

# Migrating to Weebly Cloud for Designers

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

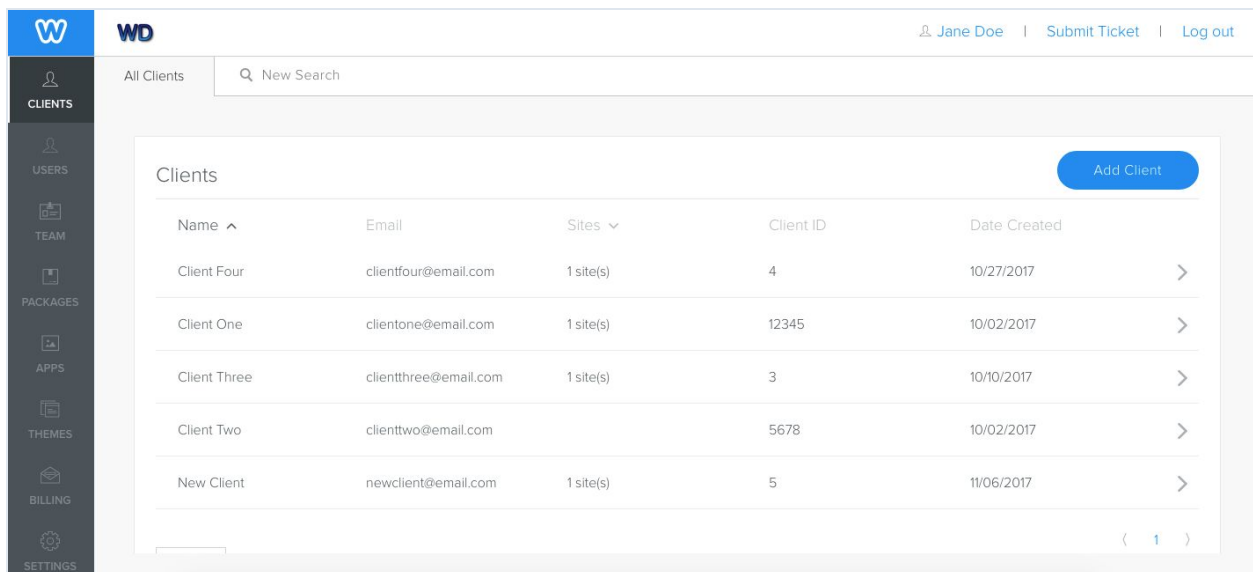
Welcome to the new Weebly Cloud for Designers!

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 screenshot displays the Weebly Cloud Admin interface. On the left is a dark sidebar with navigation icons for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'All Clients' and features a search bar labeled 'New Search'. Below this is a table titled 'Clients' with columns for Name, Email, Sites, Client ID, and Date Created. The table lists five clients: Client Four, Client One, Client Three, Client Two, and New Client. Each row has a right-pointing arrow icon. A blue 'Add Client' button is located in the top right corner of the table area. At the bottom right of the table, there are pagination controls showing '< 1 >'. The top right of the interface shows the user 'Jane Doe' and links for 'Submit Ticket' and 'Log out'.

Name ^	Email	Sites v	Client ID	Date Created	
Client Four	clientfour@email.com	1 site(s)	4	10/27/2017	>
Client One	clientone@email.com	1 site(s)	12345	10/02/2017	>
Client Three	clientthree@email.com	1 site(s)	3	10/10/2017	>
Client Two	clienttwo@email.com		5678	10/02/2017	>
New Client	newclient@email.com	1 site(s)	5	11/06/2017	>

*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.



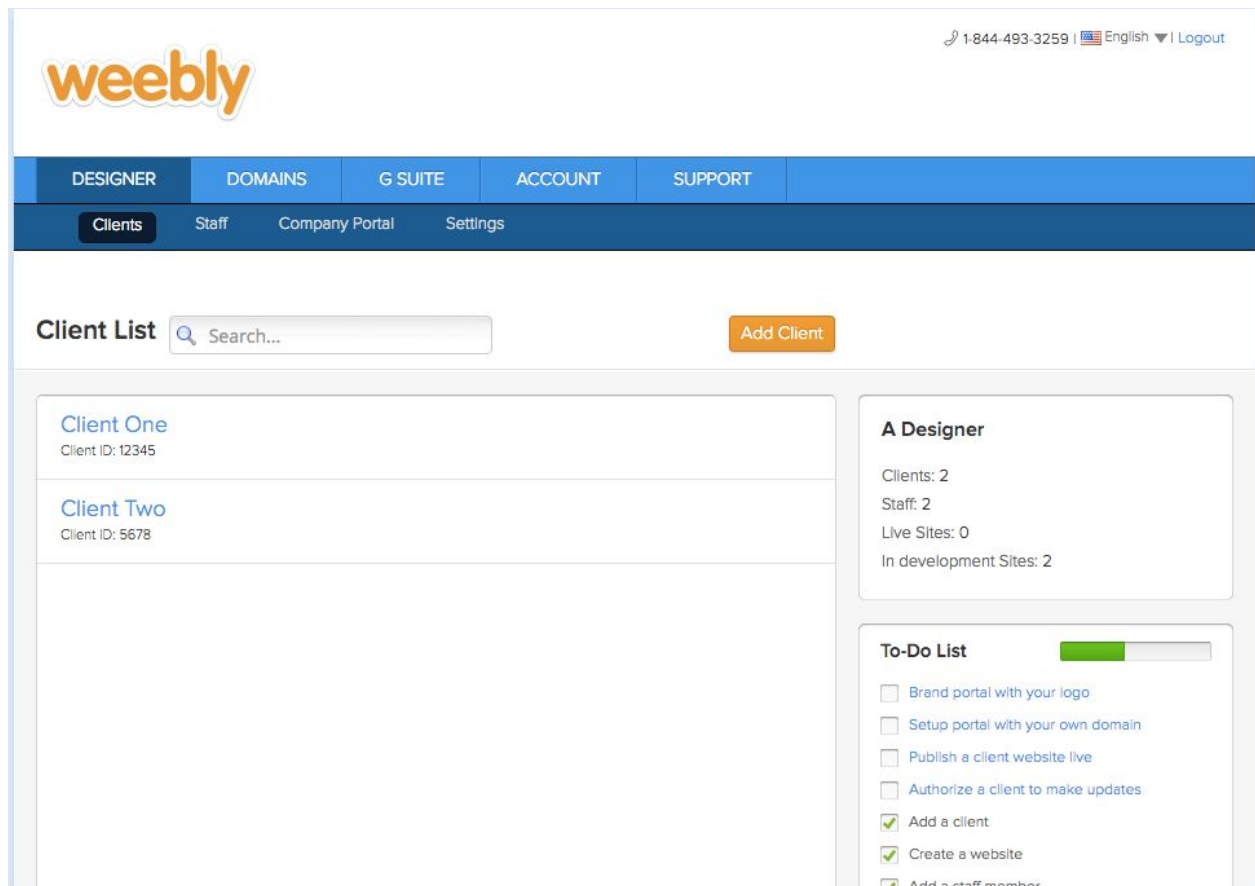
### *Weebly Editor*

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.

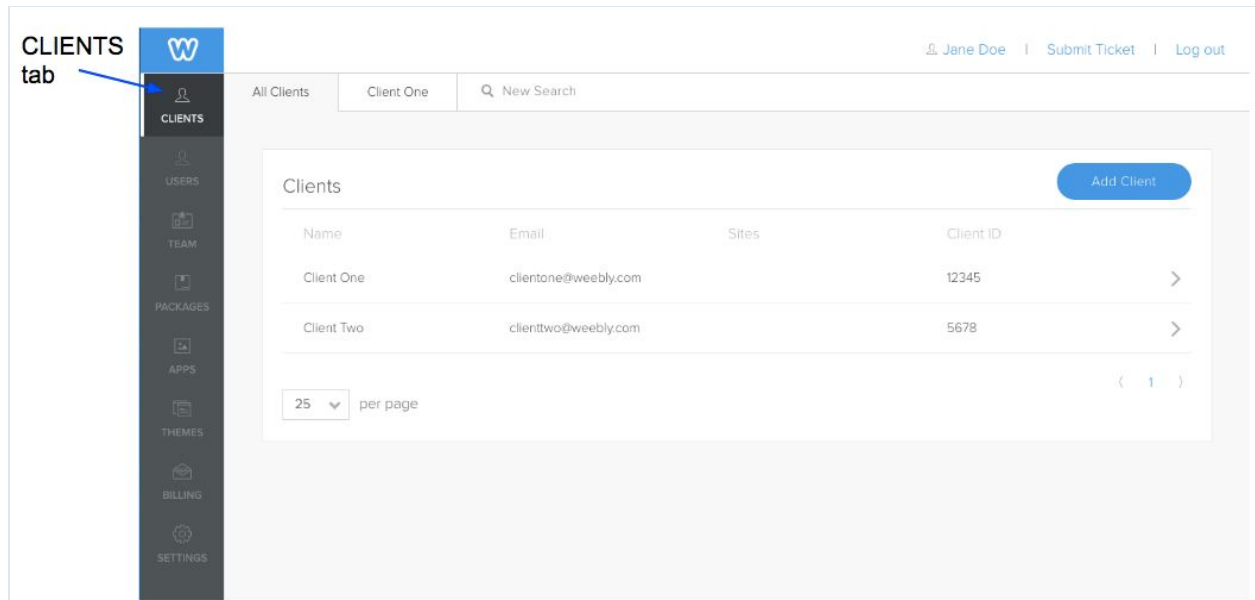
## View Your Client List



*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.

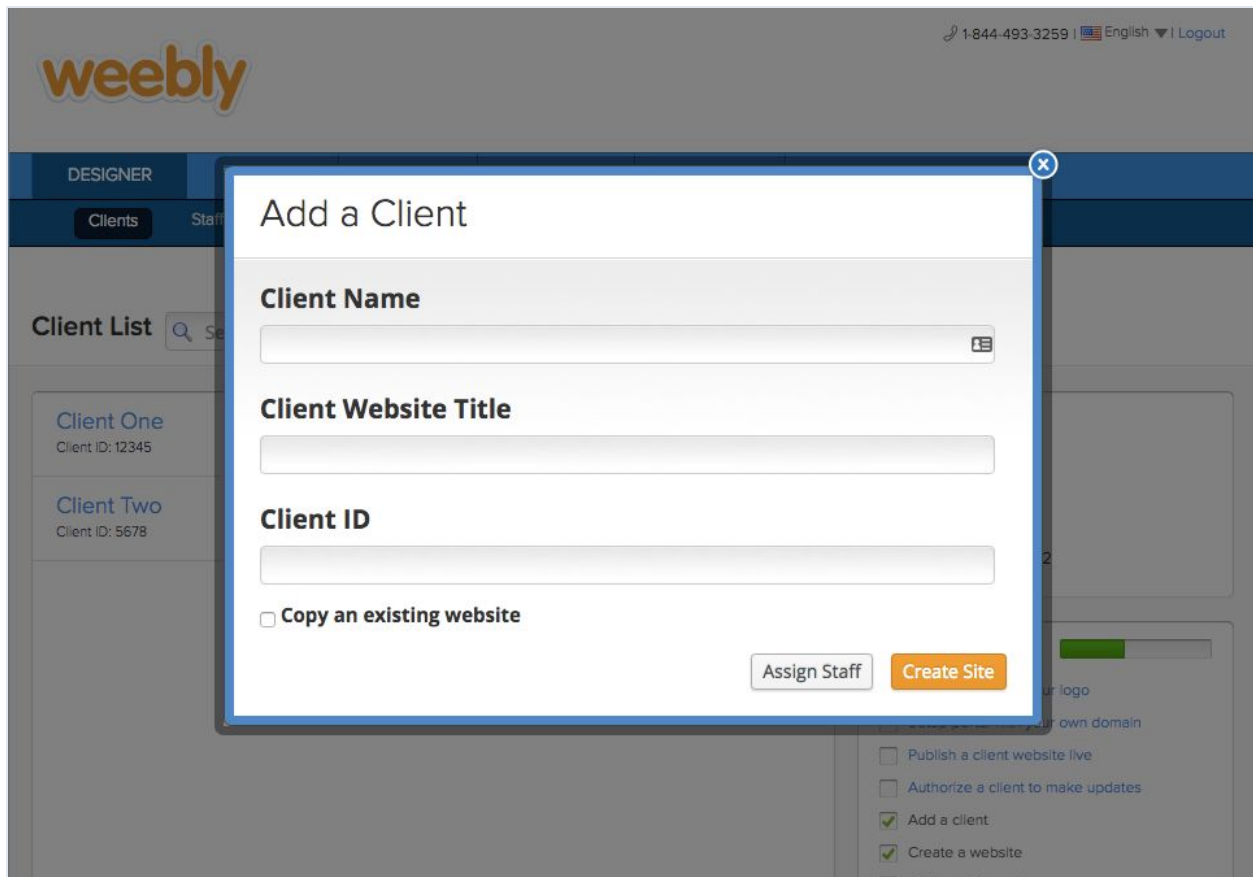


*Client tab in the Cloud Admin*

#### 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



The screenshot shows the Weebly Designer Platform interface with a modal window titled "Add a Client". The modal contains three text input fields for "Client Name", "Client Website Title", and "Client ID". Below these fields is a checkbox labeled "Copy an existing website". At the bottom right of the modal are two buttons: "Assign Staff" and "Create Site". The background shows a sidebar with a "Client List" containing "Client One" (ID: 12345) and "Client Two" (ID: 5678), and a main area with a checklist including "Publish a client website live", "Authorize a client to make updates", "Add a client" (checked), and "Create a website" (checked).

