



Designer Platform Migration to Weebly Cloud

How to do Your Work in the Cloud Admin

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 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

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

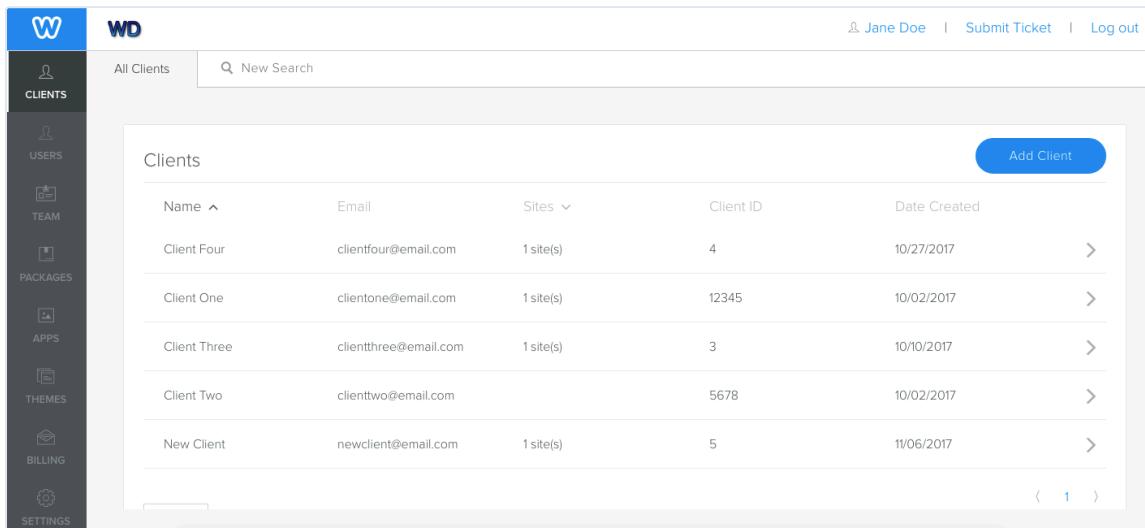
Welcome to the new Weebly Cloud for Designers!

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`.

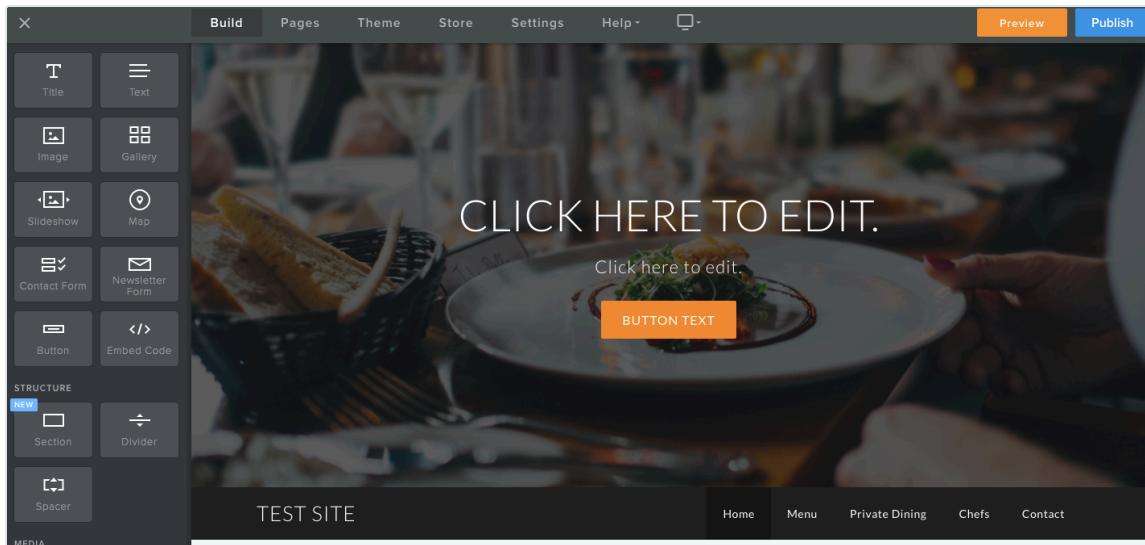
Note: You set your Weebly domain when you configure your account. Ask your account rep for more info.

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



The 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

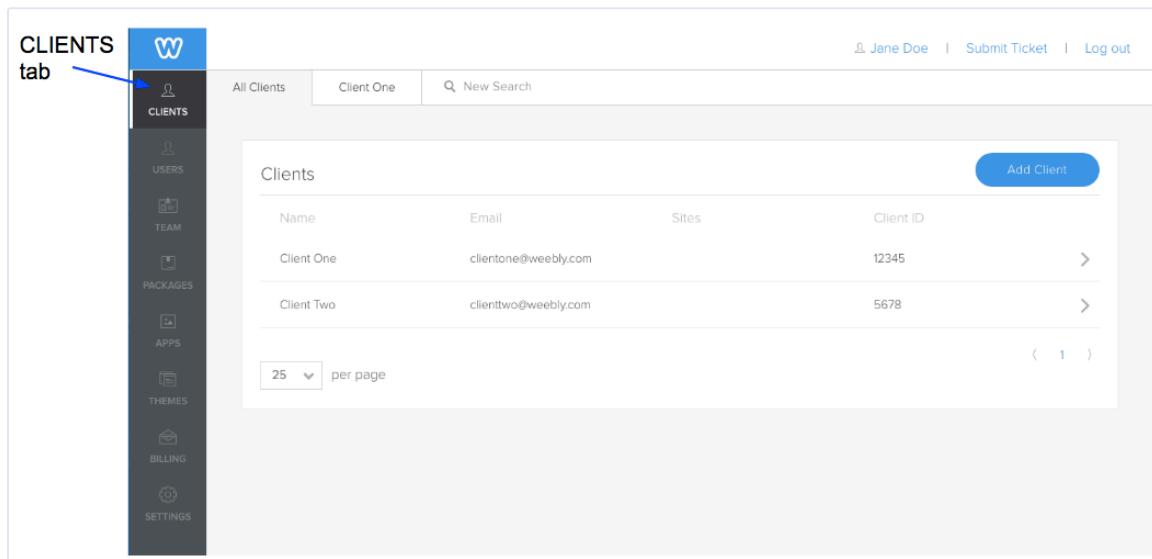
View Your Client List

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER (highlighted in blue), DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs: Clients (highlighted in black), Staff, Company Portal, and Settings. The main content area is titled "Client List" and features a search bar with the placeholder "Search...". There are two client entries listed: "Client One" (Client ID: 12345) and "Client Two" (Client ID: 5678). To the right of the client list is a sidebar titled "A Designer" which displays statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right of the sidebar is a "To-Do List" section with a progress bar filled about 75% green. The tasks listed are: Brand portal with your logo (unchecked), Setup portal with your own domain (unchecked), Publish a client website live (unchecked), Authorize a client to make updates (unchecked), Add a client (checked), Create a website (checked), and Add a staff member (unchecked).

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.



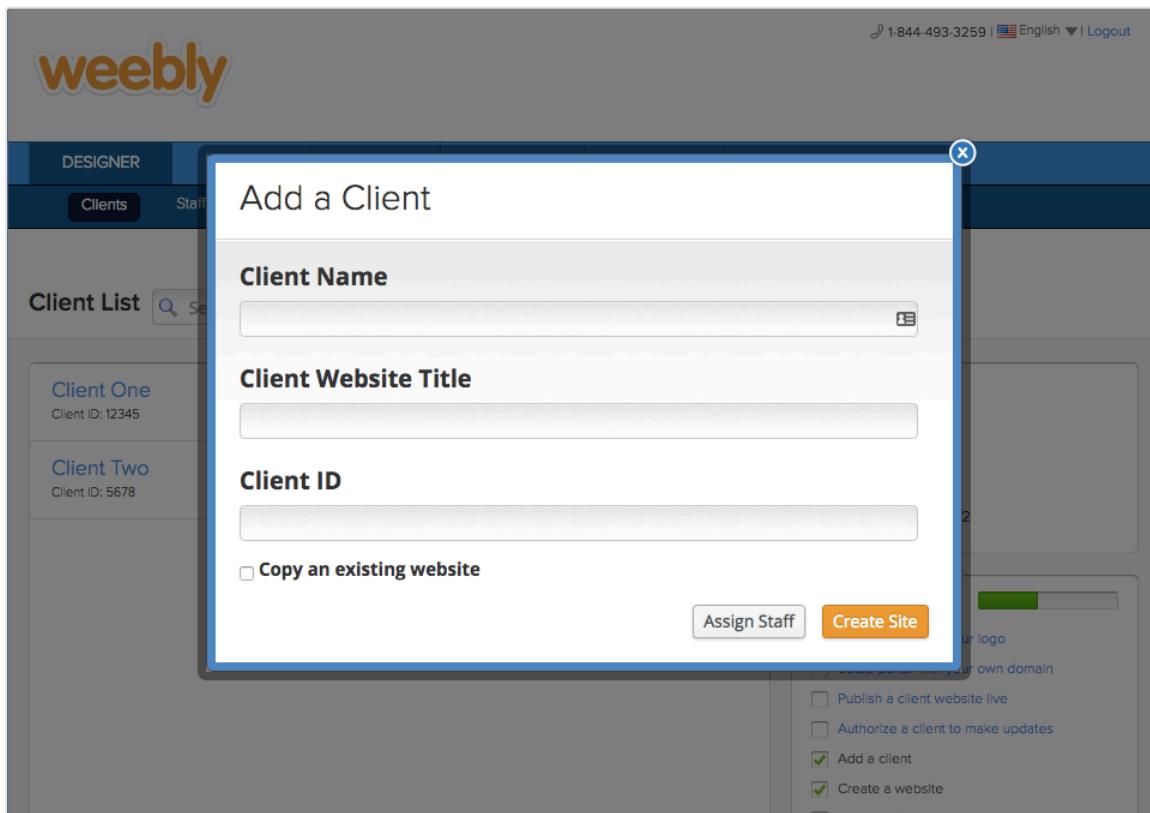
The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with a dark grey background and white icons. The 'CLIENTS' icon is highlighted with a blue arrow pointing to it from the text above. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. Below the sidebar is a search bar with 'All Clients', 'Client One', and a 'New Search' button. The main content area is titled 'Clients' and contains a table with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom left is a dropdown for '25 per page', and at the bottom right are pagination controls '(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 'Clients' tab selected in the sidebar. The main area displays a table of clients with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. An 'Add Client' button is located in the top right corner of the client list area, with a blue arrow pointing towards it.

Add a client from the client list

The screenshot shows a 'Client Details' modal window open over the client list. The modal contains fields for 'Name', 'Email', 'Client ID (optional)', and 'Phone (optional)'. At the bottom of the modal are 'Cancel' and 'Add' buttons. The background shows the client list with two clients and the 'Add Client' button.

Add a client

More about creating clients here: https://cloud-designer.weebly.com/ds_gs_clients.html.

