



Designer Platform Migration to Weebly Cloud

How to do Your Work in the Cloud Admin

Last generated: November 27, 2017

 WeeblyCloud

© 2017 Weebly. All rights reserved.

Table of Contents

Migrating from Designer Platform to Weebly Cloud

Migrating to Weebly Cloud for Designers	2
Working with Clients	4
Working with Sites	12
Controlling Access to a Site.....	30
Working with Staff.....	34
Configuring the Company Portal	44
Setting Up Your Account	51
Getting Support	53
Retired Features.....	54

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

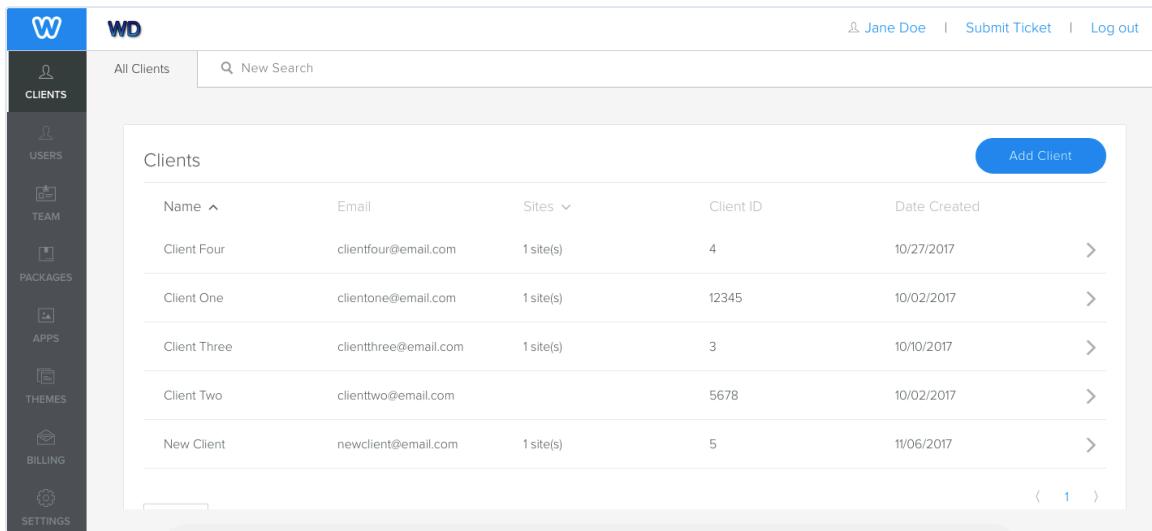
Welcome to the new Weebly Cloud for Designers!

