



Designer Platform Migration to Weebly Cloud
How to do Your Work in the Cloud Admin
Last generated: November 22, 2017

 WeeblyCloud

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About Migrating to Weebly Cloud for Designers

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

[Download a PDF version](#)

Read these topics only if you are migrating from the original Weebly Designer Platform

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.

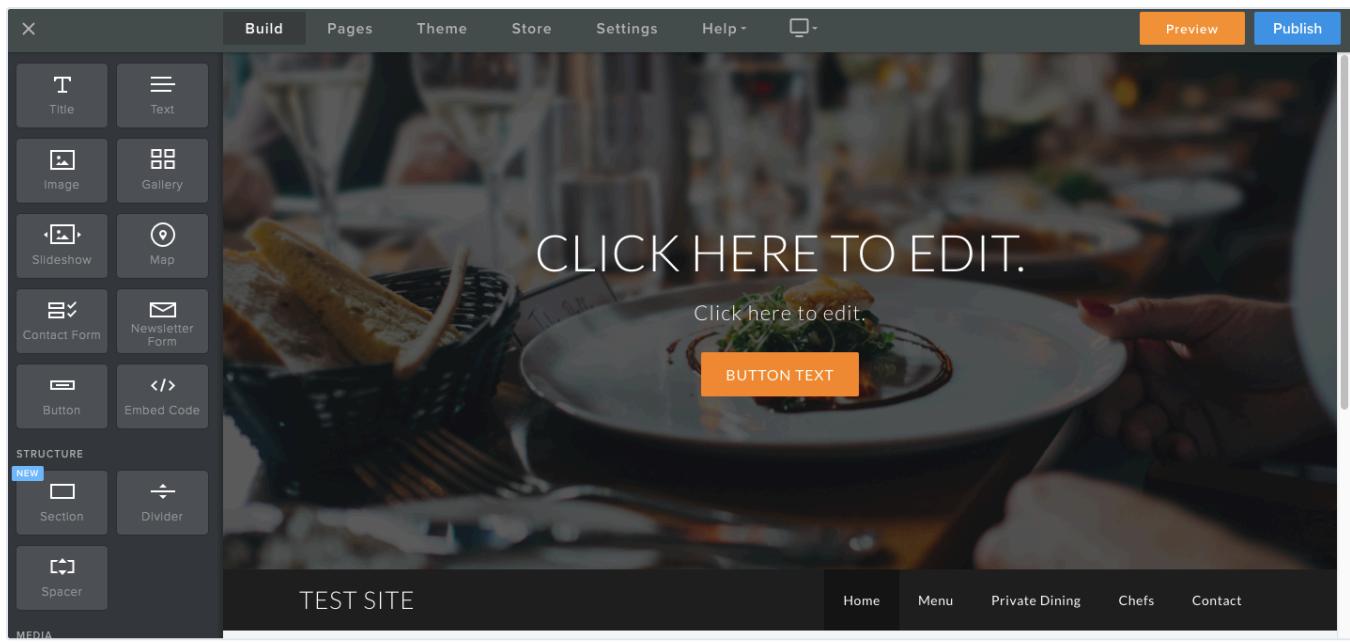
You use this admin tool to manage your clients and their sites, as well as your business.

The screenshot shows the Weebly Cloud Admin interface. The left sidebar has navigation links for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main header says "WD". The top right has links for "Jane Doe", "Submit Ticket", and "Log out". Below the header, there's a search bar with "All Clients" and a "New Search" button. A large "Clients" section displays a table with columns: Name, Email, Sites, Client ID, and Date Created. The table contains rows for "Client Four", "Client One", "Client Three", "Client Two", and "New Client". An "Add Client" button is at the top right of the table area. At the bottom right of the table area, there are navigation arrows and the number "1".

Name	Email	Sites	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

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs: Clients (which is selected and highlighted in orange), Staff, Company Portal, and Settings. In the top right corner, there are links for 1-844-493-3259, English (with a dropdown arrow), and Logout. The main content area is titled "Client List" and features a search bar with the placeholder "Search...". An orange "Add Client" button is located to the right of the search bar. On the left, there's a list of clients: "Client One" (Client ID: 12345) and "Client Two" (Client ID: 5678). To the right, there are two boxes: one titled "A Designer" showing statistics (Clients: 2, Staff: 2, Live Sites: 0, In development Sites: 2), and another titled "To-Do List" with a progress bar at the top. The "To-Do List" box contains several items with checkboxes, some of which are checked (e.g., "Add a client", "Create a website").

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.

The screenshot shows the Cloud Admin interface with the 'CLIENTS' tab selected, indicated by a blue arrow pointing to the tab name. The main content area displays a list of clients with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom left, there is a dropdown menu set to '25 per page'. At the bottom right, there are pagination controls showing '(1)'.

Name	Email	Sites	Client ID
Client One	clientone@weebly.com		12345
Client Two	clienttwo@weebly.com		5678

25 per page

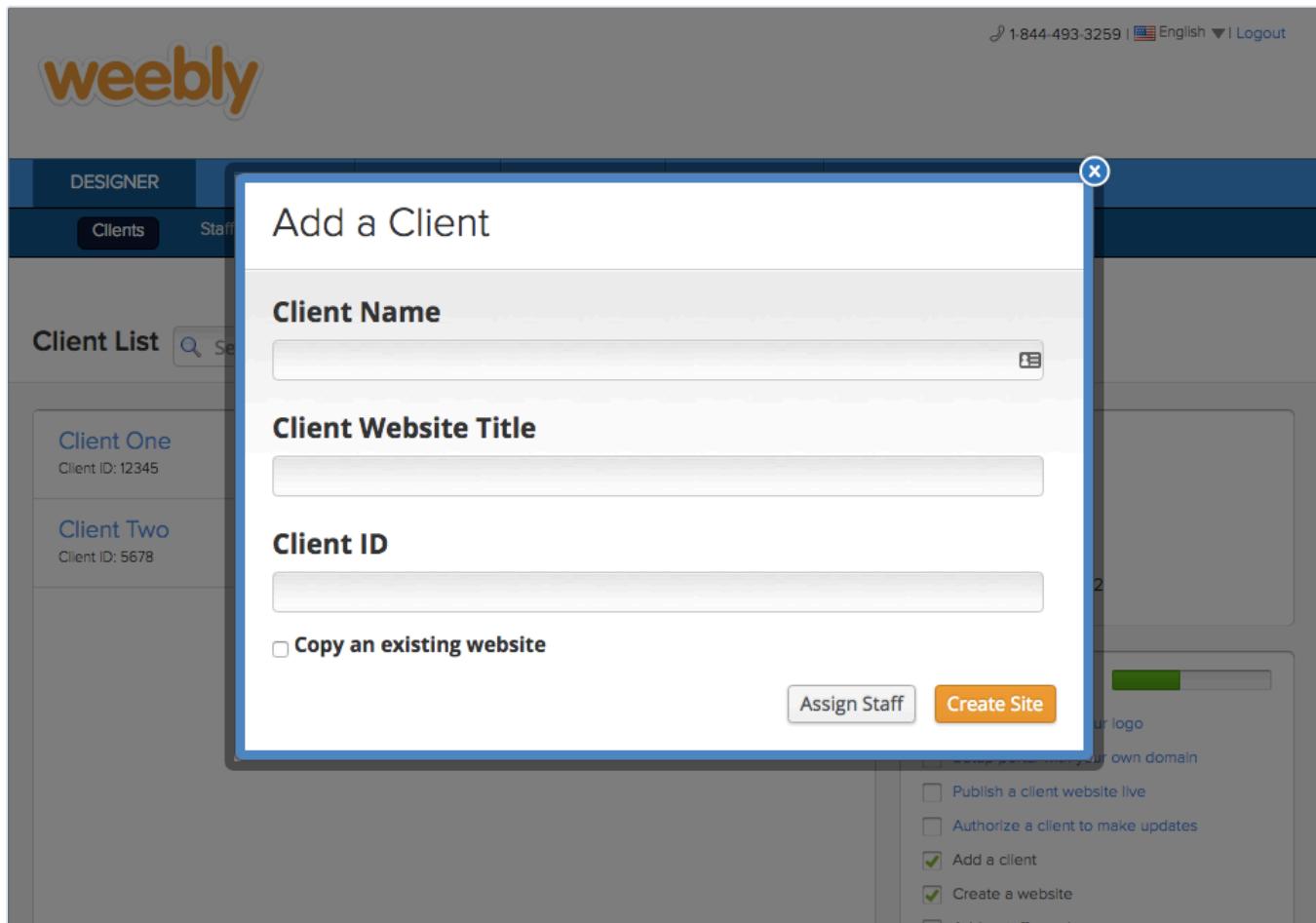
(1)

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.

The screenshot shows the Weebly dashboard with the 'CLIENTS' tab selected. The main content area displays a list of clients named 'Client One' and 'Client Two'. A blue arrow points from the 'Add Client' button at the top right of the list to the 'Add Client' button in the modal window below.

Name	Email	Sites	Client ID
Client One	clientone@weebly.com		12345
Client Two	clienttwo@weebly.com		5678

25 per page (1)

Add a client from the client list

The screenshot shows the 'Client Details' modal window. It contains fields for 'Name', 'Email', 'Client ID (optional)', and 'Phone (optional)'. The 'Add' button is highlighted with a blue circle. The background shows the client list with 'Client One' and 'Client Two'.

Name
Client One
Client Two

25 per page (1)

Add a client

More about creating clients [here ↗](#).

Edit a Client

The screenshot shows the Designer Platform's interface. At the top, there is a blue header bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below the header, a dark blue navigation bar contains links for Clients, Staff, Company Portal, and Settings. The main area is titled "Client List" and includes a search bar with a magnifying glass icon and a placeholder "Search...". A large orange button labeled "Add Client" is positioned on the right. On the left, there is a list of clients: "Client One" (Client ID: 12345) and "Client Two" (Client ID: 5678). Each client entry includes a sub-section for their website, "clientone.com", showing its status as "In development" with a "Preview" link, and three buttons: "Go Live", "Edit", and "Dashboard". Below the client list, there is a section titled "A Designer" displaying statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. On the right, there is a "To-Do List" section with two items: "Brand portal with your logo" and "Setup portal with your own domain", each preceded by an empty checkbox.