Edit a Client

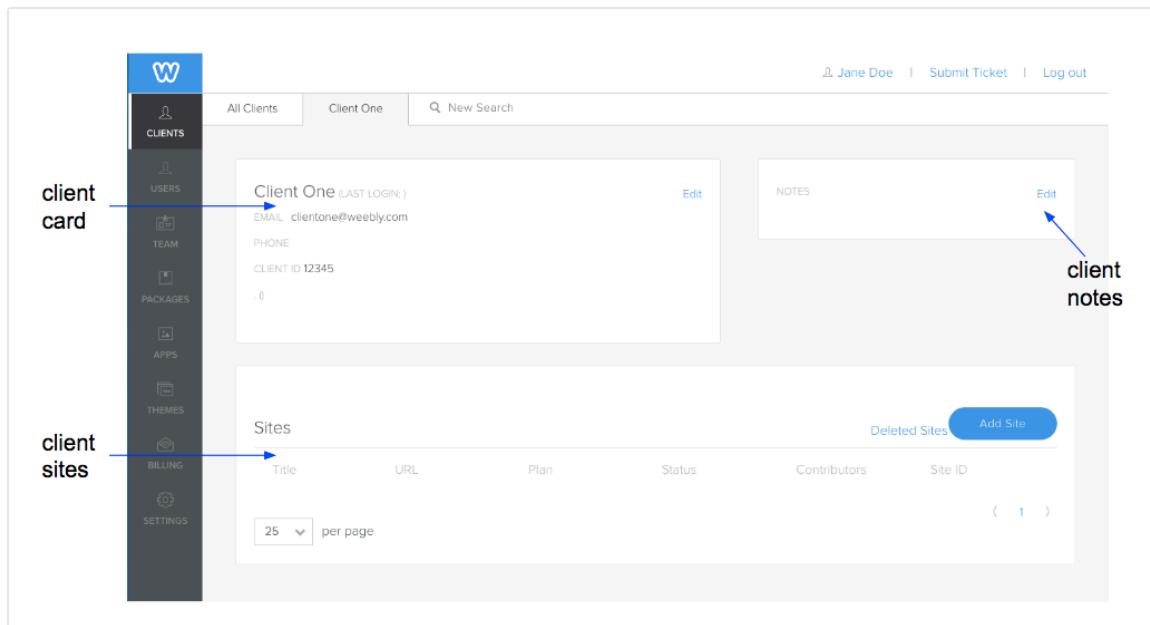
The screenshot shows the Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below the navigation bar, there's a secondary navigation bar with tabs: Clients (which is selected and highlighted in black), Staff, Company Portal, and Settings. On the left, there's a sidebar titled "Client List" with a search bar and an "Add Client" button. The main content area displays a card for "Client One" (Client ID: 12345). The card includes the client's name, a preview of their website at "clientone.com" (Status: In development | Preview), and buttons for "Go Live", "Edit", and "Dashboard". Below this card is another one for "Client Two" (Client ID: 5678). To the right of the client cards, there's a sidebar titled "A Designer" showing statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right of the sidebar is a "To-Do List" section with two items: "Brand portal with your logo" and "Setup portal with your own domain".

Edit a client from the Designer Platform

The screenshot shows the Designer Platform interface with a modal dialog box titled "Edit Client" overlaid. The modal contains fields for "Client Name" (set to "Client One") and "Client ID" (set to "12345"). At the bottom right of the modal is an "Edit" button. The background of the page shows the "Client List" with entries for "Client One" and "Client Two". To the right of the list is a sidebar with a "To-Do List" containing several items, some of which are checked (e.g., "Add a client", "Create a website").

Edit a client from the Designer Platform

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

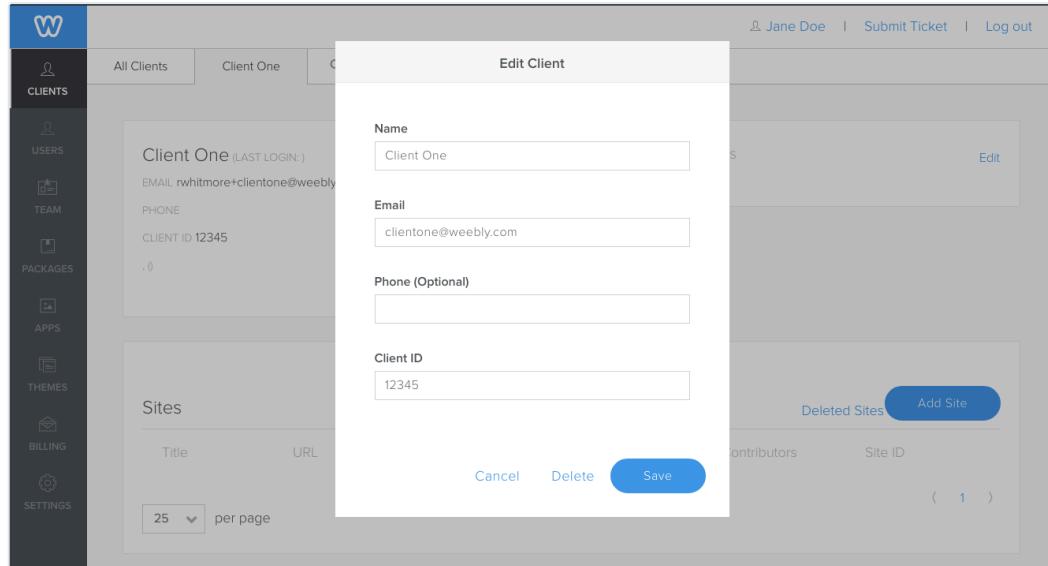


Client details page

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

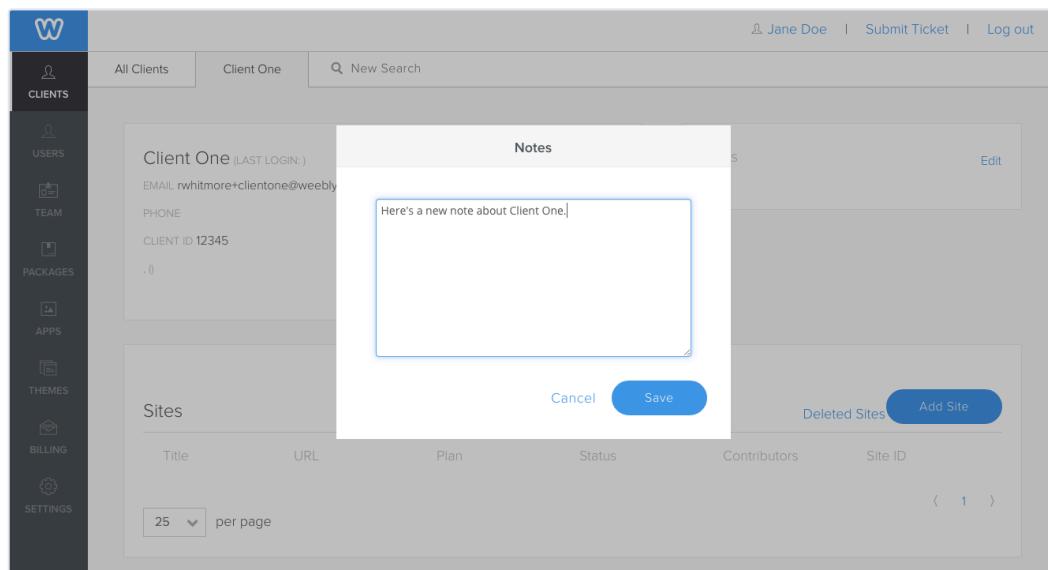
Here's what you can do:

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



Edit a client's info

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



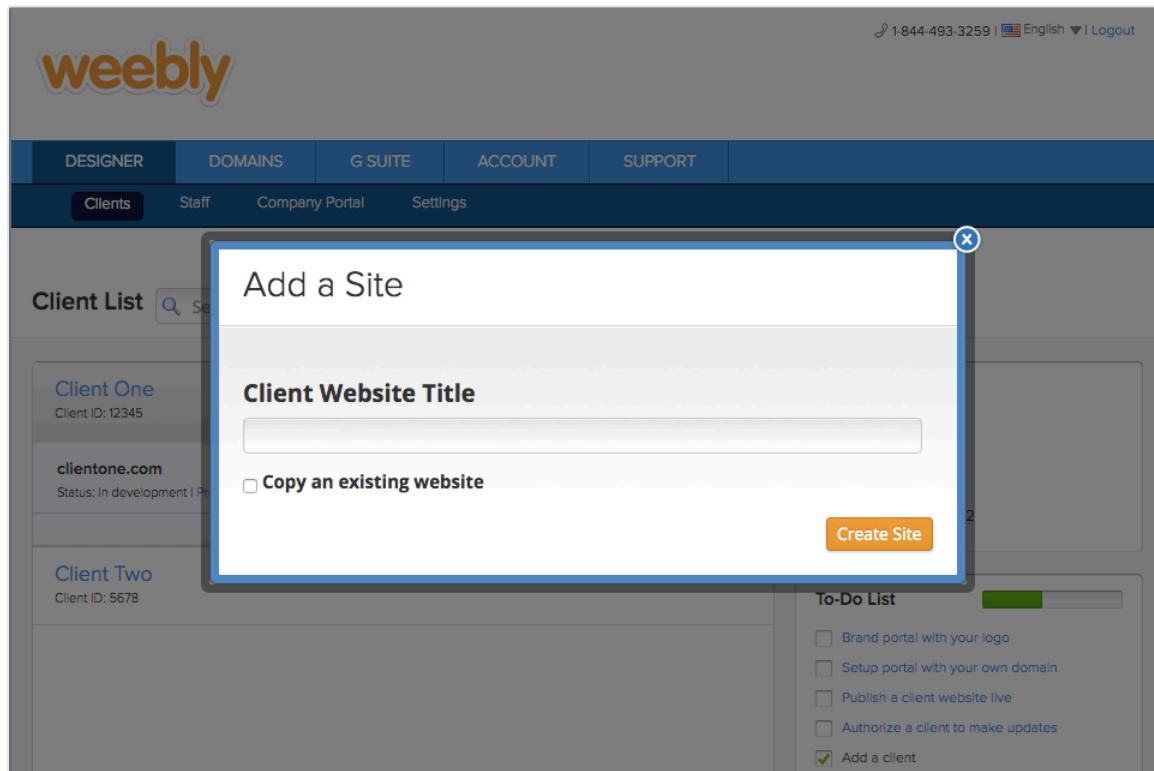
Add a note for the client

- View the list of client's current sites
- NEW! View a list of any deleted sites (https://cloud-designer.weebly.com/ds_gs_cr_sites.html#delete-a-site)↗: Click the **Deleted Sites** link.
- NEW! Restore deleted sites (https://cloud-designer.weebly.com/ds_gs_restore.html)↗
- Add sites (https://cloud-designer.weebly.com/ds_gs_cr_sites.html)↗

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 Cloud Admin 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. The main area shows 'Client One' details: LAST LOGIN:, EMAIL: clientone@weebly.com, PHONE, CLIENT ID 12345, and a note field containing 'Here's a new note about Client One.' with an 'Edit' button. Below this is a 'Sites' list table with columns: Title, URL, Plan, Status, Contributors, Site ID, and a dropdown for 'per page' (set to 25). At the bottom right of the table is a blue 'Add Site' button. A blue arrow points from the 'Add Site' button to the 'Add Site' modal window in the next screenshot.