weebly

1-844-493-3259 | English | Logout

DESIGNER

Clients Staff

Client List

Client One  
Client ID: 12345

Client Two  
Client ID: 5678

**Add a Client**

**Client Name**

**Client Website Title**

**Client ID**

☐ Copy an existing website

Assign Staff Create Site

☐ Publish a client website live

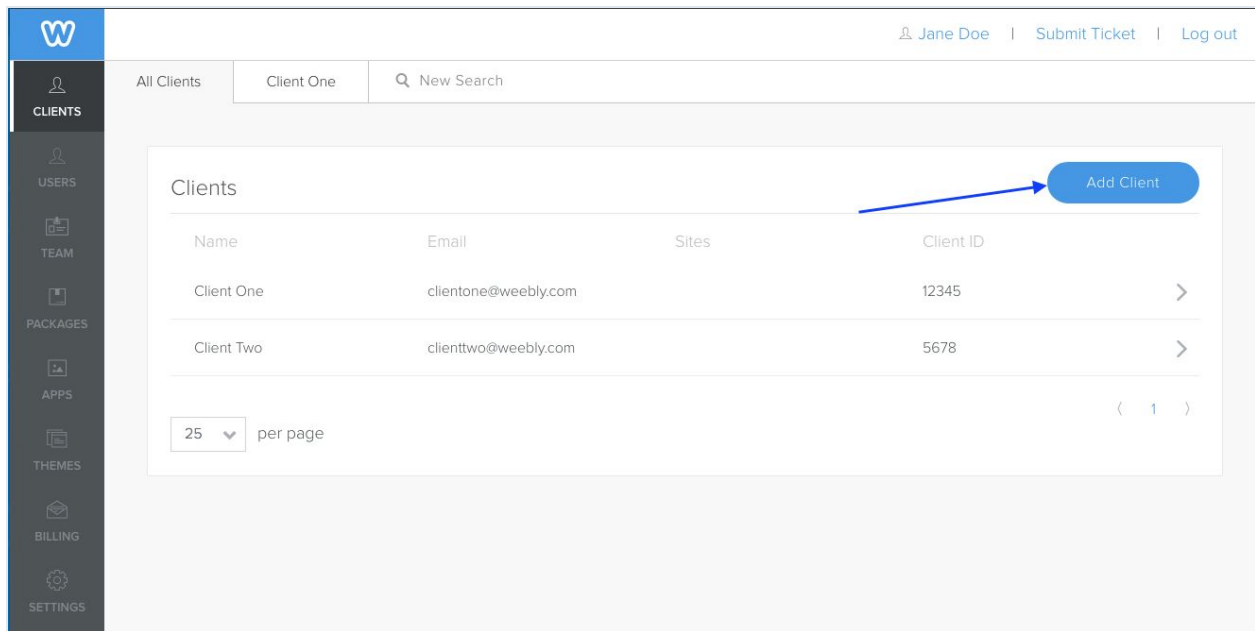
☐ Authorize a client to make updates

☒ Add a client

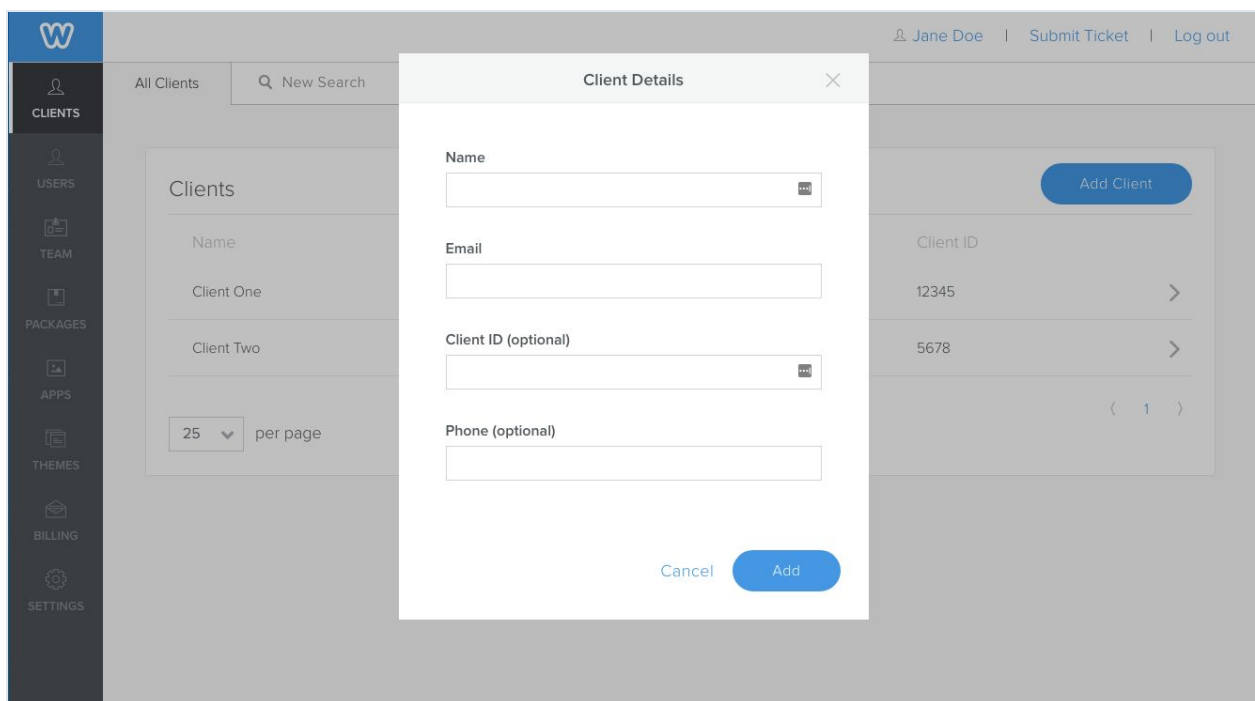
☒ Create a website

*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

DESIGNERDOMAINSG SUITEACCOUNTSUPPORT

ClientsStaffCompany PortalSettings

Client List

Search...

Add Client

Client One

Client ID: 12345

clientone.com

Status: In development | [Preview](#)

Go LiveEditDashboard >

+ Add Site

Client Two

Client ID: 5678

A Designer

Clients: 2

Staff: 2

Live Sites: 0

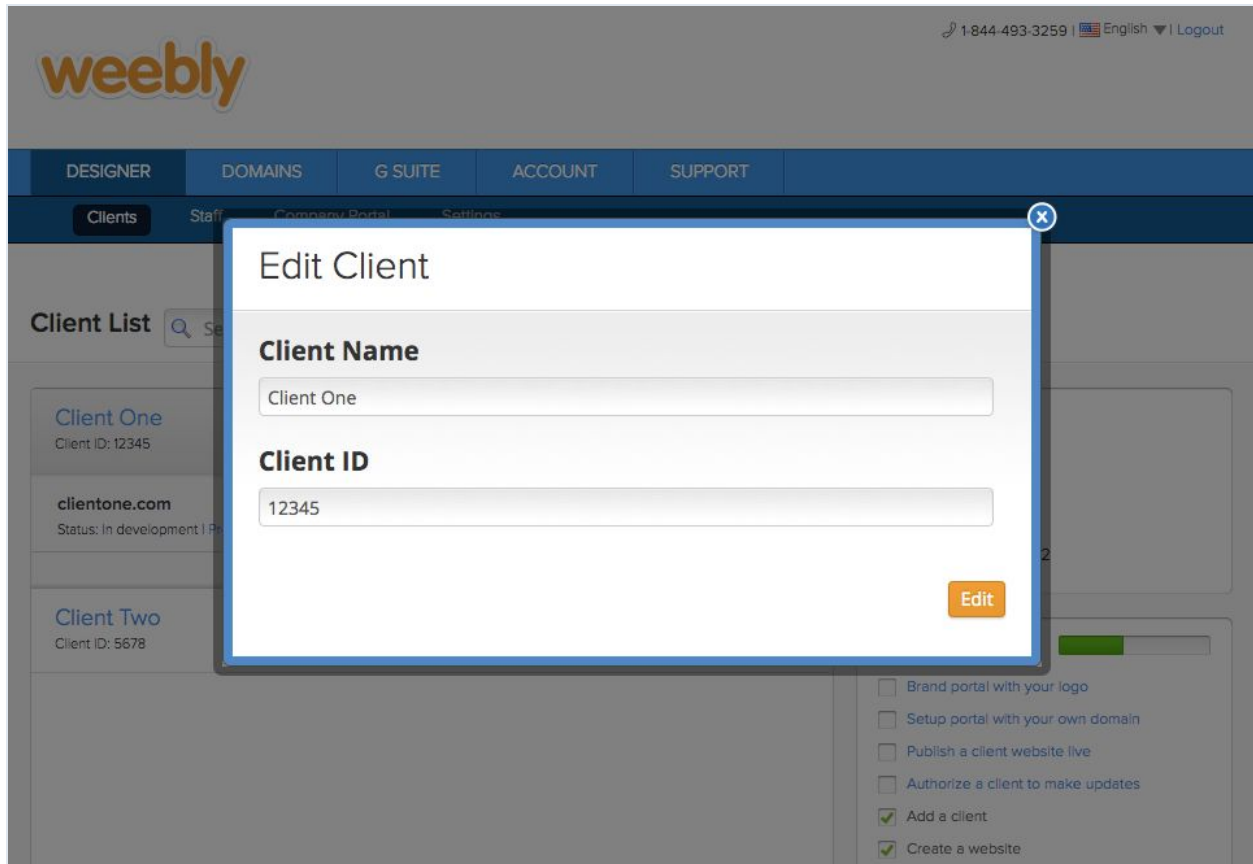
In development Sites: 2

To-Do List

☐ Brand portal with your logo

☐ Setup portal with your own domain

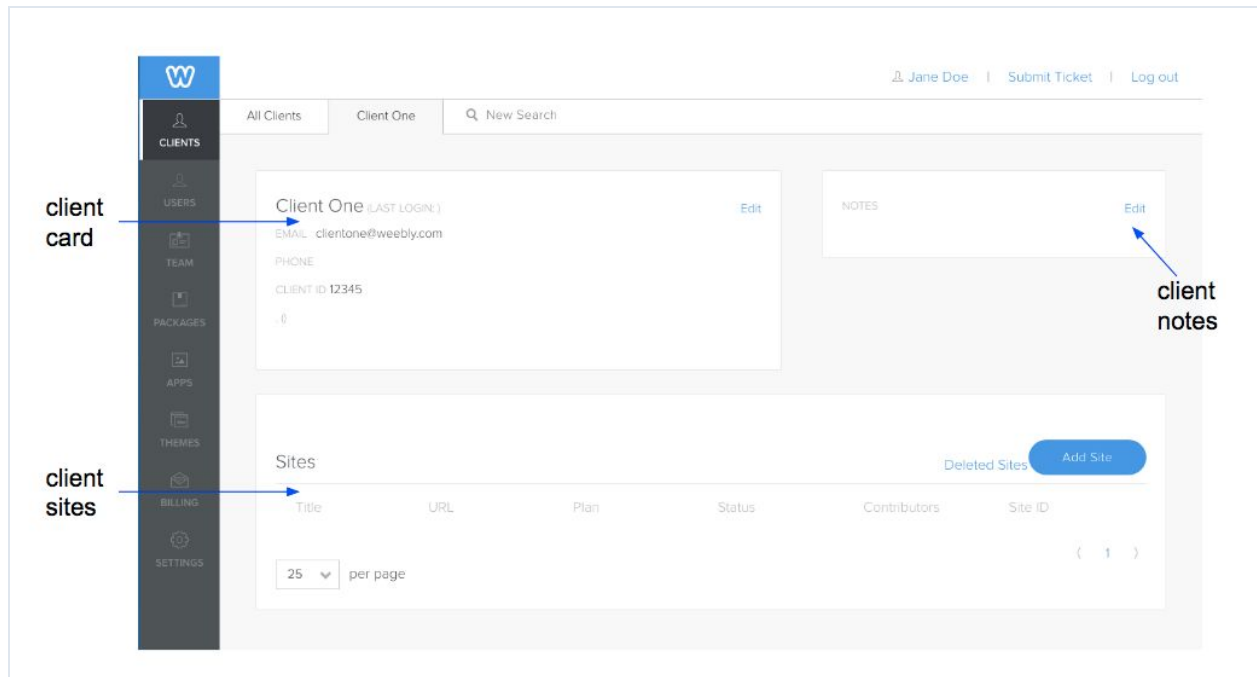
*Edit a client from the Designer Platform*



*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.

The screenshot shows the Weebly dashboard with a sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'All Clients' and 'Client One'. A modal window titled 'Edit Client' is open, displaying a form with the following fields:

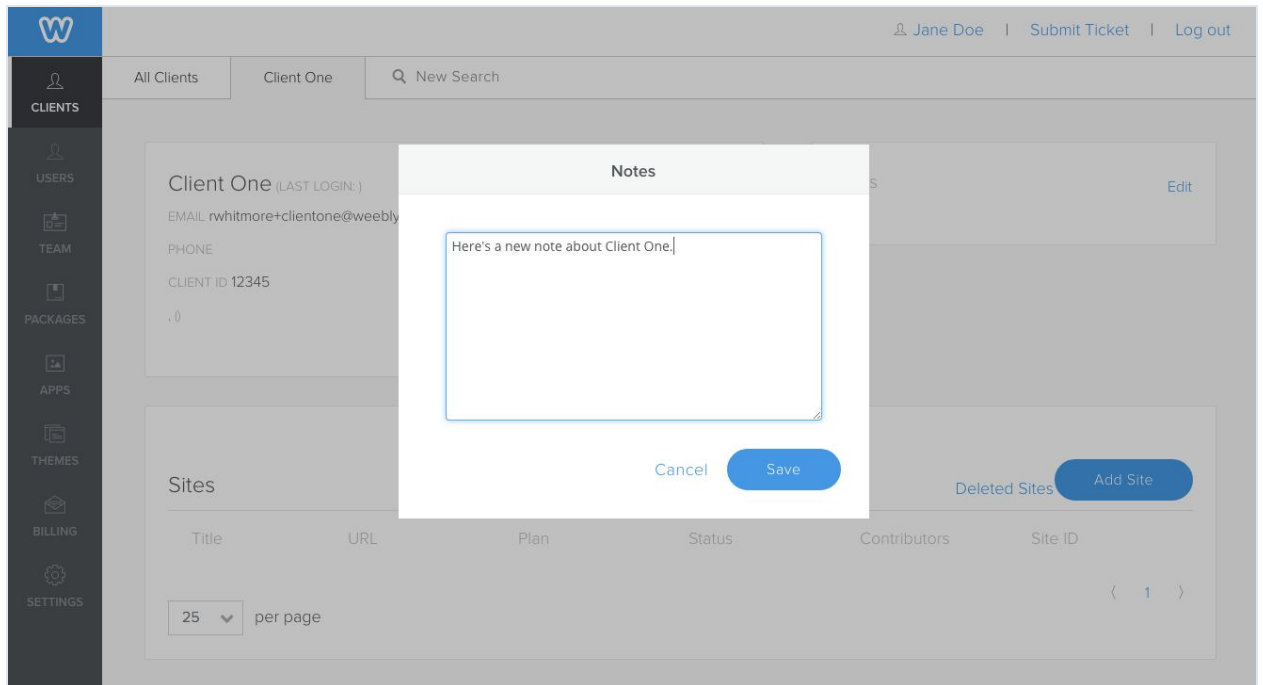
- Name**: A text input field containing 'Client One'.
- Email**: A text input field containing 'clientone@weebly.com'.
- Phone (Optional)**: An empty text input field.
- Client ID**: A text input field containing '12345'.

At the bottom of the modal are three buttons: 'Cancel', 'Delete', and 'Save'.

In the background, the 'Client One' card is visible, showing details like 'EMAIL: rwhitmore+clientone@weebly.com', 'PHONE', and 'CLIENT ID: 12345'. Below the card is a 'Sites' section with a table with columns 'Title' and 'URL'. A pagination control shows '25 per page'.

*Edit a client's info*

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



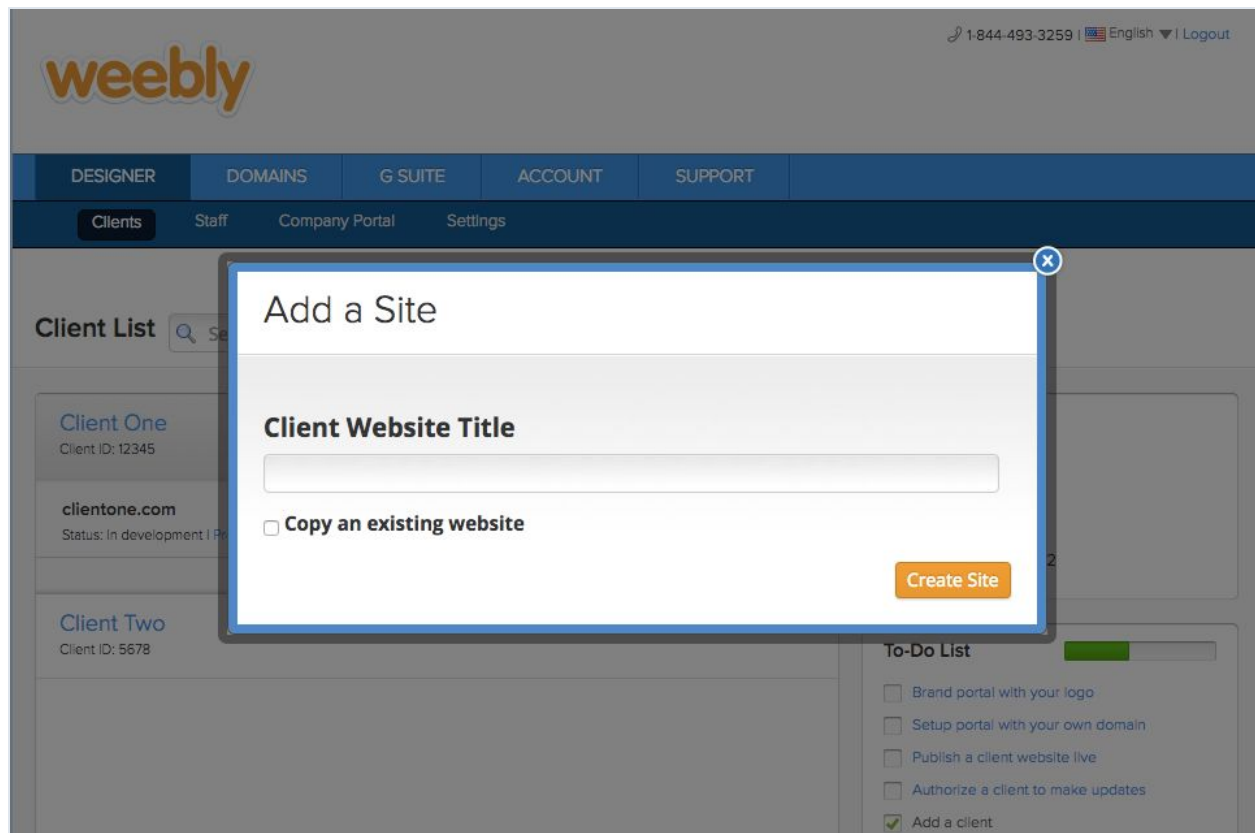
*Add a note for the client*

- 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

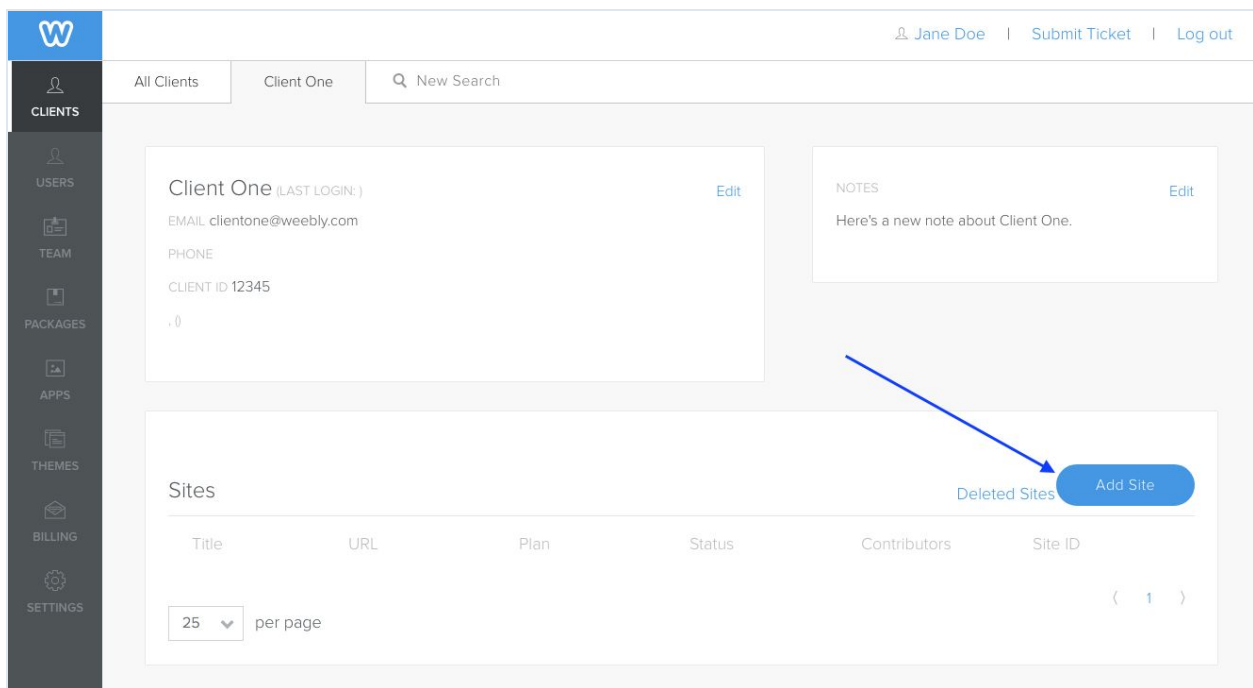
This topic shows how to create and manage sites in the Cloud Admin.

