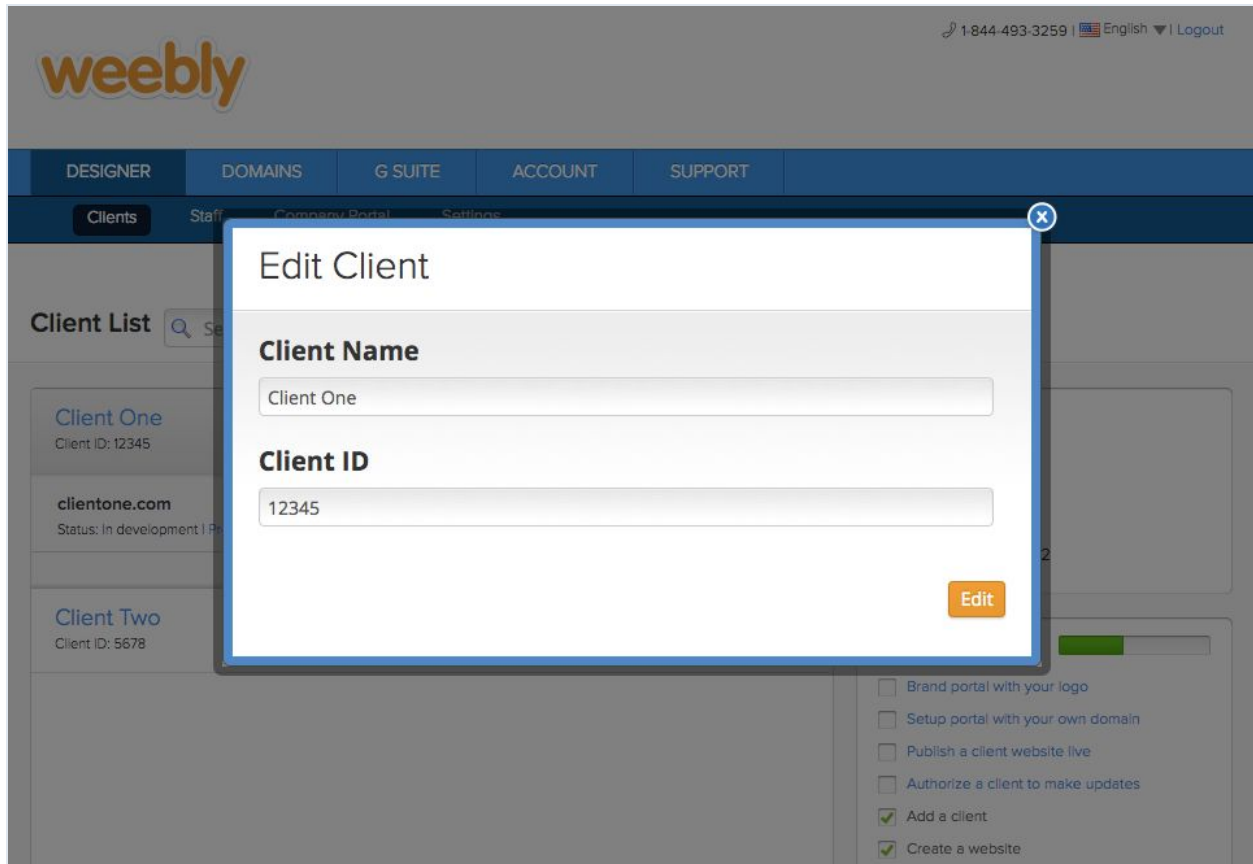
Edit a client from the Designer Platform

Click a client's name from the Client List to open details page to edit the client.
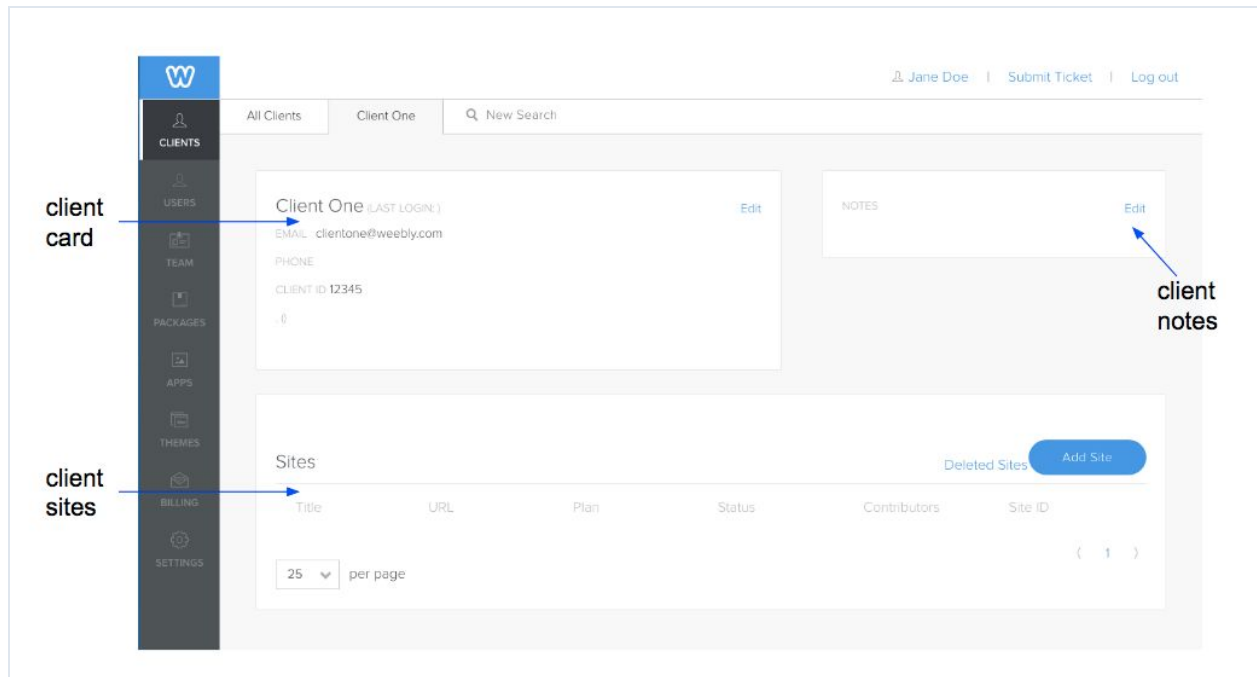
Client details page

You'll do most of your client work from this page.

Here's what you can do:

- Edit the name, email, phone, and ID: Click **Edit** in the client card to change contact info.

Edit a client's info

- **NEW!** Add a note: Click **Edit** in the Notes area to add a note.
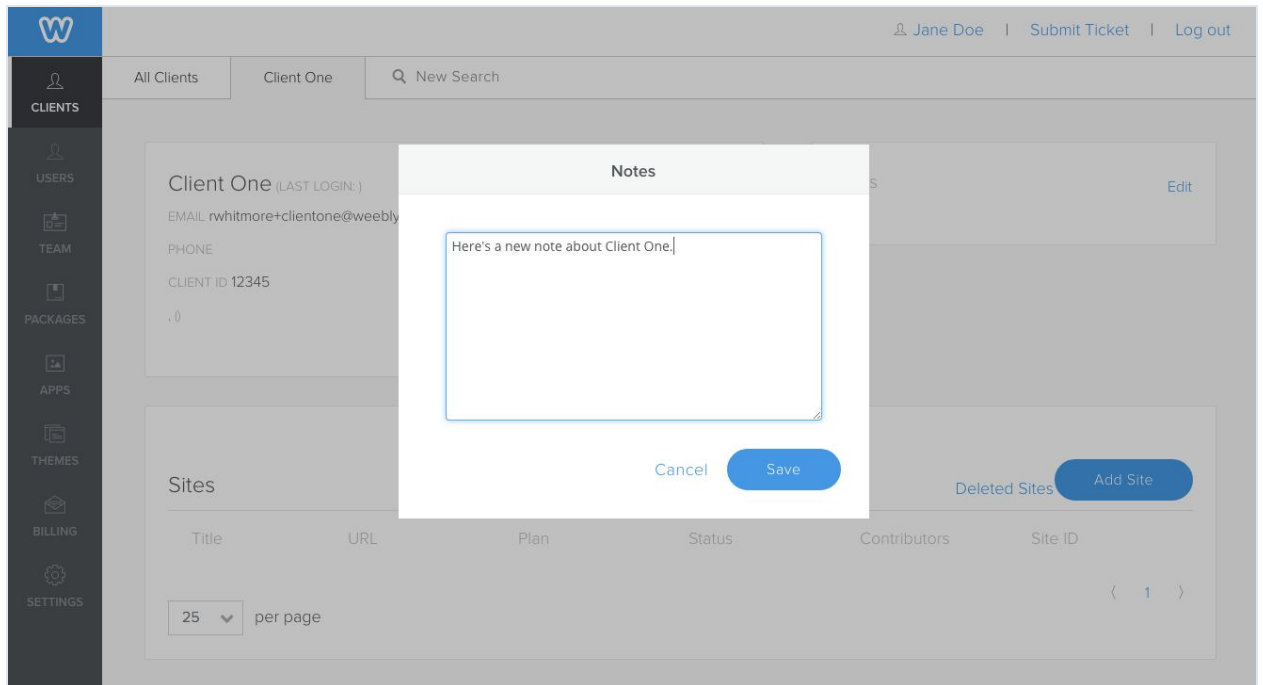
Add a note for the client

- View the list of client's current sites
- **NEW!** View a list of any deleted sites: Click the **Deleted Sites** link.
- **NEW!** Restore deleted sites
- Add Sites

Working with Sites

This topic shows how to create and manage sites in the Cloud Admin.