Add a site from the client's detail page.

This screenshot shows the 'Add Site' modal window overlaid on the Client One detail page. The modal has fields for 'Site Title' (empty), 'Domain' (empty), 'Plan' (set to 'Free'), and 'Site Template' (radio buttons for 'New Site' and 'Existing Site', with 'New Site' selected). The background detail page for Client One remains 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: https://cloud-designer.weebly.com/ds_gs_cr_sites.html. When you create a site, you're taken to the site's detail

page where you can further manage it.

The screenshot shows the 'Site Details' page for a new site named 'New Site' with the URL 'mynewsite.designer.com'. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site metadata: Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). Quick actions on the right include Delete Site, Set Domain, Add as Template, Site Preview, Re-Index Site, and Un-Index Site. A blue 'Edit Site' button is located in the top right corner.

Site's detail page

Edit a Site

The screenshot shows the Designer Platform's Client List. It features a search bar and an 'Add Client' button. On the left, there are two client cards: 'Client One' (Client ID: 12345) and 'Client Two' (Client ID: 5678). The 'Client One' card has a status message 'Status: In development | Preview' and three buttons: 'Go Live', 'Edit' (which is highlighted with a blue arrow), and 'Dashboard'. To the right, there is a summary box for 'A Designer' showing statistics: Clients: 2, Staff: 2, Live Sites: 0, and In development Sites: 2. At the bottom right, there is a 'To-Do List' with two items: 'Brand portal with your logo' and '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.

The screenshot shows the 'Site Details' page for a new site named 'New Site' with the URL 'mynewsite.designer.com'. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site details such as Site ID (61250783), Last Publish Date (Never), Currently Published (Never), Publishing Disabled (No), Editor Access (Suspended), Theme (Clean Lines), and Theme ID (589561592774899790). A blue arrow points from the text 'Edit a site in the Cloud Admin' to the 'Edit Site' button in the top right corner of the page.

Edit a site in the Cloud Admin

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

The screenshot shows the Weebly editor interface. On the left, there is a toolbar with various icons for building content: Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, Embed Code, Section, Divider, Spacer, and a Structure section with a 'New' button. The main workspace features a photograph of a meal with text overlays: 'CLICK HERE TO EDIT.', 'Click here to edit.', and a button labeled 'BUTTON TEXT'. At the bottom, there is a navigation bar with links for Home, Menu, Private Dining, Chefs, and Contact. The top navigation bar includes Build, Pages, Theme, Store, Settings, Help, Preview, and Publish buttons.

Weebly Editor

Preview a Site

The screenshot shows the 'Client List' section of the Designer Platform. It includes a search bar, an 'Add Client' button, and two client cards: 'Client One' (Client ID: 12345) and 'Client Two' (Client ID: 5678). Each card has a 'Go Live', 'Edit', and 'Dashboard' button. A blue arrow points from the 'Preview' link in the Client One card to the 'Preview' button in the 'To-Do List' sidebar.

Client	Status	Action
clientone.com	In development	Preview
Client Two		

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

Preview a site in Designer Platform

You now preview a site directly from the Editor.

The screenshot shows the Weebly Editor interface. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Settings', and 'Preview' (which is highlighted with a blue arrow). The main workspace displays a dark-themed website with a banner image and the text 'CLIENTONE.COM'. A sidebar on the left contains sections for 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Contact Form, Newsletter Form, Button, Embed Code) and 'STRUCTURE' (Section, Divider, Spacer).

Preview a site from the Weebly Editor

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

New Site

mynewsite.designer.com

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

Tags Edit

Quick Actions

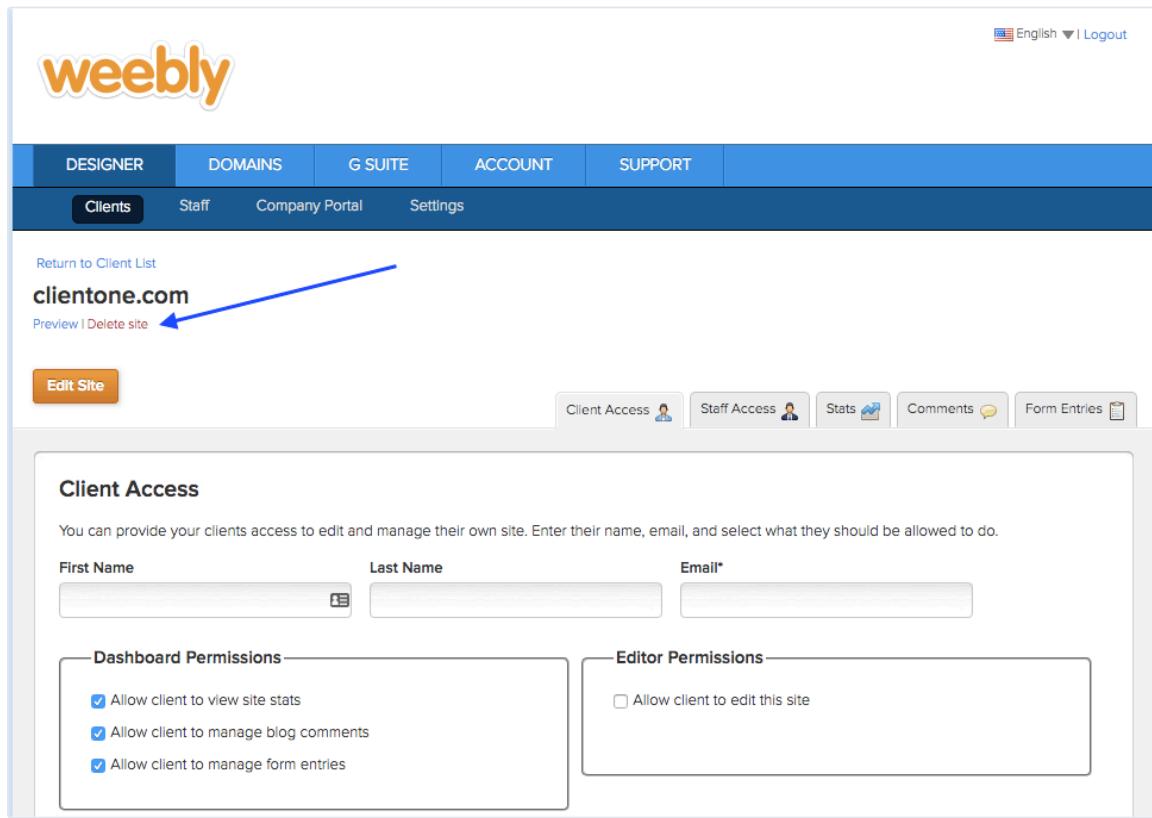
Delete Site Set Domain Add as Template Re-Index Site Un-Index Site Site Preview

Preview a site from the details page

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

https://cloud-designer.weebly.com/ds_gs_cr_sites.html#preview-a-site-before-publishing ↗

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 this is a secondary navigation bar with tabs for Clients (which is selected), Staff, Company Portal, and Settings. A blue arrow points from the 'Delete site' link in the top navigation bar down to the 'Delete site' link in the 'Client Access' section of the main content area.

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.

New Site

mynewsite.designer.com

Site ID
61250783

Last Publish Date
Never

Currently Published
Never

Publishing Disabled
No

Editor Access
Suspended

Theme
Clean Lines

Theme ID
589561592774899790

Tags [Edit](#)

Quick Actions

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

Delete a site

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

All Clients Client One [New Search](#)

Client One (LAST LOGIN:)

EMAIL: clientone@weebly.com

PHONE:

CLIENT ID: 12345

.0

Sites

Title	URL	Plan	Status	Contributors	Site ID

25 per page

Deleted Sites [Add Site](#)

List deleted sites

NEW! Restore a Site

You can restore a deleted site from the Deleted Sites dialog accessed from the [Deleted Sites \(page 18\)](#) link on the client detail page.

The screenshot shows the Weebly Cloud interface with a sidebar on the left containing links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays account information for a user named Jane Doe, including their last login (10/03/17 9:47:24 PST). A modal dialog titled "Restore Deleted Sites" is open, listing a single deleted site entry:

Site ID	Site Title	Last Active Domain	Deleted
58941148162757...	Another site		2017-10-03 10:47:34

At the bottom of the modal are "Cancel" and "Restore Sites" buttons. Below the modal, the main interface shows a section for "Deleted Sites (1)" with a note "no sites".

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 Cloud Admin interface. On the left, a sidebar lists various sections: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays a site detail page for "Mill Clothing". The top right shows user information: Jane Doe, Log out, and a search bar. Below the header, there's a summary box with "Editor Access Suspended No", "Theme Haberdasher", and "Theme ID 116005133769609133". Under the "Pages" section, a table lists six pages: About, Blog, Contact, Home, Shop, and Updates. The "Home" row has a context menu open over its gear icon. The menu options are "Delete Element" (disabled), "Restore Elements" (highlighted with a blue arrow), and "Open in Editor".

Title	Layout	Password	Hidden	Page ID	Blog ID	Indexed	Deleted Elements
About	No Header	No	No	5290207672...		3	<input type="checkbox"/> Delete Element <input checked="" type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor
Blog	header	No	No	57660439346...	39390298978...	0	<input type="checkbox"/> Delete Element <input type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor
Contact	No Header	No	No	24127348236...		0	<input type="checkbox"/> Delete Element <input type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor
Home	Landing	No	No	60358786943...		0	<input type="checkbox"/> Delete Element <input type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor
Shop	No Header	No	No	745719173347...		0	<input type="checkbox"/> Delete Element <input type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor
Updates	No Header	No	No	14797508252...	800751918161...	0	<input type="checkbox"/> Delete Element <input type="checkbox"/> Restore Elements <input type="checkbox"/> Open in Editor

Restore elements to a page

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

The screenshot shows the Weebly Cloud dashboard with a sidebar on the left containing icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays a site titled "Mill Clothing". A modal window titled "Restore Deleted Text Elements" is open, showing a table with one row of data:

Element	Content
Text	Here's some text

Below the modal, the "Pages" section of the dashboard lists several page items, each with a gear icon for settings. The "Deleted pages (0)" section indicates there are no deleted pages.

Restore elements to a page

View Site Statistics

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 that is a secondary navigation bar with links for Clients (which is selected), Staff, Company Portal, and Settings. The main content area displays the website 'clientone.com'. It includes a 'Return to Client List' link, a preview link, and a delete site link. There's also an 'Edit Site' button. A horizontal menu bar at the top of the content area contains links for Client Access, Staff Access, Stats, Comments, and Form Entries. The central feature is a chart titled 'Website Traffic' showing pageviews and unique visitors over time from September 6 to October 3. The chart shows zero traffic throughout this period. Below the chart are three tables: 'Top Pages (this month)', 'Search Terms (this month)', and 'Referring Sites (this month)'. Each table has columns for Views and Page/Keyword/Referrer. At the bottom of each table are 'More' buttons.