## Add a Site

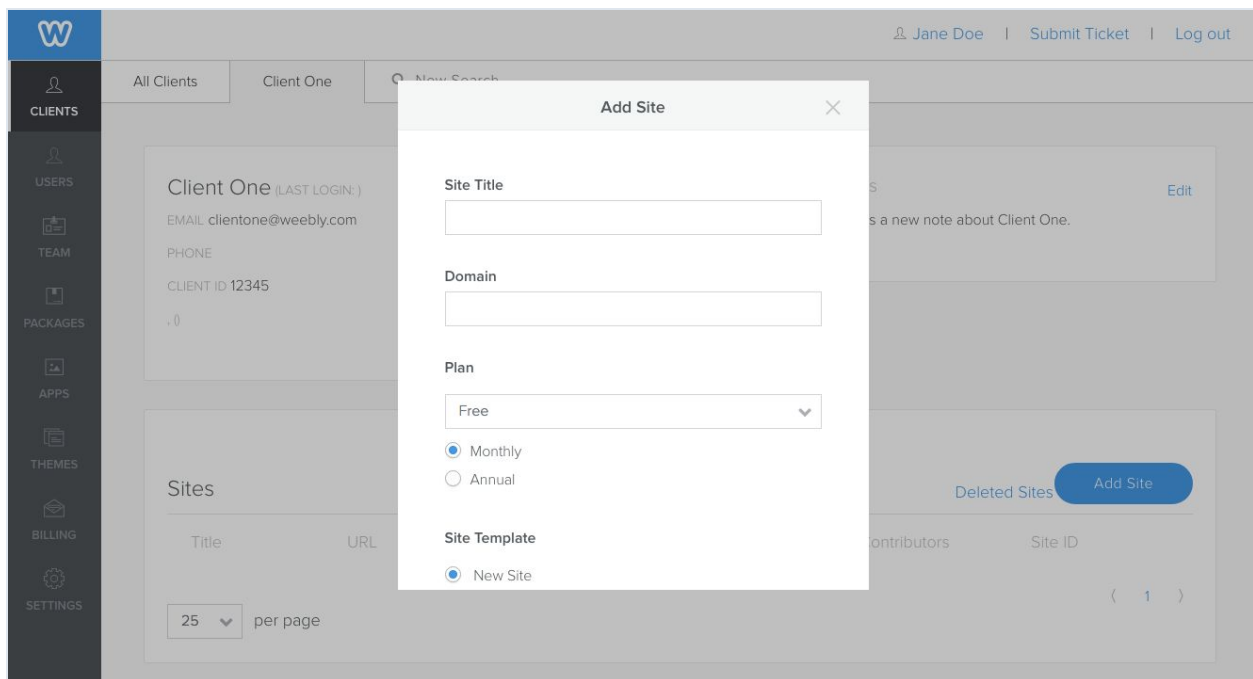


*Add a site in the Designer Platform*

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.

The screenshot shows a web management interface with a dark sidebar on the left containing icons for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'New Site' and '+'. Below this, there's a search bar with the placeholder 'Type a user ID, email, or domain'. The 'Site Details' section for 'New Site' (mynewsite.designer.com) displays the following information:

<b>Site ID</b> 61250783	<b>Currently Published</b> Never
<b>Last Publish Date</b> Never	<b>Publishing Disabled</b> No
	<b>Editor Access</b> Suspended No
	<b>Theme</b> Clean Lines
	<b>Theme ID</b> 589561592774899790

At the bottom of the details section are links for 'Tags' and 'Edit'. To the right, under 'Quick Actions', there are links for 'Delete Site', 'Set Domain', 'Add as Template', 'Site Preview', 'Re-Index Site', and 'Un-Index Site'. A blue 'Edit Site' button is located at the top right of the details section. The top right of the interface shows the user 'Jane Doe' with links for 'Submit Ticket' and 'Log out'.

*Site's detail page*

# Edit a Site

The screenshot displays the Designer Platform interface. At the top, a navigation bar includes tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this, a secondary bar contains links for Clients, Staff, Company Portal, and Settings. The main content area is titled 'Client List' and features a search bar and an 'Add Client' button. A list of clients is shown, with 'Client One' (ID: 12345) selected. Under 'Client One', the site 'clientone.com' is listed with a status of 'In development | Preview'. To the right of this site are three buttons: 'Go Live' (green), 'Edit' (blue), and 'Dashboard' (grey). A blue arrow points to the 'Edit' button. Below 'Client One' is 'Client Two' (ID: 5678). On the right side of the interface, there are two summary boxes. The first, 'A Designer', shows statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. The second, 'To-Do List', has a progress bar and two tasks: 'Brand portal with your logo' and 'Setup portal with your own domain', both marked as incomplete.

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff Company Portal Settings

Client List  [Add Client](#)

**Client One**  
Client ID: 12345

**clientone.com**  
Status: In development | [Preview](#)

[Go Live](#) [Edit](#) [Dashboard >](#)

[+ Add Site](#)

**Client Two**  
Client ID: 5678

**A Designer**

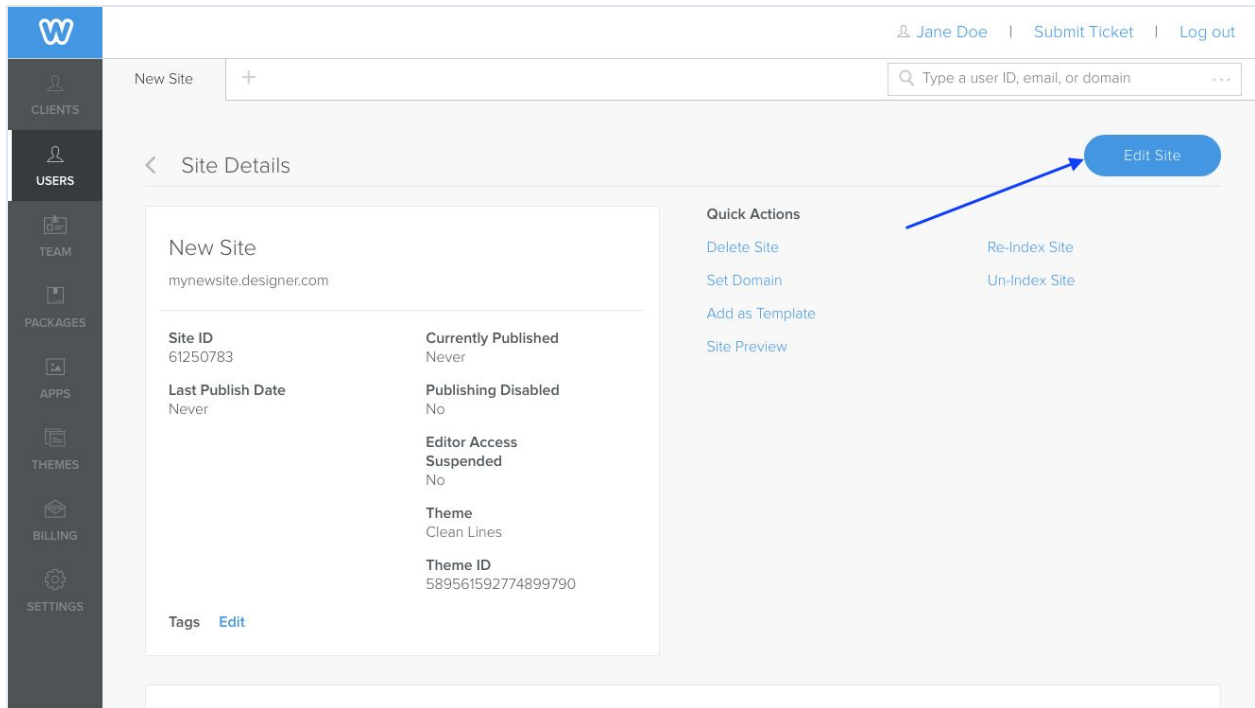
Clients: 2  
Staff: 2  
Live Sites: 0  
In development Sites: 2

**To-Do List**

☐ Brand portal with your logo  
☐ Setup portal with your own domain

*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*

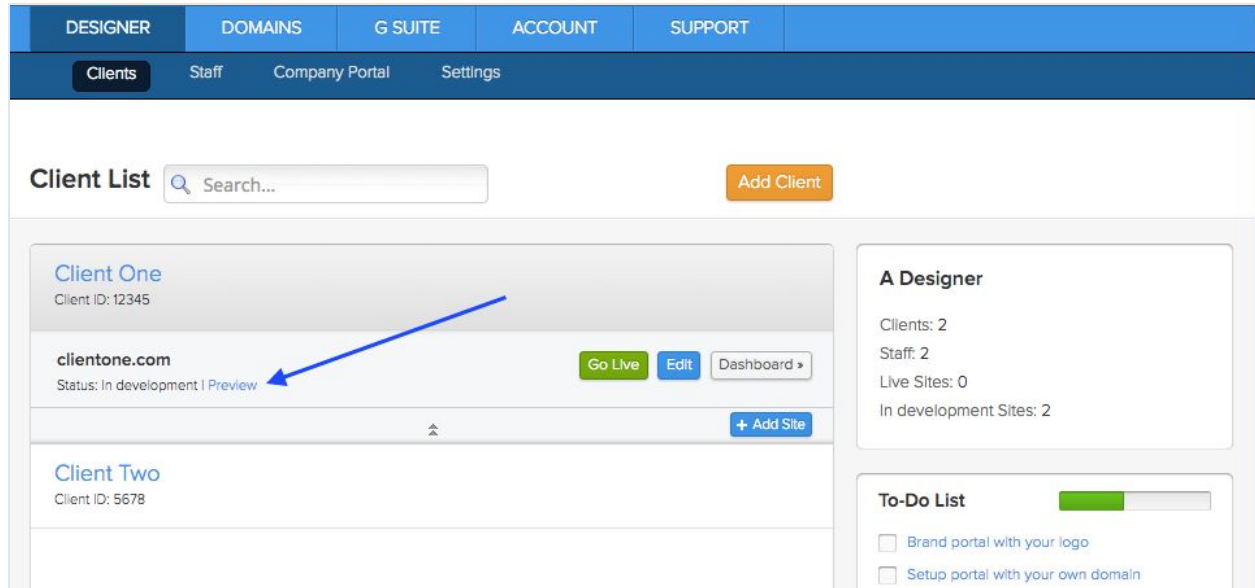
As previously, clicking Edit Site takes you to the Weebly editor.



*Weebly Editor*

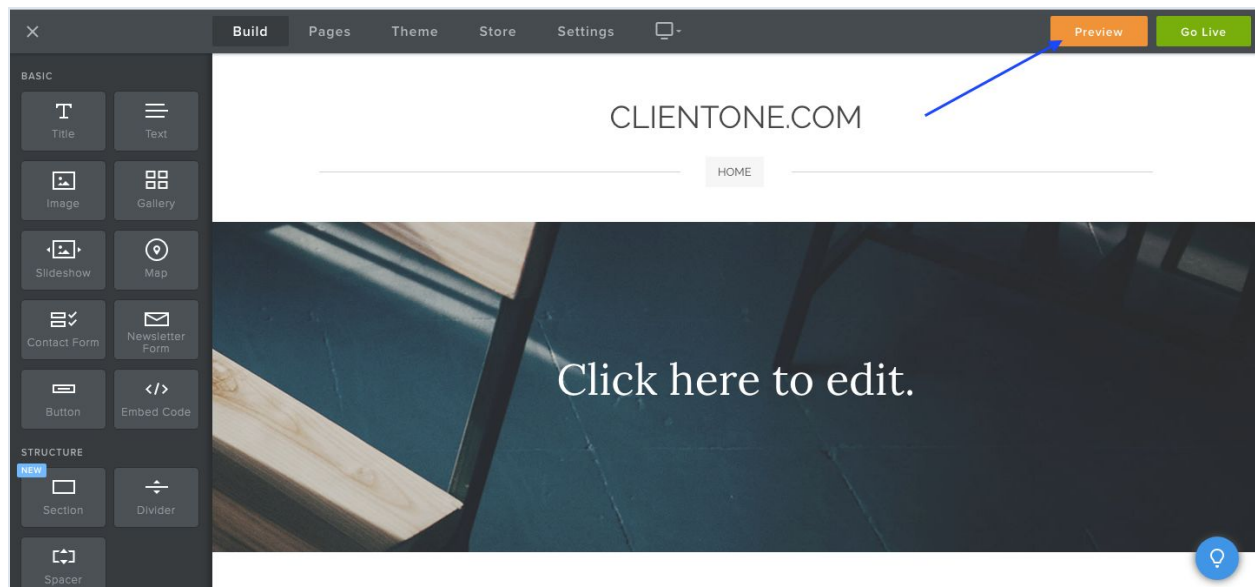


## Preview a Site



*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.

The screenshot shows a web application interface for managing sites. On the left is a dark sidebar with icons for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The top header includes a 'W' logo, a user profile 'Jane Doe', and links for 'Submit Ticket' and 'Log out'. Below the header, there's a 'New Site' button and a search bar. The main content area is titled 'Site Details' and features a card for a 'New Site' with the domain 'mynewsite.designer.com'. The card displays site metadata in two columns: Site ID (61250783), Last Publish Date (Never), and Tags (Edit) on the left; and Currently Published (Never), Publishing Disabled (No), Editor Access Suspended (No), Theme (Clean Lines), and Theme ID (589561592774899790) on the right. To the right of the card is a 'Quick Actions' section with links: Delete Site, Set Domain, Add as Template, Site Preview (highlighted with a blue arrow), Re-Index Site, and Un-Index Site. An 'Edit Site' button is located in the top right corner of the main content area.

*Preview a site from the details page*

More about previewing a site, and sending a preview link to your client, [here](#).

# Delete a Site

The screenshot shows the Weebly Designer Platform interface. At the top, the Weebly logo is on the left, and 'English' with a dropdown arrow and 'Logout' are on the right. Below the logo is a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Under the DESIGNER tab, there are sub-tabs: Clients (highlighted), Staff, Company Portal, and Settings. The main content area shows a link 'Return to Client List' and the site name 'clientone.com'. Below the site name are links for 'Preview' and 'Delete site', with a blue arrow pointing to 'Delete site'. An 'Edit Site' button is also visible. On the right side of the main content area, there are buttons for 'Client Access', 'Staff Access', 'Stats', 'Comments', and 'Form Entries'. The 'Client Access' button is active, showing a form titled 'Client Access'. The form includes instructions: 'You can provide your clients access to edit and manage their own site. Enter their name, email, and select what they should be allowed to do.' Below the instructions are three input fields: 'First Name', 'Last Name', and 'Email\*'. At the bottom of the form, there are two sections: 'Dashboard Permissions' and 'Editor Permissions'. The 'Dashboard Permissions' section has three checked checkboxes: 'Allow client to view site stats', 'Allow client to manage blog comments', and 'Allow client to manage form entries'. The 'Editor Permissions' section has one unchecked checkbox: 'Allow client to edit this site'.

weebly

English ▼ | Logout

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff Company Portal Settings

Return to Client List

clientone.com

Preview | Delete site

Edit Site

Client Access Staff Access Stats Comments Form Entries

### Client Access

You can provide your clients access to edit and manage their own site. Enter their name, email, and select what they should be allowed to do.