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff Company Portal Settings

Client List Search... Add Client

Client One
Client ID: 12345

clientone.com
Status: In development | Preview Go Live Edit Dashboard

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

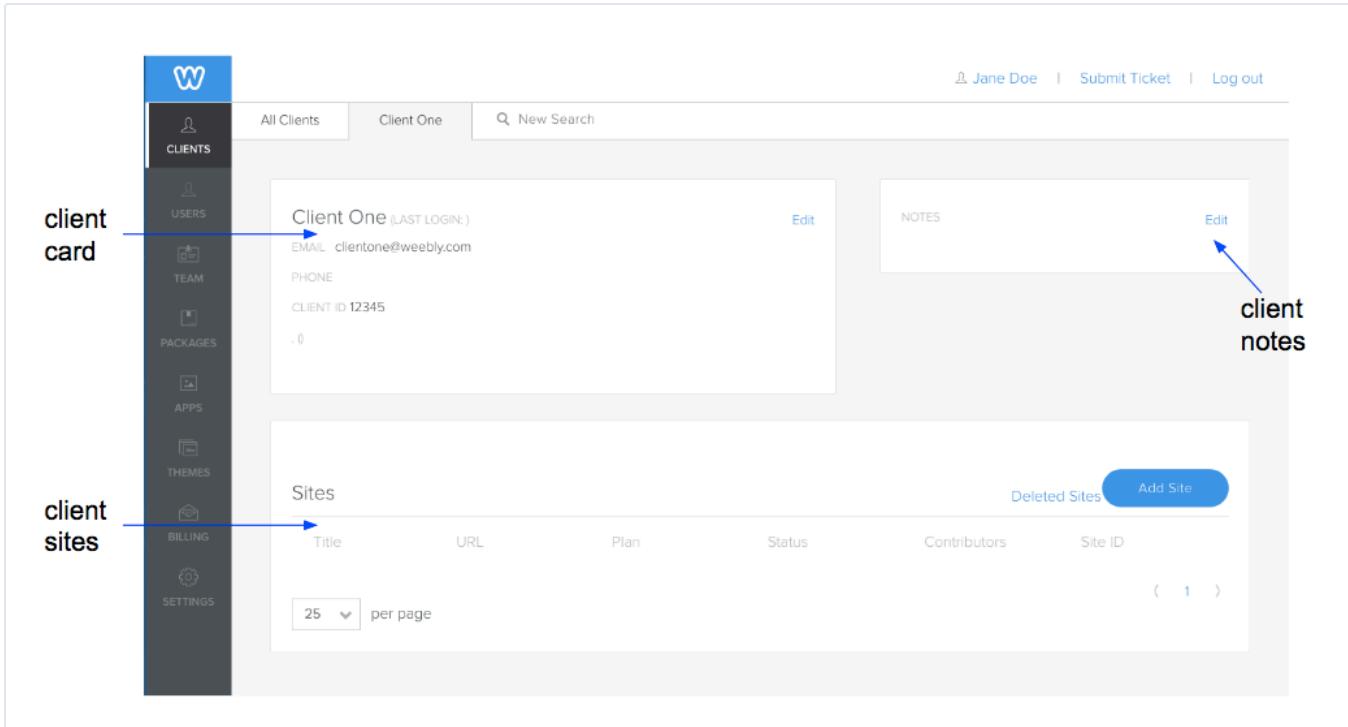
Setup portal with your own domain

Edit a client from the Designer Platform

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs for Clients (which is selected), Staff, Company Portal, and Settings. A search bar labeled 'Client List' is also present. On the left, a sidebar lists clients: 'Client One' (Client ID: 12345) and 'clientone.com' (Status: In development). On the right, there's a modal dialog titled 'Edit Client' containing fields for 'Client Name' (set to 'Client One') and 'Client ID' (set to '12345'). An 'Edit' button is located at the bottom right of the dialog. To the right of the dialog, there's a sidebar with several checkboxes: 'Brand portal with your logo', 'Setup portal with your own domain', 'Publish a client website live', 'Authorize a client to make updates', 'Add a client' (which is checked), and 'Create a website' (which is checked).

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 client management interface. On the left is a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area shows a list of clients with 'Client One' selected. A modal window titled 'Edit Client' is open, containing fields for Name (Client One), Email (clientone@weebly.com), Phone (Optional), and Client ID (12345). At the bottom of the modal are 'Cancel', 'Delete', and 'Save' buttons. The background shows a list of sites for Client One, with buttons for 'Deleted Sites' and 'Add Site'.

Edit a client's info

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

The screenshot shows the same Weebly client management interface as the previous one. A modal window titled 'Notes' is open over the client details, containing a text area with the placeholder 'Here's a new note about Client One.' Below the text area are 'Cancel' and 'Save' buttons. The background shows the client details and site list.

Add a note for the client

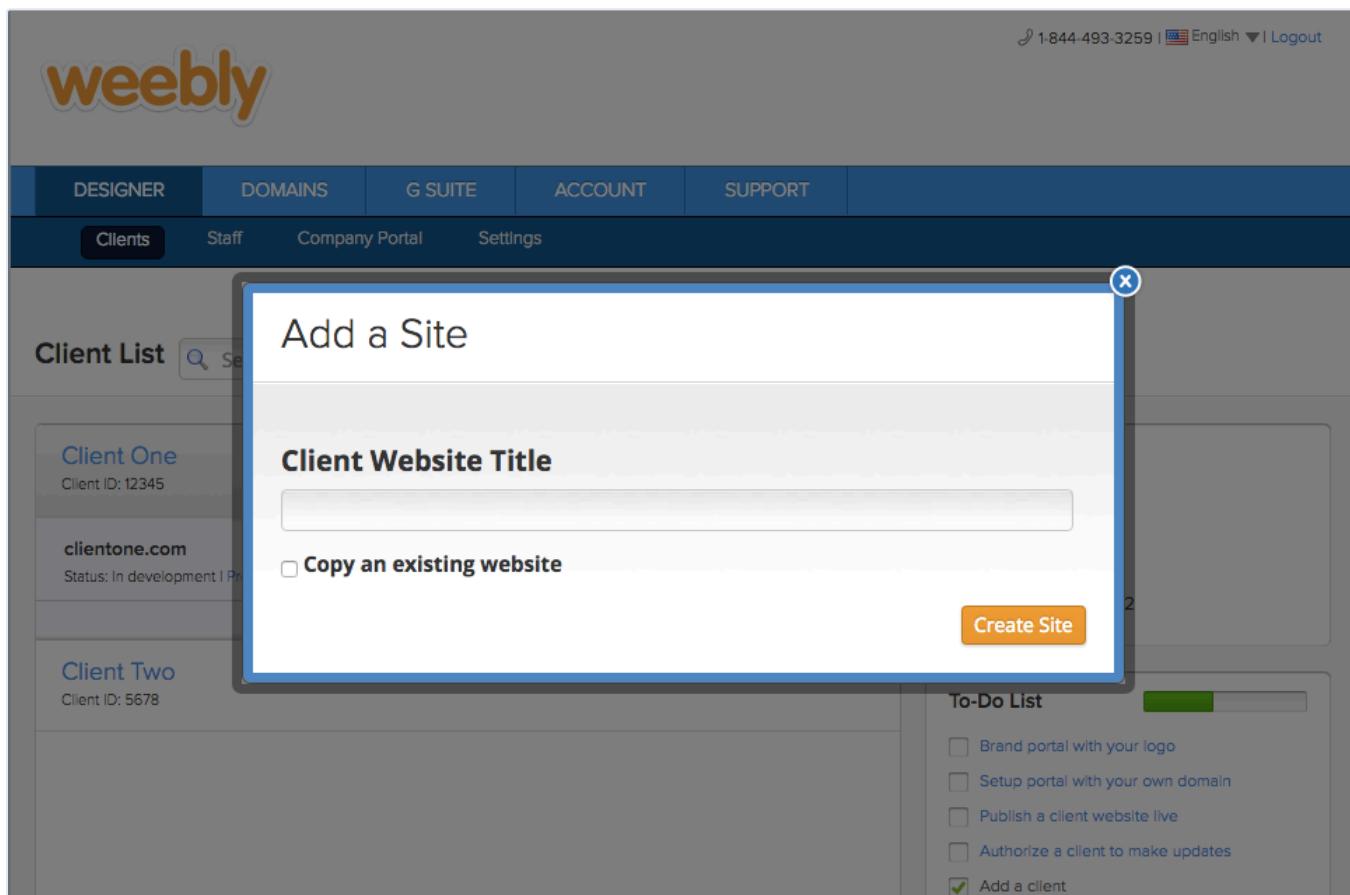
- View the list of client's current sites

- 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.

The screenshot shows the Weebly interface for a client named "Client One". On the left sidebar, under the "CLIENTS" section, there are links for "All Clients", "Client One", and a search bar labeled "New Search". The main content area displays basic client information: "Client One (LAST LOGIN:)", "EMAIL clientone@weebly.com", "PHONE", "CLIENT ID 12345", and ".0". To the right, there is a "NOTES" section containing a single note: "Here's a new note about Client One." Below this, a blue arrow points from the "Add Site" button in the "Deleted Sites" section of the "Sites" table towards the "Add Site" button in the modal window.

Add a site from the client's detail page.

The screenshot shows the "Add Site" modal window overlaid on the client detail page. The modal has fields for "Site Title" (a text input), "Domain" (a text input), "Plan" (a dropdown menu with "Free" selected), and "Site Template" (radio buttons for "Monthly" and "Annual", with "New Site" selected). The background of the client detail page is dimmed, and the "Deleted Sites" section is visible.