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 the Weebly Designer dashboard. At the top, there's a header with a blue 'W' icon, the text 'A Designer', a language dropdown set to 'English', and a 'Log Out' button. Below the header, the text 'My Sites' is displayed. Underneath, a card for the site 'Mill Clothing' is shown, featuring its URL 'mynewsite.designer.com' and 'Pro Plan' status. To the right of the card are 'Stats' and 'Edit' buttons. The background of the dashboard is light gray.

User Portal

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

The screenshot shows the User Portal interface. At the top, it displays the 'A Designer' profile, language settings ('English'), and a 'Log Out' button. Below this, a navigation bar includes a back arrow, 'My Sites', the site name 'Mill Clothing', and an 'Edit' button. The main content area features a chart titled 'Site Statistics' showing pageviews and unique visitors over time from September 3 to October 3. The chart has a y-axis from 0 to 10 and an x-axis with dates. Below the chart is a table with three sections: 'Top Pages (This Month)', 'Search Terms (This Month)', and 'Referring Sites (This Month)'. Each section has columns for 'VIEWS' and either 'PAGE' or 'KEYWORD' or 'REFERRER'. A message at the bottom of the table says 'No items to display'. The overall layout is clean with white backgrounds and light gray borders for sections.

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. On the left, there's a sidebar for 'clientone.com' with options like Preview and Delete site. In the center, there's a large button labeled 'Edit Site'. Below it, a section titled 'Comments from' has a dropdown set to 'Blog'. To the right of this are buttons for Show: Recent, Pending (0), Deleted, and Spam. Further right are buttons for Approve, Delete, and Mark Spam. A message 'No comments' is displayed. At the very bottom of the screenshot, there are links for Client Access, Staff Access, Stats, Comments, and Form Entries.

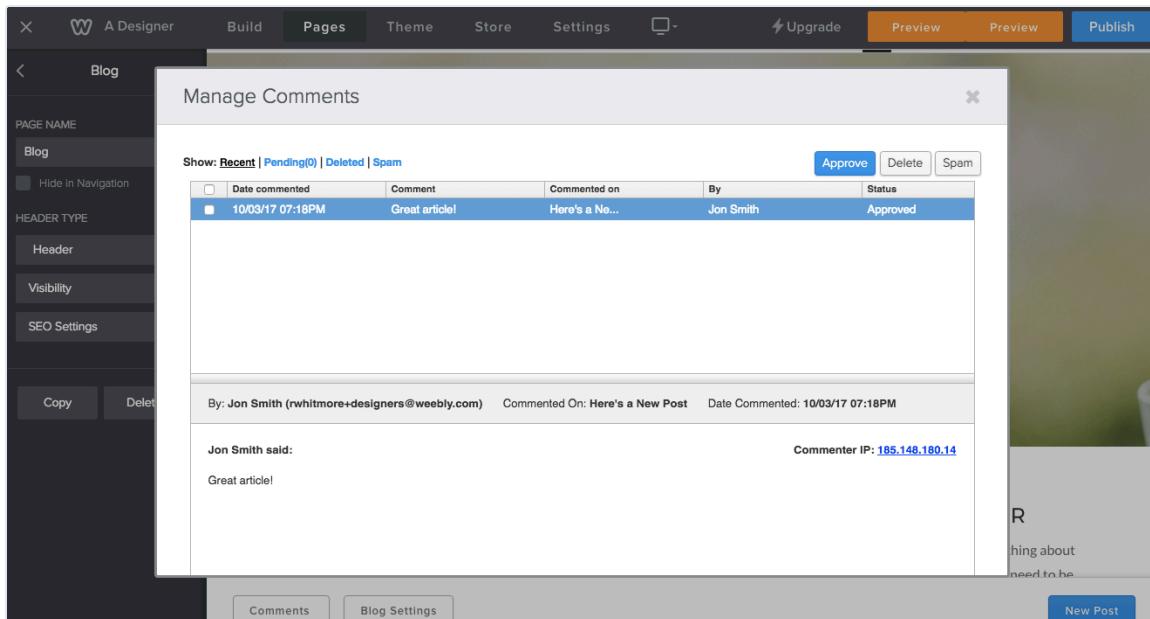
Blog Comments in Designer Portal

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

The screenshot shows the Weebly Editor interface. At the top, there's a navigation bar with Build, Pages (selected), Theme, Store, Settings, Upgrade, Preview (highlighted in orange), and Publish. On the left, there's a sidebar for a 'Blog' page with options like PAGE NAME (set to 'Blog'), Hide in Navigation (unchecked), HEADER TYPE (set to 'Header'), Visibility, and SEO Settings. Below these are Copy and Delete buttons. The main content area shows a large image of a rose with the text 'CLICK HERE TO EDIT.' overlaid. At the bottom of the page, there's a section for a new post titled 'HERE'S A NEW POST' (date: 10/3/2017), a comment section with '1 Comment', and an AUTHOR section with a placeholder 'Write something about yourself. No need to be...'. At the very bottom, there are buttons for Comments (highlighted with a blue arrow) and Blog Settings, followed by a New Post button.

Blog comments in the Weebly Editor

And you manage the comments from the resulting dialog.



Blog comments dialog

View Form Entries

weebly

DESIGNER DOMAINS G SUITE ACCOUNT SUPPORT

Clients Staff Company Portal Settings

Return to Client List
clientone.com
Preview | Delete site

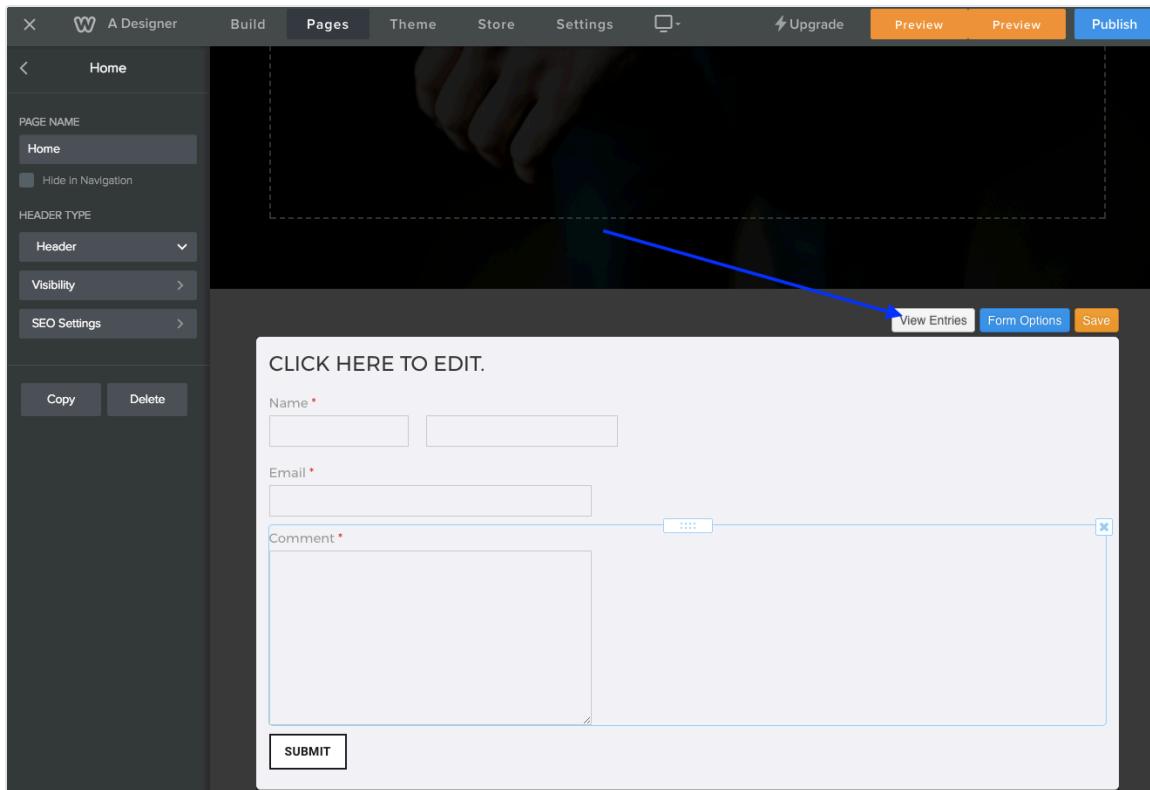
Edit Site Client Access Staff Access Stats Comments Form Entries

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

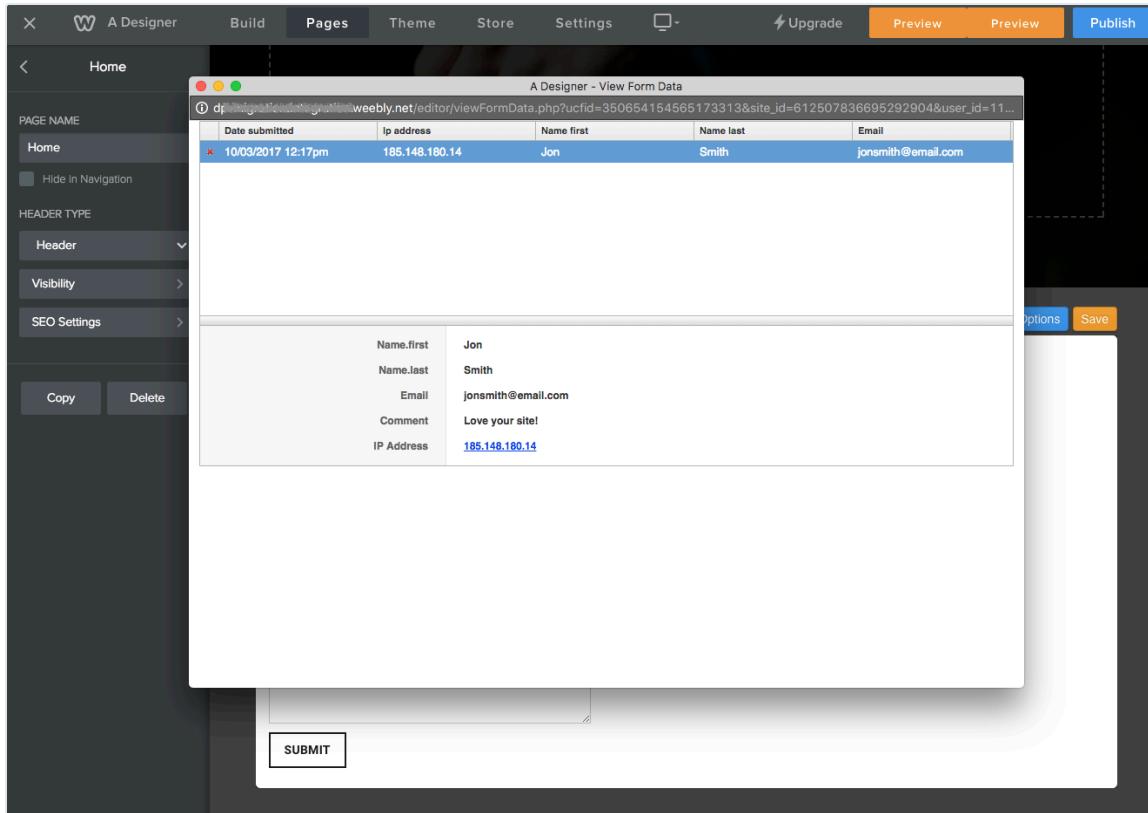
Like blog comments, you access form entries directly from the editor by clicking

on the form.