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

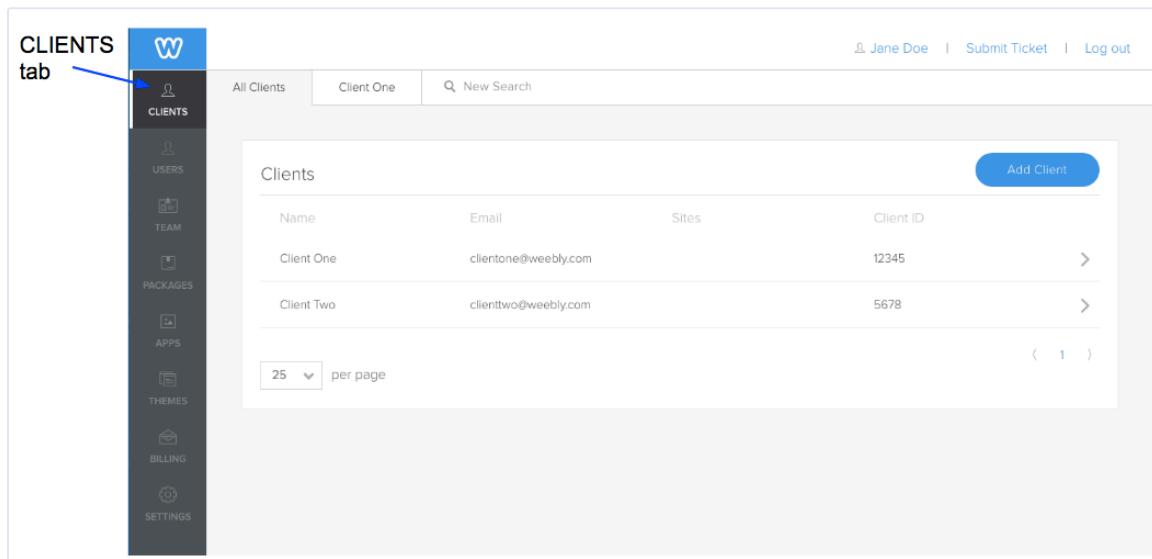
View Your Client List

The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with tabs: Clients (which is selected and highlighted in blue), Staff, Company Portal, and Settings. In the main content area, there's a heading "Client List" followed by a search bar containing "Search...". To the right of the search bar is a button labeled "Add Client". Below this, there are two client entries: "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.



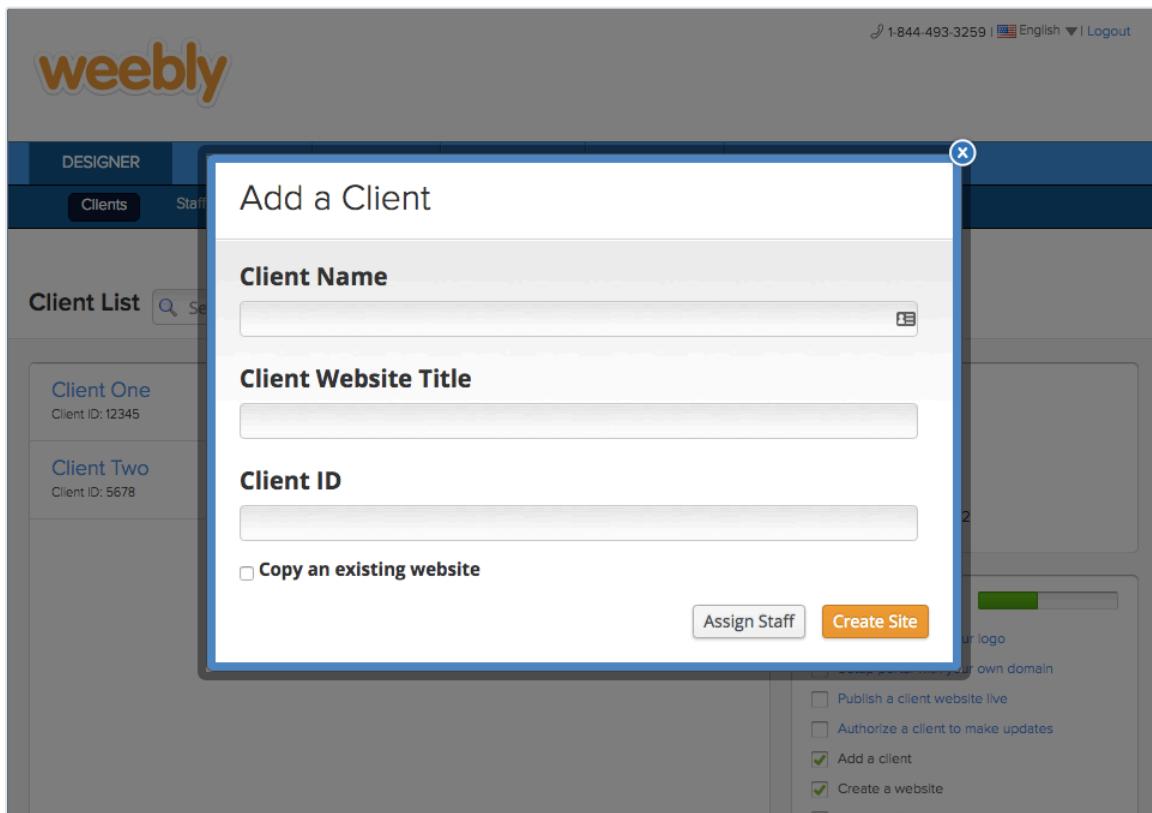
The screenshot shows the Weebly Cloud Admin interface. On the left is a vertical sidebar with a dark grey background and white icons. The 'CLIENTS' icon is highlighted with a blue arrow pointing to it from the text above. At the top right, there are links for 'Jane Doe', 'Submit Ticket', and 'Log out'. 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 of the table are pagination controls showing '25 per page' and page numbers '(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.