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-based management interface. On the left is a vertical sidebar with icons for 'CLIENTS', 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'. The main area has a header with 'New Site' and a search bar. Below is a 'Site Details' section for a 'New Site' with domain 'mynewsite.designer.com'. It lists site details like Site ID (61250783), Last Publish Date (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). There are 'Tags' and 'Edit' buttons at the bottom. To the right is a 'Quick Actions' panel with options like Delete Site, Set Domain, Add as Template, Site Preview, Re-Index Site, and Un-Index Site. The top right corner shows user info 'Jane Doe' and links for 'Submit Ticket' and 'Log out'.

Site's detail page

Edit a Site

The screenshot shows a client management application. At the top is a navigation bar with tabs for 'DESIGNER', 'DOMAINS', 'G SUITE', 'ACCOUNT', and 'SUPPORT', and sub-tabs 'Clients' (selected), 'Staff', 'Company Portal', and 'Settings'. Below is a 'Client List' section with a search bar and an 'Add Client' button. The list includes 'Client One' (Client ID: 12345) and 'clientone.com' (Status: In development | Preview). To the right is a 'A Designer' summary box showing stats: Clients: 2, Staff: 2, Live Sites: 0, In development Sites: 2. At the bottom is a 'To-Do List' with items: 'Brand portal with your logo' and 'Setup portal with your own domain'. A blue arrow points from the 'Edit' button in the 'clientone.com' row towards the 'To-Do List'.

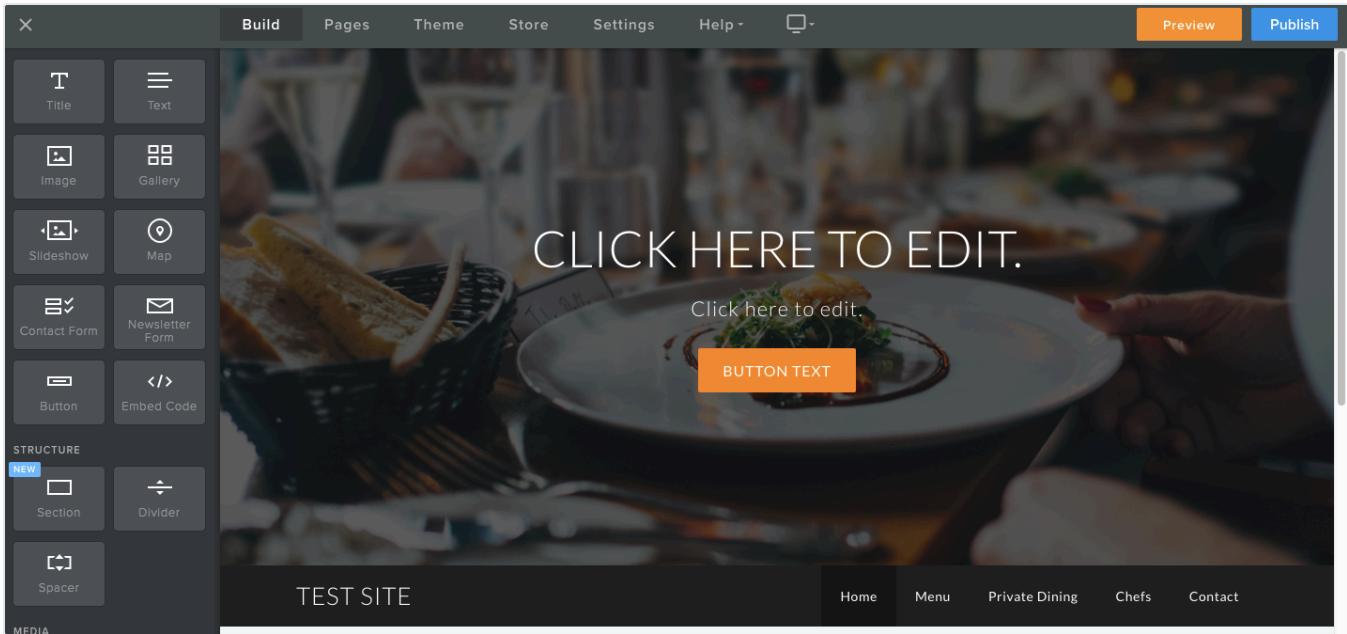
Edit a site in the Designer Platform

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

The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'USERS' icon is highlighted. The main area has a header with 'Jane Doe', 'Submit Ticket', and 'Log out'. A search bar says 'Type a user ID, email, or domain'. Below the header, a 'New Site' button is next to a plus sign. The main content area is titled 'Site Details' with a back arrow. It shows a card for a 'New Site' with the URL 'mynewsite.designer.com'. The card lists site details: Site ID (61250783), Currently Published (Never), Last Publish Date (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). At the bottom of the card are 'Tags' and an 'Edit' button. To the right of the card is a 'Quick Actions' section with buttons for 'Delete Site', 'Set Domain', 'Add as Template', 'Site Preview', 'Re-Index Site', and 'Un-Index Site'. A blue arrow points from the text above to the 'Edit' button in the quick actions.

Edit a site in the Cloud Admin

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



Weebly Editor

Preview a Site

The screenshot shows the Designer Platform's 'Client List' section. It features a search bar and an 'Add Client' button. Below is a list of clients:

- Client One**
Client ID: 12345
clientone.com
Status: In development | [Preview](#) (with a blue arrow pointing to it)
- Client Two**
Client ID: 5678

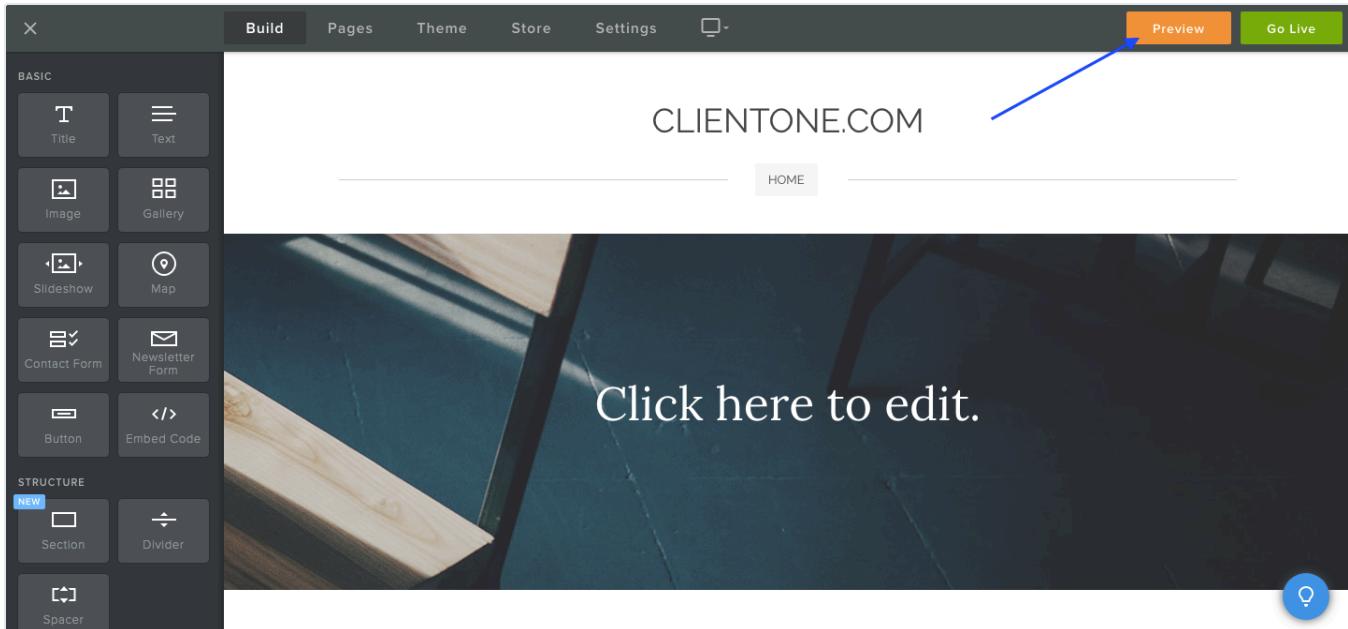
To the right, there's a summary box for 'A Designer':
Clients: 2
Staff: 2
Live Sites: 0
In development Sites: 2

At the bottom right is a 'To-Do List' with two items:

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

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.

A screenshot of the Weebly site details page. The left sidebar includes sections for CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area shows "Site Details" for a "New Site" at "mynewsite.designer.com". It lists Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). On the right, there are "Quick Actions" buttons for Delete Site, Set Domain, Add as Template, Re-Index Site, Un-Index Site, and Site Preview. A blue arrow points from the text "Preview a site from the details page" to the "Site Preview" button.

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, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. On the left, a sidebar shows a list of clients, with 'clientone.com' selected. In the main content area, there's a 'Client Access' section with fields for First Name, Last Name, and Email*. Below this, there are two sections: 'Dashboard Permissions' and 'Editor Permissions'. Under 'Dashboard Permissions', three checkboxes are checked: 'Allow client to view site stats', 'Allow client to manage blog comments', and 'Allow client to manage form entries'. Under 'Editor Permissions', one checkbox is unchecked: 'Allow client to edit this site'. At the bottom of the page, there's a large orange 'Edit Site' button.