Form entries in the editor

And you manage the entries from the resulting dialog.



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 'Mill Clothing' site detail page. The left sidebar includes links for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main content area displays site details like 'Editor Access Suspended: No', 'Theme: Haberdasher', and 'Theme ID: 116005133769609133'. Below this is a 'Contributors' table with two entries: 'Client One' (Email: rwhitmore+clientone@weebly.com, Permissions: Full Access) and 'John Smith' (Email: rwhitmore+johnsmith@weebly.com, Permissions: Limited Access). A blue arrow points from the 'Change Plan' link at the bottom of the 'Pages' section to the 'Plan' table below. The 'Plan' table has columns for Name, Plan, Hidden, Price, and Package ID. It shows one entry: 'Pro' (Plan: Pro, Hidden: No, Price: \$13.17/month, Package ID: 3).

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 that is a secondary navigation bar with links for Clients (which is highlighted in black), Staff, Company Portal, and Settings. On the left, the URL 'clientone.com' is displayed along with 'Preview | Delete site'. In the center, there's a large form titled 'Client Access'. It asks 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 form, there's a button labeled 'Authorize client' and a note stating 'A temporary password will be generated for you to email the client'. A small note at the very bottom 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](#) (page 13), in the Contributors section, click the **Add Contributor** link.

The screenshot shows the Weebly Cloud interface. On the left is a dark sidebar with various icons: CLIENTS, USERS (selected), TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area shows a site named 'Mill Clothing' with the URL 'mynewsite.designer.com'. Below this is a 'Site Details' card containing site information like Site ID, Last Publish Date, and Theme. To the right is a 'Quick Actions' panel with options like Delete Site, Set Domain, Add as Template, and Site Preview. At the bottom is a 'Contributors' section with columns for Name, Email, and Permissions. A blue arrow points from the 'Add Contributor' button in this section to the 'Add Contributor' link in a modal window.

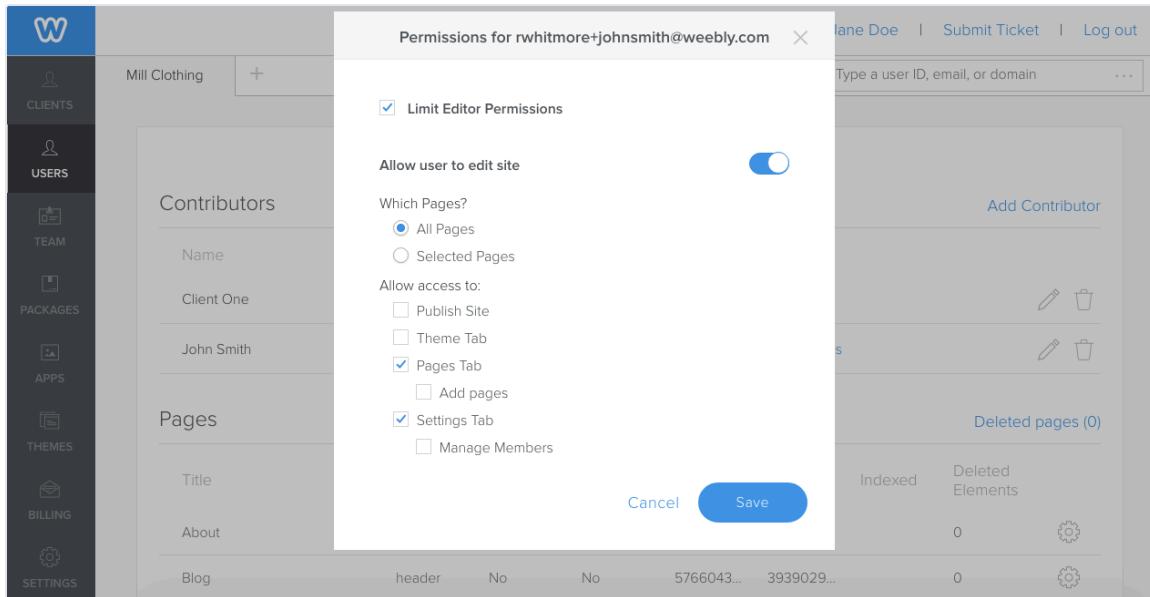
Add site contributors from the site's detail page

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 'Add Contributor' modal. It has tabs for 'New User' (selected) and 'Existing User'. Fields for 'Name' and 'Email' are present, along with a 'Tags' field and a 'Send Invite Email' checkbox. At the bottom are 'Cancel' and 'Set Permissions' buttons. The 'Set Permissions' button is highlighted with a blue circle.

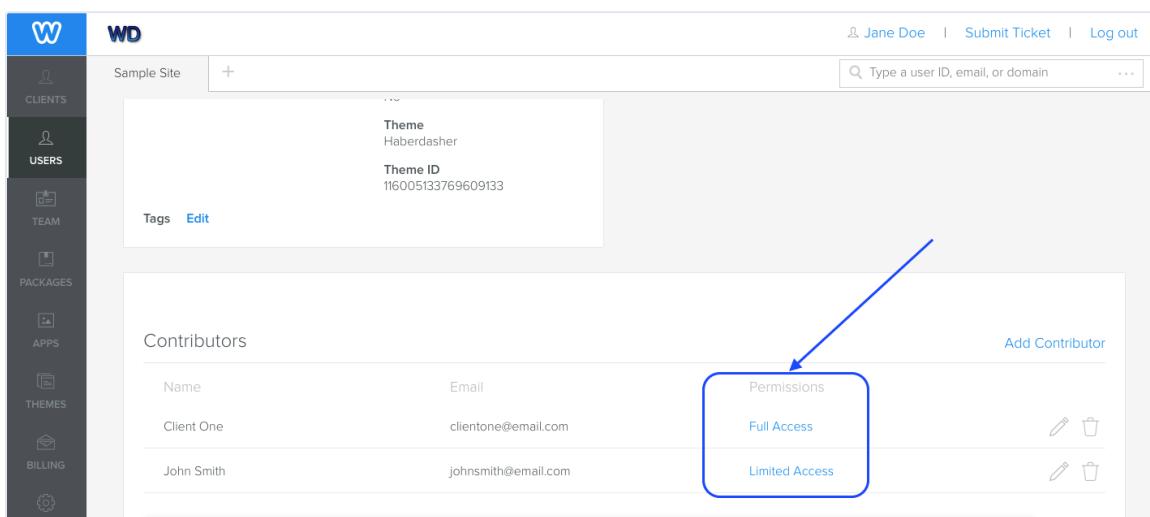
Add site contributor

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: https://cloud-designer.weebly.com/ds_gs_access_sites.html ↗.



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, 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. A "Logout" link is also present in the top right corner. The main content area displays a site titled "clientone.com". It includes links for Preview and Delete site. There's a prominent orange "Edit Site" button. Below these are several small icons for Client Access, Staff Access, Stats, Comments, and Form Entries. The central part of the screen is titled "Staff Access" and contains instructions: "Choose the staff members who have access to edit this site. Admins always have access." It is divided into two sections: "Staff With Access" and "Staff Without Access". Under "Staff With Access", there's a list containing "A Designer (Admin)" and "John Doe (Admin)". Below this list are buttons for "< Add" and "Remove >". To the right of these lists are "Select: All | None" buttons. At the bottom left is a blue "Save Settings" button.

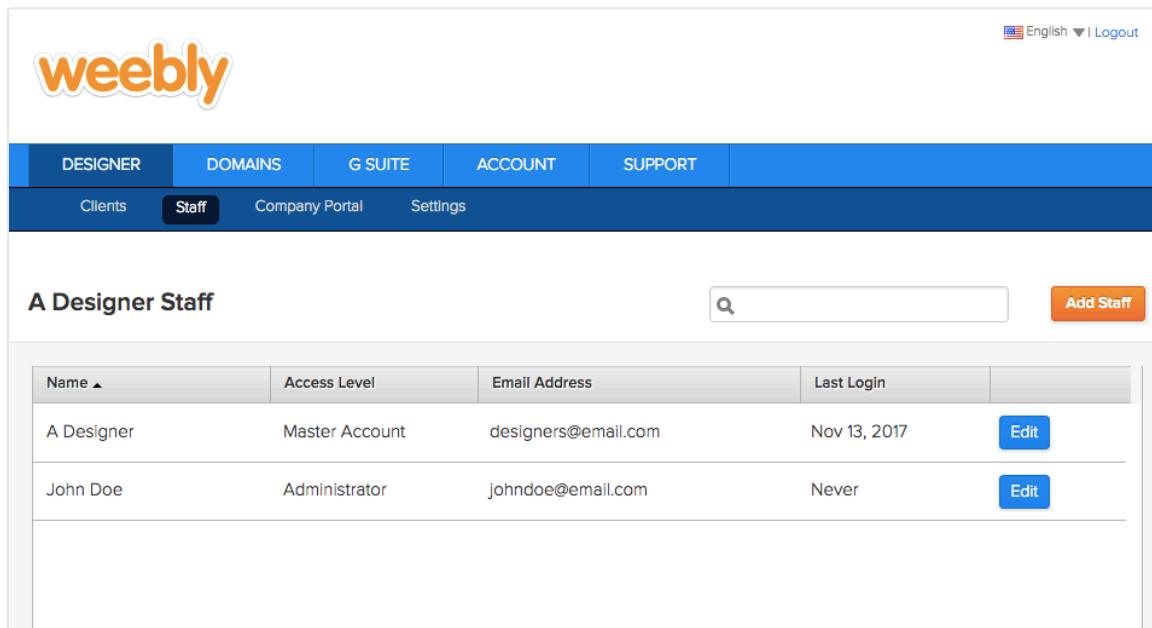
Staff access in Designer Platform

In Weebly Cloud, your staff are called *team members*. Team Members (page 34), 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