A screenshot of the Weebly Cloud 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 a table of clients with columns for Name, Email, Sites, and Client ID. Two clients are listed: 'Client One' and 'Client Two'. At the top right of the main area is a blue 'Add Client' button with a blue arrow pointing to it. The top navigation bar includes 'Jane Doe', 'Submit Ticket', and 'Log out'.

Add a client from the client list

A screenshot of the Weebly Cloud interface showing the 'Client Details' modal window. This window is overlaid on the main 'Clients' list page. The modal has fields for 'Name', 'Email', 'Client ID (optional)', and 'Phone (optional)'. At the bottom are 'Cancel' and 'Add' buttons. The background shows the same client list as the previous screenshot, with the 'Add Client' button visible at the top right.

Add a client

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

Edit a Client

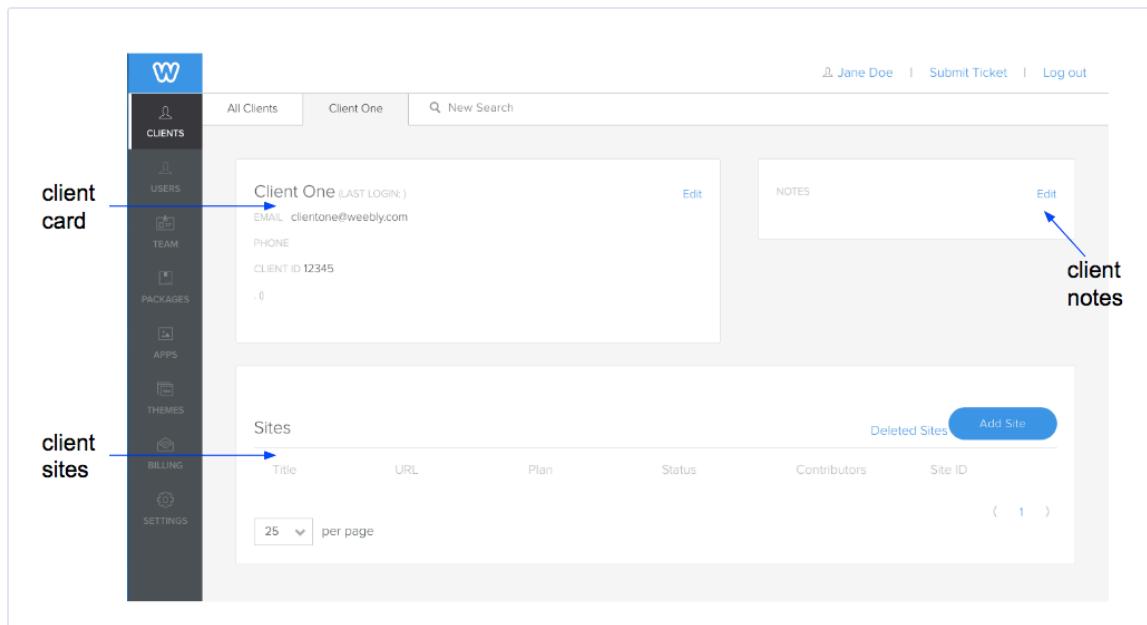
The screenshot shows the Designer Platform interface. At the top, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below the navigation bar, there's a secondary navigation bar with tabs: Clients (which is selected and highlighted in black), Staff, Company Portal, 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 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 Weebly Designer Platform interface. At the top, there's a header with the Weebly logo, a phone number (1-844-493-3259), language selection (English), and a Logout link. Below the header, there's a navigation bar with tabs: DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Underneath the navigation bar, there's a secondary navigation bar with tabs: Clients (selected), 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 shows a list of clients: Client One (Client ID: 12345) and Client Two (Client ID: 5678). A modal dialog box is open over the list, titled "Edit Client". Inside the dialog, there are two input fields: "Client Name" containing "Client One" and "Client ID" containing "12345". At the bottom right of the dialog is an "Edit" button. To the right of the dialog, there's a sidebar with a "To-Do List" section containing several items with checkboxes, 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.