Delete a site in Designer Platform

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

The screenshot shows the Weebly client interface. On the left is a dark sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. At the top right are links for Jane Doe, Submit Ticket, and Log out. Below the header is a search bar with placeholder text 'Type a user ID, email, or domain'. A 'New Site' button with a plus sign is on the left, and an 'Edit Site' button is on the right. The main content area is titled 'Site Details' with a back arrow. It shows a card for 'New Site' with the URL 'mynewsite.designer.com'. The card contains the following details:

Site ID	Currently Published
61250783	Never
Last Publish Date	Publishing Disabled
Never	No
	Editor Access
	Suspended
	No
	Theme
	Clean Lines
Tags	Theme ID
	589561592774899790

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

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

Delete a site

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

The screenshot shows the Weebly client interface. The sidebar and top navigation are identical to the previous screenshot. The main content area shows the 'Client One' detail page. The left panel displays basic client information: EMAIL (clientone@weebly.com), PHONE, CLIENT ID (12345), and a note (., 0). To the right is a 'NOTES' section with an 'Edit' button. A large blue arrow points from the 'Deleted Sites' link in the bottom right corner of the client detail panel down to the 'Deleted Sites' link in the 'Sites' table below.

The 'Sites' table has the following columns: Title, URL, Plan, Status, Contributors, and Site ID. A 'Deleted Sites' link is located at the bottom right of the table. The bottom of the screen shows a pagination control with '25' items per page and navigation arrows.

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.

The screenshot shows the Webflow Cloud Admin interface. On the left is a dark sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'USERS' icon is highlighted. The main area shows a user profile for 'Jane Doe'. Below it are tabs for ACCOUNT, LOGS, and NOTES. A search bar at the top right contains the placeholder 'Type a user ID, email, or domain'. In the center, a modal dialog titled 'Restore Deleted Sites' is open. It displays a table with one row of data:

User ID	Site ID	Site Title	Last Active Domain	Deleted
112664783	58941148162757...	Another site	2017-10-03 10:47:34	<input type="checkbox"/>

At the bottom of the modal are 'Cancel' and 'Restore Sites' buttons. The background of the main interface shows a section for 'Sites' with the message 'no sites' and a 'Deleted Sites (1)' link.

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**.

Mill Clothing +

Type a user ID, email, or domain ...

Editor Access Suspended
No

Theme
Haberdasher

Theme ID
116005133769609133

[Tags](#) [Edit](#)

Contributors

Add Contributor

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

Pages

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



Restore elements to a page

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

The screenshot shows a web-based application interface with a dark sidebar on the left containing various navigation items: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a page titled "Mill Clothing" with a "Editor Access Suspended" message. Below this, there are sections for "Contributors" (listing "Client One" and "John Smith") and "Pages" (listing "About", "Blog", "Contact", "Home", "Shop", and "Updates"). A search bar at the top right allows users to search for user IDs, emails, or domains. A modal window titled "Restore Deleted Text Elements" is open in the center, showing a single item: "Text" with the content "Here's some text". There are "Cancel" and "Restore Elements" buttons at the bottom of the modal. To the right of the modal, there is a sidebar titled "Deleted pages (0)" which lists three indexed elements with zero deleted elements each.

Page	Type	Header	Indexed	Deleted Elements
About	No Header	No	3	0
Blog	header	No	0	0
Contact	No Header	No	0	0
Home	Landing	No	0	0
Shop	No Header	No	0	0
Updates	No Header	No	0	0

Restore elements to a page

View Site Statistics

weebly

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

Website Traffic

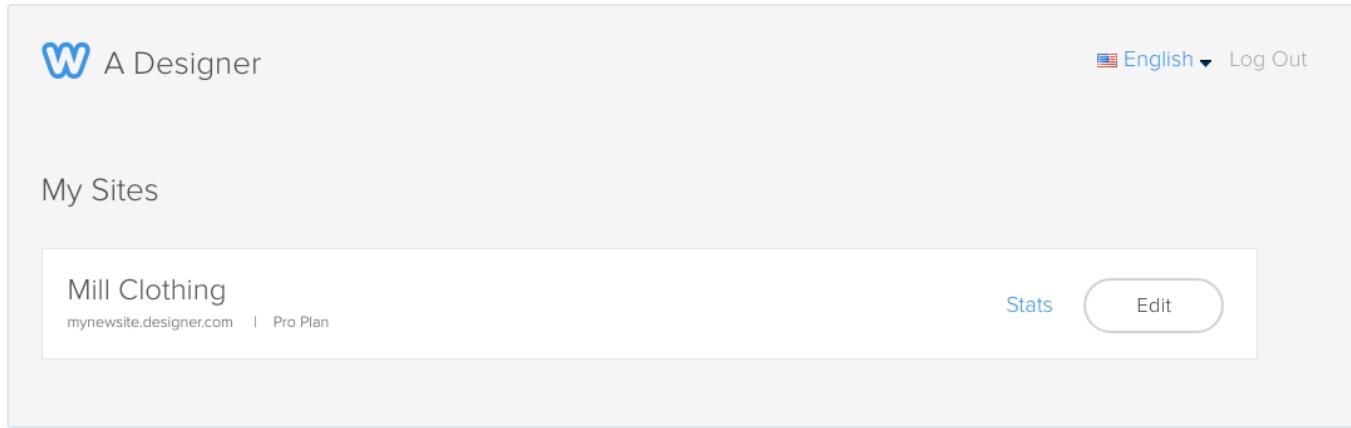
Pageviews Unique Visitors

Top Pages (this month)		Search Terms (this month)		Referring Sites (this month)	
Views	Page	Views	Keyword	Views	Referrer

[More](#) [More](#) [More](#)

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.



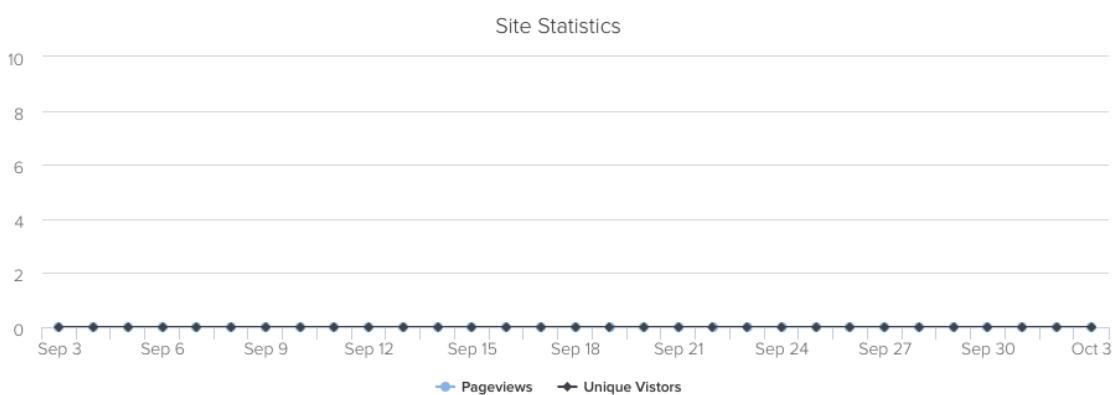
The screenshot shows a user interface for managing websites. At the top, there's a header with a blue 'W' icon, the text 'A Designer', a language selector ('English'), and a 'Log Out' button. Below the header, the title 'My Sites' is displayed. Underneath, a card for a website named 'Mill Clothing' is shown, featuring the URL 'mynewsite.designer.com' and the plan 'Pro Plan'. To the right of the card are two buttons: 'Stats' and 'Edit'.

User Portal

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

[My Sites](#)

Mill Clothing

[Edit](#)

Top Pages (This Month)		Search Terms (This Month)		Referring Sites (This Month)	
VIEWS	PAGE	VIEWS	KEYWORD	VIEWS	REFERRER
No items to display					

Site statistics in User Portal

View Blog Comments

The screenshot shows the Weebly Designer Portal interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. In the top right corner, there are language and logout options. The main content area displays a site named "clientone.com". It includes a "Edit Site" button and links for Preview and Delete site. Below the site name are several management buttons: Client Access, Staff Access, Stats, Comments (with a speech bubble icon), and Form Entries. A large central box is titled "Comments from" with a dropdown menu set to "Blog". It includes filtering options: Show: Recent | Pending (0) | Deleted | Spam, and action buttons: Approve, Delete, and Mark Spam. The main content area below this box displays the message "No comments".

Blog Comments in Designer Portal

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

The screenshot shows the Weebly Editor interface for a 'Blog' page. The left sidebar contains settings for the page name ('Blog'), header type ('Header'), visibility, and SEO settings. The main content area features a large image of a pink rose with the text 'CLICK HERE TO EDIT.' overlaid. Below the image, a new post is displayed with the title 'HERE'S A NEW POST' and the date '10/3/2017'. The post has one comment. In the bottom right corner of the post card, there is an 'AUTHOR' section with a placeholder text 'Write something about yourself... No need to be...' and a 'New Post' button. At the bottom of the post card, there are 'Comments' and 'Blog Settings' buttons. A blue arrow points from the 'Comments' button to the 'Comments' section of the 'Manage Comments' dialog.

Blog comments in the Weebly Editor

And you manage the comments from the resulting dialog.

The screenshot shows the 'Manage Comments' dialog box. The dialog has a header 'Manage Comments' and a sub-header 'Show: Recent | Pending(0) | Deleted | Spam'. It contains a table with the following data:

Date commented	Comment	Commented on	By	Status
10/03/17 07:18PM	Great article!	Here's a New Post	Jon Smith	Approved

Below the table, it shows the details of the comment: 'By: Jon Smith (rwhitmore+designers@weebly.com)' and 'Commented On: Here's a New Post Date Commented: 10/03/17 07:18PM'. It also shows the commenter's statement 'Great article!' and the commenter's IP address 'Commenter IP: 185.148.180.14'. At the bottom of the dialog, it says 'R' and 'hing about need to be'.