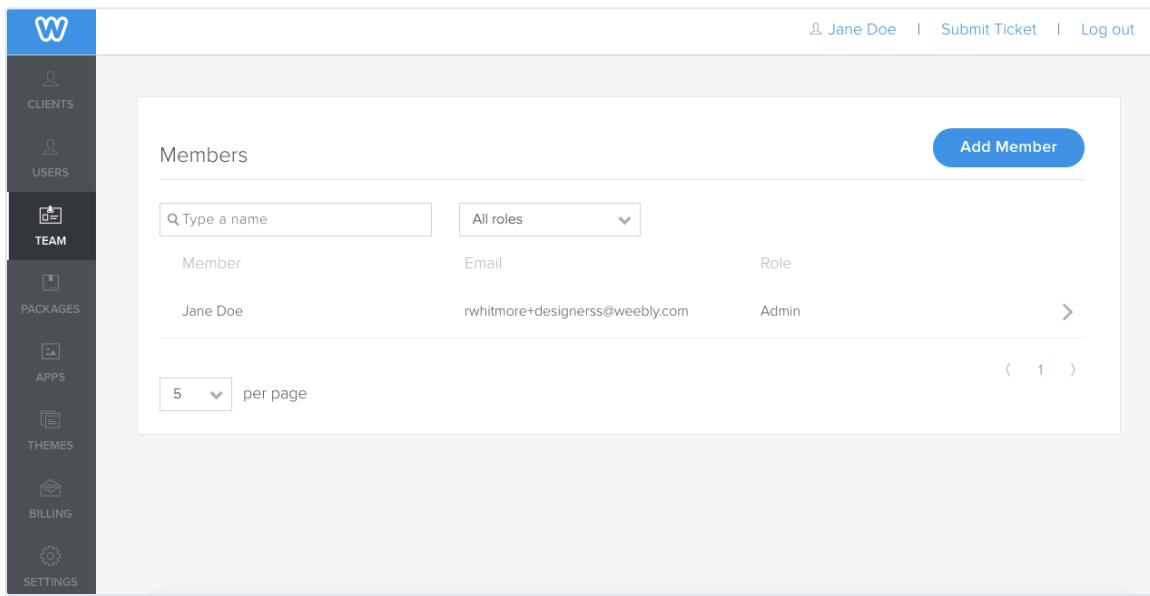


The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is highlighted in orange), Company Portal, and Settings. The main content area is titled "A Designer Staff". It features a search bar and an "Add Staff" button. A table lists two staff members:

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

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. On the left is a vertical sidebar with icons for Clients, Users, Team (which is selected), Packages, Apps, Themes, Billing, and Settings. The main area has a header with a user profile, 'Submit Ticket', and 'Log out'. Below the header is a search bar with placeholder 'Type a name' and a dropdown for 'All roles'. A blue 'Add Member' button is in the top right. The main table has columns for Member, Email, and Role. One row is shown: 'Jane Doe' with email 'rwhitmore+designerss@weebly.com' and role 'Admin'. Navigation arrows and a page size selector ('5 per page') are at the bottom.

Team Member page in the Cloud Admin

Add a Staff Member

The screenshot shows the 'Add a Staff Member' form in the Weebly Designer Platform. 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 selected), Company Portal, and Settings. A 'Return to Staff List' link is also present. The main form area has fields for First Name, Last Name, and Email. To the right, there's an 'Access Level' section with radio buttons for 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.

The screenshot shows the 'Add Team Member' interface. On the left is a sidebar with icons for Clients, Users, Team (selected), Packages, Apps, Themes, Billing, and Settings. The main area has fields for Name (John Doe) and Email (johndoe@email.com). Below is a 'Role' section with a table:

	<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>	✓				✓

A 'Save' button is at the top right.

Add a team member

You can further restrict access to specific sites in the same way that you [restrict access \(page 30\)](#) for your clients.

Delete 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 currently selected), Company Portal, and Settings. 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). Below these fields are two buttons: "Reset password" with a key icon and "Save Settings" in blue. To the right, there's a section titled "Access Level" with two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text block explains the differences between these levels. Below this is a checkbox labeled "Allow this person to edit all clients and client sites" which is checked. At the bottom left is a red button labeled "Delete this person". A note below the button states: "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.

The screenshot shows the 'Edit Team Member' page. On the left is a vertical navigation bar with icons for Clients, Users, Team (selected), Packages, Apps, Themes, Billing, and Settings. The main area has a header 'Edit Team Member' with a back arrow, a 'Save' button, and user info: Name (John Smith) and Email (rwhitmore+johnsmith@weebly.com). A 'Role' section contains a table with columns for Admin, Technical (selected), Support, Editor, and Finance. The table rows represent different sections: Manage Users, Manage Sites, Team Members, Account Settings, and Billing. A blue arrow points from the 'Delete Member' button at the bottom left to the 'Delete Member' link in the table row for the 'Team Members' section.

	<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 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. The main content area is titled "John Doe". On the left, there are input fields for First Name (John), Last Name (Doe), and Email (johndoe@email.com). Below these fields are two buttons: "Reset password" with a key icon and "Save Settings". On the right, there is a section titled "Access Level" containing two radio buttons: "Administrator" (selected) and "Staff Member". A descriptive text below the radio buttons 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 is also a checked checkbox option: "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". To the right of this button 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."

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 'Users' section of the Weebly Cloud Admin. On the left is a vertical sidebar with icons for Clients, Users (selected), Team, Packages, Apps, Themes, Billing, and Settings. At the top right are links for Jane Doe, Submit Ticket, and Log out. A search bar at the top contains the email address 'johnsmith@weebly.com'. Below the search bar is a 'Recent Viewed' section with a table showing one result: Email 'johnsmith@weebly.com' and User ID '112750603'. The main area is titled 'Users' and contains a table with three rows. The columns are Email, Sites, and User ID. The first two rows have 'None' in the Sites column and User IDs '112626051' and '112626079'. The third row has 'mynewsite.designer.com' in the Sites column and User ID '112626107'. Each row has an edit icon on the far right.

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 left sidebar is identical to the previous screenshot. The top navigation bar shows 'John Smith' and a search bar with 'johnsmith@weebly.com'. Below the navigation are tabs for ACCOUNT (selected), LOGS, and NOTES, along with 'Add Note' and 'Login' buttons. The main content area is divided into sections. The 'Account' section on the left shows basic information: Name 'John Smith', Email 'rwhitmore+johnsmith@weebly.com', Main 'None', and US '(10.8.2.153)'. It also lists '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'. A 'Tags' section with an 'Edit' button is below. The 'Logs' section on the right shows 'LAST LOGIN' '10/04/17 12:21:54 PST'. A 'Quick Actions' sidebar on the right includes 'Reset Password', 'Send Invite Email', 'Turn Off Test Mode', and 'Disable User'. The bottom section is for 'Sites' with a note 'Deleted Sites (0)'.

User detail page

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

The screenshot shows the Weebly Cloud interface. On the left, a sidebar lists categories: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The main area displays user information for 'John Smith'. Under the 'ACCOUNT' tab, there are sections for 'User ID' (112750603), 'Operating System' (Mac OS X 10.12.6), and 'Browser' (Chrome 60.0.3112.113). Below these are 'Tags' and an 'Edit' button. To the right, a 'LAST LOGIN' section shows '10/04/17 12:21:54 PST'. A 'Quick Actions' menu is open, listing 'Reset Password' (which has a blue arrow pointing to it), 'Send Invite Email', 'Turn Off Test Mode', and 'Disable User'. At the bottom, there are 'Sites' and 'Deleted Sites (0)' sections.

Reset team member password

Set Access Level

The screenshot shows the Weebly Designer Platform. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, SUPPORT, and a language dropdown. Below the navigation is a secondary navigation bar with tabs: Clients, Staff (which is active and highlighted in black), Company Portal, and Settings. A link 'Return to Staff List' is also present. The main content area shows a profile for 'John Doe' with fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There are 'Reset password' and 'Save Settings' buttons. To the right, a 'Access Level' section is expanded, showing two radio buttons: 'Administrator' (selected) and 'Staff Member'. It includes a description: '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.' A checkbox 'Allow this person to edit all clients and client sites' is checked. At the bottom, a red button says 'Delete this person' with the note: '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.

The screenshot shows the 'Edit Team Member' page for 'John Smith'. The left sidebar has a 'TEAM' section selected. The main form shows 'Name' (John Smith), 'Email' (rwhitmore+johnsmith@weebly.com), and a 'Role' section. A table lists five roles: Admin, Technical, Support, Editor, and Finance. Under 'Manage Users', 'Manage Sites', and 'Team Members', the 'Technical' role is assigned 'View & Edit' permissions. Under 'Account Settings' and 'Billing', the 'Technical' role is assigned 'View' permissions. The 'Finance' role is not assigned to any of these categories. A 'Save' button is at the top right, and a 'Delete Member' button is at the bottom.

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

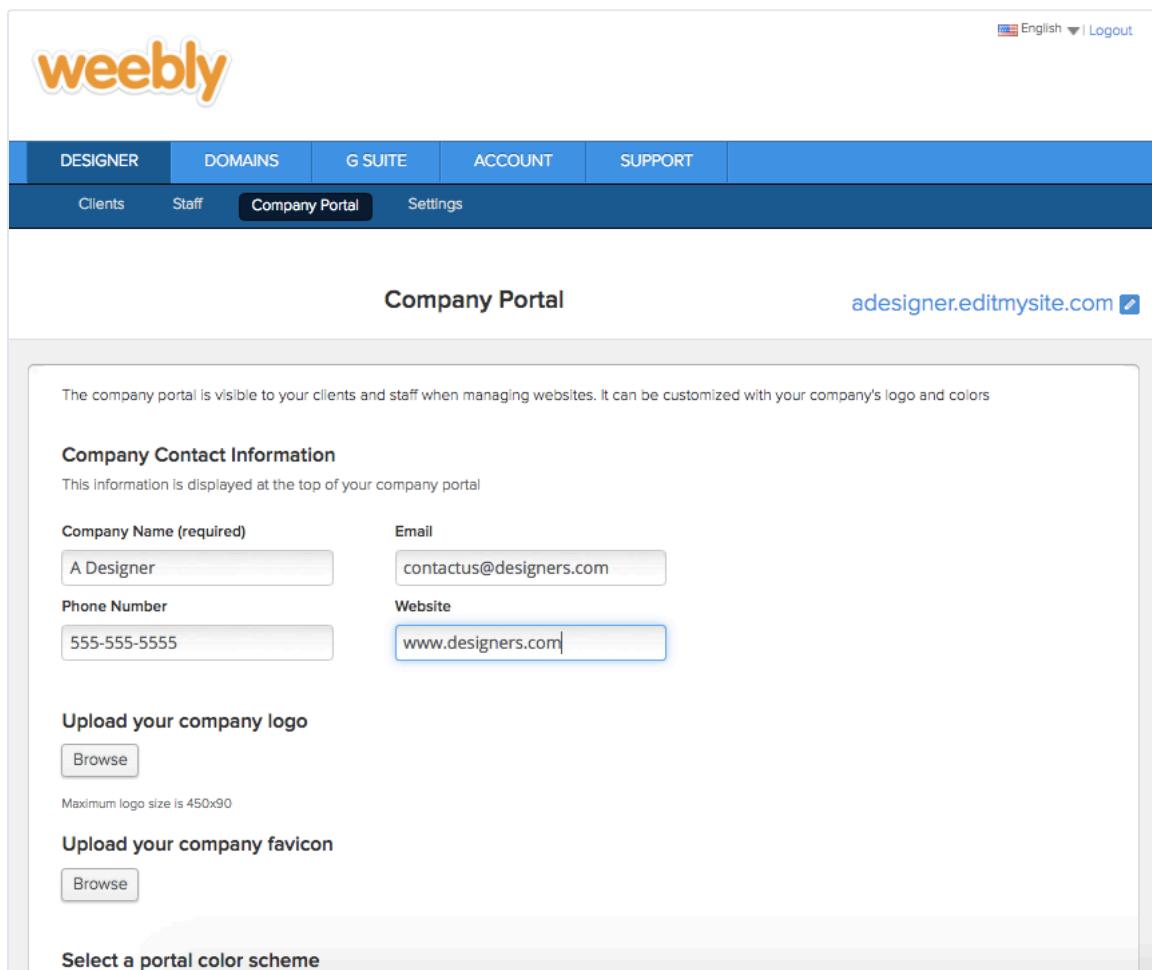
Team member detail page

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 (page 30).

