

# Webflow for Education

Onboarding: Fall 2018 - Winter 2019

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## PROGRAM OVERVIEW

Welcome to Webflow for Education's pilot program! We're thrilled to partner with you to implement Webflow as a primary tool in your classroom/workshop this year. As a participant in this program, you will receive a free team account with seats for all of your students.

## ONBOARDING

Follow the instructions below to set up your team account, onboard your students, and manage projects.

*Note: we completely understand that class sizes fluctuate at the start of a course and can accommodate these changes as soon as you notify us.*

### Step 1: Setting up your team account

1. [Create a Team plan.](#)
2. Select a **"Monthly"** Small Team plan (**very important to select monthly**) and use the promo code: **'WebflowforEducation2019'**

Choose a Plan

Annual Billing Monthly Billing

<b>Small</b> <b>\$84</b> /mo	<b>Medium</b> <b>\$168</b> /mo	<b>Large</b> <b>\$336</b> /mo
Unlimited Websites	Unlimited Websites	Unlimited Websites
2 Users	4 Users	8 Users
100 Pages / Site	100 Pages / Site	100 Pages / Site
Create 100 Shared Templates	Create 100 Shared Templates	Create 100 Shared Templates
Transfer Sites to other Webflow Users	Transfer Sites to other Webflow Users	Transfer Sites to other Webflow Users
Track Team Member Activity	Track Team Member Activity	Track Team Member Activity
Select Plan	Select Plan	Select Plan

**Note:** The promo code will reduce the balance to \$0, however, it will still require you to enter a payment method to create your team account. Your card will not be charged as long as you select the monthly billing option.

3. Send an email to Mariah (mariah@webflow.com) confirming the minimum number of seats needed in your Team account along with the name of your Team. Mariah will then add those seats to your team account.

*Note: These team accounts are free until August 2019. If you do plan on teaching with Webflow for another course, we can add more seats to your team account at that time.*

## Step 2: Onboarding students

Once you have created your team account and Mariah has updated the number of seats per your request, you're ready to invite students to your team!

Simply "invite members" via email on your team page. The total number of team members you can add to your team plan is listed in the upper right hand corner of the page.

The screenshot shows the Webflow team management interface for a team named "Mariah Webflow for Education Test". The top navigation bar includes "Overview", "Settings", "Billing", "Billing Tools", and "Integrations". A red callout box points to the "Billing" section, stating: "Here, you will see the number of seats you requested." Below the navigation bar, the "Members" section displays a table with columns for "Member", "Role", and "2FA Enabled". The table lists one member: "Mariah Driver (mariah@webflow.com)" with the role "Account Owner (You)" and "2FA Enabled" status "Enabled". To the right of the table, a red-bordered box contains the text: "You can add 1 more member". Below the "Members" section is the "Invite Members" section, which includes a text input field containing "jony.ive@acme.com" and a button labeled "Invite to Mariah Webflow for Education Test".

Your students will then receive an email with instructions for setting up an account and joining your team.

The screenshot shows an email invitation from "webflow". The subject line is "Mariah Education Test invited you!". The body text reads: "Sweet! Mariah Driver invited you to join the team 'Mariah Education Test' on Webflow." Below this text is a blue button labeled "Join Mariah Education Test →". Further down, the email provides a link to join the team: "Go to [https://webflow.com/dashboard/teams?org=Mariah%20Education%20Test&email=mkdriver%40gmail.com](\"https://webflow.com/dashboard/teams?org=Mariah%20Education%20Test&email=mkdriver%40gmail.com\") to join the 'Mariah Education Test' team." The email concludes with "Thank you," and a signature from "The Webflow Team".

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### Step 3: Join Webflow for Education Slack channel

The purpose of the Webflow for Education Slack channel is to give you access to other educators who are participating in the program. Mariah will invite each of you to join this Slack channel at the beginning of your course.

You may also contact both Mariah and Waldo (head of customer support) directly through this Slack channel for any questions that arise.

We want to facilitate and support a community of educators who are empowering their students with our tool to share project ideas, feedback, frequently asked questions, and anything else you think may benefit educators in our pilot program.

### Team Account Information

Your students will be able to create an unlimited number of projects within your team account. Please understand that all of these projects will be visible to and accessible for other students to edit and collaborate in.

**Note:** There will be a public record (within your team dashboard) of each time a student goes into any particular project and publishes any changes. This should both alert you if a student is designing in a project they should not be in and hold students accountable for only working in the projects they're assigned.

In addition to the unlimited number of projects students can create in the Team Dashboard, they can each also create up to two private projects on their personal Dashboard.

### Account duration

Your team account will be live and accessible by you and your students for 6 months. If your course duration is shorter than 6 months, or repeating after this first 6 months, please inform Mariah and she will set the end date of your account to that date.

At that point (or before), your students may transfer any projects within the team account to their individual, free Starter account where they can continue to access the project and add hosting.

Mariah will be checking-in with every educator at the end of their course to ensure that you retain access to your student's projects for as long as you need to. At this point, you may also decide to prolong your team account for additional semesters or classes.

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## Hosting

Every project will be hosted under the webflow.io domain.

If you or your students would like to host on a custom domain (either for personal portfolios or class projects) please contact Mariah to see if those sites qualify for a hosting discount code.

## Support

- For educators: The program manager, Mariah Driver, will be your primary contact for support, especially in onboarding. You may reach her via the Educator's Slack channel, or, alternatively, via email at [mariah@webflow.com](mailto:mariah@webflow.com)
- For students: If your students have any questions, please refer them to our responsive support team at [support@webflow.com](mailto:support@webflow.com).
  - Students are also encouraged to access our [Webflow forum for students](#).

## Resources

Our goal throughout the pilot program is to create content and resources specifically for educators. We currently have an abundance of material about our product and the web design space more broadly at [university.webflow.com](https://university.webflow.com) and on our [blog](#).

## Anything else?

Don't hesitate to reach out to Mariah about questions, concerns, ideas, or even just to chat!