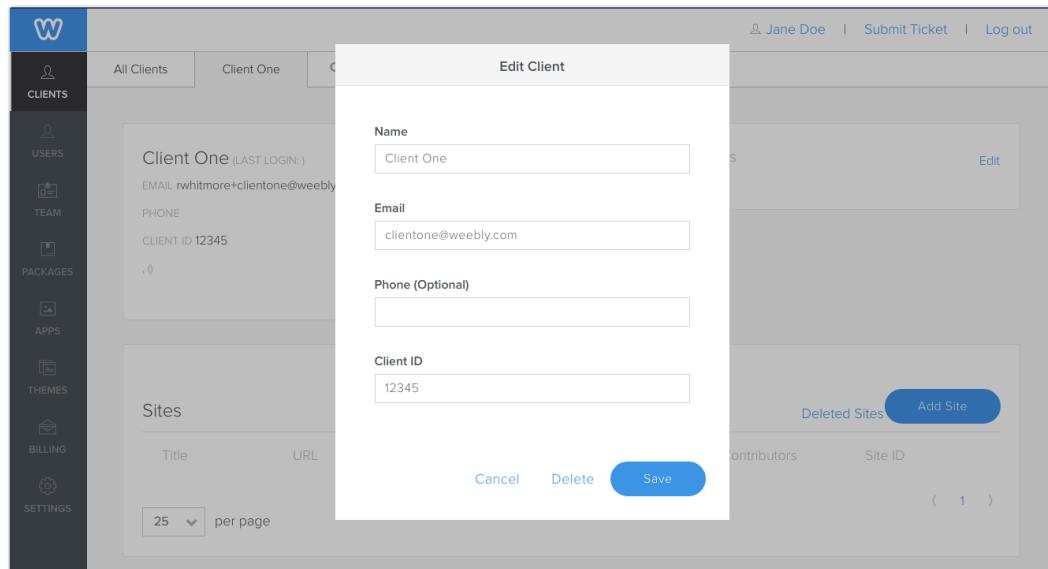


Client details page

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

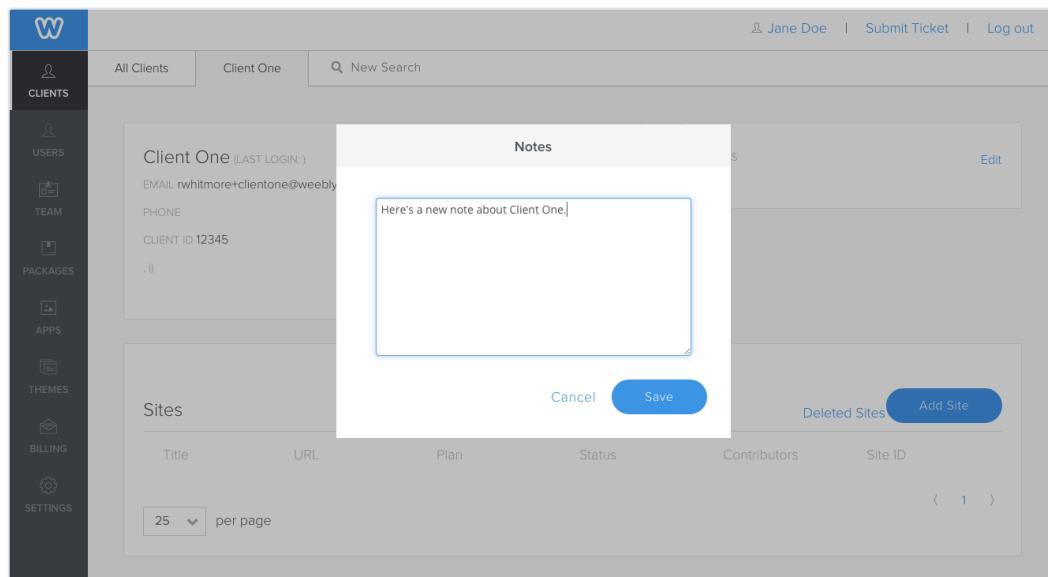
Here's what you can do:

- 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

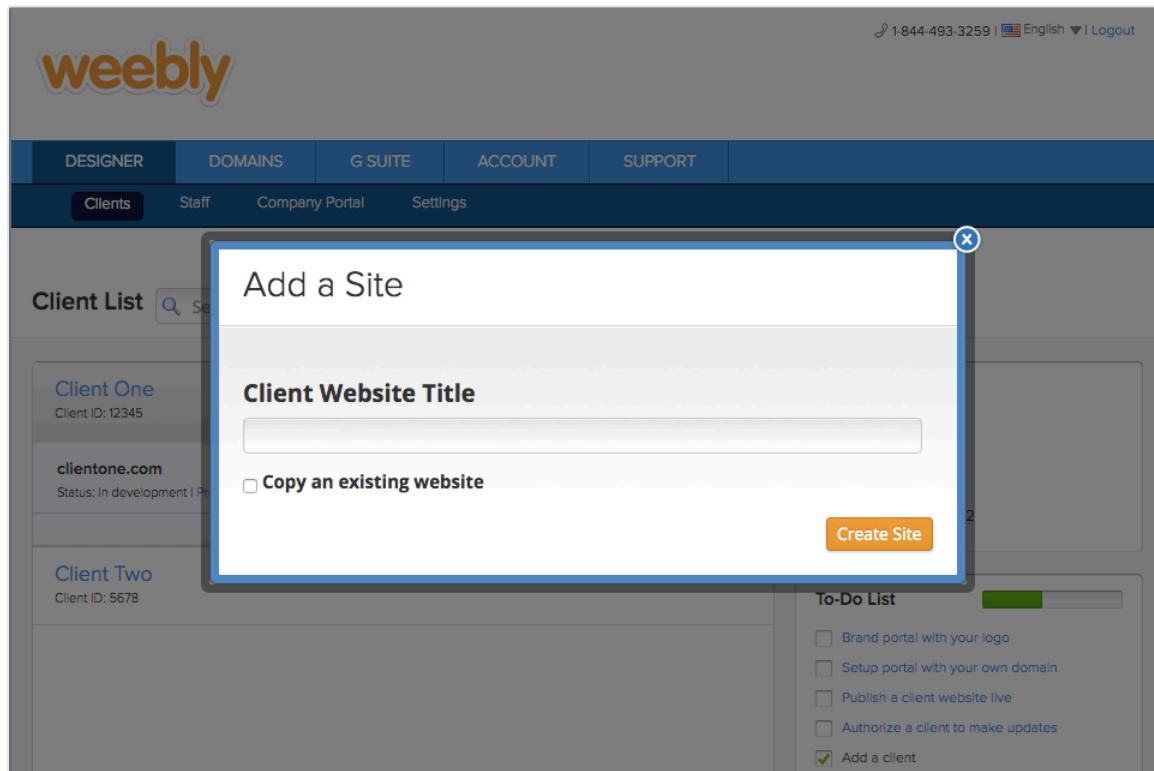
- View the list of client's current sites

- NEW! View a list of any [deleted](#) sites: 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 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.' Below this is a 'Sites' list table with columns: Title, URL, Plan, Status, Contributors, and Site ID. A blue arrow points from the 'Add Site' button in the top right corner of the 'Sites' list to the 'Add Site' button in the 'Add Site' modal window.