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 settings 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, Company Portal (which is highlighted in blue), and Settings. The main content area has a title "Company Portal" and a URL "adesigner.editmysite.com". A sub-header says "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 (containing "A Designer"), Email (containing "contactus@designers.com"), Phone Number (containing "555-555-5555"), and Website (containing "www.designers.com"). There are also 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

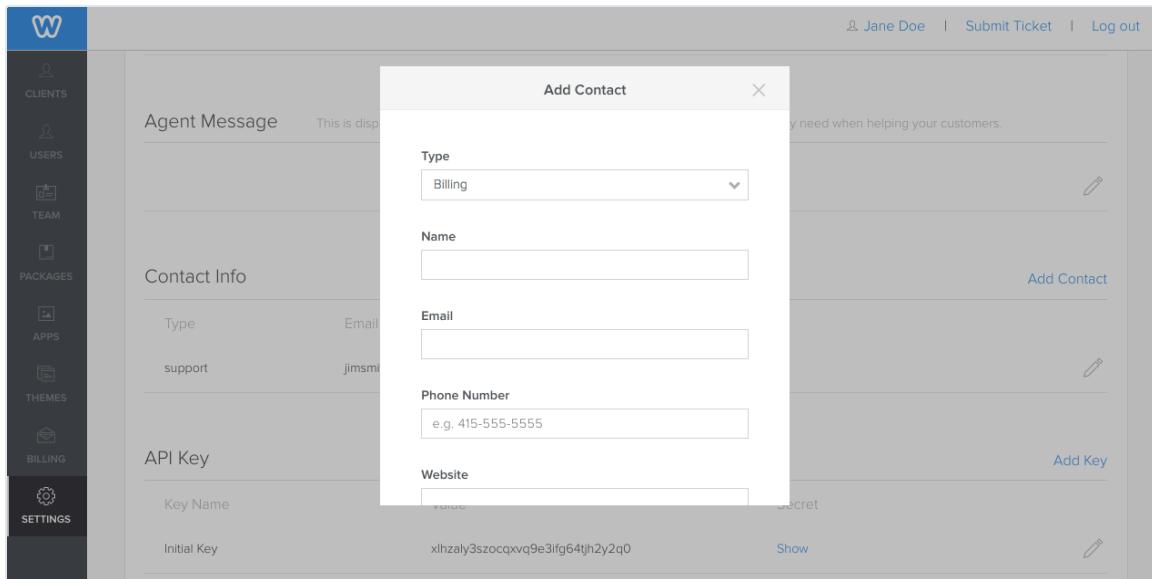
More info about the different contact types and how they are used can be found here: https://cloud-designer.weebly.com/ds_gs_configure.html#set-contact-info

↗ Click the **Add Contact** link to add a new contact.

The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with icons and labels: CLIENTS, USERS, TEAM, PACKAGES, APPS, THEMES, BILLING, and SETTINGS. The SETTINGS icon is highlighted with a blue bar. At the top right are links for Jane Doe, Submit Ticket, and Log out. The main content area has three sections: Agent Message, Contact Info, and API Key. The Agent Message section contains a text input field with placeholder text: "This is displayed to Weebly support agents and can include any information they may need when helping your customers." The Contact Info section contains a table with columns for Type, Email, Phone Number, and Website. A row shows "support" as the type, "jimsmith@email.com" as the email, "555-555-5555" as the phone number, and an empty website field. The API Key section contains a table with columns for Key Name, Value, and Secret. A row shows "Initial Key" as the key name, "xihzaly3szocqvxq9e3ifg64tjh2y2q0" as the value, and a "Show" button for the secret. There are "Add Contact" and "Add Key" buttons at the end of their respective sections. Edit icons are located at the end of each row in the Contact Info and API Key tables.

Contact info in the Cloud Admin

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



Add new contacts

Brand the Cloud Admin and Customer Portal

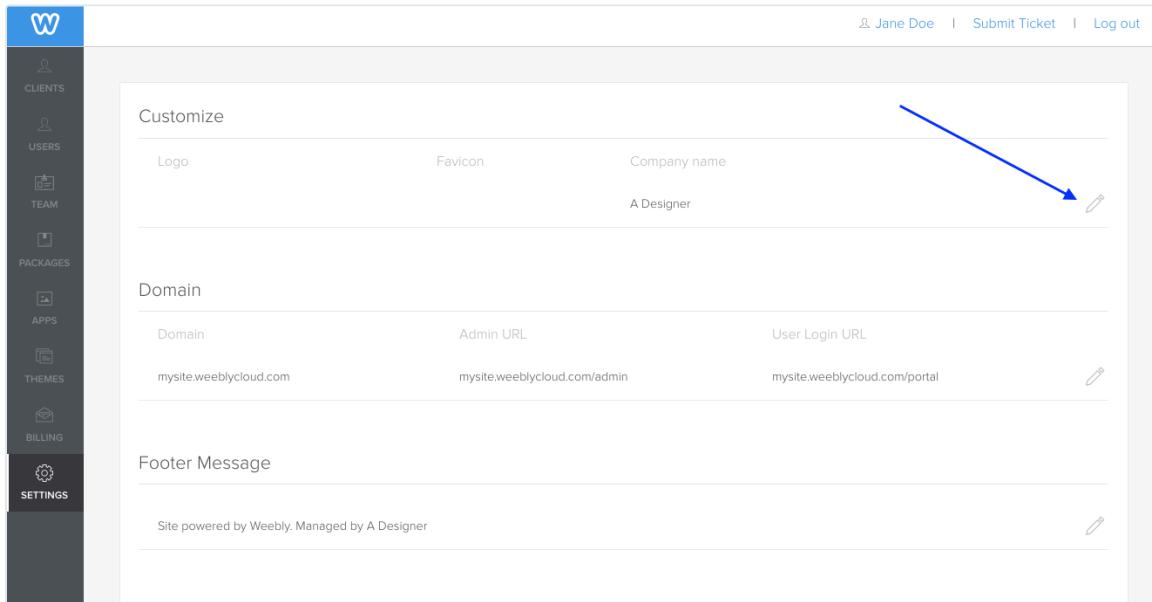
The screenshot shows the Weebly Designer Platform's branding configuration screen. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff, and Company Portal. The main content area is titled "Company Portal" and displays the URL "adesigner.editmysite.com". A sub-section titled "Company Contact Information" asks for company name (A Designer), email (contactus@designers.com), phone number (555-555-5555), and website (www.designers.com). There are sections for uploading a company logo and favicon, both with "Browse" buttons. A "Select a portal color scheme" section features a grid of color swatches for Header Area, Menu Bar, Menu Text Color, and Background. The "Custom" row allows users to choose specific colors. At the bottom, there are "Preview Portal" and "Save Settings" buttons.

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

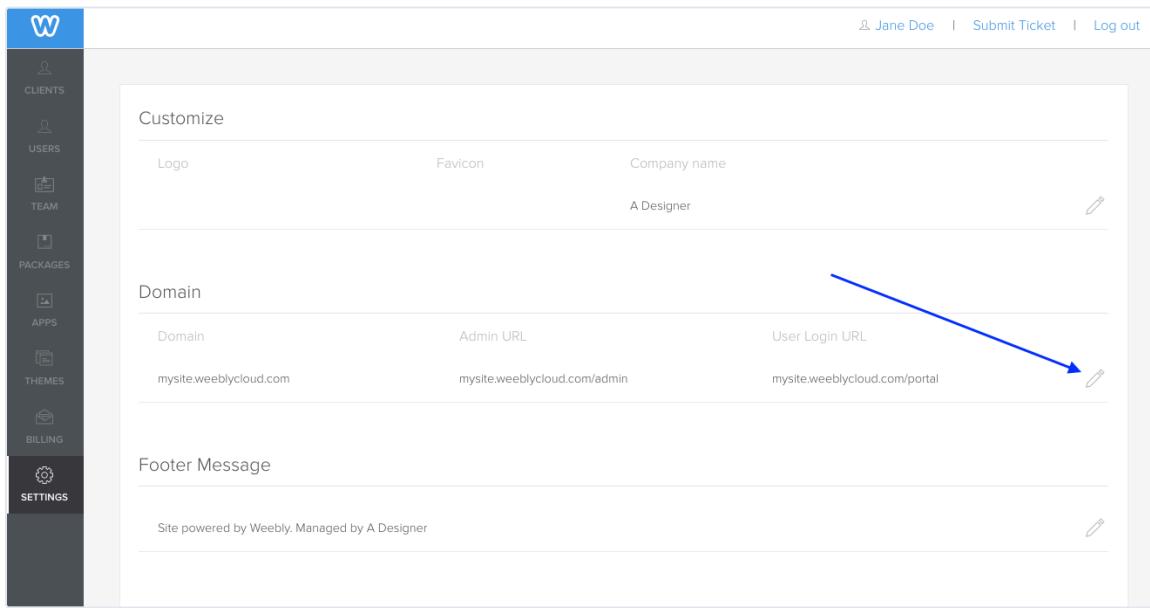
More info about where the icons and footer message display can be found here:
https://cloud-designer.weebly.com/ds_gs_configure.html#brand-your-sites-and-the-cloud-admin ↗.

Set URLs

The screenshot shows the Weebly Designer Platform's 'Settings' page. At the top, there are tabs for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below these are sub-tabs: Clients, Staff, Company Portal, and Settings, with 'Settings' being the active tab. In the top right corner, there is a language selection (English) and a Logout link. The main content area is titled 'Settings' and contains three sections: 'Company Portal Address', 'Website Preview Address', and 'Other Options'. The 'Company Portal Address' section has a field containing 'adesigner.editmysite.com' and a link to 'Choose a different subdomain or use your own domain'. A note below says, 'This is where staff members log in to manage and create client websites.' The 'Website Preview Address' section has a field and a link to 'Use a different domain'. A note below says, 'This is the address used in preview URLs when a website is in development. For example: http://preview.editmysite.com/4G6Oc.20648dfb8ba5c50ed69328a8e18e04dc'. The 'Other Options' section contains a checkbox for 'Include your logo in emails to your clients.' and a blue 'Save Options' button.