Add a Site
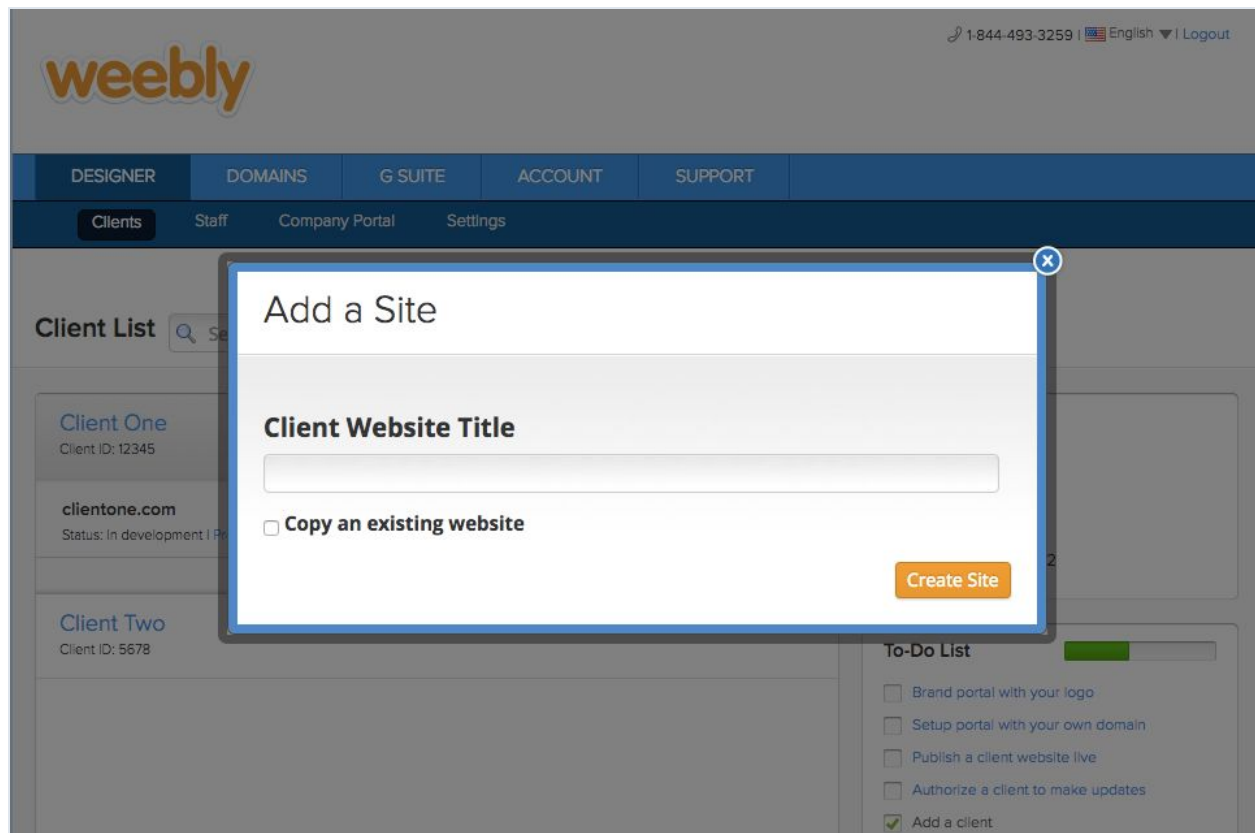
Add a site in the Designer Platform

In the Cloud Admin, you add a site from the client's detail page.
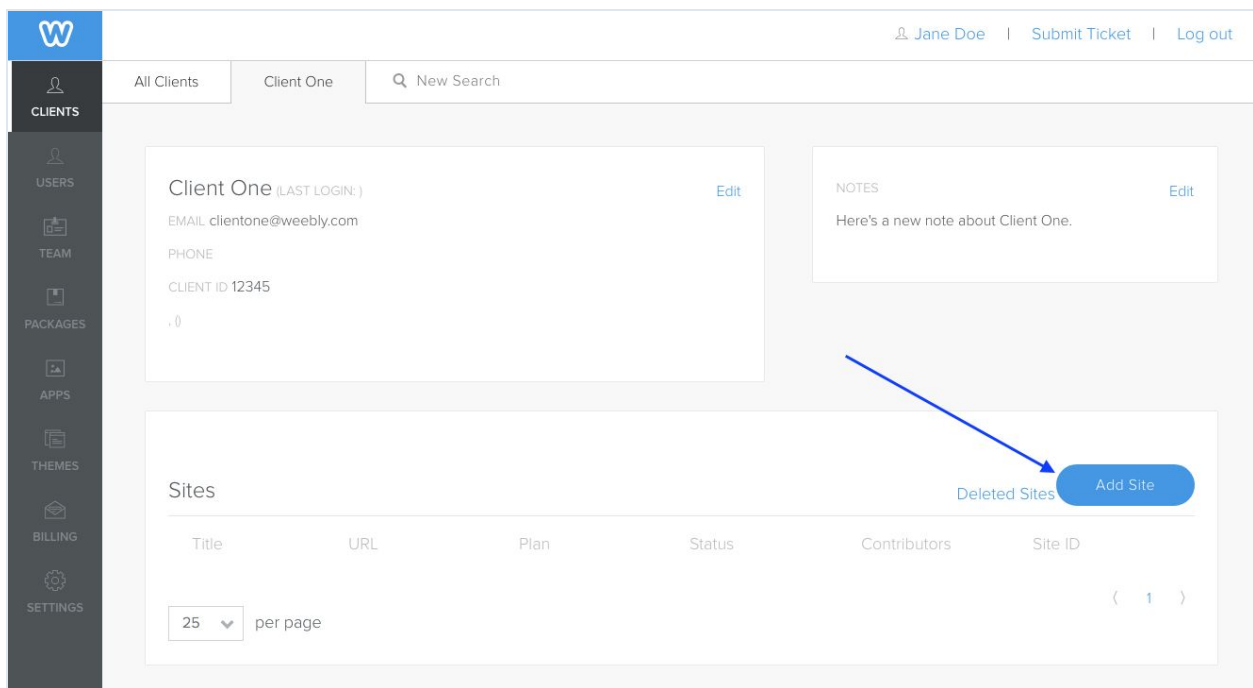
Add a site from the client's detail page.
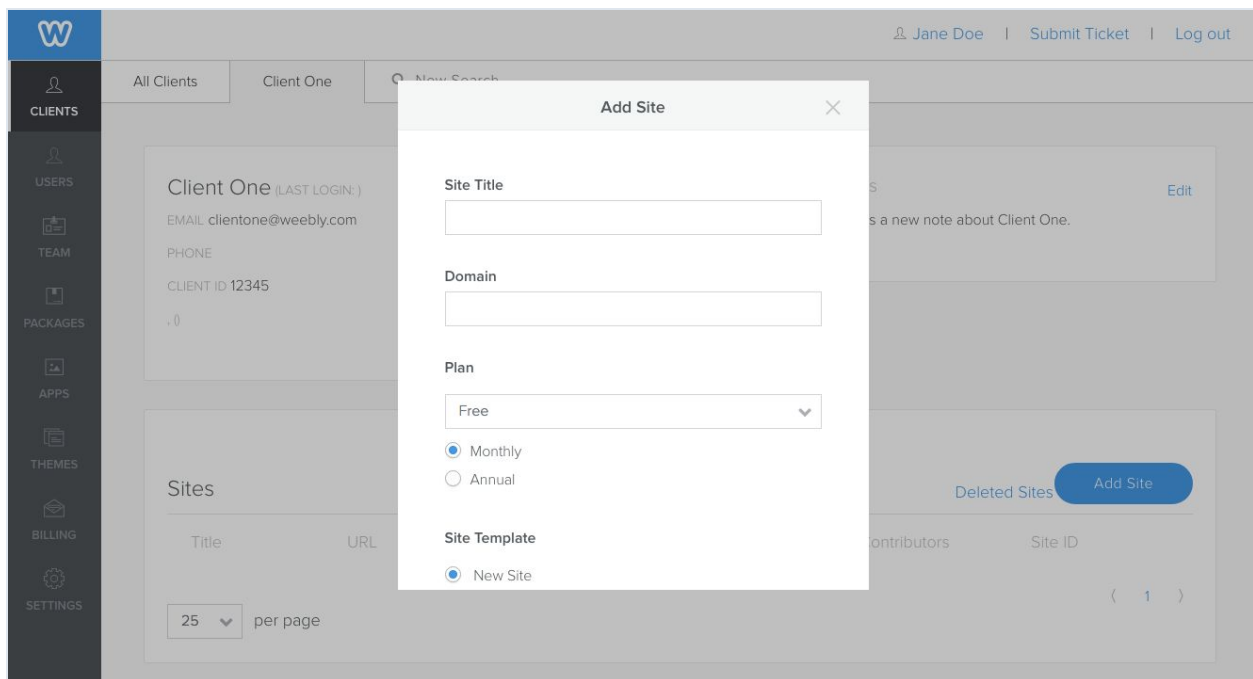
Add a site from the client's detail page.

You can create the site from scratch, or you can copy an existing site or use a template. More about creating sites here. When you create a site, you're taken to the site's detail page where you can further manage it.

Site's detail page

Edit a Site

Edit a site in the Designer Platform

You can edit a site from the site's detail page in Cloud Admin.
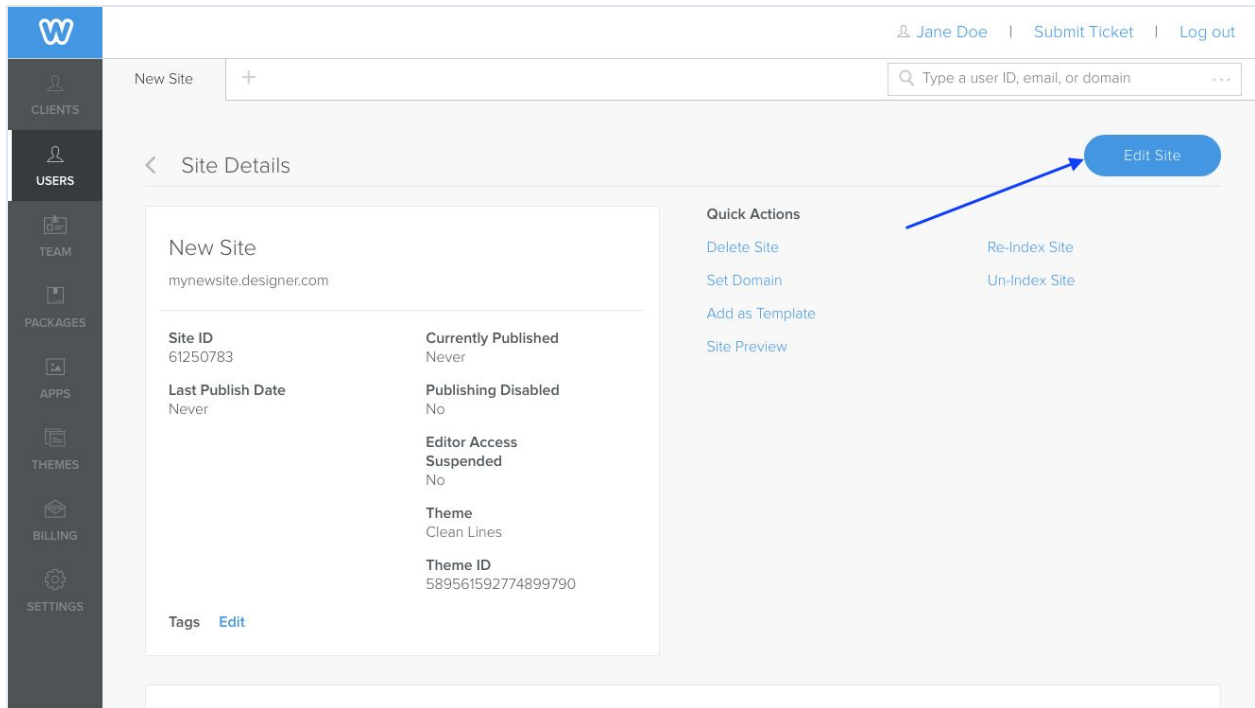
Edit a site in the Cloud Admin

As previously, clicking Edit Site takes you to the Weebly editor.