First Name Last Name Email\*

Dashboard Permissions

- ☒ Allow client to view site stats
- ☒ Allow client to manage blog comments
- ☒ Allow client to manage form entries

Editor Permissions

- ☐ Allow client to edit this site

Delete a site in Designer Platform

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

The screenshot shows a web management interface with a sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'Site Details' and features a 'New Site' card. The card displays the following information:

New Site	
mynewsite.designer.com	
<b>Site ID</b> 61250783	<b>Currently Published</b> Never
<b>Last Publish Date</b> Never	<b>Publishing Disabled</b> No
	<b>Editor Access</b> Suspended No
	<b>Theme</b> Clean Lines
	<b>Theme ID</b> 589561592774899790

Below the card are links for 'Tags' and 'Edit'. To the right of the card is a 'Quick Actions' section with the following links:

- Delete Site (highlighted with a blue arrow)
- Set Domain
- Add as Template
- Site Preview
- Re-Index Site
- Un-Index Site

At the top right of the interface, there is a user profile 'Jane Doe', a 'Submit Ticket' link, and a 'Log out' link. A search bar is also present with the placeholder text 'Type a user ID, email, or domain'.

*Delete a site*

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

The screenshot shows the Weebly client management interface. On the left is a dark sidebar with navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The top header includes the Weebly logo, user information (Jane Doe), and links for Submit Ticket and Log out. The main content area has tabs for 'All Clients' and 'Client One', with a search bar. The 'Client One' details are shown, including email, phone, and client ID. A 'Notes' section is also present. Below these is a 'Sites' section with a table header: Title, URL, Plan, Status, Contributors, and Site ID. A blue arrow points to the 'Deleted Sites' link, which is located next to an 'Add Site' button. The table currently shows 1 page of results.

Client One (LAST LOGIN: ) [Edit](#)

EMAIL clientone@weebly.com

PHONE

CLIENT ID 12345

0

NOTES [Edit](#)

Sites

[Deleted Sites](#) [Add Site](#)

Title	URL	Plan	Status	Contributors	Site ID
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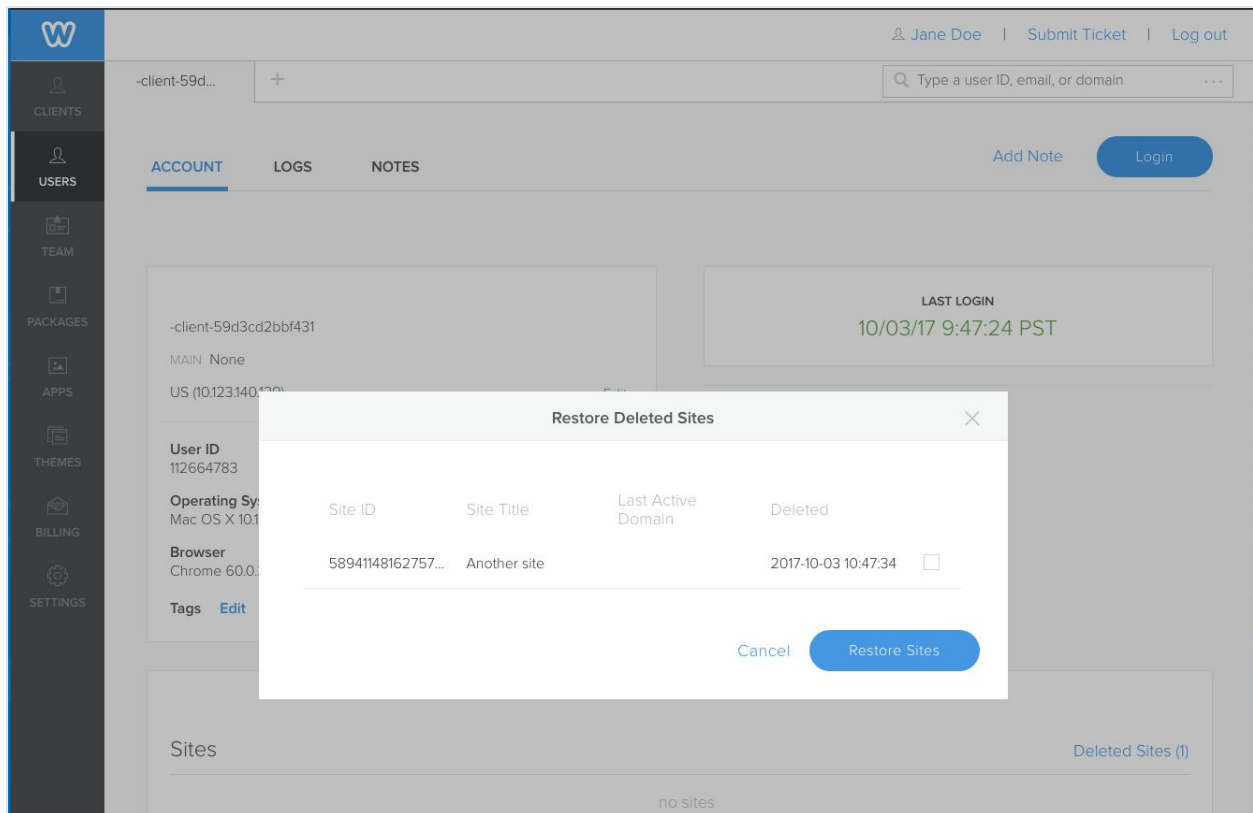
25 per page

< 1 >

*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**.

The screenshot shows the Weebly dashboard interface. On the left is a vertical sidebar with navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'Mill Clothing' and includes a search bar. Below this, there's a section for 'Contributors' with a table listing users and their permissions. Further down is the 'Pages' section, which contains a table of website pages. A blue arrow points from the 'Home' page row to a gear icon. A dropdown menu is open from this gear icon, showing two options: 'Restore Elements' and 'Open in Editor'.

Name	Email	Permissions	
Client One	rwhitmore+clientone@weebly.com	Full Access	
John Smith	rwhitmore+johnsmith@weebly.com	Limited Access	

Title	Layout	Password	Hidden	Page ID	Blog ID	Indexed	Deleted Elements	
About	No Header	No	No	5290207672...		3	0	
Blog	header	No	No	57660439346...	39390298978...	0	0	
Contact	No Header	No	No	24127348236...		0	0	
Home	Landing	No	No	60358786943...		0	0	
Shop	No Header	No	No	745719173347...		0	0	
Updates	No Header	No	No	14797508252...	800751918161...	0	0	

*Restore elements to a page*

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

The screenshot shows a web application interface with a sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'Mill Clothing' and features a search bar with the placeholder text 'Type a user ID, email, or domain'. Below the search bar, there is a section for 'Contributors' with a table listing contributors: Client One and John Smith. A modal window titled 'Restore Deleted Text Elements' is open in the center, displaying a table with two columns: 'Element' and 'Content'. The table contains one row with 'Text' in the 'Element' column and 'Here's some text' in the 'Content' column. The modal also includes a 'Cancel' button and a blue 'Restore Elements' button. In the background, there is a 'Pages' section with a table listing various pages: About, Blog, Contact, Home, Shop, and Updates. The 'About' page is highlighted, and its details are shown in a table with columns for Title, Content, Indexed, Deleted Elements, and a settings icon.

Editor Access Suspended  
No

Theme  
Haberdasher

Theme ID  
116005133769609133

Tags [Edit](#)

Contributors

Name
Client One
John Smith

Pages

Title	Content	Indexed	Deleted Elements
About	N		3
Blog	header No No 57660439346... 39390298978...		0
Contact	No Header No No 24127348236...		0
Home	Landing No No 60358786943...		0
Shop	No Header No No 745719173347...		0
Updates	No Header No No 14797508252... 800751918161...		0

Restore Deleted Text Elements

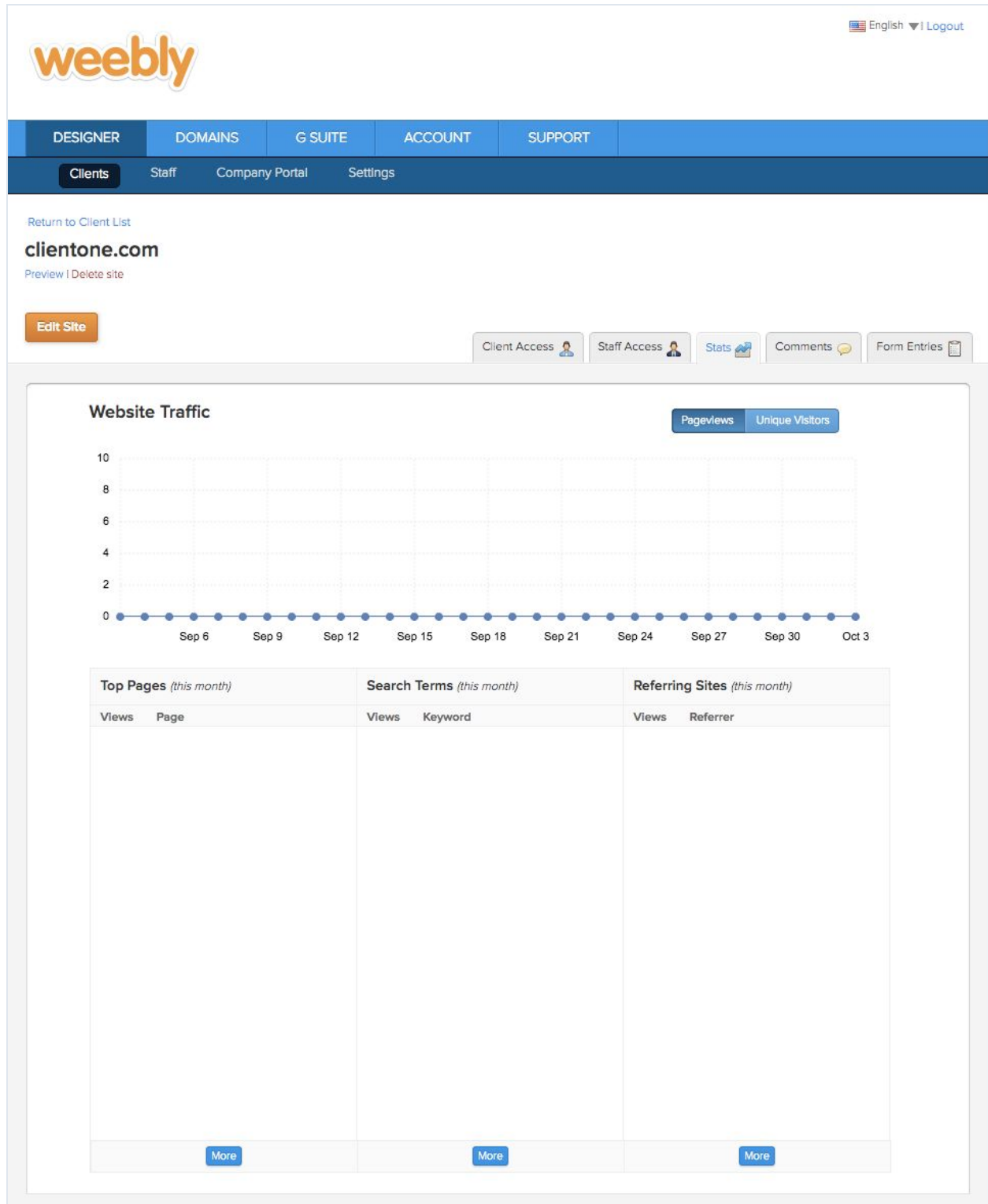
Element	Content
Text	Here's some text

Cancel [Restore Elements](#)

*Restore elements to a page*

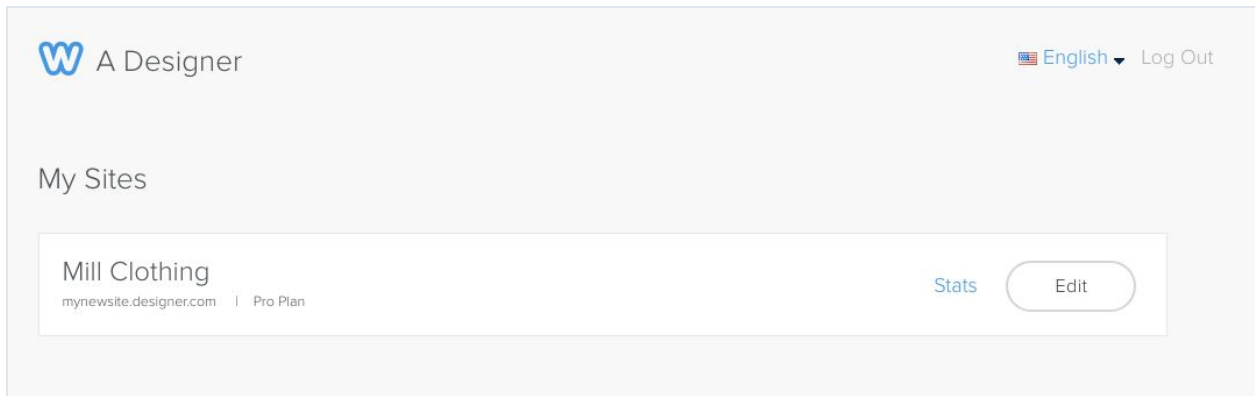


# View Site Statistics



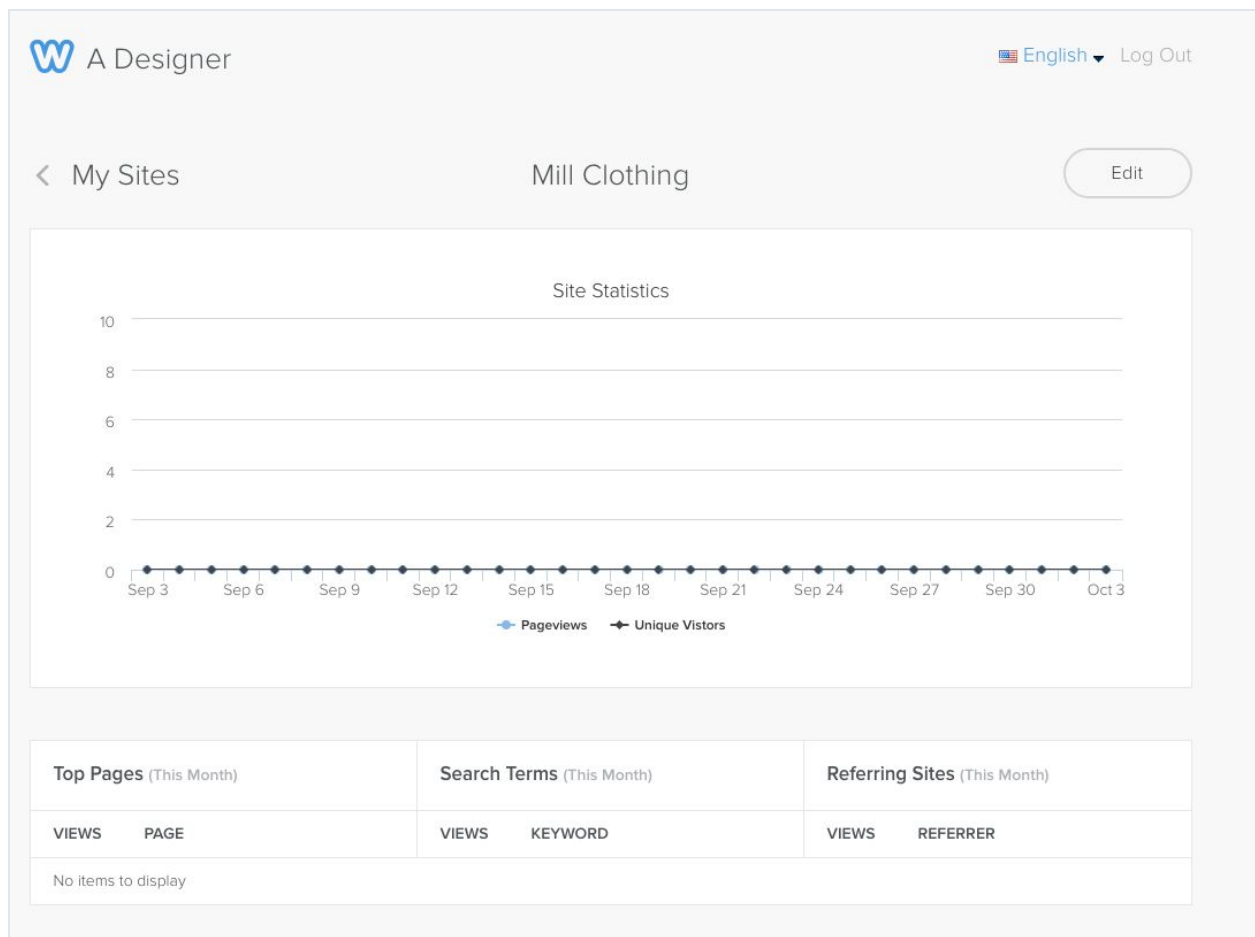
View statistics in the Designer Portal

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

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

[Return to Client List](#)  
**clientone.com**  
[Preview](#) | [Delete site](#)  