Add a site from the client's detail page.

The screenshot shows the 'Add Site' modal window overlaid on the Client One detail page. The modal has fields for 'Site Title' (a text input box), 'Domain' (a text input box), 'Plan' (a dropdown menu set to 'Free'), 'Plan' (radio buttons for 'Monthly' and 'Annual'), and 'Site Template' (radio buttons for 'New Site' and 'Existing Site'). The background shows the same Client One details and the 'Sites' list as in the previous screenshot.

Add a site from the client's detail page.

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

Site's detail page

Edit a Site

Edit a site in the Designer Platform

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

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). 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 with a dark-themed dashboard. The left sidebar features a toolbar with icons for Title, Text, Image, Slideshow, Contact Form, Button, and Structure (with 'Section' selected). The main workspace displays a photograph of a meal being prepared, with text overlays: 'CLICK HERE TO EDIT.', 'Click here to edit.', and a button labeled 'BUTTON TEXT'. The bottom navigation bar includes links for Home, Menu, Private Dining, Chefs, and Contact.

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
Client One	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 the URL 'CLIENTONE.COM'. The left sidebar contains toolbars 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

Last Publish Date
Never

Currently Published
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↗](#).

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 links for Clients (which is selected), Staff, Company Portal, and Settings. A blue arrow points from the 'Delete site' link in the secondary navigation bar down to the 'Delete site' link in the 'Client Access' section of the main content area. The main content area has a title 'clientone.com' and includes a 'Preview | Delete site' link. Below this is a large orange 'Edit Site' button. To the right of the 'Edit Site' button are five small buttons labeled 'Client Access', 'Staff Access', 'Stats', 'Comments', and 'Form Entries'. The 'Client Access' section contains fields for First Name, Last Name, and Email*, all of which are empty. It also contains two groups of checkboxes under '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'.

Delete a site in Designer Platform

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

The screenshot shows the 'Site Details' page for a site named 'New Site' with the URL 'mynewsite.designer.com'. On the right side, there is a 'Quick Actions' section with four options: 'Delete Site' (highlighted with a blue arrow), 'Re-Index Site', 'Set Domain', and 'Un-Index Site'. Below this are links for 'Add as Template' and 'Site Preview'. 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). At the bottom left of the main area are 'Tags' and 'Edit' buttons.

Delete a site

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

The screenshot shows the 'Client One' detail page. On the right, there is a 'NOTES' section with an 'Edit' button. Below it is a 'Sites' table with columns: Title, URL, Plan, Status, Contributors, and Site ID. At the bottom of the table is a 'Deleted Sites' button (highlighted with a blue arrow) and an 'Add Site' button. The table also includes a dropdown for '25 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 \(page 18\)](#) link on the client detail page.

The screenshot shows the Weebly Cloud interface with a sidebar on the left containing icons 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, showing a single deleted site entry:

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

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)".

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 is a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area shows a site detail page for 'Mill Clothing' with sections for Tags, Editor Access Suspended (No), Theme (Haberdasher), and Theme ID (116005133769609133). Below this is a 'Contributors' table with two entries: 'Client One' and 'John Smith'. Under the 'Pages' section, there is a table with columns: Title, Layout, Password, Hidden, Page ID, Blog ID, Indexed, and Deleted Elements (with a gear icon). Six rows are listed: '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...), and 'Updates' (No Header, No, No, 14797508252...). A context menu is open over the gear icon for the 'Blog' page, with options 'Restore Elements' and 'Open in Editor' highlighted.

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, there is a table titled "Deleted pages (0)" with columns for "Indexed" and "Deleted Elements".