Weebly Editor

Preview a Site
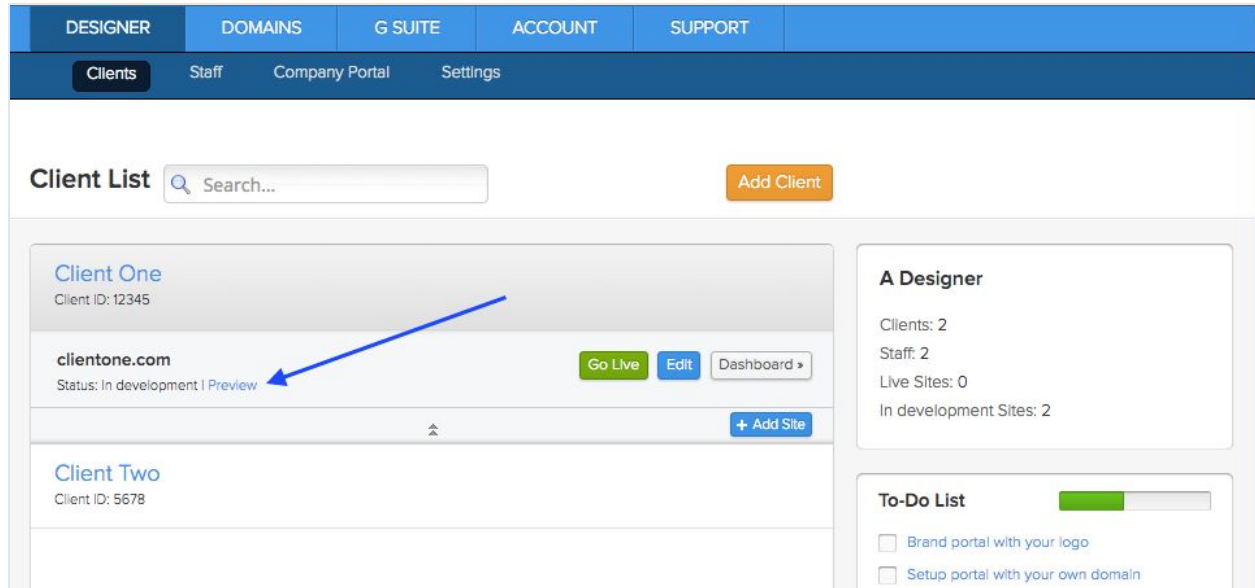
Preview a site in Designer Platform

You now preview a site directly from the Editor.
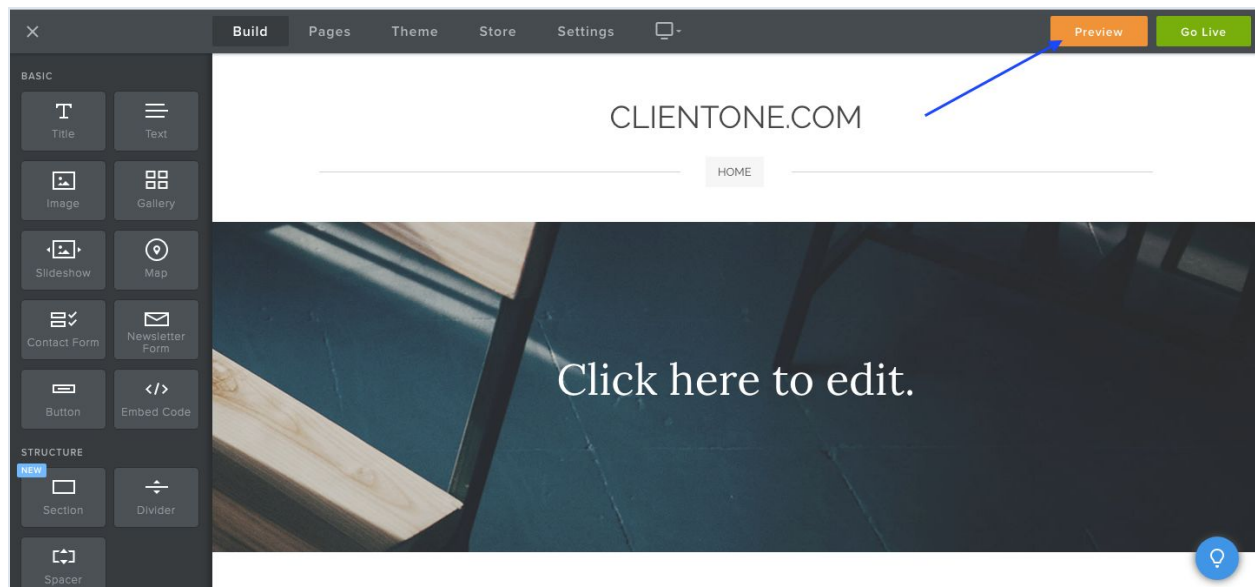
Preview a site from the Weebly Editor

You can also preview a site from the site's detail page.

Preview a site from the details page

More about previewing a site, and sending a preview link to your client, here.

Delete a Site

Delete a site in Designer Platform

You delete a site from the site's detail page.

Delete a site

You can view all deleted sites from the client's detail page.

List deleted sites

NEW! Restore a Site

You can restore a deleted site from the Deleted Sites dialog accessed from the [Deleted Sites](#) link on the client detail page.
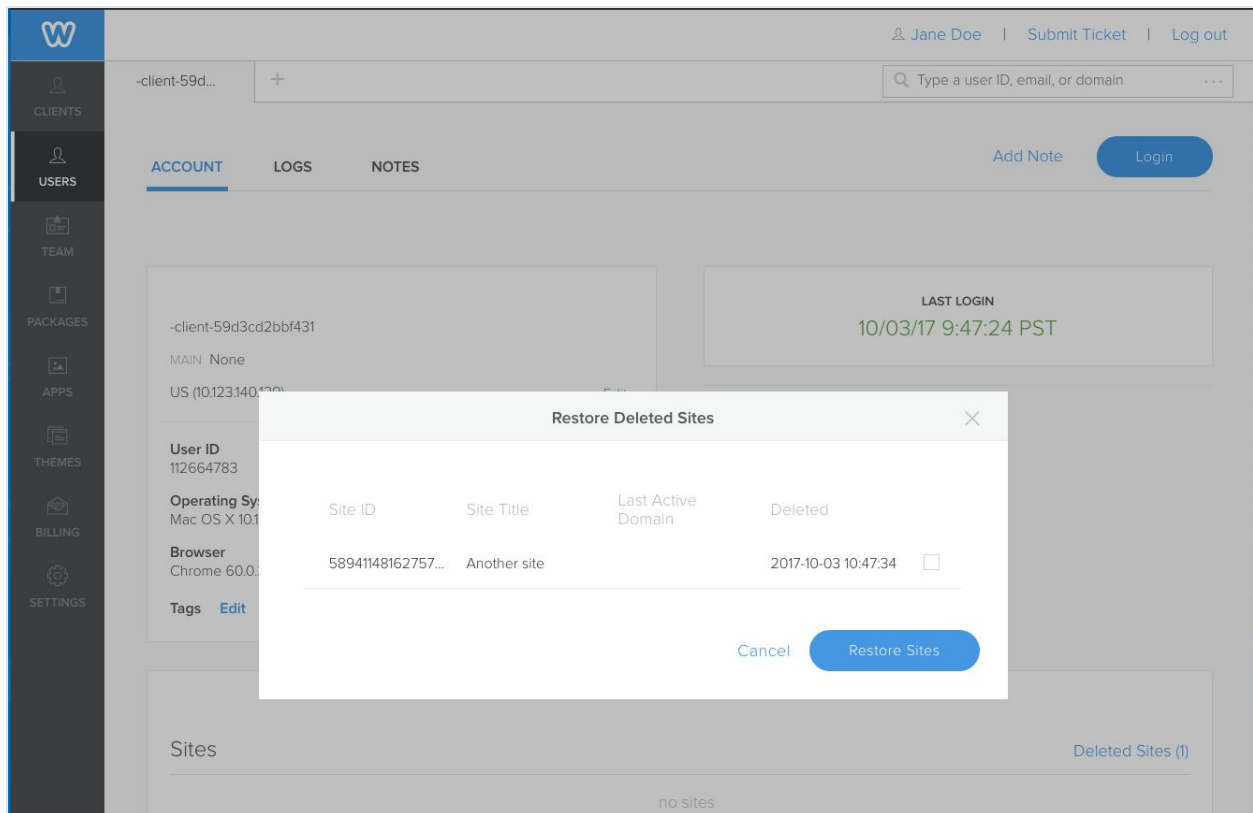
Restore sites

NEW! Restore Text Elements to a Page on a Site

You can restore deleted text elements back to a page from the site's detail page in the Cloud Admin.

In the Pages section, click the gear icon for the page with the deleted elements and choose **Restore Elements**.

Restore elements to a page

Select the text element to restore and click **Restore Elements**.
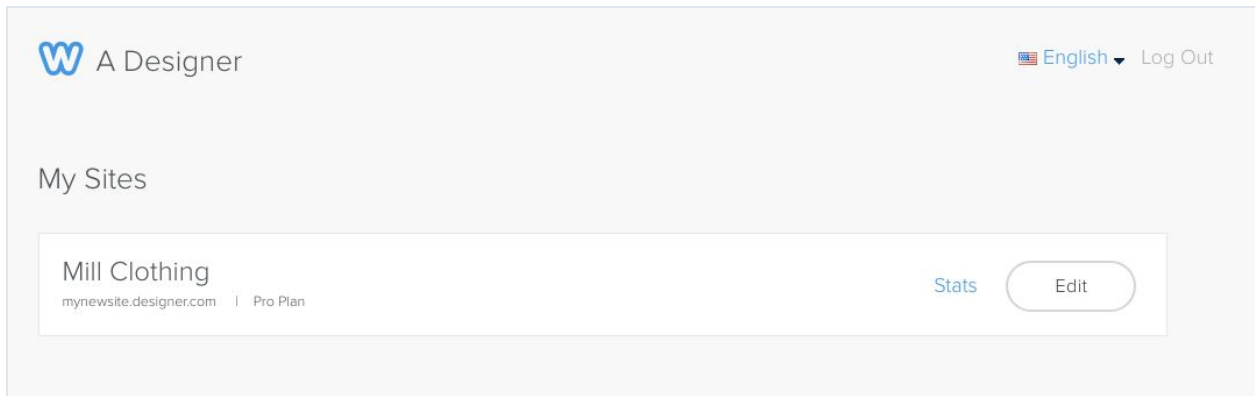