Edit Site

Client Access

Staff Access

Stats

Comments

Form Entries

Comments from 

Blog

Show: Recent | Pending (0) | Deleted | Spam

Approve

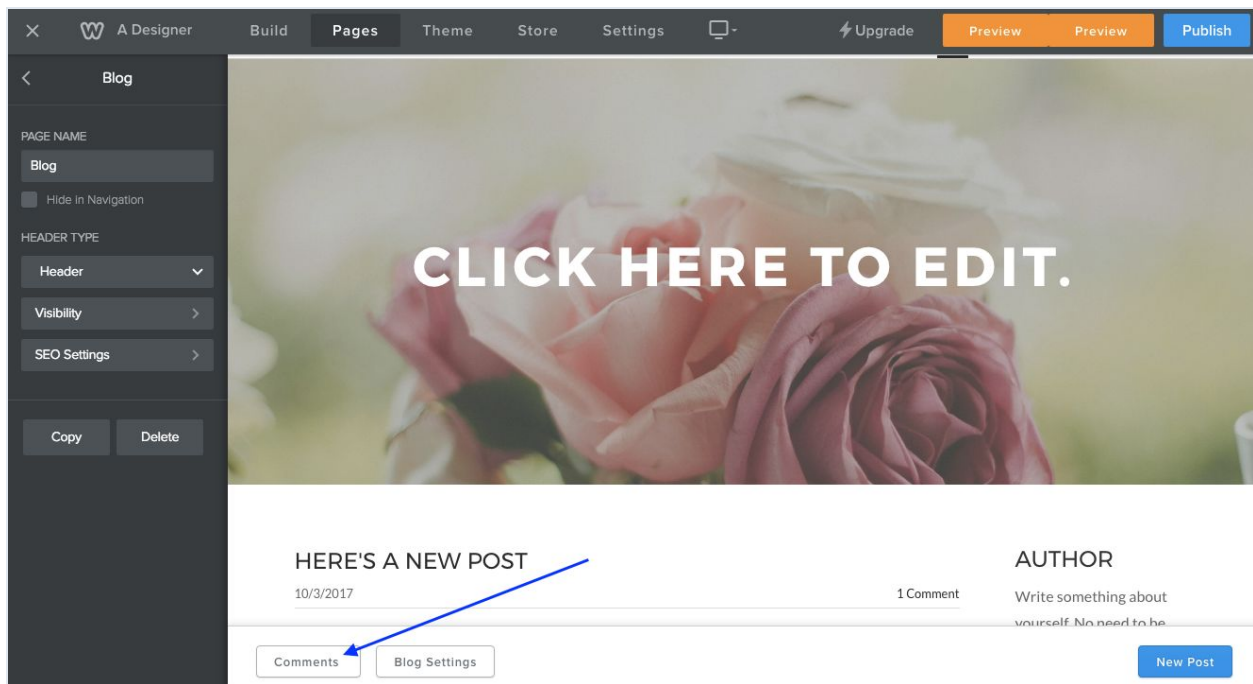
Delete

Mark Spam

No comments

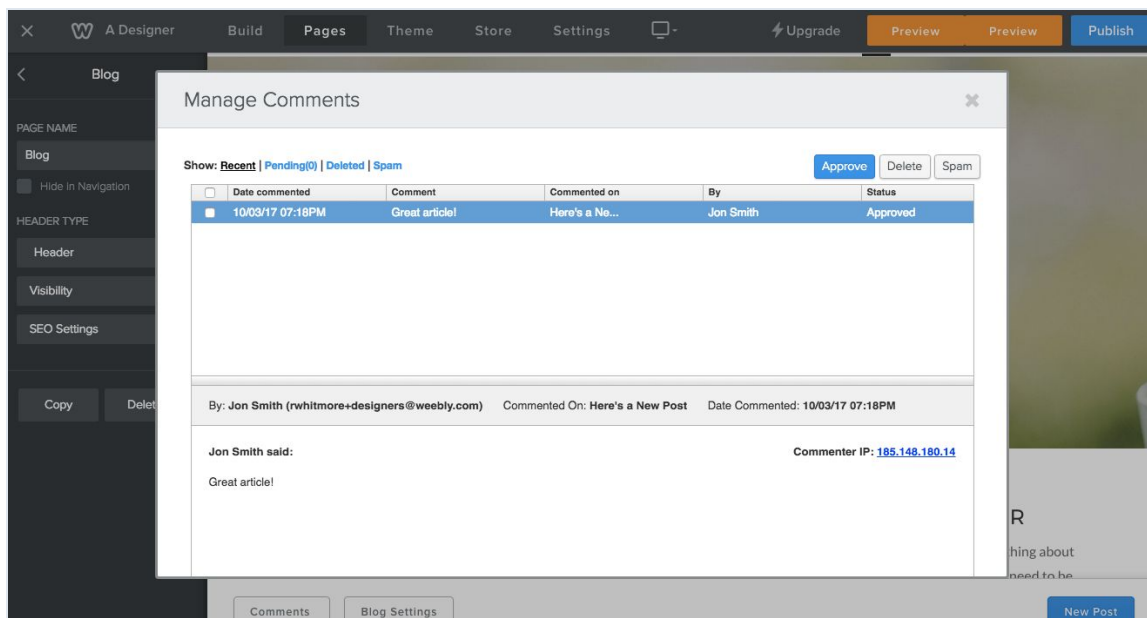
*Blog Comments in Designer Portal*

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



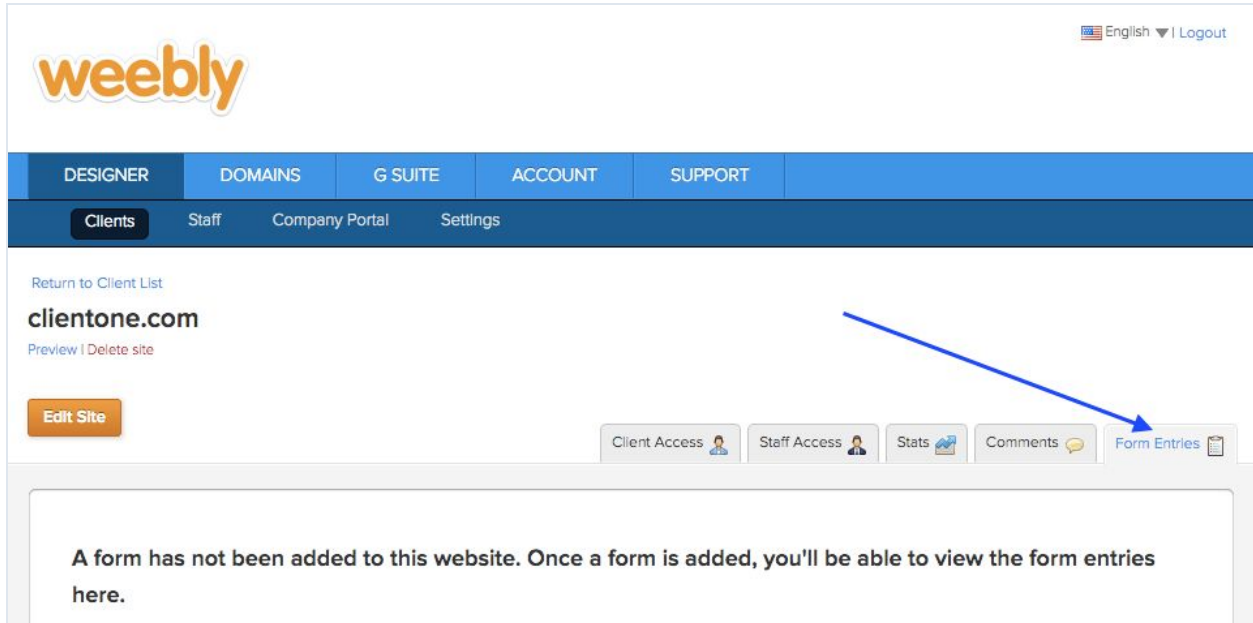
*Blog comments in the Weebly Editor*

And you manage the comments from the resulting dialog.



*Blog comments dialog*

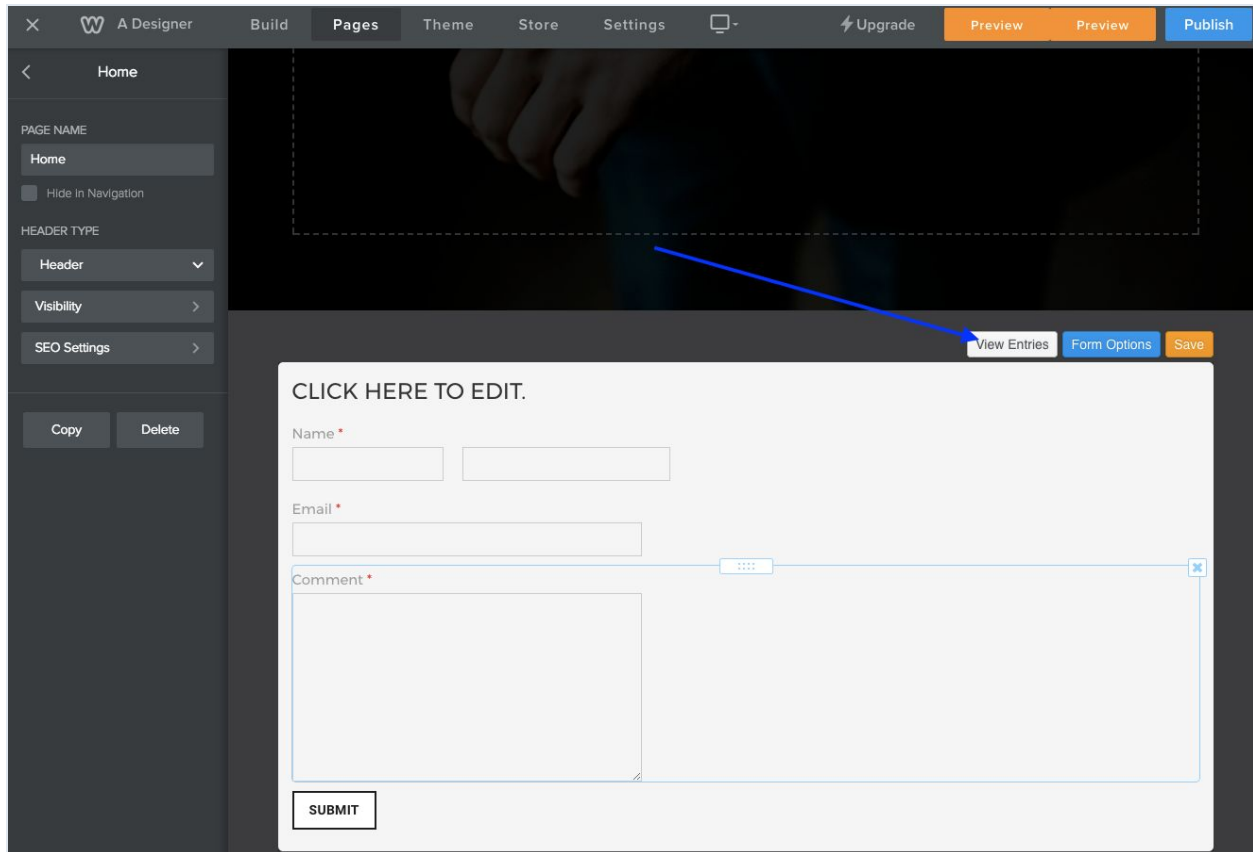
# View Form Entries



The screenshot displays the Weebly Designer Portal interface. At the top left is the Weebly logo. The top right corner shows a language dropdown set to 'English' and a 'Logout' link. Below this is a navigation bar with tabs for 'DESIGNER', 'DOMAINS', 'G SUITE', 'ACCOUNT', and 'SUPPORT'. Under the 'DESIGNER' tab, there are sub-tabs for 'Clients', 'Staff', 'Company Portal', and 'Settings'. The main content area shows a client named 'clientone.com' with a 'Return to Client List' link, a 'Preview | Delete site' link, and an 'Edit Site' button. A blue arrow points to the 'Form Entries' button in the top right of the client's dashboard. Below this, a message states: 'A form has not been added to this website. Once a form is added, you'll be able to view the form entries here.'

*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.

The screenshot shows the Weebly Designer interface with a 'View Form Data' dialog box open. The dialog displays a table of form entries and a summary of the selected entry.

Date submitted	Ip address	Name first	Name last	Email
10/03/2017 12:17pm	185.148.180.14	Jon	Smith	jonsmith@email.com

Name.first	Jon
Name.last	Smith
Email	jonsmith@email.com
Comment	Love your site!
IP Address	<a href="#">185.148.180.14</a>

*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.

The screenshot shows the Weebly dashboard for a site named 'Mill Clothing'. The left sidebar contains navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The top right shows the user 'Jane Doe' with links to 'Submit Ticket' and 'Log out'. A search bar is also present.

The main content area displays site details for 'Mill Clothing':

- Editor Access Suspended:** No
- Theme:** Haberdasher
- Theme ID:** 116005133769609133

Below this is a 'Contributors' section with a table:

Name	Email	Permissions	
Client One	rwhitmore+clientone@weebly.com	Full Access	
John Smith	rwhitmore+johnsmith@weebly.com	Limited Access	

Below the contributors is a 'Pages' section with a table:

Title	Layout	Password	Hidden	Page ID	Blog ID	Indexed	Deleted Elements	
About	No Header	No	No	5290207672...			0	
Blog	header	No	No	57660439346...	39390298978...		0	
Contact	No Header	No	No	24127348236...			0	
Home	Landing	No	No	60358786943...			0	
Shop	No Header	No	No	745719173347...			0	
Updates	No Header	No	No	14797508252...	800751918161...		0	

At the bottom is the 'Plan' section:

Name	Plan	Hidden	Price	Package ID
Pro	Pro	No	\$13.17/month	3

A blue arrow points from the right side of the 'Plan' table to a 'Change Plan' link.

*Site plans can be changed*

# Controlling Access to a Site

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

## Client Access

The screenshot shows the Weebly Designer Platform interface. At the top, the Weebly logo is on the left, and a language selector (English) and a Logout link are on the right. Below the logo is a navigation bar with tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Under the DESIGNER tab, there are sub-tabs for Clients, Staff, Company Portal, and Settings. The Clients sub-tab is active. Below the navigation bar, there is a link to "Return to Client List" and the site name "clientone.com". Below the site name are links for "Preview" and "Delete site". There is an "Edit Site" button. To the right of the "Edit Site" button are buttons for "Client Access", "Staff Access", "Stats", "Comments", and "Form Entries". The "Client Access" button is active. The "Client Access" settings form is displayed. It has a title "Client Access" and a description: "You can provide your clients access to edit and manage their own site. Enter their name, email, and select what they should be allowed to do." There are three input fields for "First Name", "Last Name", and "Email\*". Below these fields are two sections: "Dashboard Permissions" and "Editor Permissions". The "Dashboard Permissions" section has three checkboxes, all of which are checked: "Allow client to view site stats", "Allow client to manage blog comments", and "Allow client to manage form entries". The "Editor Permissions" section has one checkbox, "Allow client to edit this site", which is unchecked. At the bottom of the form is an "Authorize client" button and a note: "A temporary password will be generated for you to email the client". A footnote at the bottom states: "\*Email address will only be used to allow the client to reset a forgotten password."

### *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.

The screenshot shows a web management interface with a sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is titled 'Site Details' for 'Mill Clothing' (mynewsite.designer.com). It includes a search bar at the top right with the text 'Type a user ID, email, or domain'. The site details are organized into two columns: Site ID (612507836695292904), Last Publish Date (Never), Currently Published (No), Publishing Disabled (No), Editor Access Suspended (No), Theme (Haberdasher), and Theme ID (116005133769609133). To the right of these details is a 'Quick Actions' section with links: Delete Site, Set Domain, Add as Template, Site Preview, Re-Index Site, and Un-Index Site. At the bottom of the page is a 'Contributors' section with a table header (Name, Email, Permissions) and an 'Add Contributor' link highlighted by a blue arrow.