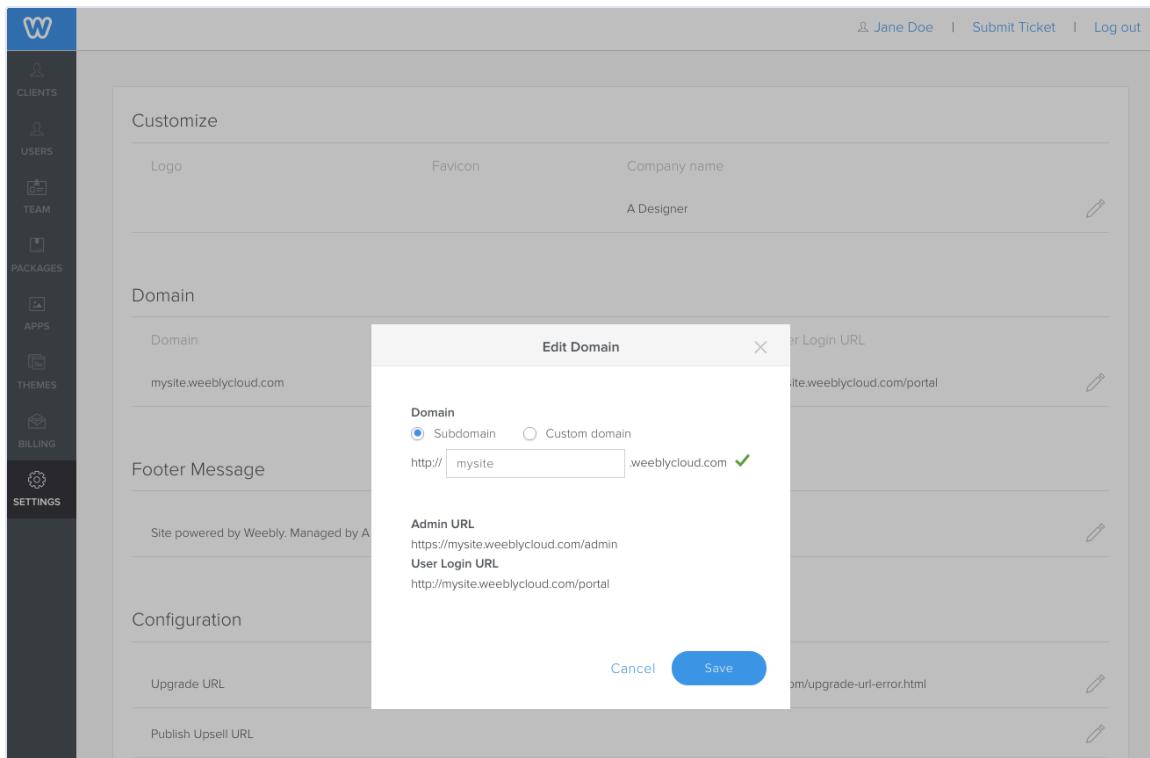
Setting URLs in Designer Platform

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

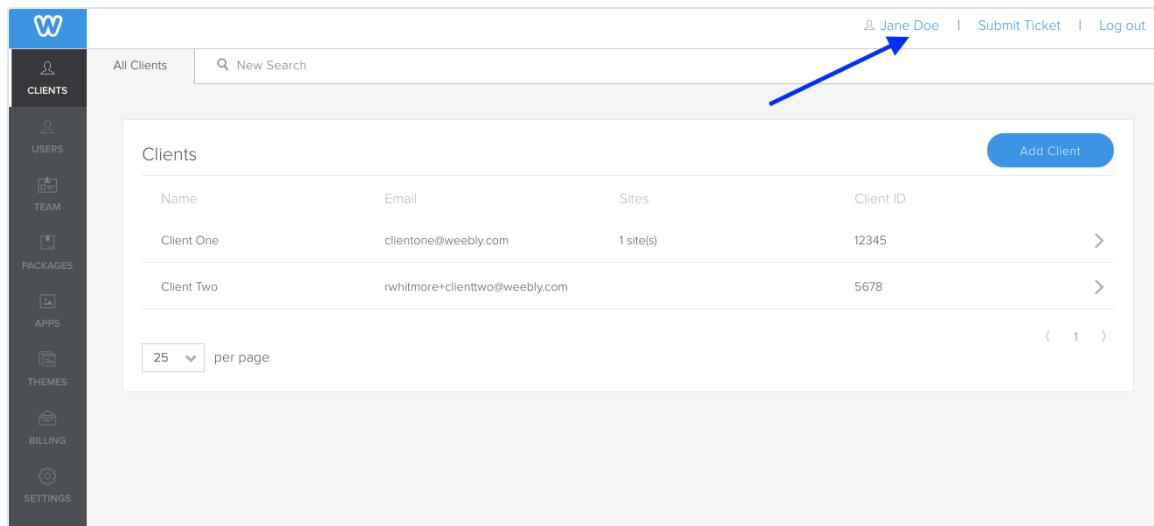
This topic shows how to edit your account information.

The screenshot shows the 'Account Settings' page of the Weebly Designer Platform. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT (which is selected), and SUPPORT. On the far right of the header are language and logout options. Below the header, the title 'Account Settings' is displayed, along with 'My Account' and 'Login History' buttons. The main content area is divided into several sections:

- General Settings**: Includes fields for Password (*****), Email (ADesigner@weebly.com), and Full Name (A Designer), each with a 'change' link.
- Login Options**: Buttons for 'Connect with Facebook' (with a blue 'f' icon) and 'Connect with Google+' (with a white 'g' icon).
- Designer Platform**: A description of the Designer Platform as a white label solution for designers, mentioning clients can update their own sites through a portal branded with the company's colors and logo. It includes a 'Disabled' and 'Enabled' toggle switch, currently set to 'Enabled'.
- Delete Account**: A link to click to delete the Weebly account.

Account info in Designer Platform

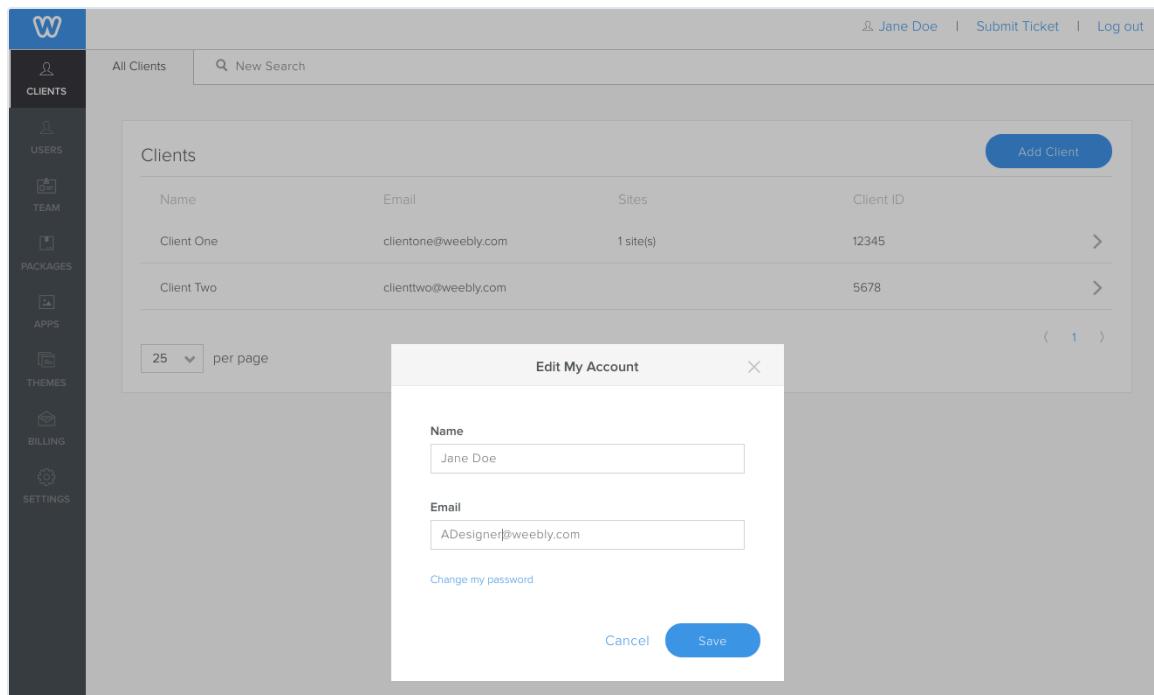
You access your account settings by clicking your account name at the top navigation bar of the Cloud Admin.



The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is highlighted. The main area has tabs for 'All Clients' and 'New Search'. Below is a table titled 'Clients' with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the bottom is a dropdown for 'per page' and a page number '(1)'. In the top right corner, the account name 'Jane Doe' is displayed with a blue arrow pointing to it, and there 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.



The screenshot shows the same Weebly Cloud Admin interface as above, but with an 'Edit My Account' modal overlaid. The modal has fields for 'Name' (containing 'Jane Doe') and 'Email' (containing 'ADesigner@weebly.com'). There is also a 'Change my password' link. At the bottom are 'Cancel' and 'Save' buttons. The background table of clients is dimmed.

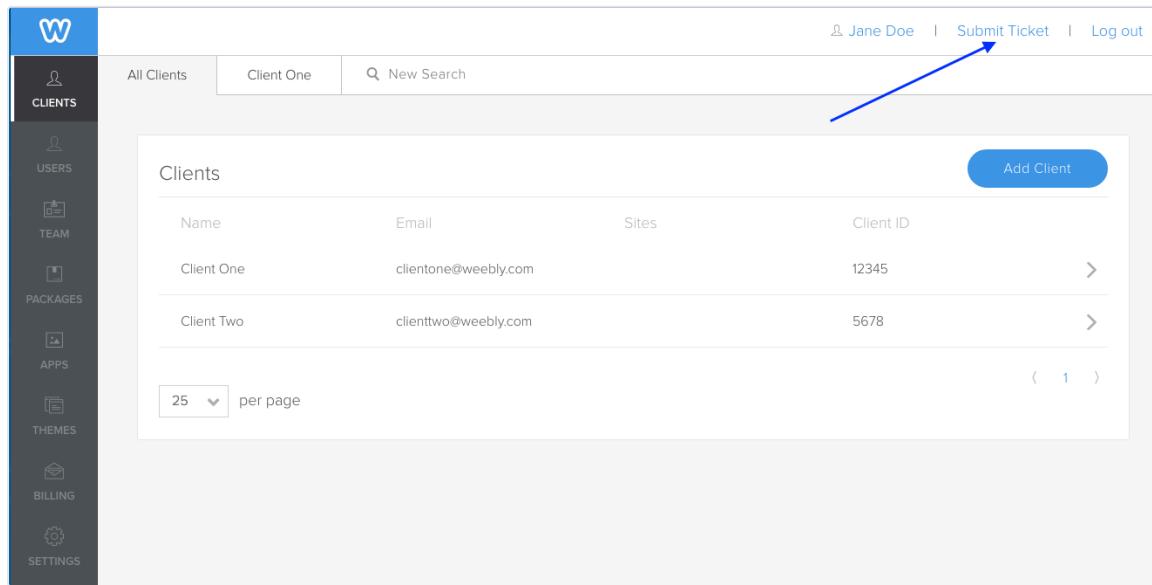
Edit account info

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 sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'CLIENTS' icon is selected. The main area shows a table of clients with columns for Name, Email, Sites, and Client ID. There are two clients listed: 'Client One' and 'Client Two'. At the top right of the main area, there are links for 'Jane Doe', 'Submit Ticket' (which has a blue arrow pointing to it), and 'Log out'. A 'New Search' bar is also present at the top.

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

25 per page

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.