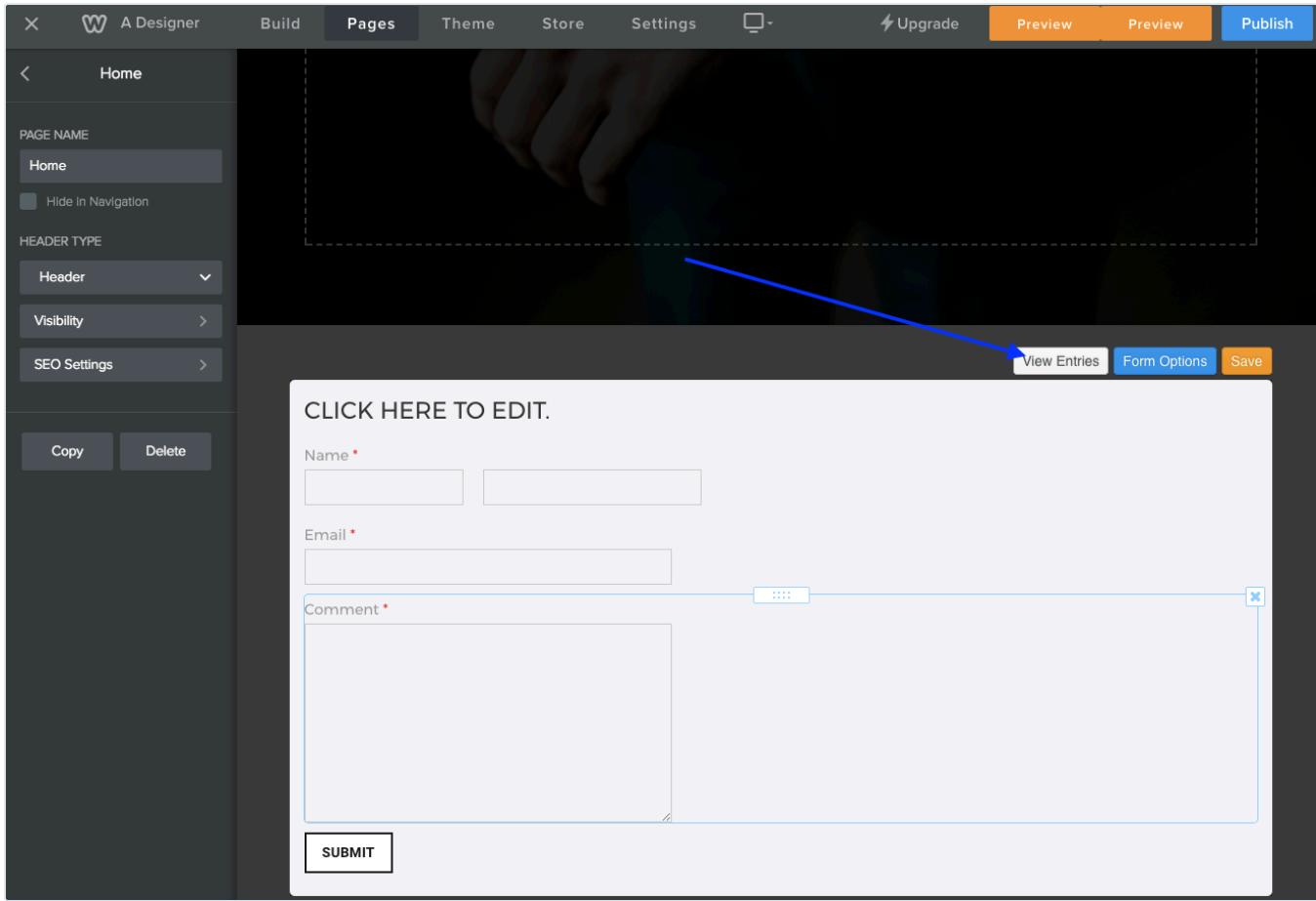
Blog comments dialog

View Form Entries

The screenshot shows the Weebly Designer Portal interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. On the left, there's a link to 'Return to Client List'. The main content area displays a site titled 'clientone.com' with options to 'Preview' or 'Delete site'. A prominent orange button labeled 'Edit Site' is visible. Below the site title, there's a message: 'A form has not been added to this website. Once a form is added, you'll be able to view the form entries here.' At the bottom of the page, there's a row of buttons for 'Client Access', 'Staff Access', 'Stats', 'Comments', and 'Form Entries'. A blue arrow points from the text 'Like blog comments, you access form entries directly from the editor by clicking on the form.' to the 'Form Entries' button.

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 A Designer software interface. At the top, there are tabs for Build, Pages, Theme, Store, Settings, Upgrade, Preview, Preview, and Publish. The Pages tab is selected. Below the tabs, there's a sidebar with options like PAGE NAME (set to Home), Hide in Navigation, HEADER TYPE (set to Header), Visibility, and SEO Settings. In the center, a modal window titled "A Designer - View Form Data" displays a table of form entries. One entry is highlighted in blue, showing the following data:

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

Below this table, there's a list of form fields with their values:

- Name.first: Jon
- Name.last: Smith
- Email: jonsmith@email.com
- Comment: Love your site!
- IP Address: 185.148.180.14

At the bottom of the modal, there are "Options" and "Save" buttons. In the bottom right corner of the main workspace, there's a "SUBMIT" button.

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.

W

Jane Doe | Submit Ticket | Log out

Mill Clothing +

Type a user ID, email, or domain ...

Editor Access Suspended
No

Theme
Haberdasher

Theme ID
116005133769609133

Tags Edit

Contributors

Add Contributor

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

Pages

Deleted pages (0)

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	

Plan

Change Plan

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

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, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is highlighted), Staff, Company Portal, and Settings. In the top right corner, there are language selection and logout options. The main content area displays a site titled "clientone.com". It includes links for Preview and Delete site. A prominent orange "Edit Site" button is located at the top left of the main content area. Below it, there are tabs for Client Access, Staff Access, Stats, Comments, and Form Entries. The "Client Access" tab is active. The "Client Access" section contains fields for First Name, Last Name, and Email*. Under "Dashboard Permissions", there are three checked checkboxes: "Allow client to view site stats", "Allow client to manage blog comments", and "Allow client to manage form entries". Under "Editor Permissions", there is one unchecked checkbox: "Allow client to edit this site". At the bottom of the "Client Access" section, there are two buttons: "Authorize client" and a note stating "A temporary password will be generated for you to email the client". Below these buttons, a small note says "*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 the Webflow interface with a sidebar on the left containing icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays 'Site Details' for 'Mill Clothing' at 'mynewsite.designer.com'. It includes sections for Site ID (612507836695292904), Last Publish Date (Never), Currently Published (No), Publishing Disabled (No), Editor Access Suspended (No), Theme (Haberdasher), and Theme ID (1f6005133769609133). Below this, there are 'Tags' and 'Edit' buttons. To the right, a 'Quick Actions' panel offers options like Delete Site, Set Domain, Add as Template, and Site Preview, along with Re-Index Site and Un-Index Site buttons. At the bottom, a 'Contributors' section lists columns for Name, Email, and Permissions, with an 'Add Contributor' button in the bottom right corner. A large blue arrow points from the 'Add Contributor' link in the Contributors section to the 'Add Contributor' link in the bottom right corner of the page.

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 the Weebly dashboard for a site named "Mill Clothing". On the left sidebar, there are links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays basic site information: Site ID (612507836695292904), Last Publish Date (Never), and a "Contributors" section with a "Tags" button and an "Edit" link. A modal window titled "Add Contributor" is open, containing fields for Name, Email, Tags, and a checkbox for "Send Invite Email". At the bottom of the modal are "Cancel" and "Set Permissions" buttons.

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](#).

The screenshot shows the Weebly dashboard with the "Contributors" section open. A modal window titled "Permissions for rwhitmore+johnsmith@weebly.com" is displayed. It contains a checked checkbox for "Limit Editor Permissions". Under "Allow user to edit site", a toggle switch is turned on. In the "Which Pages?" section, the "All Pages" radio button is selected. The "Allow access to:" section includes checkboxes for "Publish Site", "Theme Tab", "Pages Tab" (which is checked), "Add pages", "Settings Tab" (which is checked), and "Manage Members". At the bottom of the modal are "Cancel" and "Save" buttons. The background shows other sections like "Pages" and "Deleted pages (0)".

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.

WD

Jane Doe | Submit Ticket | Log out

Sample Site +

Type a user ID, email, or domain ...

Theme Haberdasher

Theme ID 116005133769609133

Tags Edit

Contributors Add Contributor

Name	Email	Actions
Client One	clientone@email.com	
John Smith	johnsmith@email.com	

Permissions

Full Access

Limited Access

Manage permissions

Staff Access

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients (which is highlighted in white), Staff, Company Portal, and Settings. In the top right corner, there are links for English and Logout. The main content area shows a site titled "clientone.com" with options to Preview or Delete the site. A large orange "Edit Site" button is visible. Below the site title, there's a section titled "Staff Access" with the sub-instruction "Choose the staff members who have access to edit this site. Admins always have access." There are two main sections: "Staff With Access" and "Staff Without Access". The "Staff With Access" section contains a list with "A Designer (Admin)" and "John Doe (Admin)". It includes "Select: All | None" buttons and "Add" and "Remove" buttons. The "Staff Without Access" section is currently empty. Both sections have their own "Select: All | None" buttons. At the bottom, there's a blue "Save Settings" button.