Name	Email	Permissions
------	-------	-------------

*Add site contributors from the site's detail page*

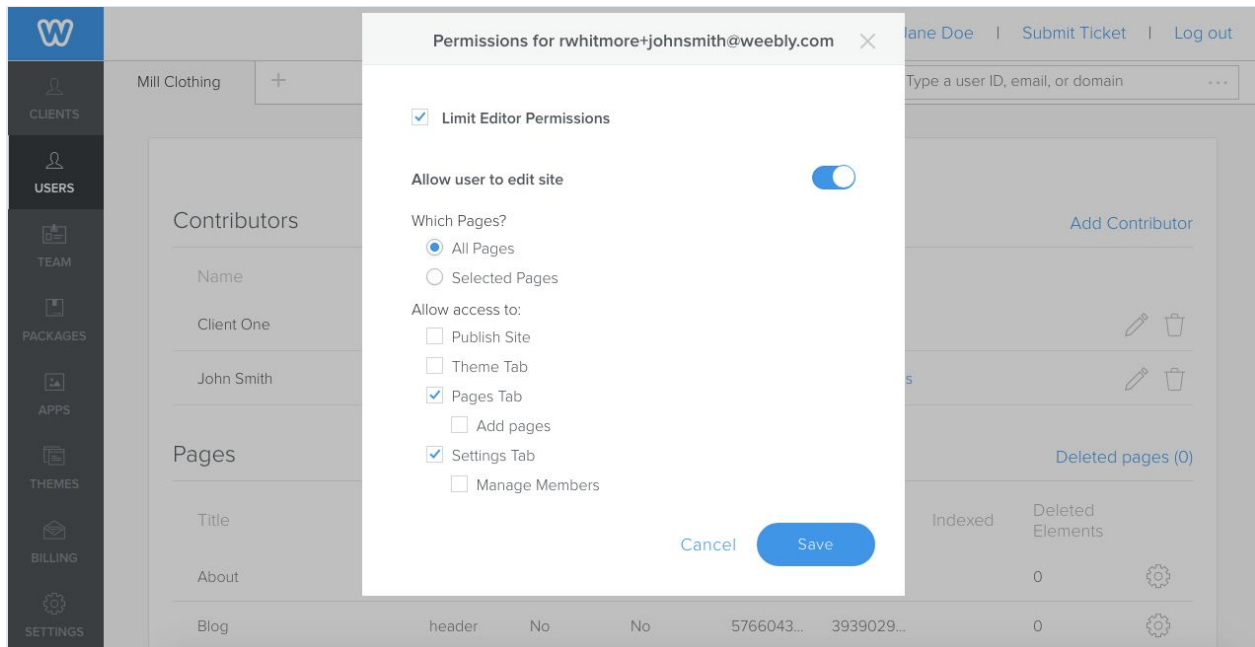
Make sure **New User** is selected at the top, and enter the client's name, email address (other settings are optional) and click **Set Permissions**.

The screenshot shows a web application interface with a sidebar on the left containing menu items: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area displays details for a client named 'Mill Clothing' with a site ID of 612507836695292904 and a last publish date of 'Never'. A modal window titled 'Add Contributor' is open in the center. It has two tabs: 'New User' (selected) and 'Existing User'. The form includes input fields for 'Name', 'Email', and 'Tags'. There is a checkbox for 'Send Invite Email'. At the bottom of the modal are 'Cancel' and 'Set Permissions' buttons. The background shows a search bar and a list of contributors.

*Add site contributor*

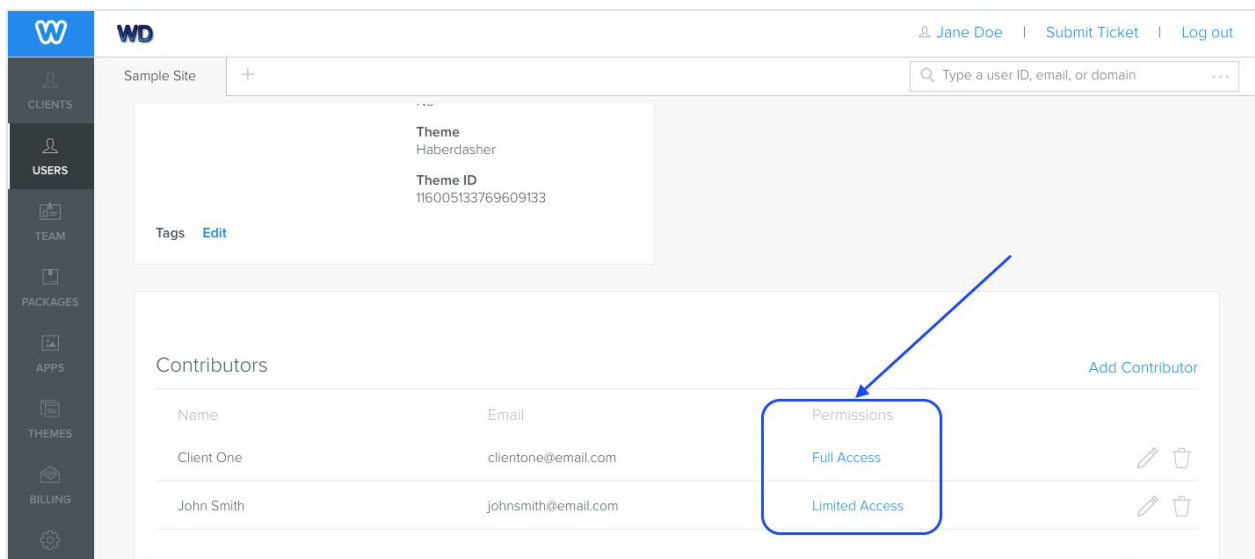
By default, the new contributor is given full access to the site.

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

The screenshot shows the Weebly Designer Platform interface. At the top, the Weebly logo is on the left, and 'English' and 'Logout' are on the right. Below this is a navigation bar with tabs: DESIGNER (active), DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Under the DESIGNER tab, there are sub-tabs: Clients (active), Staff, Company Portal, and Settings. The main content area is for 'clientone.com', with links for 'Preview' and 'Delete site'. An 'Edit Site' button is on the left. On the right, there are buttons for 'Client Access', 'Staff Access' (active), 'Stats', 'Comments', and 'Form Entries'. The 'Staff Access' section is titled 'Staff Access' and includes the instruction: 'Choose the staff members who have access to edit this site. Admins always have access.' It features two columns: 'Staff With Access' and 'Staff Without Access', each with a 'Select: All | None' link. The 'Staff With Access' column contains two entries: 'A Designer (Admin)' and 'John Doe (Admin)'. Between the columns are '< Add' and 'Remove >' buttons. A 'Save Settings' button is at the bottom left.

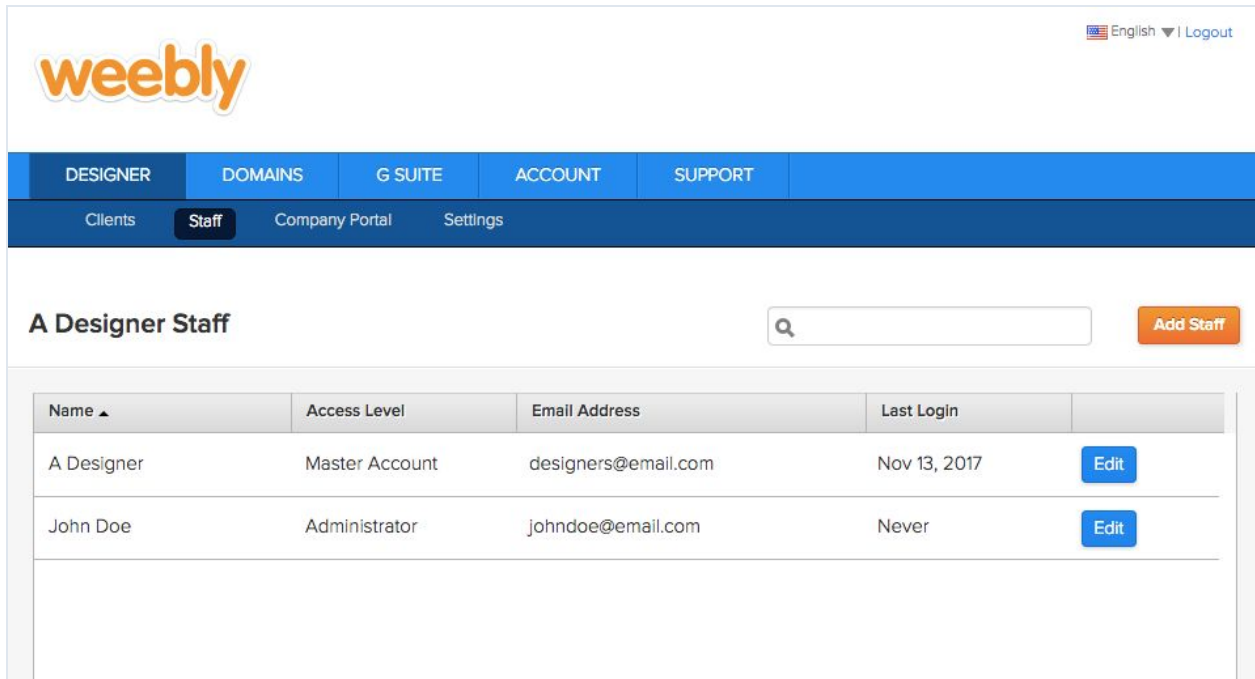
## Staff access in Designer Platform

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

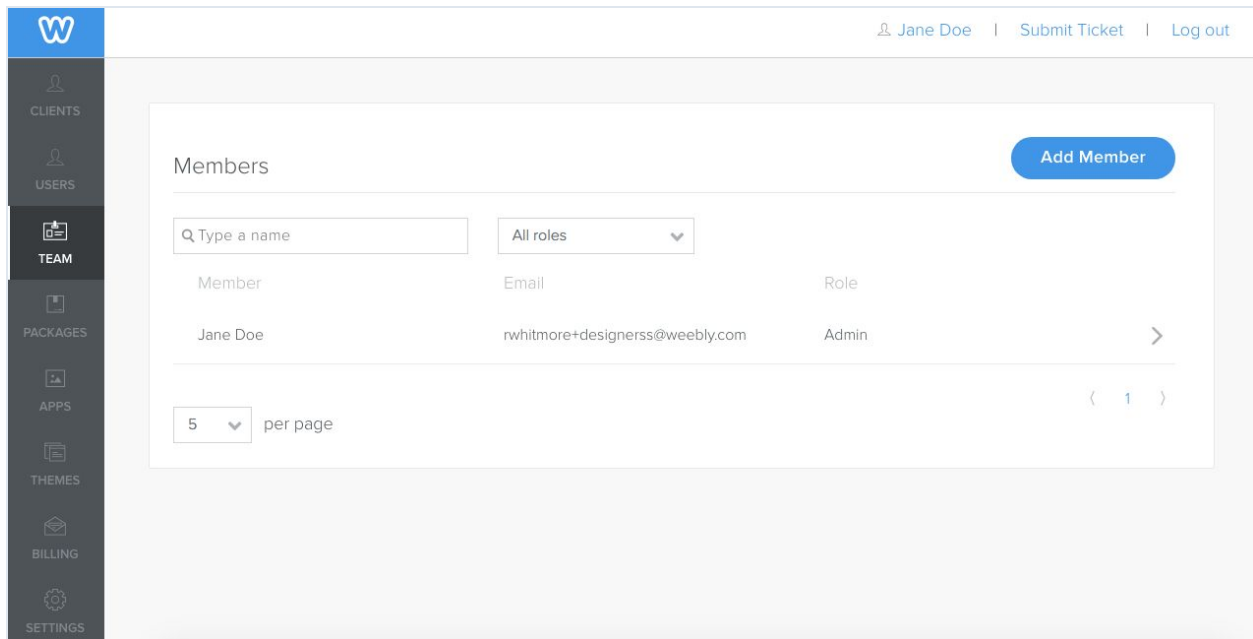


The screenshot shows the Weebly Designer interface for managing staff. At the top, the Weebly logo is on the left, and language and login options are on the right. A navigation bar contains links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this, a sub-navigation bar includes Clients, Staff (highlighted), Company Portal, and Settings. The main content area is titled 'A Designer Staff' and features a search bar and an 'Add Staff' button. A table lists the staff members with columns for Name, Access Level, Email Address, and Last Login. Each row has an 'Edit' button.

Name ▲	Access Level	Email Address	Last Login	
A Designer	Master Account	designers@email.com	Nov 13, 2017	<a href="#">Edit</a>
John Doe	Administrator	johndoe@email.com	Never	<a href="#">Edit</a>

*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

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

[Return to Staff List](#)

## Add a Staff Member

First Name

Last Name

Email

Access Level

☒ Administrator

☐ Staff Member

Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.

☒ Allow this person to edit all clients and client sites

Add Staff

This person will be sent an invitation to join your company and choose a password.

*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 Team Member** Save

**Name**  
John Doe

**Email**  
johndoe@email.com

**Role**


☐ Admin ☐ Technical ☒ Support ☐ Editor ☐ Finance

Manage Users ?	✓	✓	View & Edit	View	
Manage Sites ?	✓	✓	✓	View & Edit	
Team Members ?	✓				
Account Settings ?	✓	✓			
Billing ?	✓				✓

*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

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

[Return to Staff List](#)

John Doe

First Name

John

Last Name

Doe

Email

rwhitmore+johndoe@weebly.com

Reset password

Save Settings

Access Level

☒ Administrator

☐ Staff Member

Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.

☒ Allow this person to edit all clients and client sites

Delete this person

Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted.

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.

**W** Jane Doe | Submit Ticket | Log out

**CLIENTS**  
**USERS**  
**TEAM**  
PACKAGES  
APPS  
THEMES  
BILLING  
SETTINGS

### < Edit Team Member

**Name**  
John Smith

**Email**  
rwhitmore+johnsmith@weebly.com


**Role**

	<input type="radio"/> Admin	<input checked="" type="radio"/> Technical	<input type="radio"/> Support	<input type="radio"/> Editor	<input type="radio"/> Finance
Manage Users ⓘ	✓	✓	View & Edit	View	
Manage Sites ⓘ	✓	✓	✓	View & Edit	
Team Members ⓘ	✓				
Account Settings ⓘ	✓	✓			
Billing ⓘ	✓				✓

Delete Member

*Delete team member*

# Reset Staff Member's Password

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

[Return to Staff List](#)

John Doe

First Name

John

Last Name

Doe

Email

johndoe@email.com

Reset password

Save Settings

Access Level

☒ Administrator

☐ Staff Member

Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.

☒ Allow this person to edit all clients and client sites

Delete this person

Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted.

*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.

The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with icons for CLIENTS, USERS (selected), TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The top header includes the Weebly logo, a search bar with "New Search" and a plus icon, and user information for Jane Doe with links for Submit Ticket and Log out. The main content area has a search bar containing "johnsmith@weebly.com". Below this is a "Recent Viewed" section with a table showing one entry: johnsmith@weebly.com with User ID 112750603. The "Users" section contains a table with three users, each with an edit icon.

Email	Sites	User ID	
-client-59d2b93ad4c50	None	112626051	
-client-59d2b947b7d19	None	112626079	
-client-59d2b9522f0ff	mynewsite.designer.com	112626107	

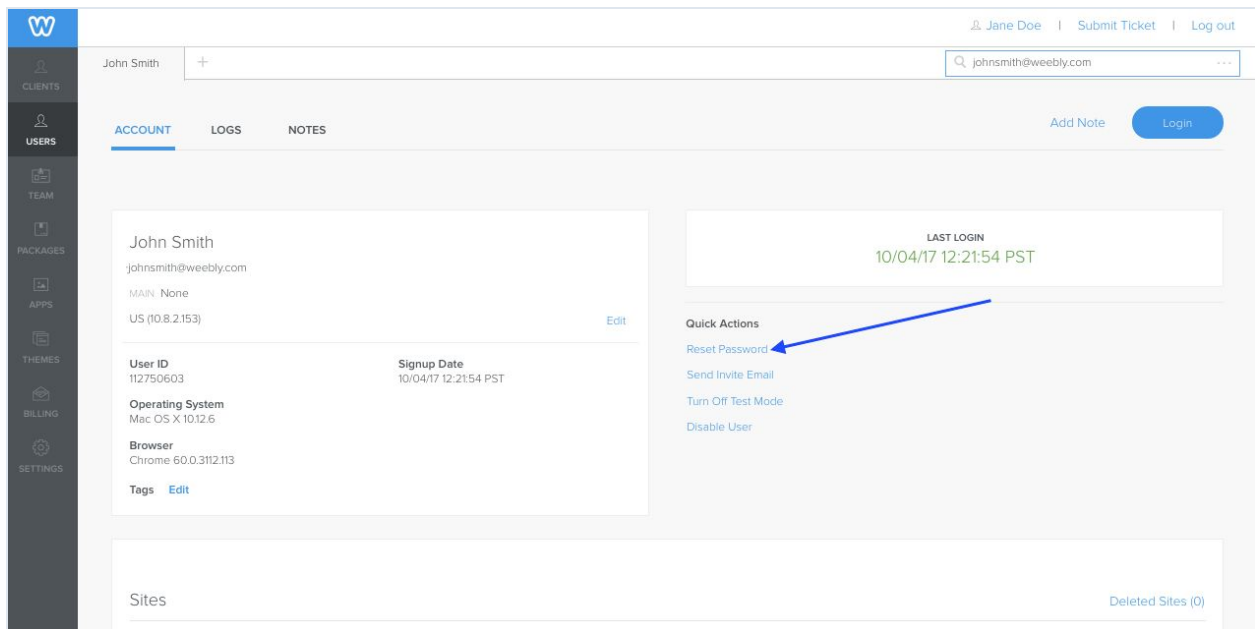
*User page in the Cloud Admin*

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

The screenshot shows the user detail page for John Smith. The sidebar is the same as the previous screenshot. The top header shows the user's name "John Smith" and a search bar with "johnsmith@weebly.com". Below the header are tabs for ACCOUNT (selected), LOGS, and NOTES. The main content area is divided into two columns. The left column shows user information: John Smith, email johnsmith@weebly.com, MAIN: None, US (10.8.2.153), User ID 112750603, Signup Date 10/04/17 12:21:54 PST, Operating System Mac OS X 10.12.6, Browser Chrome 60.0.3112.113, and Tags. The right column shows the LAST LOGIN 10/04/17 12:21:54 PST and a list of Quick Actions: Reset Password, Send Invite Email, Turn Off Test Mode, and Disable User. At the bottom, there is a "Sites" section showing "Deleted Sites (0)".