Restore elements to a page
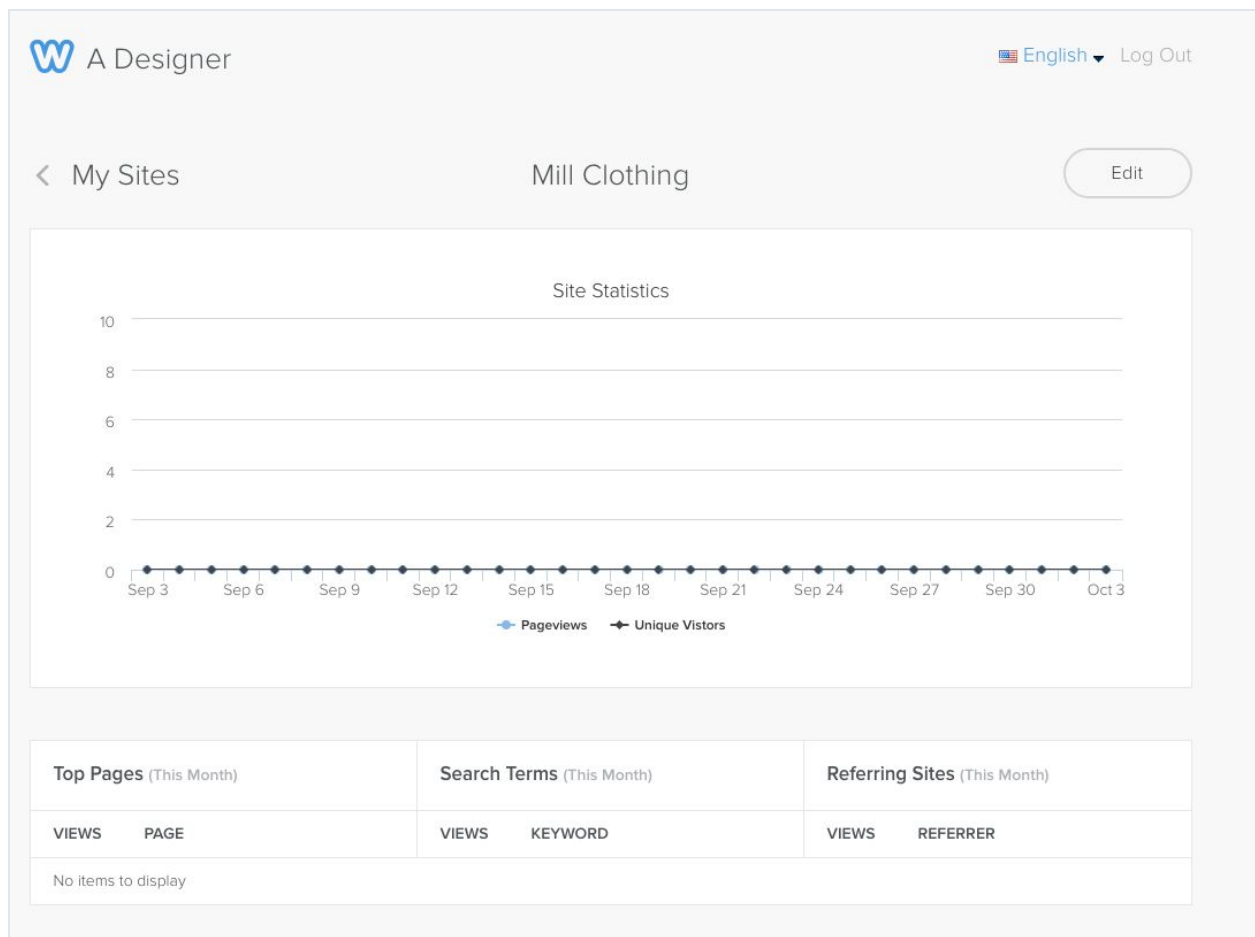
View Site Statistics
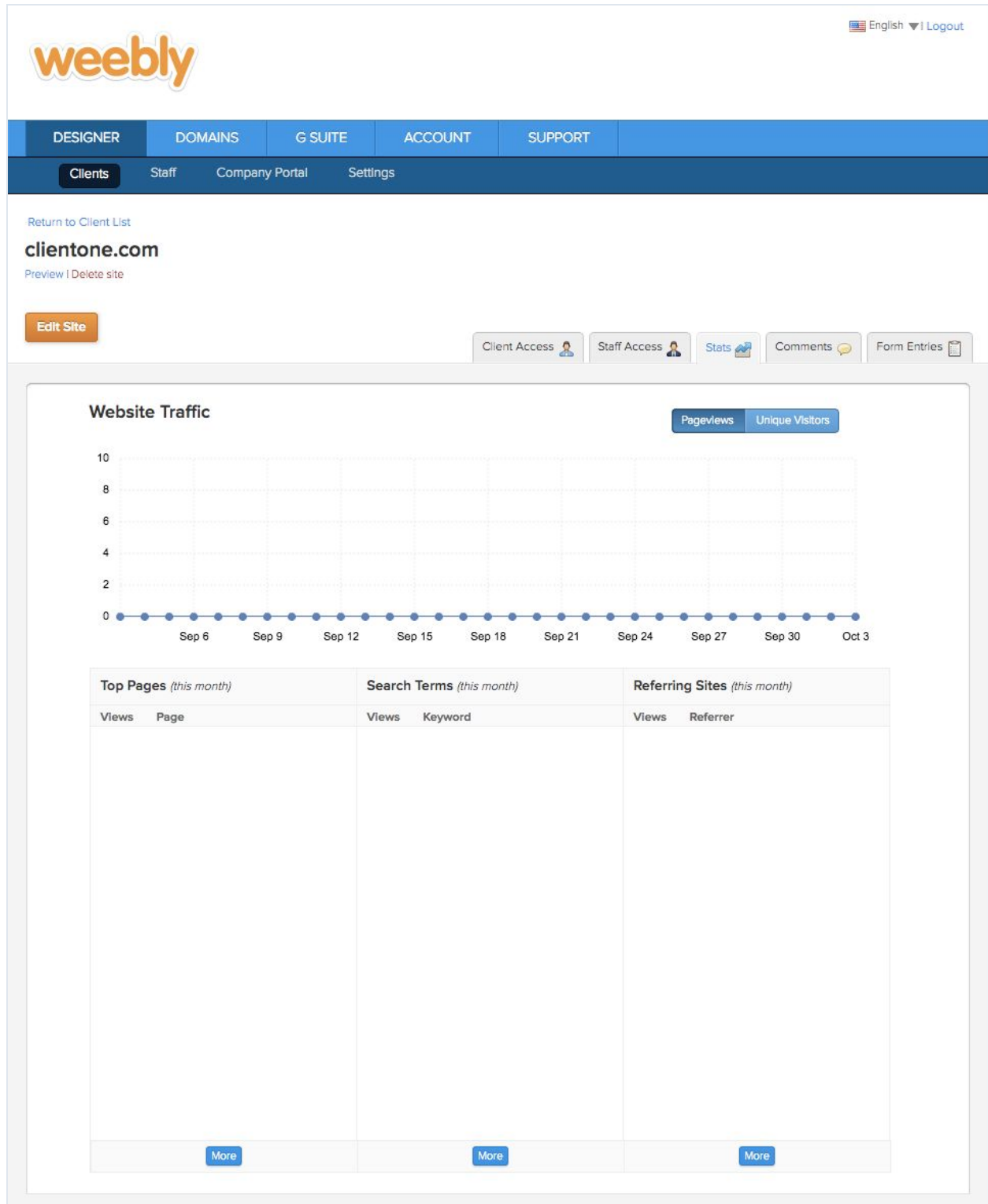
View statistics in the Designer Portal

You now access site stats from the User Portal. You access that portal from `your_domain.com/portal`. When your clients log in, they see a list of any sites they have access to.

User Portal

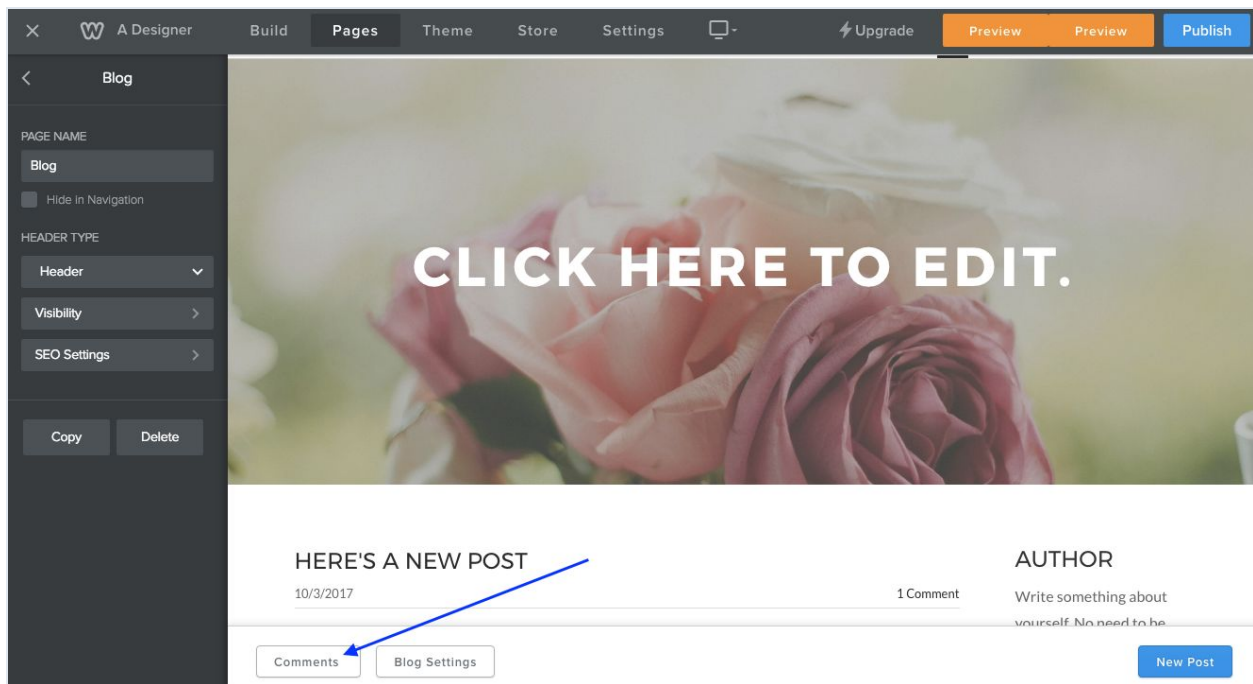Click the **Stats** link to view stats for the site.