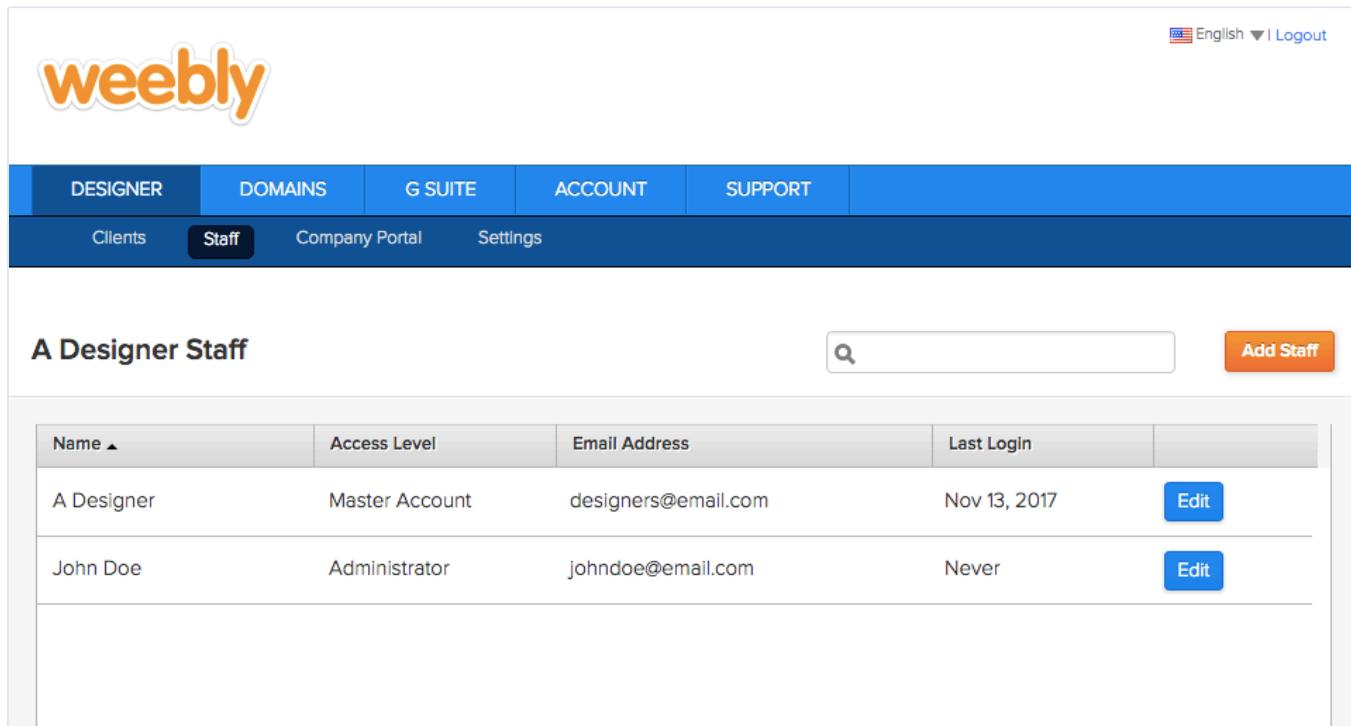
Staff access in Designer Platform

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 Platform interface. At the top, there's a navigation bar with tabs: DESIGNER (highlighted in blue), DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below the navigation bar is a secondary row with links: Clients, Staff (which is currently selected and highlighted in black), Company Portal, and Settings. The main content area is titled "A Designer Staff". It features a search bar with a magnifying glass icon and an "Add Staff" button. A table lists two staff members: "A Designer" and "John Doe". The columns in the table are Name, Access Level, Email Address, and Last Login. Each staff member has an "Edit" button next to their respective row.

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

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.

The screenshot shows the 'Members' section of the Weebly Cloud Admin interface. On the left, a dark sidebar lists various admin categories: CLIENTS, USERS, TEAM (selected), PACKAGES, APPS, THEMES, BILLING, and SETTINGS, each with a corresponding icon. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. The main content area has a header 'Members' with a blue 'Add Member' button. Below it is a search bar with placeholder 'Type a name' and a dropdown menu set to 'All roles'. A table lists one member: Jane Doe, with email rwhitmore+designerss@weebly.com and role Admin. Navigation controls at the bottom include a per-page dropdown set to 5, and arrows for navigating through pages.

Member	Email	Role
Jane Doe	rwhitmore+designerss@weebly.com	Admin

5 per page

Team Member page in the Cloud Admin

Add a Staff Member

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is highlighted), Company Portal, and Settings. A link to 'Return to Staff List' is also present. The main content area is titled 'Add a Staff Member'. It contains fields for First Name, Last Name, and Email. To the right, there's a section titled 'Access Level' with two radio buttons: 'Administrator' (selected) and 'Staff Member'. Below this, a note states: '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.' There's also a checked checkbox for 'Allow this person to edit all clients and client sites'. At the bottom left is a blue 'Add Staff' button, and next to it is a note: '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.

W

Jane Doe | Submit Ticket | Log out

< Add Team Member Save

Name
John Doe

Email
johndoe@email.com

Role

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

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

The screenshot shows the Weebly Designer Platform's staff management interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients, Staff (which is currently selected), Company Portal, and Settings. A "Return to Staff List" link is also present. The main content area is titled "John Doe". On the left, there are input fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There are also "Reset password" and "Save Settings" buttons. On the right, there's a section titled "Access Level" with two radio buttons: "Administrator" (selected) and "Staff Member". Below this, a note states: "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." There's also a checked checkbox for "Allow this person to edit all clients and client sites". At the bottom left is a red button labeled "Delete this person", and at the bottom right is a note: "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 <small>?</small>	✓	✓		View	
Manage Sites <small>?</small>	✓	✓	✓	View & Edit	
Team Members <small>?</small>	✓				
Account Settings <small>?</small>	✓	✓			
Billing <small>?</small>	✓				✓

Delete Member



Delete team member

Reset Staff Member's Password

The screenshot shows the Weebly Designer Platform interface. At the top, there is a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is highlighted in black), Company Portal, and Settings. On the left, there is a sidebar with a 'weebly' logo and a 'Return to Staff List' link. The main content area is titled 'John Doe'. It contains form fields for First Name (John), Last Name (Doe), and Email (johndoe@email.com). To the right of these fields is a 'Access Level' section. It includes two radio buttons: 'Administrator' (selected) and 'Staff Member'. Below the radio buttons is a descriptive text: '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.' There is also a checked checkbox labeled 'Allow this person to edit all clients and client sites'. At the bottom left of the main content area is a red button labeled 'Delete this person'. A note next to it states: 'Deleting this person will remove their access from the system. However, the websites they've created or edited will not be deleted.' At the very bottom of the page, there is a blue 'Save Settings' button.

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.

The screenshot shows the Weebly account management interface. On the left, a sidebar lists various sections: CLIENTS, USERS (selected), TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a user profile for "John Smith" (johnsmith@weebly.com). The profile includes fields for 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 (Edit). To the right, a "LAST LOGIN" section shows the date 10/04/17 12:21:54 PST. Below this are "Quick Actions": Reset Password (highlighted with a blue arrow), Send Invite Email, Turn Off Test Mode, and Disable User. At the bottom, there is a "Sites" section with a link to "Deleted Sites (0)".

Reset team member password

Set Access Level

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below that is a secondary navigation bar with links for Clients, Staff (which is currently selected), Company Portal, and Settings. A "Return to Staff List" link is also present. The main content area displays a staff member named "John Doe". On the left, there are input fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). Below these are two buttons: "Reset password" with a key icon and "Save Settings". On the right, under the heading "Access Level", there are two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text block explains that 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. There's also a checked checkbox for "Allow this person to edit all clients and client sites". At the bottom left is a red button labeled "Delete this person", and at the bottom right is a note stating that deleting the person will remove their access from the system but won't delete their websites.

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

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 <small>?</small>	✓	✓		View & Edit	
Manage Sites <small>?</small>	✓	✓	✓	View & Edit	
Team Members <small>?</small>	✓				
Account Settings <small>?</small>	✓	✓			
Billing <small>?</small>	✓				✓