*User detail page*

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



The screenshot displays the Weebly user management interface. On the left is a dark sidebar with navigation icons for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area has a top header with the Weebly logo, a search bar containing 'John Smith', and user controls for Jane Doe (Submit Ticket, Log out). Below the header are tabs for ACCOUNT, LOGS, and NOTES, with 'ACCOUNT' selected. The user profile for John Smith is shown, including email (johnsmith@weebly.com), MAIN (None), and US (10.8.2.153). A table lists user details: User ID (112750603), Signup Date (10/04/17 12:21:54 PST), Operating System (Mac OS X 10.12.6), and Browser (Chrome 60.0.3112.113). To the right, a 'LAST LOGIN' box shows the same date and time. Below this is a 'Quick Actions' section with links: Reset Password, Send Invite Email, Turn Off Test Mode, and Disable User. A blue arrow points to the 'Reset Password' link. At the bottom, there is a 'Sites' section with a 'Deleted Sites (0)' link.

John Smith

johnsmith@weebly.com

MAIN: None

US (10.8.2.153)

User ID: 112750603

Signup Date: 10/04/17 12:21:54 PST

Operating System: Mac OS X 10.12.6

Browser: Chrome 60.0.3112.113

Tags [Edit](#)

LAST LOGIN: 10/04/17 12:21:54 PST


Quick Actions

- [Reset Password](#)
- [Send Invite Email](#)
- [Turn Off Test Mode](#)
- [Disable User](#)

Sites [Deleted Sites \(0\)](#)

*Reset team member password*

# Set Access Level

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

[Return to Staff List](#)

John Doe

First Name

John

Last Name

Doe

Email

rwhitmore+johndoe@weebly.com

Reset password

Save Settings

Access Level

☒ Administrator

☐ Staff Member

Administrators can create new client sites, edit existing sites, manage staff accounts, and change other settings; only the account holder can access billing information or cancel the account.

☒ Allow this person to edit all clients and client sites

Delete this person

Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted.

*Set access level in Designer Platform*



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

**W** Jane Doe | Submit Ticket | Log out

< Edit Team Member Save

**Name**  
John Smith

**Email**  
rwhitmore+johnsmith@weebly.com

**Role**

☐ Admin ☒ Technical ☐ Support ☐ Editor ☐ Finance

Manage Users ⓘ	✓	✓	View & Edit	View	
Manage Sites ⓘ	✓	✓	✓	View & Edit	
Team Members ⓘ	✓				
Account Settings ⓘ	✓	✓			
Billing ⓘ	✓				✓

Delete Member

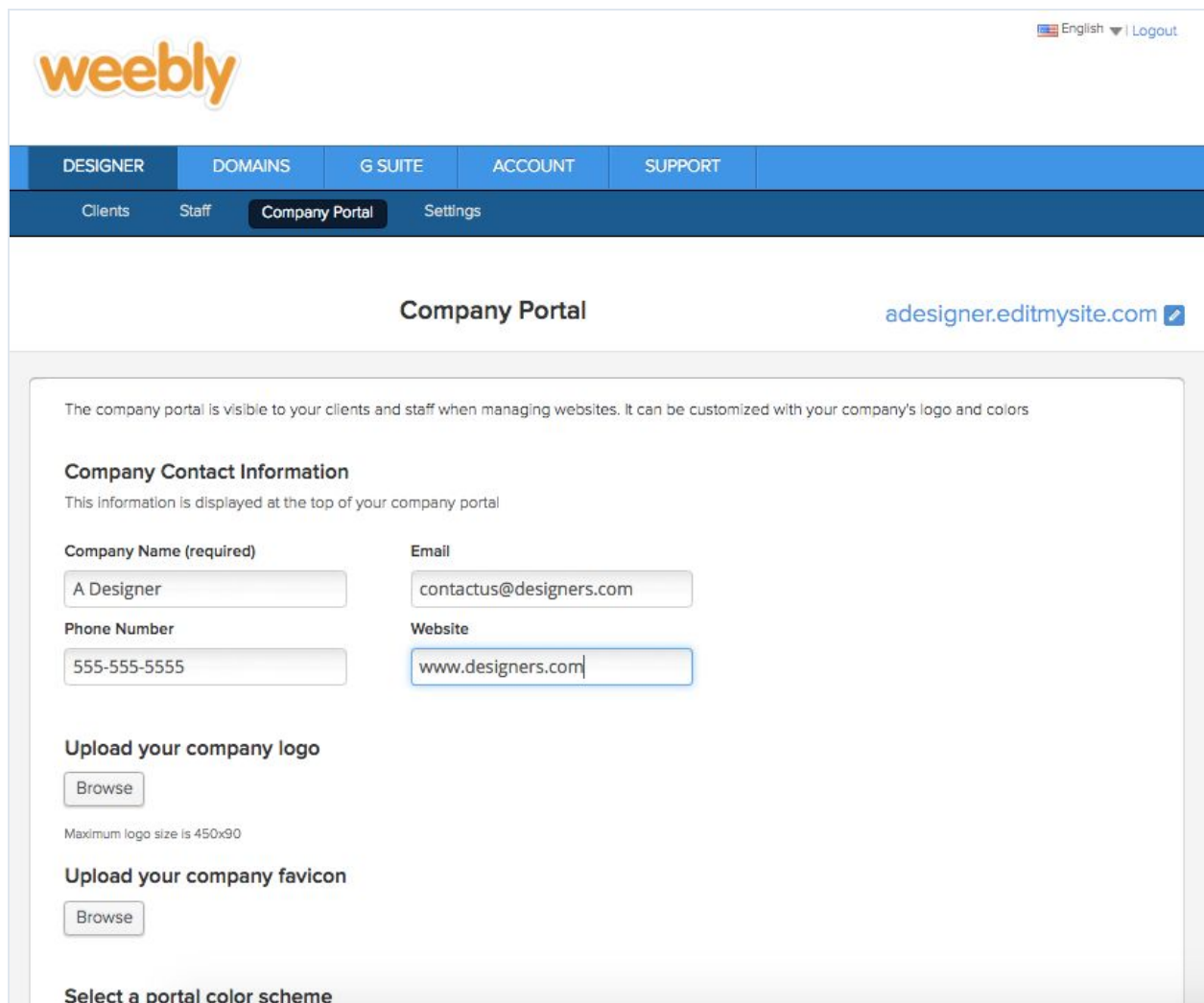
*Team member detail page*

**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



The screenshot shows the Weebly 'Company Portal' configuration interface. At the top, the Weebly logo is on the left, and 'English' and 'Logout' links are on the right. Below this is a navigation bar with tabs for 'DESIGNER', 'DOMAINS', 'G SUITE', 'ACCOUNT', and 'SUPPORT'. Under the 'DESIGNER' tab, there are sub-tabs for 'Clients', 'Staff', 'Company Portal' (which is selected), and 'Settings'. The main heading is 'Company Portal', and the URL 'adesigner.editmysite.com' is shown on the right. The configuration area contains a description: 'The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors.' Below this is the 'Company Contact Information' section, which states 'This information is displayed at the top of your company portal'. It includes four input fields: 'Company Name (required)' with the value 'A Designer', 'Email' with 'contactus@designers.com', 'Phone Number' with '555-555-5555', and 'Website' with 'www.designers.com'. There are two 'Browse' buttons for uploading a company logo and a company favicon. A note specifies 'Maximum logo size is 450x90'. At the bottom, there is a section for 'Select a portal color scheme'.

weebly

English | Logout

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff **Company Portal** Settings

**Company Portal** adesigner.editmysite.com

The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors

**Company Contact Information**  
This information is displayed at the top of your company portal

**Company Name (required)**  
A Designer

**Email**  
contactus@designers.com

**Phone Number**  
555-555-5555

**Website**  
www.designers.com

**Upload your company logo**  
Browse  
Maximum logo size is 450x90

**Upload your company favicon**  
Browse

**Select a portal color scheme**

*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.

The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with a 'w' logo at the top and a menu of icons for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS (which is highlighted). The main content area has a top header with 'Jane Doe', 'Submit Ticket', and 'Log out'. Below this, the 'Agent Message' section contains a text area with a placeholder and an edit icon. The 'Contact Info' section features a table with columns for Type, Email, Phone Number, and Website, containing one entry for 'support' with an edit icon and an 'Add Contact' link. The 'API Key' section has a table with columns for Key Name, Value, and Secret, showing an 'Initial Key' with a 'Show' link and an edit icon, plus an 'Add Key' link.

Type	Email	Phone Number	Website
support	jimsmith@email.com	555-555-5555	

Key Name	Value	Secret
Initial Key	xlhazly3szocqxvq9e3ifg64tjh2y2q0	Show

*Contact info in the Cloud Admin*

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


The screenshot displays a web application interface with a sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main content area is divided into sections: Agent Message, Contact Info, and API Key. A modal window titled 'Add Contact' is open in the center, featuring a close button (X) in the top right corner. The modal contains the following fields:

- Type:** A dropdown menu with 'Billing' selected.
- Name:** A text input field.
- Email:** A text input field.
- Phone Number:** A text input field with a placeholder 'e.g. 415-555-5555'.
- Website:** A text input field.

The background interface shows the 'Contact Info' section with a table containing one row with 'support' as the type and 'jimsmi' as the email. The 'API Key' section shows a table with one row containing a key name and a long alphanumeric string.

*Add new contacts*

# Brand the Cloud Admin and Customer Portal

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Company Portal

adesigner.editmysite.com

The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors

### Company Contact Information

This information is displayed at the top of your company portal

**Company Name (required)**

**Email**

**Phone Number**

















**Website**

### Upload your company logo

Maximum logo size is 450x90

### Upload your company favicon

### Select a portal color scheme

	Header Area	Menu Bar	Menu Text Color	Background
<input type="radio"/> Blue	<input type="text"/>		<input type="text"/>	
<input type="radio"/> Green	<input type="text"/>		<input type="text"/>	
<input type="radio"/> Gray	<input type="text"/>		<input type="text"/>	
<input type="radio"/> Orange	<input type="text"/>		<input type="text"/>	
<input type="radio"/> Purple	<input type="text"/>		<input type="text"/>	
<input checked="" type="radio"/> Custom	<input type="text"/> 	 	<input type="text"/> 	 

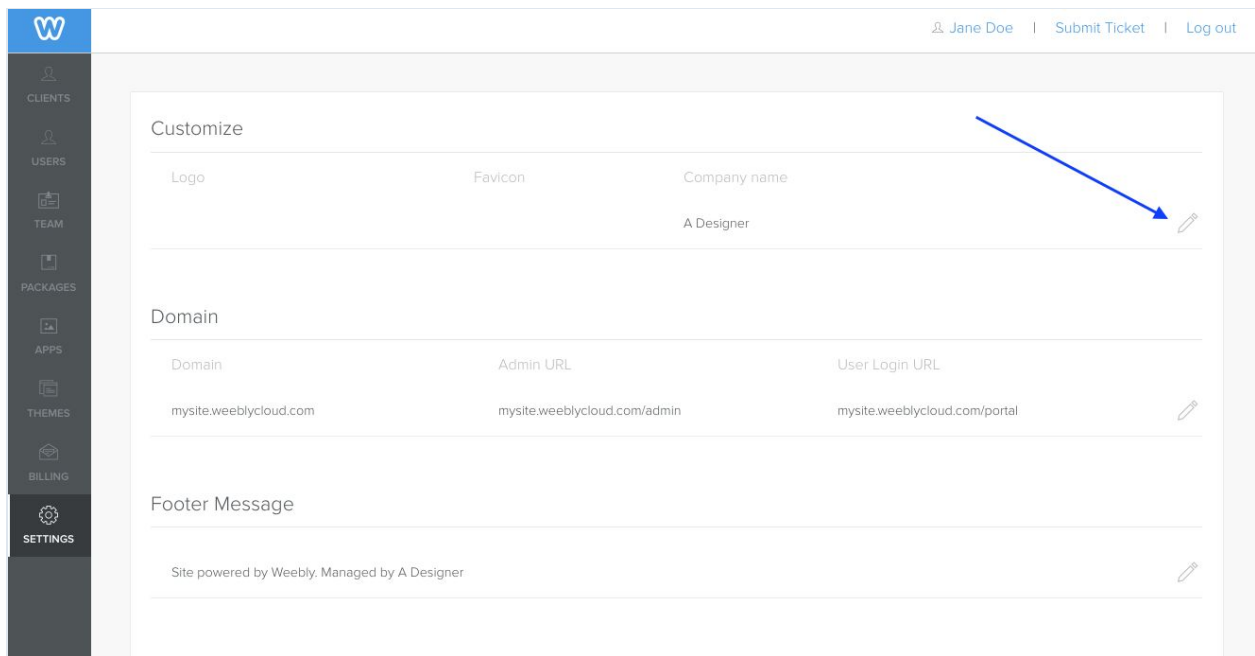
[Preview Portal](#)

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

English | Logout

DESIGNER

DOMAINS

G SUITE

ACCOUNT

SUPPORT

Clients

Staff

Company Portal

Settings

## Settings

### Company Portal Address

adesigner.editmysite.com

Choose a different subdomain or use your own domain

This is where staff members log in to manage and create client websites.

### Website Preview Address

Use a different domain

This is the address used in preview URLs when a website is in development. For example:  
http://preview.editmysite.com/4G6Oc.20648dfb8ba5c50ed69328a8e18e04dc

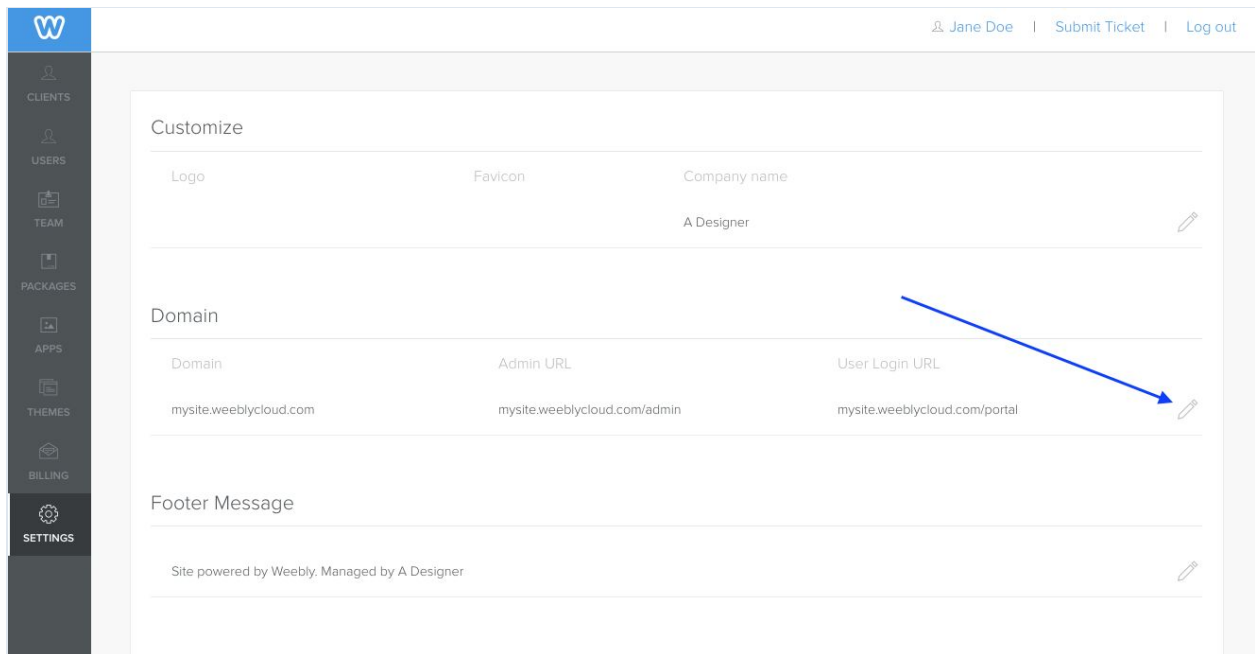
### Other Options

☐ Include your logo in emails to your clients.