Site statistics in User Portal

View Blog Comments

Blog Comments in Designer Portal

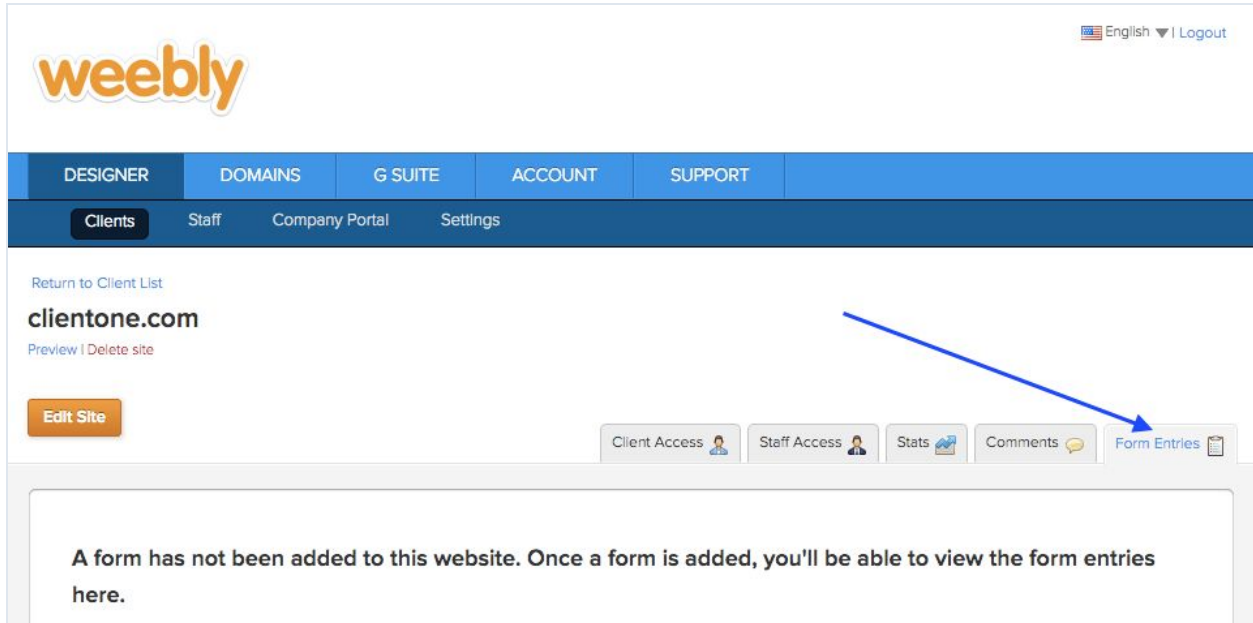Now you access blog comments directly from the blog's page in the editor.

Blog comments in the Weebly Editor

And you manage the comments from the resulting dialog.
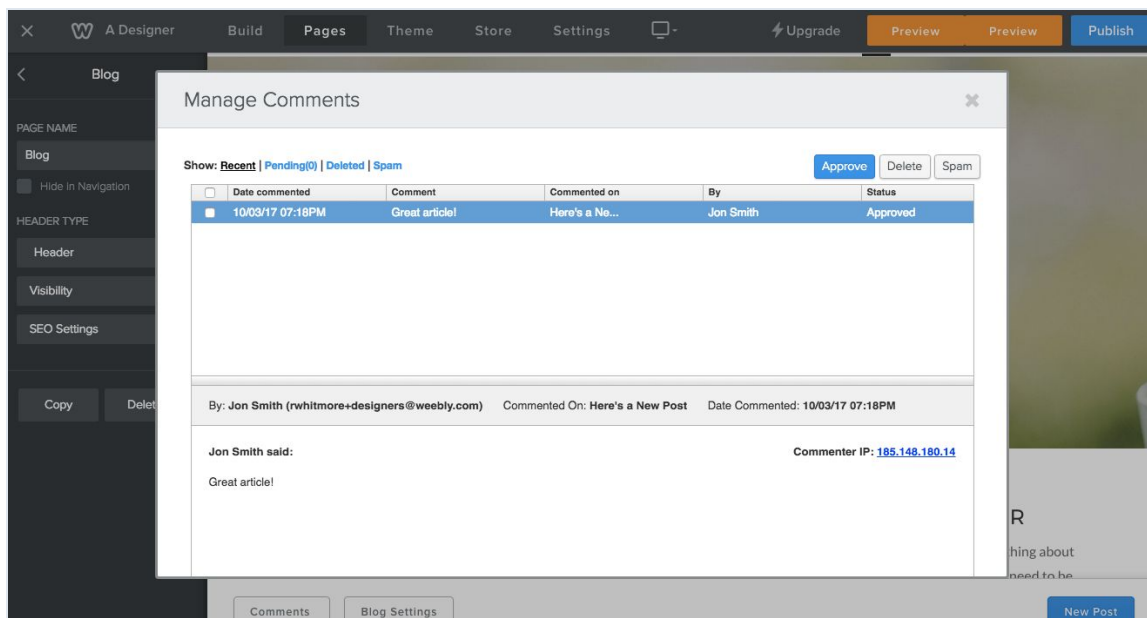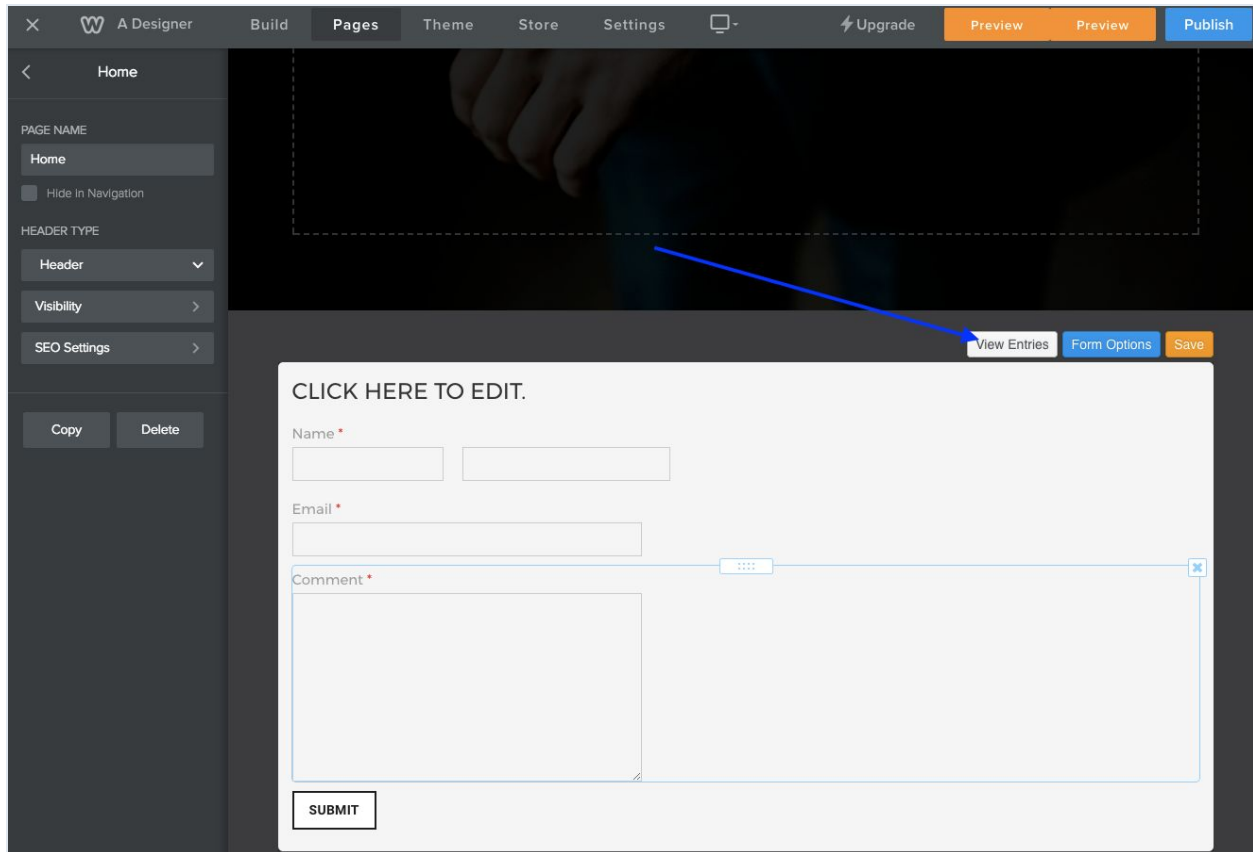

Blog comments dialog

View Form Entries

Form entries in Designer Portal

Like blog comments, you access form entries directly from the editor by clicking on the form.

Form entries in the editor

And you manage the entries from the resulting dialog.

Form entries

NEW! Change a Site's Plan

You can change the plan a site is on from the bottom of the site's detail page.

Site plans can be changed

Controlling Access to a Site

This topic shows how to control client and staff access to sites.

Client Access

Controlling access in Designer Platform

By default, when a site is created for a client, they have no access to it, other than viewing the published site. You can give them specific access levels to a site by making

them a *site contributor*. The level of access that you can configure is slightly different than what it used to be.

To set access for a client, from the site's [detail page](#), in the Contributors section, click the **Add Contributor** link.
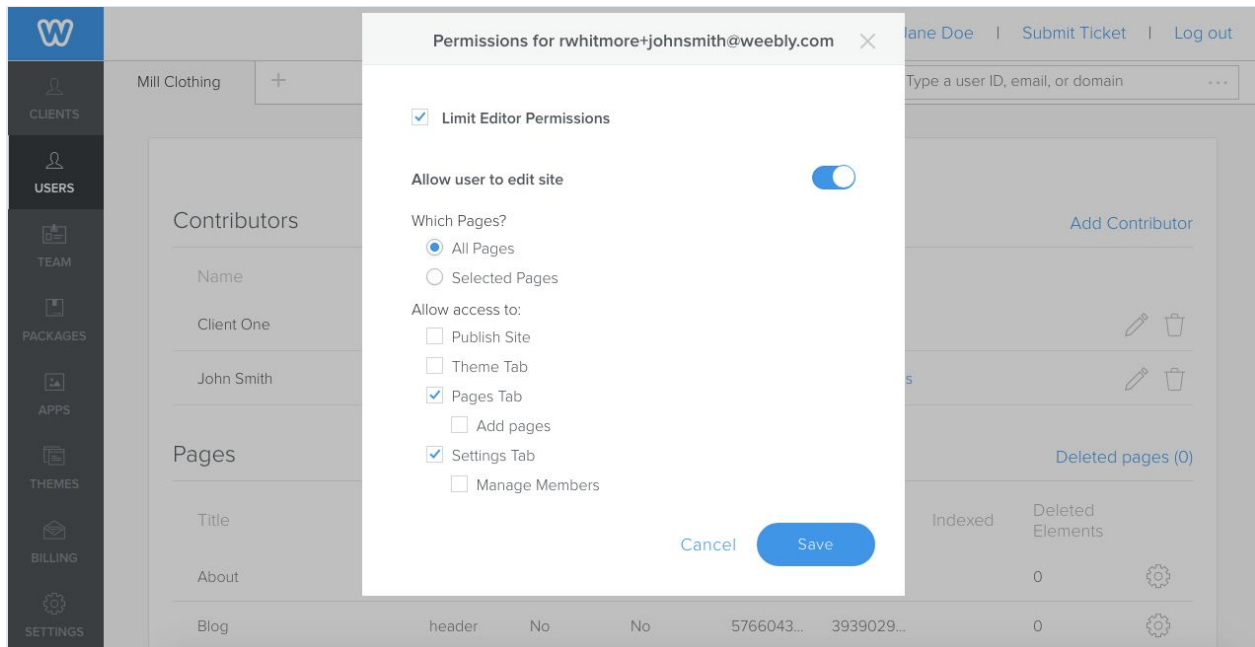