Delete Member

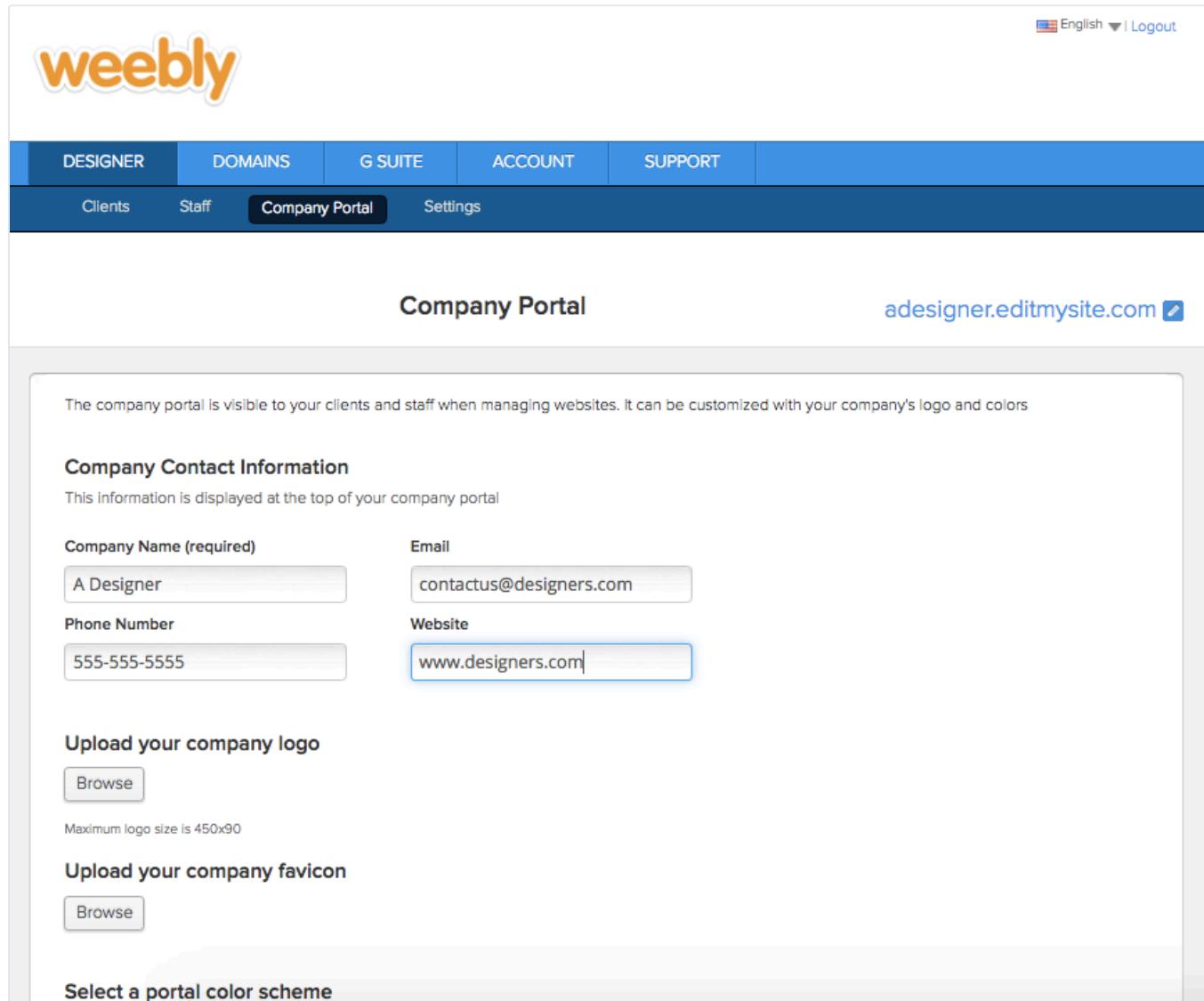
Team member detail page

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



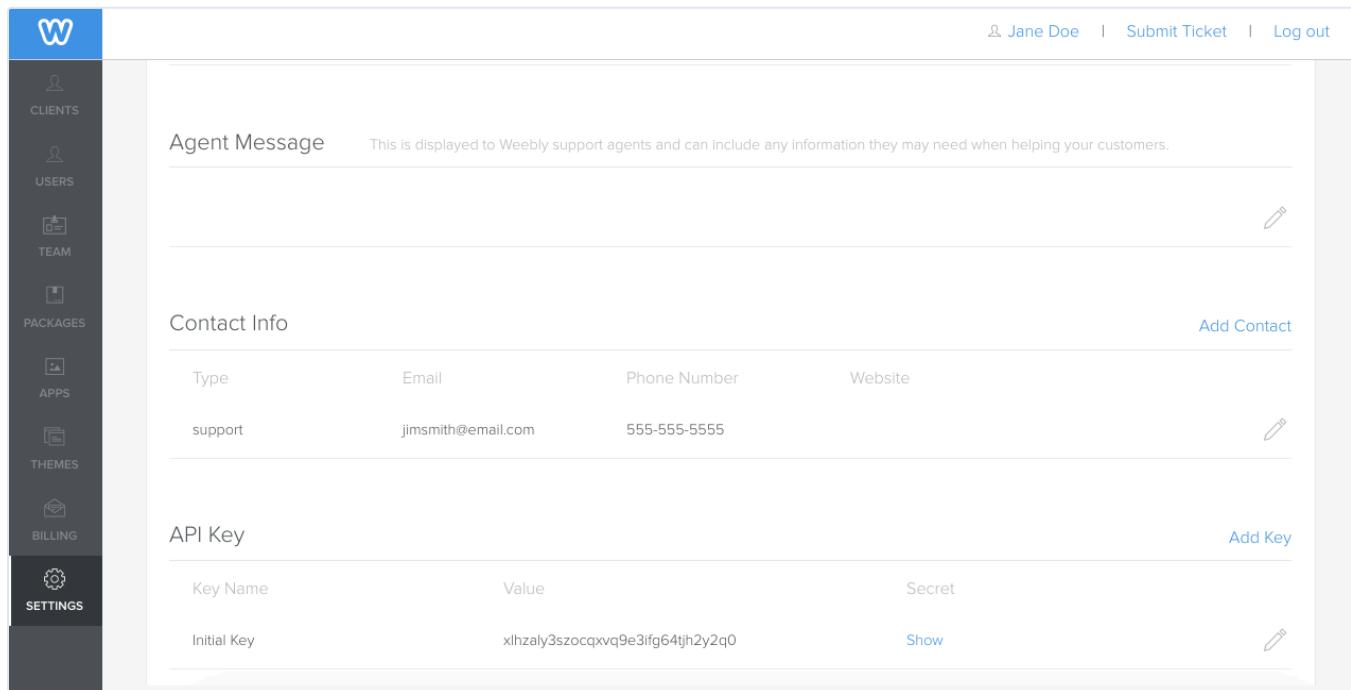
The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links: Clients, Staff, Company Portal (which is highlighted in black), and Settings. The main content area has a title "Company Portal" and a URL "adesigner.editmysite.com" with a pencil icon. A message states: "The company portal is visible to your clients and staff when managing websites. It can be customized with your company's logo and colors". Under "Company Contact Information", there are fields for Company Name (A Designer), Email (contactus@designers.com), Phone Number (555-555-5555), and Website (www.designers.com). Below these are sections for "Upload your company logo" (with a "Browse" button) and "Upload your company favicon" (with a "Browse" button). At the bottom, there's a section for "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 sidebar with a blue header containing a white 'W'. Below it are icons and labels for: CLIENTS (person icon), USERS (person icon), TEAM (team icon), PACKAGES (package icon), APPS (app icon), THEMES (theme icon), BILLING (envelope icon), and SETTINGS (gear icon). The SETTINGS icon is highlighted with a dark grey bar. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. The main content area has three sections: 'Agent Message' (with a note: 'This is displayed to Weebly support agents and can include any information they may need when helping your customers.'), 'Contact Info' (with columns for Type, Email, Phone Number, and Website, and a row for 'support' with email 'jimsmith@email.com' and phone '555-555-5555'), and 'API Key' (with columns for Key Name, Value, and Secret, and a row for 'Initial Key' with value 'xihzaly3szocqvxq9e3ifg64tjh2y2q0' and a 'Show' button).

Contact info in the Cloud Admin

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

The screenshot shows a software interface with a dark sidebar on the left containing navigation links: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area has tabs for Agent Message, Contact Info, and API Key. A modal window titled "Add Contact" is open, showing fields for Type (set to Billing), Name, Email, Phone Number, Website, and a Secret key. The Secret key field contains the value: xlhzaly3szocqvxq9e3ifg64tjh2y2q0.

W

Jane Doe | Submit Ticket | Log out

CLIENTS

USERS

TEAM

PACKAGES

APPS

THEMES

BILLING

SETTINGS

Agent Message This is disp

Contact Info

Type Email

support jimsma

API Key

Key Name

Initial Key

xlhzaly3szocqvxq9e3ifg64tjh2y2q0

Show

Add Contact

Add Key

Add Contact

Phone Number

Website

Secret

Add Contact

Secret

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)

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

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

Preview Portal

Save Settings

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.

The screenshot shows the 'Customize' section of the Weebly Cloud Admin. On the left is a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings (which is selected). The main area has three sections: 'Customize', 'Domain', and 'Footer Message'. In the 'Customize' section, there are fields for 'Logo' (with a preview of 'A Designer'), 'Favicon' (empty), and 'Company name' (empty). In the 'Domain' section, there are fields for 'Domain' (mysite.weeblycloud.com), 'Admin URL' (mysite.weeblycloud.com/admin), and 'User Login URL' (mysite.weeblycloud.com/portal). In the 'Footer Message' section, there is a field containing 'Site powered by Weebly. Managed by A Designer'. Each section has a blue edit icon on the right. A large blue arrow points from the text above to the 'Company name' field in 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

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff, Company Portal, and Settings, where 'Settings' is highlighted. The main content area is titled 'Settings'. It contains three main sections: 'Company Portal Address' (with a field for 'adesigner.editmysite.com' and a link to 'Choose a different subdomain or use your own domain'), 'Website Preview Address' (with a field and a link to 'Use a different domain'), and 'Other Options' (which includes a checkbox for 'Include your logo in emails to your clients' and a blue 'Save Options' button). The overall layout is clean and modern, typical of a web-based administration tool.

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.

Customize

Logo Favicon Company name
A Designer

Domain

Domain Admin URL User Login URL
mysite.weeblycloud.com mysite.weeblycloud.com/admin mysite.weeblycloud.com/portal

Footer Message

Site powered by Weebly. Managed by A Designer

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`.



Jane Doe | Submit Ticket | Log out



CLIENTS



USERS



TEAM



PACKAGES



APPS



THEMES



BILLING



SETTINGS

Customize

Logo

Favicon

Company name

A Designer



Domain

Domain

mysite.weeblycloud.com

Edit Domain



User Login URL

http://mysite.weeblycloud.com/portal



Footer Message

Site powered by Weebly. Managed by A

Domain

Subdomain

Custom domain

http://mysite.weeblycloud.com/portal ✓

Cancel

Save

Configuration

Upgrade URL

Publish Upsell URL

http://mysite.weeblycloud.com/upgrade-url-error.html



http://mysite.weeblycloud.com/publish-upsell-url-error.html



URL settings

Setting Up Your Account

This topic shows how to edit your account information.