Save Options

Setting URLs in Designer Platform

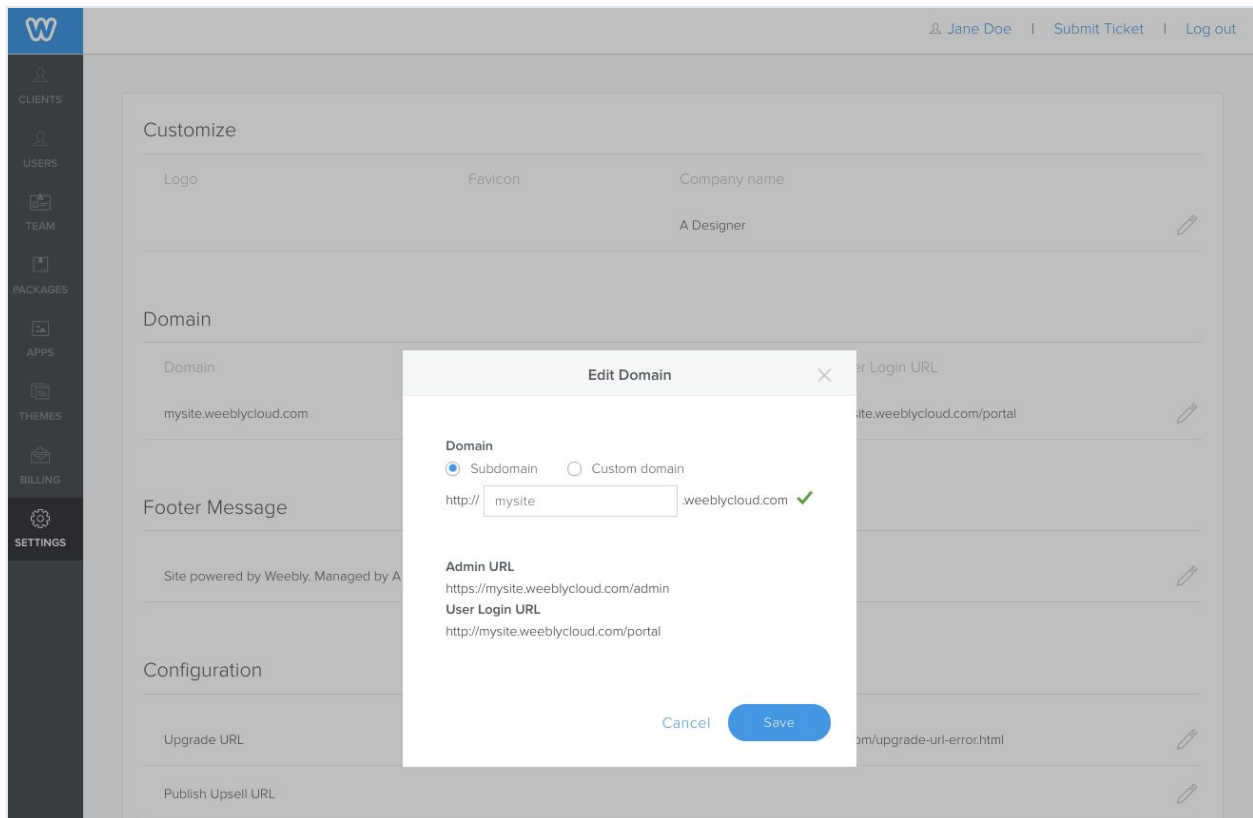
You set your URLs from the **SETTINGS** tab of the Cloud Admin. In the Domain section, click the **Edit** icon to set your domain, either as a subdomain of `weeblycloud.com` or as a custom domain.



*Set domains in the Cloud Admin*



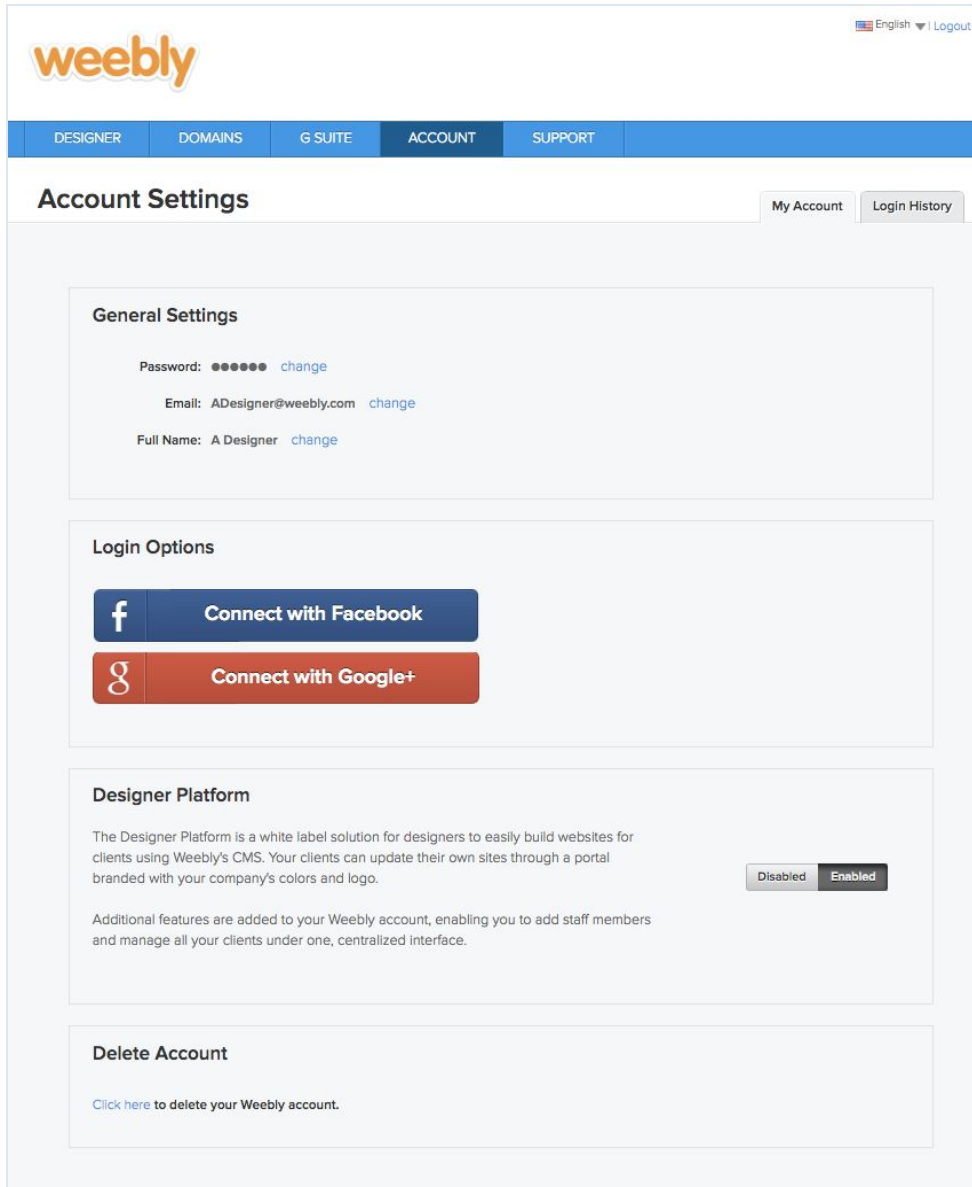
Once that is set, the URL for the Cloud Admin automatically becomes `your_domain/admin` and the URL for the User portal becomes `your_domain/portal`.



*URL settings*

# Setting Up Your Account

This topic shows how to edit your account information.



The screenshot shows the Weebly website's account settings interface. At the top, the Weebly logo is on the left, and a language dropdown set to 'English' with a 'Logout' link is on the right. Below this is a blue navigation bar with links for 'DESIGNER', 'DOMAINS', 'G SUITE', 'ACCOUNT' (which is highlighted), and 'SUPPORT'. The main content area is titled 'Account Settings' and includes two tabs: 'My Account' (active) and 'Login History'. The 'My Account' tab contains three sections: 'General Settings' with fields for Password (masked with dots and a 'change' link), Email (ADesigner@weebly.com with a 'change' link), and Full Name (A Designer with a 'change' link); 'Login Options' with buttons to 'Connect with Facebook' and 'Connect with Google+'; and 'Designer Platform' with a description of the white-label solution and a toggle switch currently set to 'Enabled'. At the bottom, a 'Delete Account' section contains a link to delete the account.

weebly

English Logout

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

## Account Settings

My Account Login History


### General Settings


Password: ●●●●●● [change](#)

Email: ADesigner@weebly.com [change](#)

Full Name: A Designer [change](#)

### Login Options

 [Connect with Facebook](#)

 [Connect with Google+](#)

### Designer Platform

The Designer Platform is a white label solution for designers to easily build websites for clients using Weebly's CMS. Your clients can update their own sites through a portal branded with your company's colors and logo.

[Disabled](#) [Enabled](#)

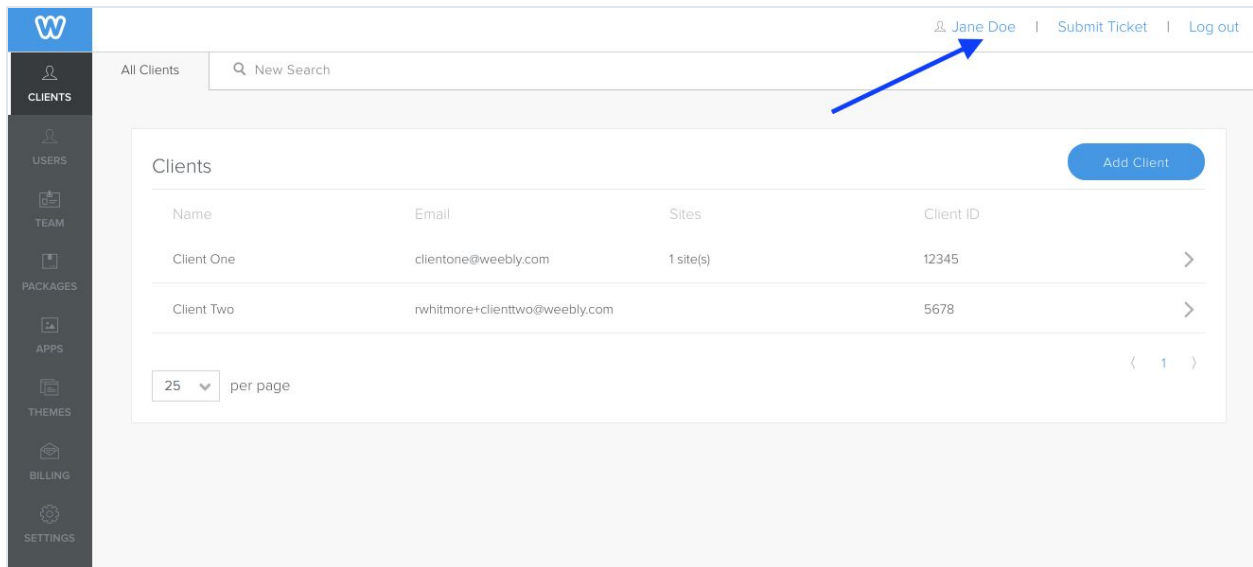
Additional features are added to your Weebly account, enabling you to add staff members and manage all your clients under one, centralized interface.

### Delete Account

[Click here](#) to delete your Weebly account.

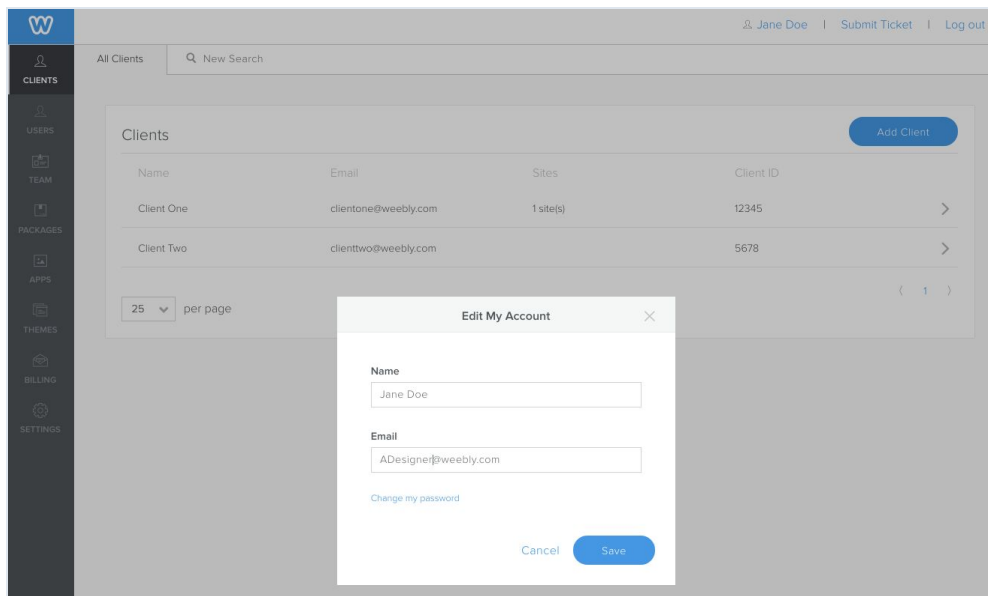
*Account info in Designer Platform*

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.

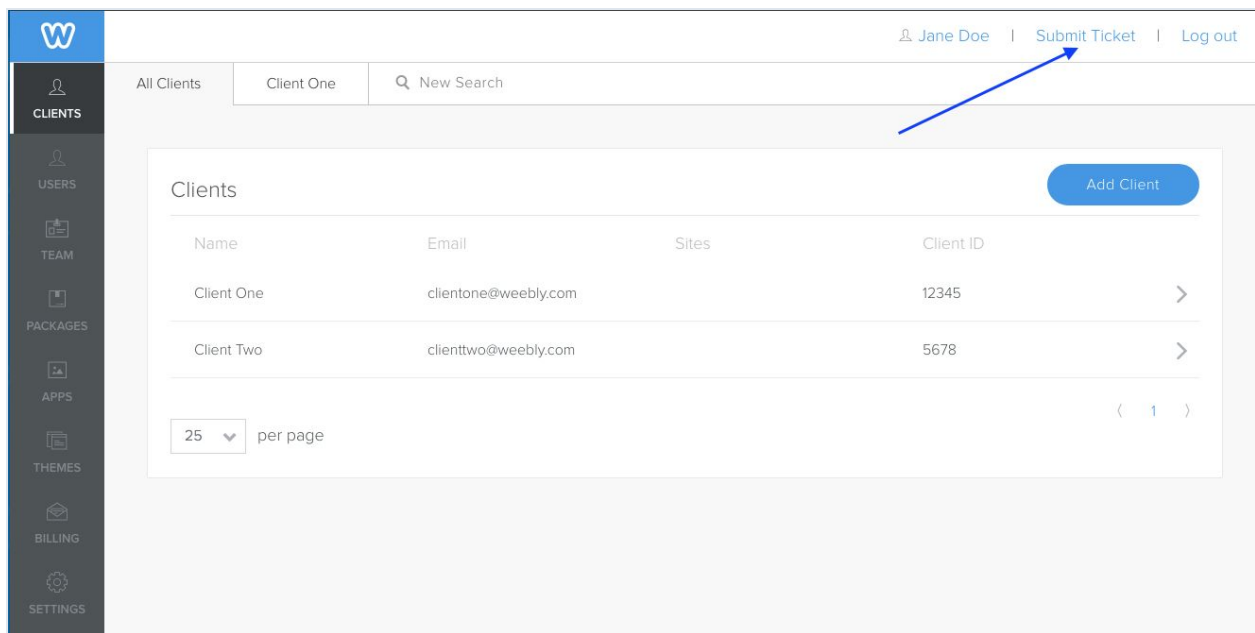


*Edit account info*

# 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.