Add site contributors from the site's detail page

Make sure **New User** is selected at the top, and enter the client's name, email address (other settings are optional) and click **Set Permissions**.
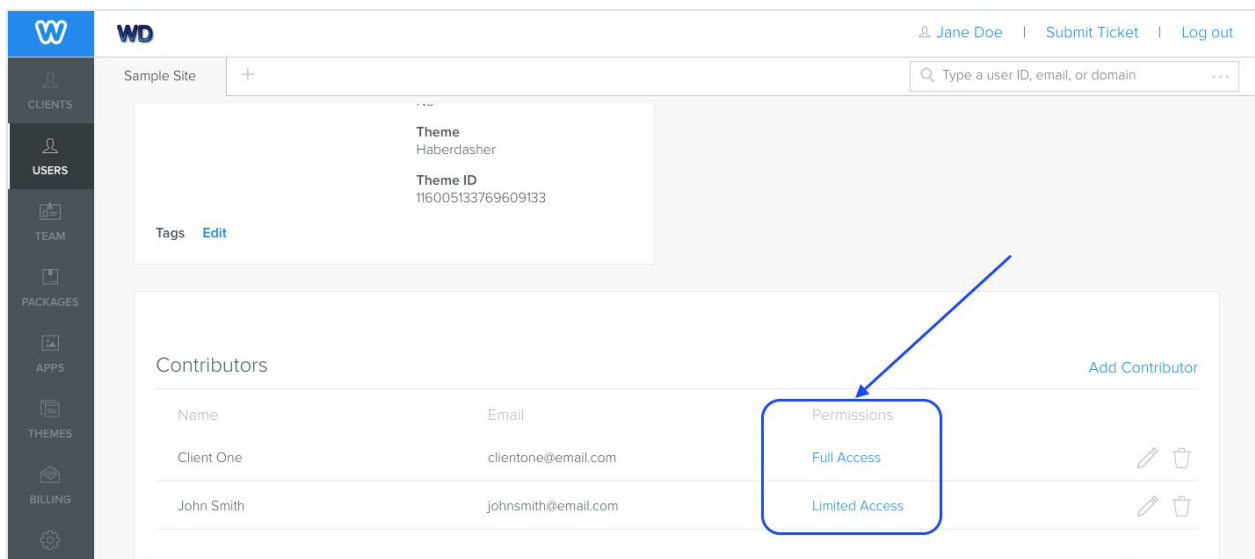

Add site contributor

By default, the new contributor is given full access to the site.

To limit access, select **Limit Editor Permissions** and configure the access level. More about setting access levels here.

Set levels of access

Once you set access, the client is listed as a contributor on the site's detail page and you can change the access level at any time by clicking the **Permissions** link.

Manage permissions

Staff Access

Staff access in Designer Platform

In Weebly Cloud, your staff are called *team members*. Team Members, except those assigned to the Finance role, have access to all sites. If you want a staff member to have access only to specific sites, then create them as site contributors as you would for a client.

Working with Staff

This topic explains how you create and manage your staff, now called Team Members.
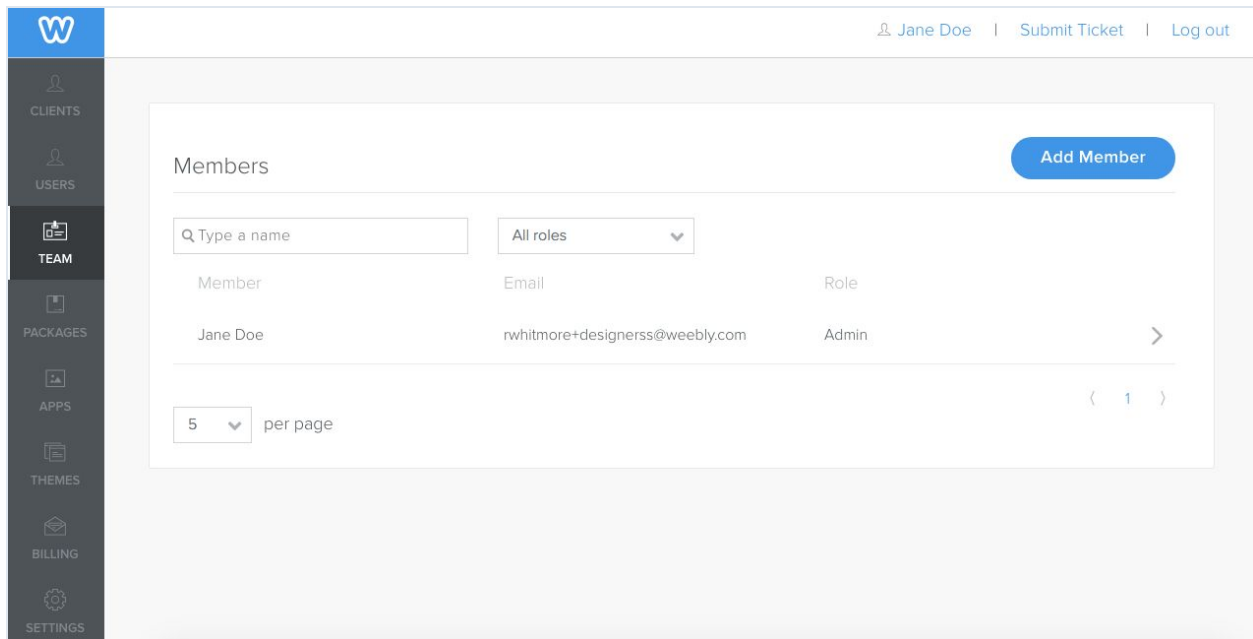
View Staff Member List

Staff listing in Designer Platform

In Weebly Cloud, your staff are called *team members*. You create and manage team members from the **TEAM** tab of the Cloud Admin.

Team Member page in the Cloud Admin

Add a Staff Member

Add staff in Designer Platform

To create a new team member, from the Team Member page, click **Add Member**. You can restrict Cloud Admin access and general site editing access from here.

Add a team member

You can further restrict access to specific sites in the same way that you restrict access for your clients.

Delete Staff Member

Delete staff in Designer Platform

You delete team members from the team member's detail page, accessed by clicking on the name from the team member list.

Delete team member

Reset Staff Member's Password

Staff member page in Designer Platform

Every team member is represented by a user. You can reset a team member's password from their user detail page, accessed from the **USER** tab of the Cloud Admin.

User page in the Cloud Admin

Use the search box to search for team members by email address. Click on the **Edit** icon to view the user detail page.

User detail page

Click the **Reset Password** link to reset the team member's password.

Reset team member password

Set Access Level

Set access level in Designer Platform

You control general access for a team member from the team member's detail page.
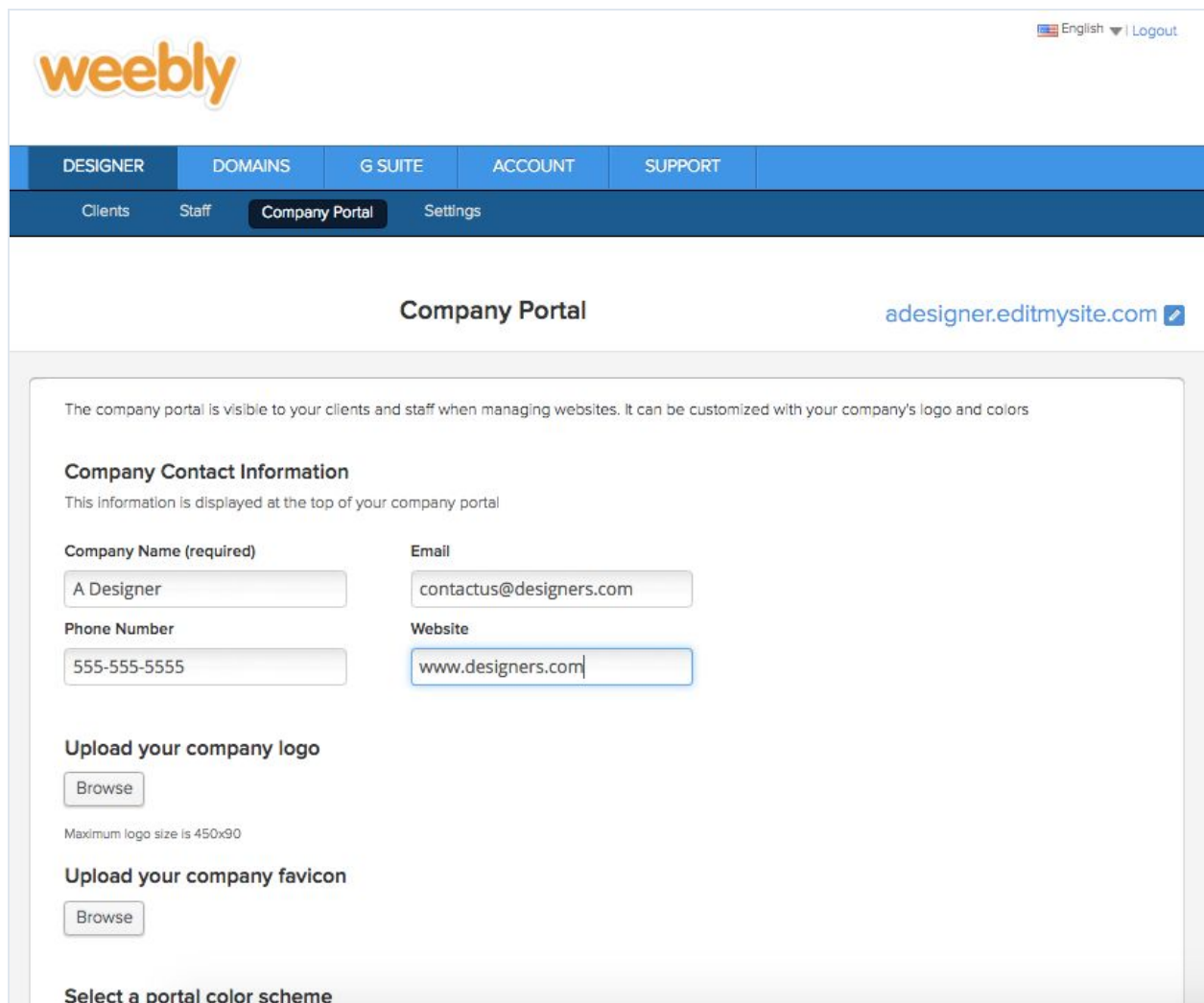

Team member detail page

Note: Team members, other than those assigned to the Finance role, have access to all sites. If you want to limit access to just one or more specific sites, then instead of creating a team member, create a site contributor.