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 main feature is a chart titled 'Website Traffic' showing pageviews and unique visitors over time from Sep 6 to Oct 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 the Weebly logo, the text "A Designer", a language selector ("English"), and a "Log Out" button. Below the header, the title "My Sites" is displayed. Under "My Sites", there's a card for a site named "Mill Clothing" with the URL "mynewsite.designer.com" and the plan level "Pro Plan". To the right of the card are "Stats" and "Edit" buttons. The main content area below the card is currently empty.

User Portal

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

The screenshot shows the User Portal for the "Mill Clothing" site. At the top, it displays the Weebly logo, "A Designer", language ("English"), and "Log Out". Below that, there's a back arrow, the text "My Sites", and the site name "Mill Clothing" with an "Edit" button. The main area features a chart titled "Site Statistics" showing pageviews and unique visitors from September 3rd to October 3rd. The chart has a y-axis from 0 to 10 and an x-axis with dates. A legend indicates blue dots for "Pageviews" and black triangles for "Unique Visitors". 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", "KEYWORD", or "REFERRER". A message at the bottom of the table says "No items to display".

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 tabs 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, a sidebar shows the client list with 'clientone.com' selected. In the main content area, there's a large orange 'Edit Site' button. Below it, a section titled 'Comments from' has a dropdown set to 'Blog'. To the right of the dropdown are buttons for 'Show: Recent | Pending (0) | Deleted | Spam' and action buttons for 'Approve', 'Delete', and 'Mark Spam'. A message 'No comments' is displayed. At the bottom of the page are links for 'Client Access', 'Staff Access', 'Stats', 'Comments', and 'Form Entries'.