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](#)

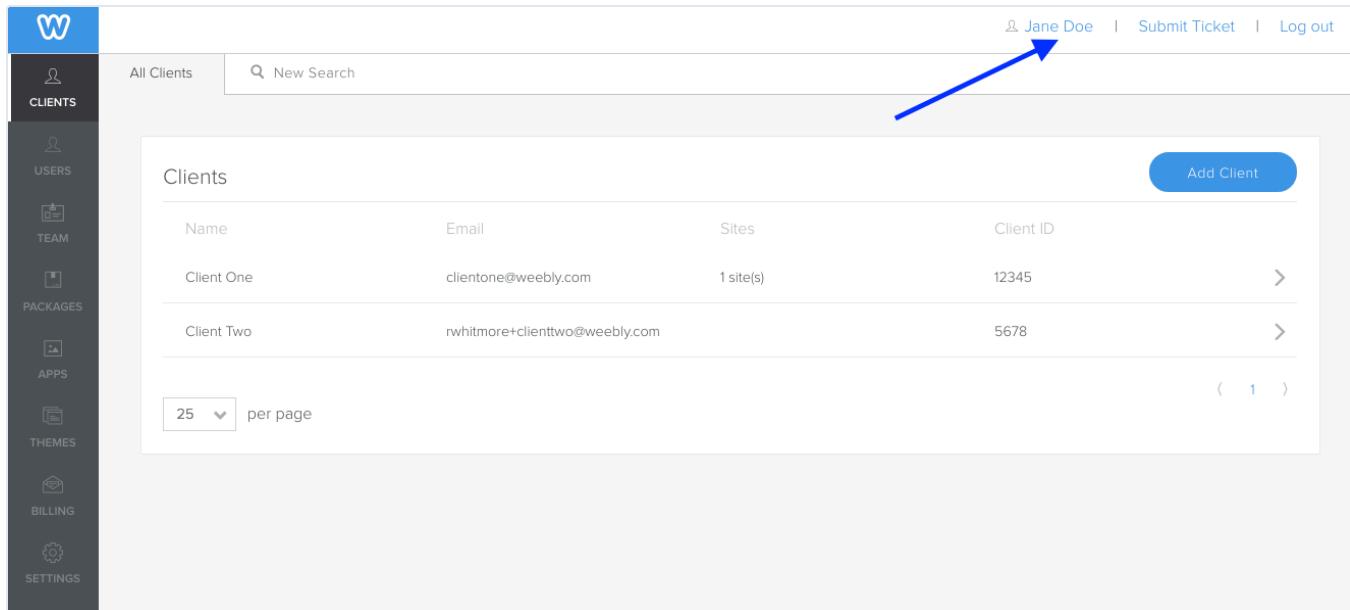
Additional features are added to your Weebly account, enabling you to add staff members and manage all your clients under one, centralized interface.

Delete Account

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

Account info in Designer Platform

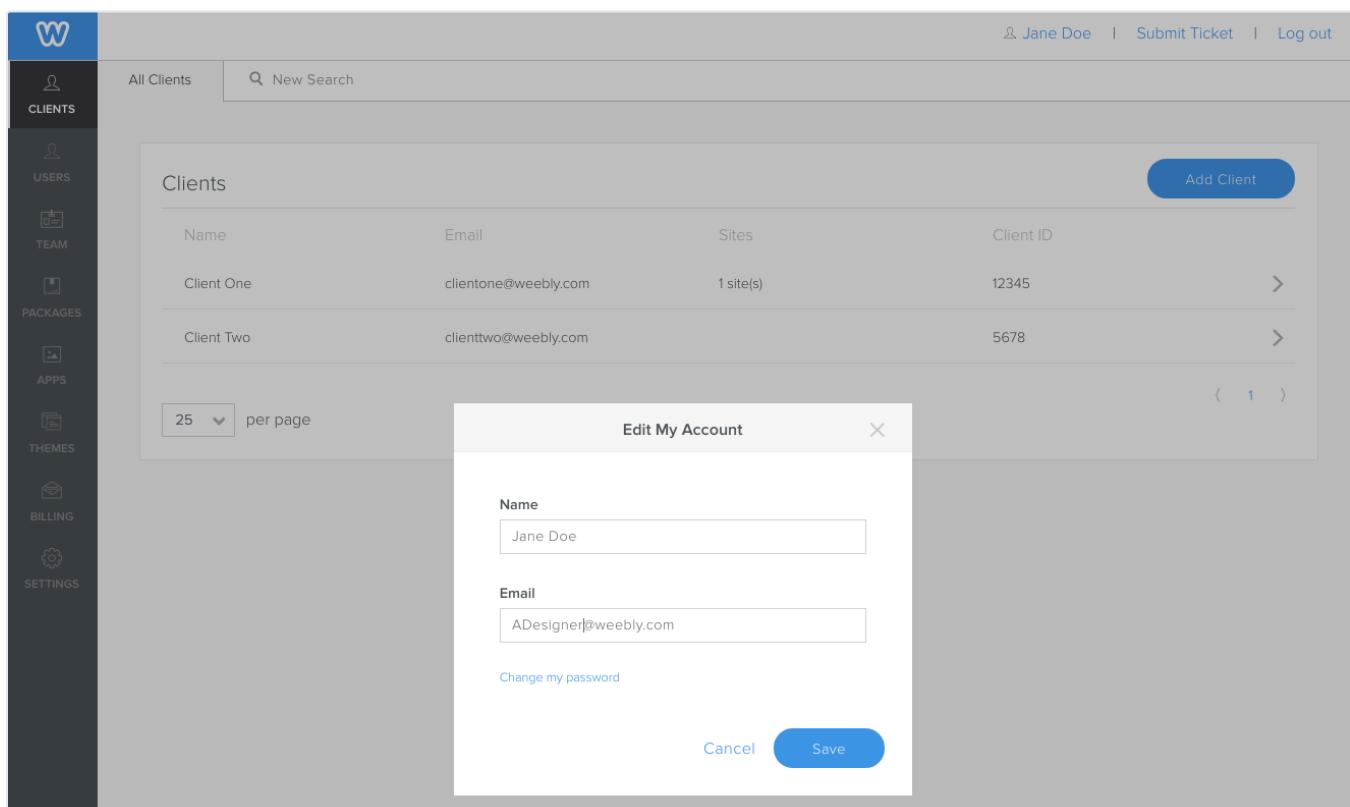
You access your account settings by clicking your account name at the top navigation bar of the Cloud Admin.



The screenshot shows the Weebly Cloud Admin interface. On the left is a dark sidebar with various icons and labels: 'CLIENTS' (selected), 'USERS', 'TEAM', 'PACKAGES', 'APPS', 'THEMES', 'BILLING', and 'SETTINGS'. The main content area has a header with 'All Clients' and a search bar. Below is a table titled 'Clients' with columns: Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom is a pagination control showing '25 per page' and a page number '1'. In the top right corner of the header, there is a link labeled 'Jane Doe' with a blue arrow pointing to it. To the right of 'Jane Doe' are links for 'Submit Ticket' and 'Log out'.

Link to account information in Cloud Admin

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



This screenshot is similar to the one above, showing the 'Clients' page in the Weebly Cloud Admin. However, a modal window titled 'Edit My Account' is now open in the center. This modal contains fields for 'Name' (set to 'Jane Doe') and 'Email' (set to 'ADesigner@weebly.com'). Below these fields is a link 'Change my password'. At the bottom of the modal are 'Cancel' and 'Save' buttons. The background of the page is dimmed, indicating the modal is active.

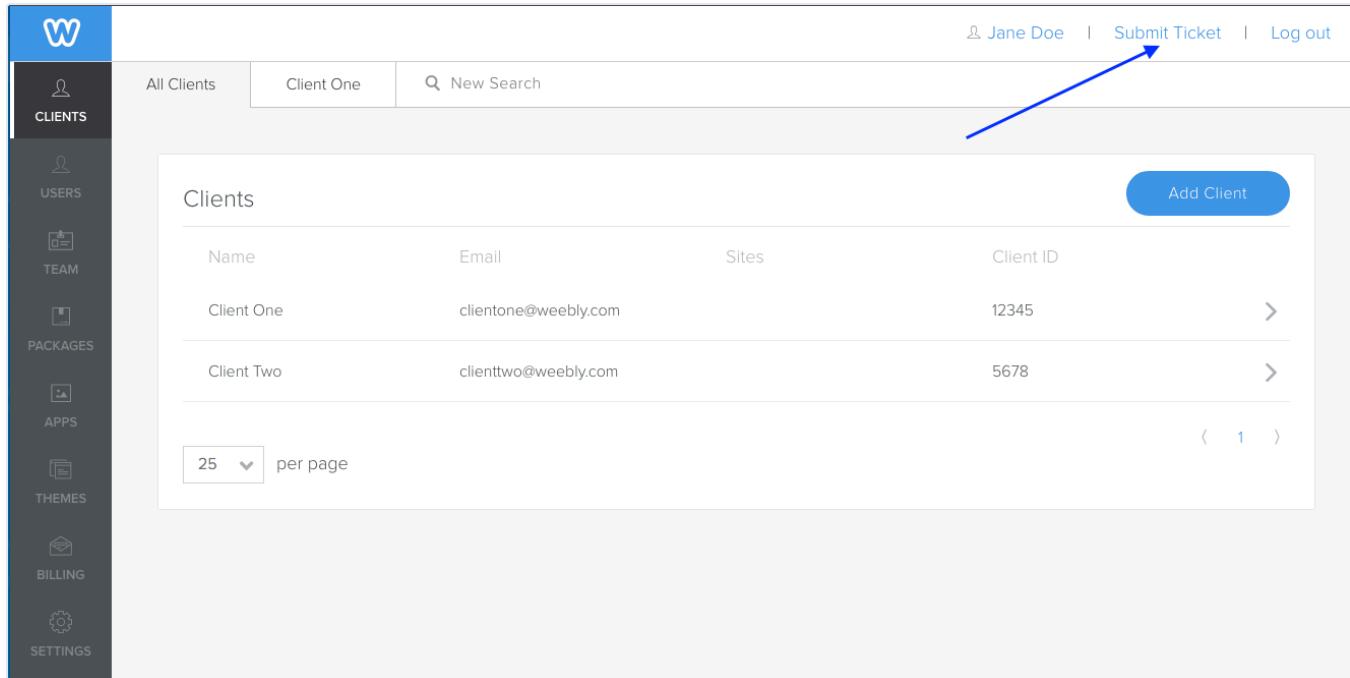
Edit account info

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.



The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. The main header has a 'W' logo, the user name 'Jane Doe', a 'Submit Ticket' button (which is highlighted with a blue arrow), and a 'Log out' link. Below the header is a search bar with 'All Clients' and 'Client One' selected, and a 'New Search' button. A 'Clients' table lists two clients: 'Client One' with email 'clientone@weebly.com' and Client ID '12345', and 'Client Two' with email 'clienttwo@weebly.com' and Client ID '5678'. At the bottom of the table are buttons for 'Add Client', '25 per page', and navigation arrows. The 'CLIENTS' icon in the sidebar is also highlighted.

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 www.hc.weebly.com for quick access to the help center.