Configuring the Company Portal

This topic describes how to configure UI settings the Cloud Admin and the User Portal like contact info and branding.

Set Contact Info

Contact info in Designer Platform

You set up your company's contact info from the **SETTINGS** tab of the Cloud Admin.
You can set up the following contact types:

- Billing
- Support
- Technical

More info about the different contact types and how they are used can be found here.
Click the **Add Contact** link to add a new contact.

Contact info in the Cloud Admin

Select a contact type and enter a name, email, and optional phone number and website.

Add new contacts

Brand the Cloud Admin and Customer Portal

Add branding in Designer Platform

You can brand the Cloud Admin, the User portal, the Weebly editor, and emails by uploading a logo, a favicon, and setting a footer message.

Click the **SETTINGS** tab of the Cloud Admin and upload icons from the **Customize** section.
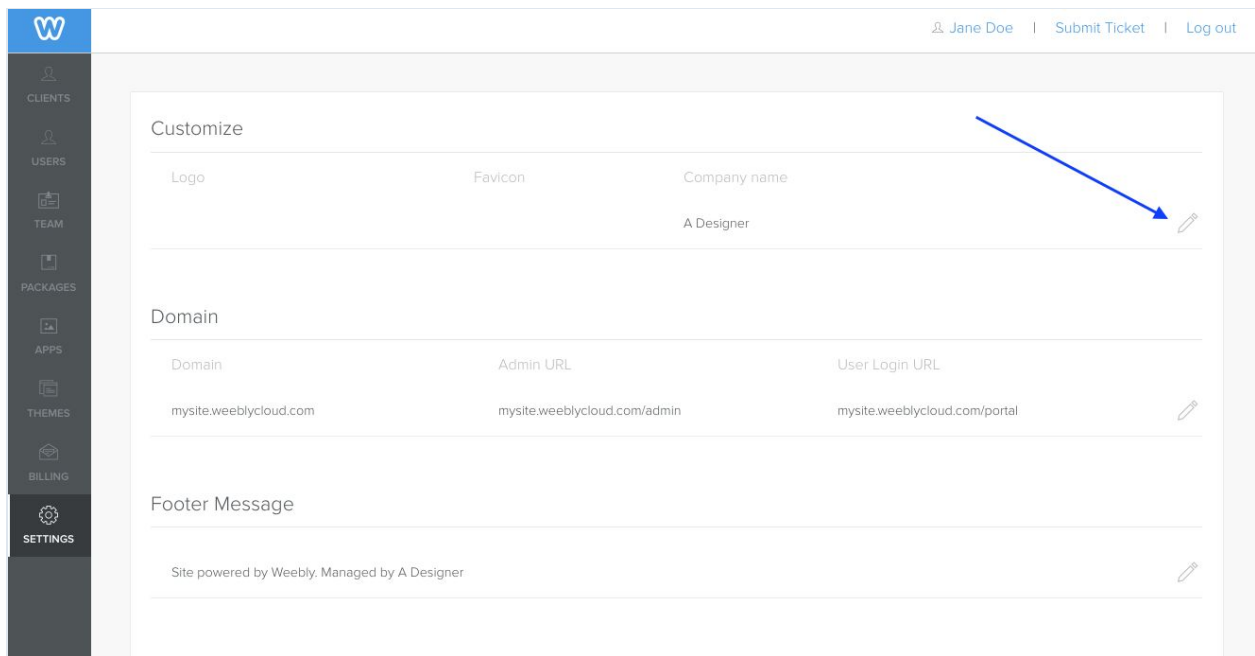
Brand settings in the Cloud Admin

More info about where the icons and footer message display can be found here.

Set URLs

Setting URLs in Designer Platform

You set your URLs from the **SETTINGS** tab of the Cloud Admin. In the Domain section, click the **Edit** icon to set your domain, either as a subdomain of `weeblycloud.com` or as a custom domain.
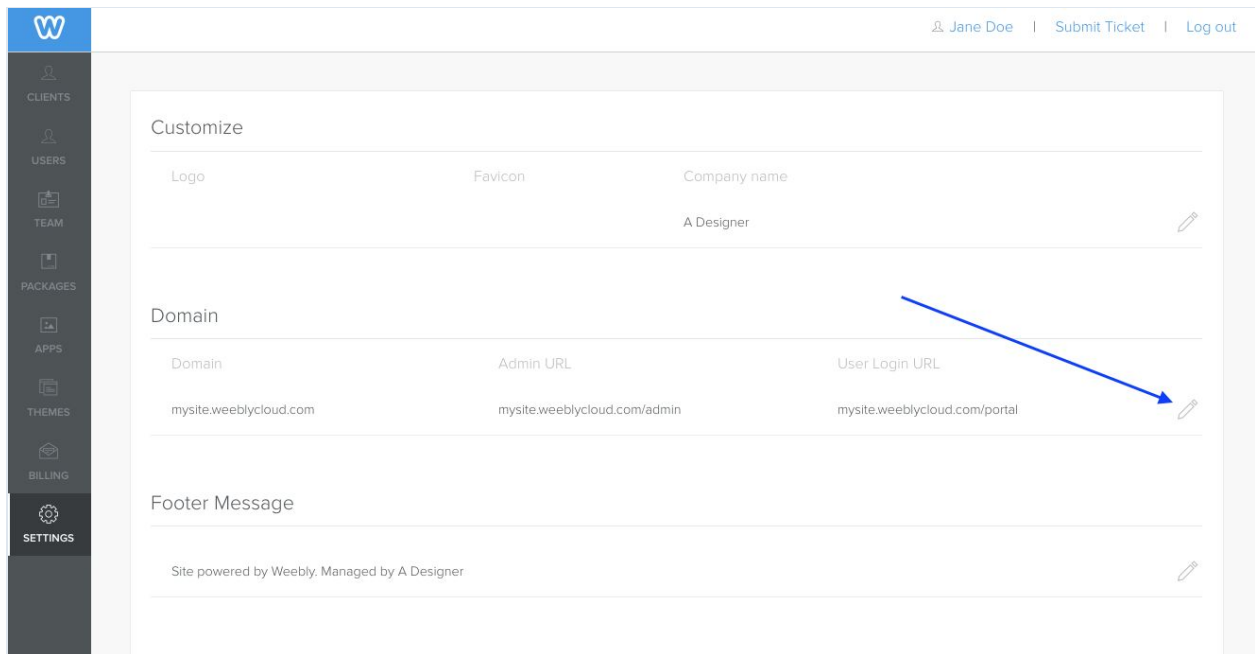
Set domains in the Cloud Admin

Once that is set, the URL for the Cloud Admin automatically becomes `your_domain/admin` and the URL for the User portal becomes `your_domain/portal`.

URL settings

Setting Up Your Account

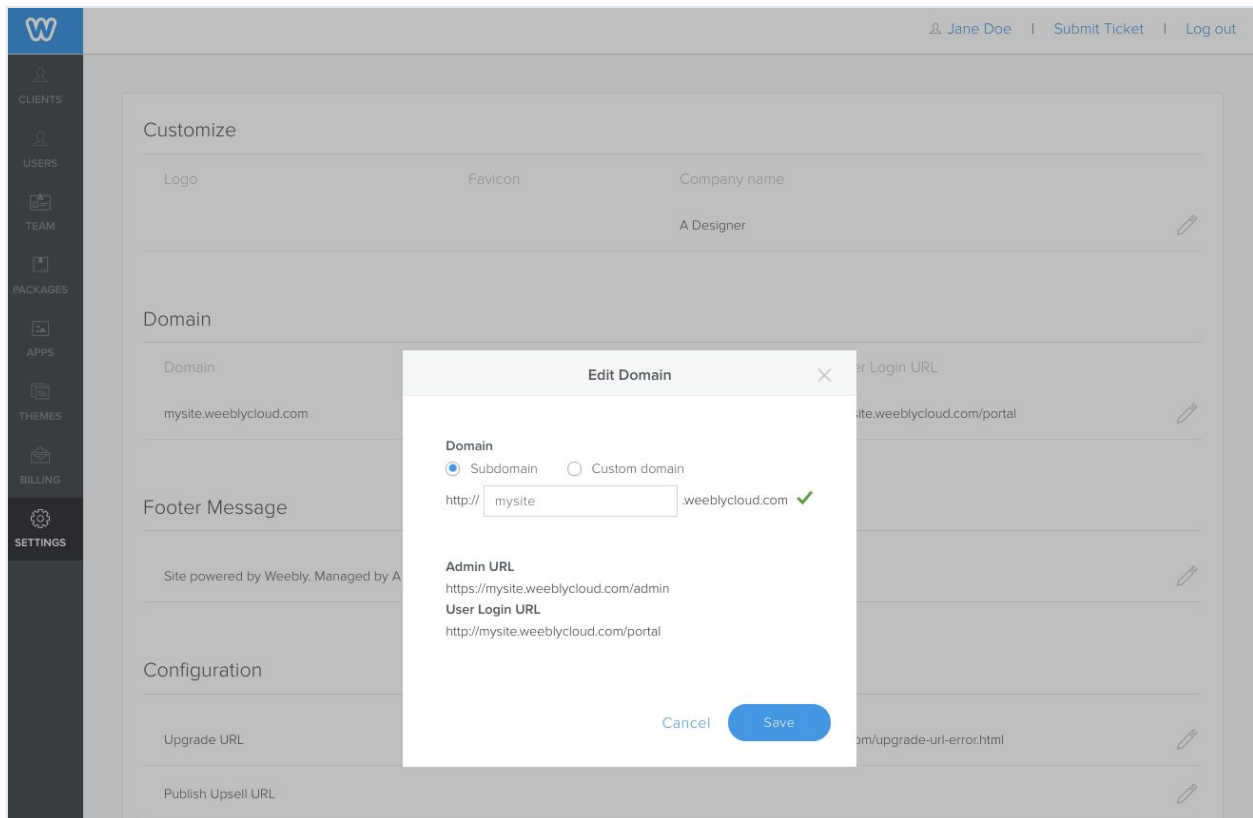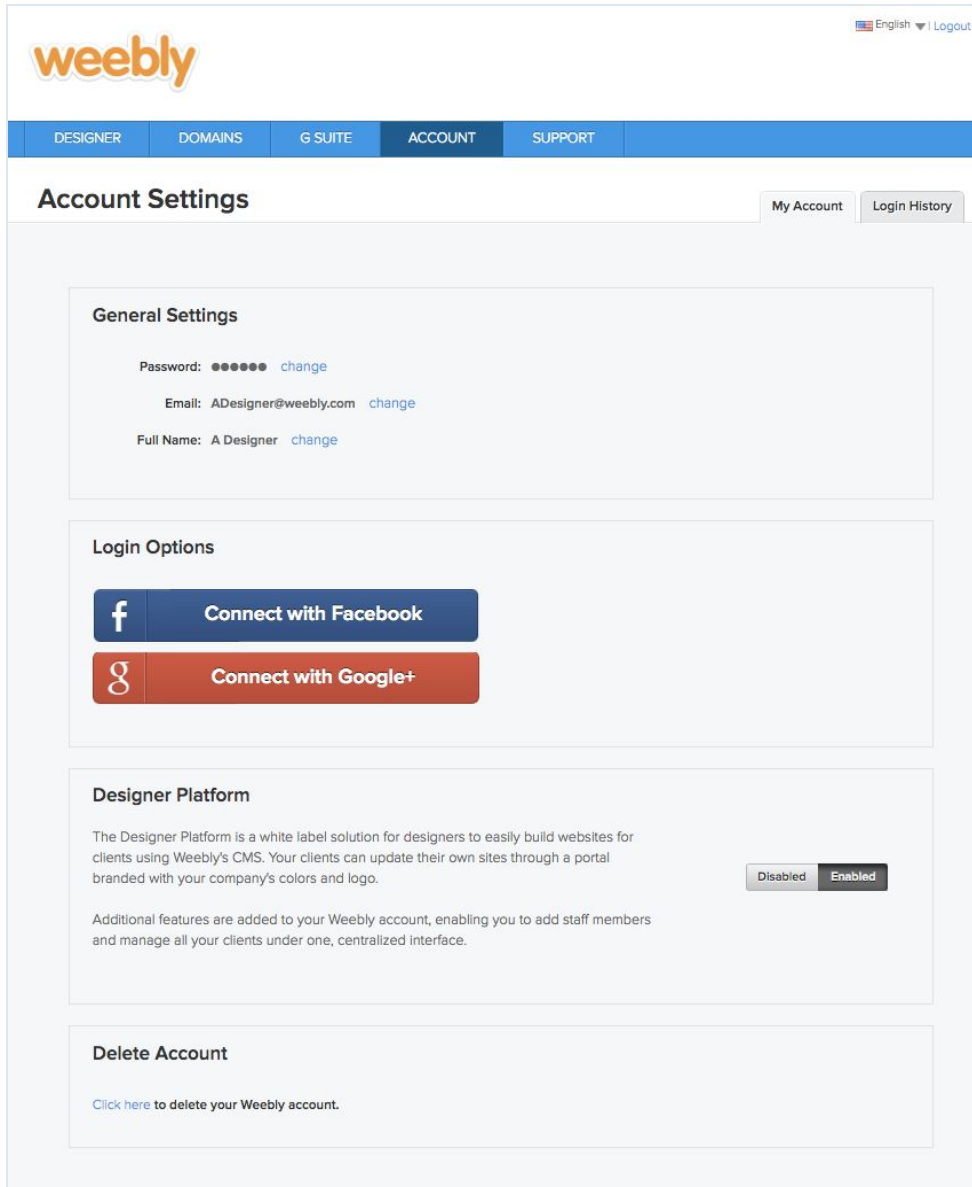This topic shows how to edit your account information.

Account info in Designer Platform

You access your account settings by clicking your account name at the top navigation bar of the Cloud Admin.
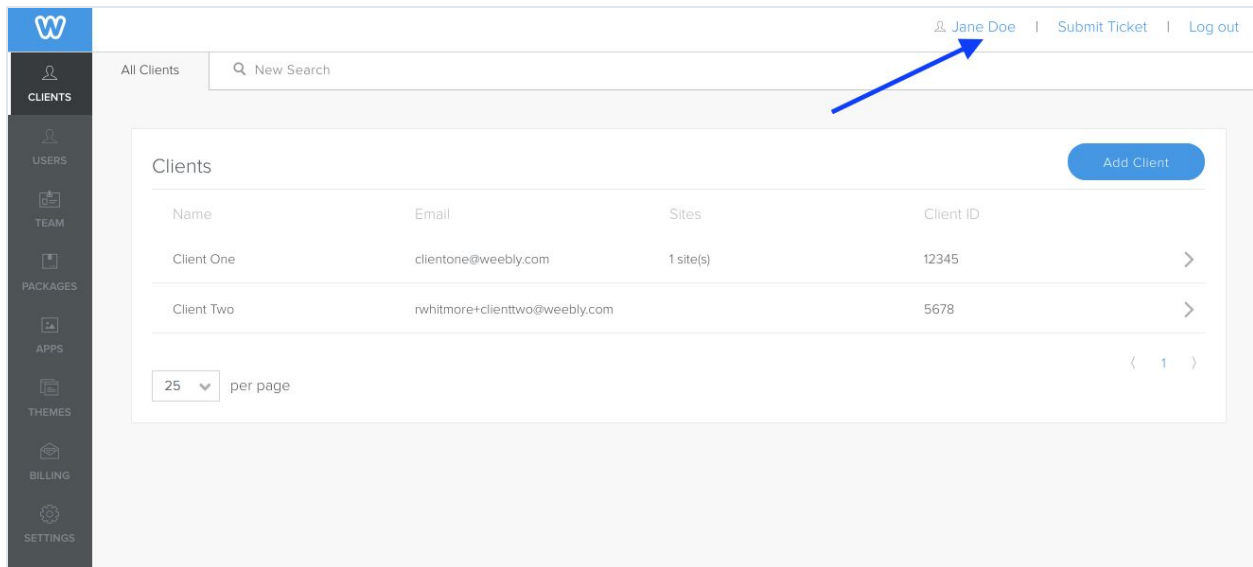
Link to account information in Cloud Admin

From here, you can change the account name, email, and password.
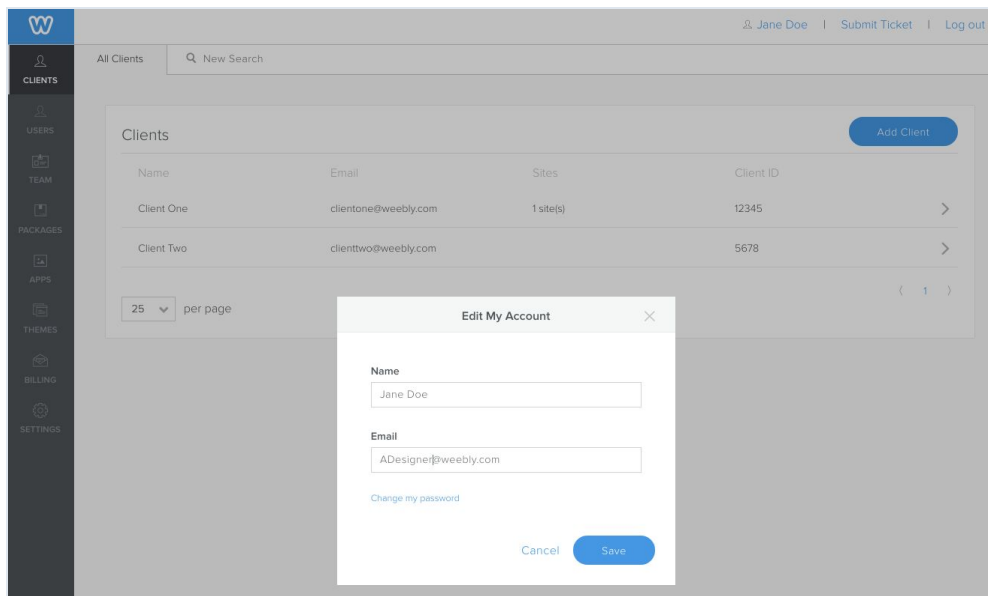
Edit account info

Getting Support

This topic shows how to get support from the Cloud Admin

NEW! You can now quickly submit a support ticket from the Cloud Admin by clicking the **Submit Ticket** link in the top navigation bar.

Access support info in the Cloud Admin

Retired Features

This topic lists features from the Designer Platform that don't exist in Cloud Admin.
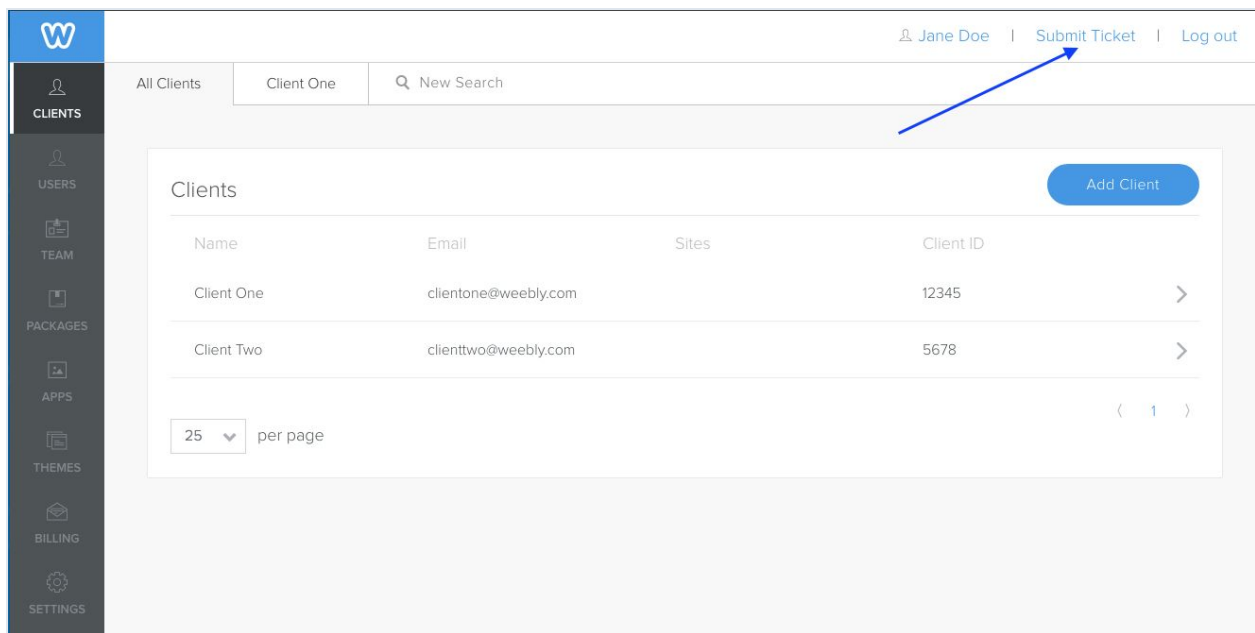
- Customize User Portal color
- View Login History
- Access Weebly Help Center: You can still access the Help Center, but not directly from the Cloud Admin. Bookmark https://hc.weebly.com for quick access to the help center.