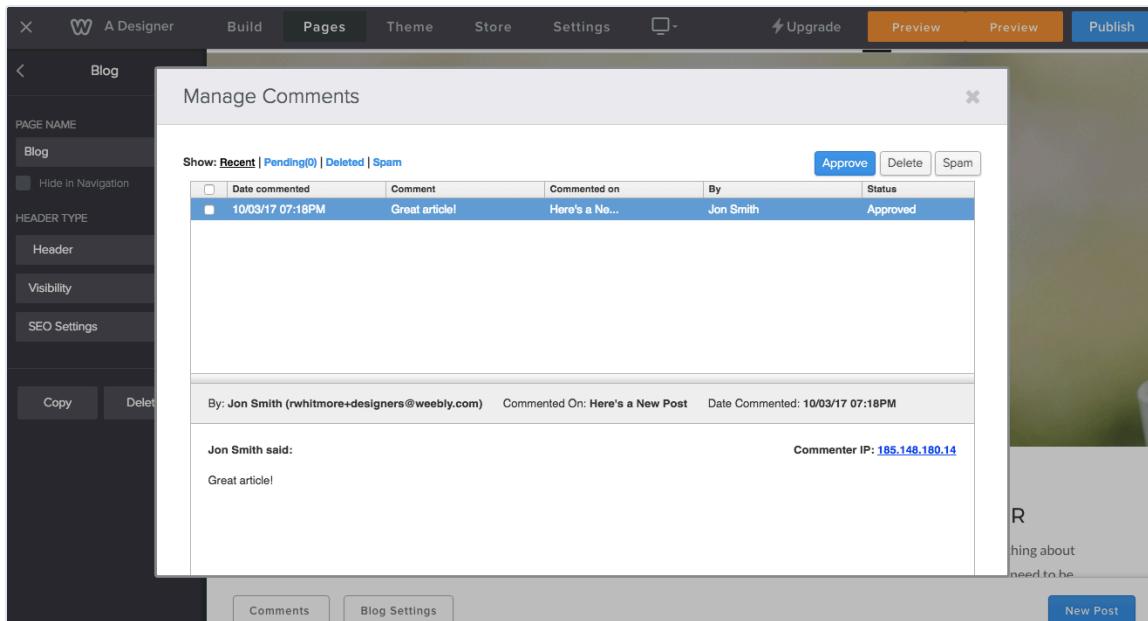
Blog Comments in Designer Portal

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

The screenshot shows the Weebly Editor interface. The top navigation bar includes 'Build', 'Pages' (which is selected), 'Theme', 'Store', 'Settings', 'Upgrade', 'Preview' (which is highlighted in orange), and 'Publish'. On the left, a sidebar for the 'Blog' page shows the 'PAGE NAME' as 'Blog' and the 'HEADER TYPE' as 'Header'. Below these are 'Visibility' and 'SEO Settings' sections with arrows indicating they can be expanded. At the bottom of the sidebar are 'Copy' and 'Delete' buttons. The main content area features a large image of a rose with the text 'CLICK HERE TO EDIT.' overlaid. Below the image, a new blog post is shown with the title 'HERE'S A NEW POST' and the date '10/3/2017'. It has a 'Comments' section with one comment and a 'New Post' button. A blue arrow points from the text 'Blog comments in the Weebly Editor' down to the 'Comments' button in the editor screenshot.

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

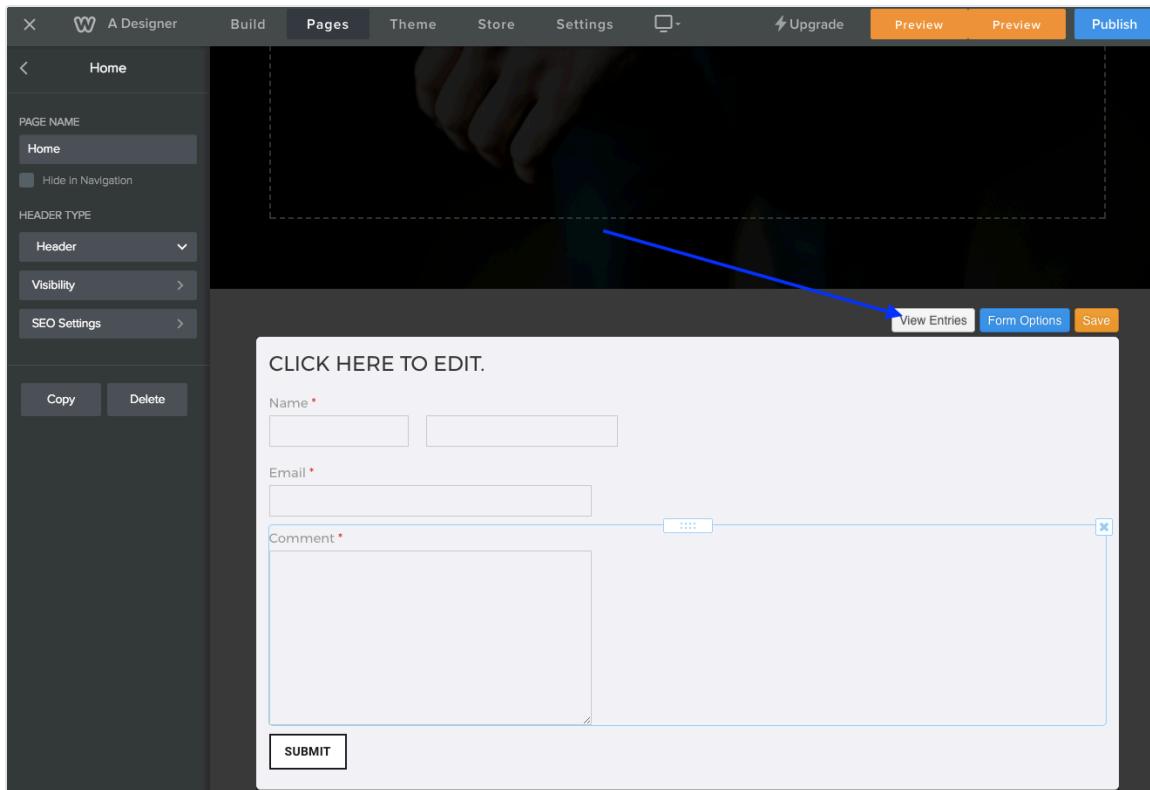
Edit Site Client Access Staff Access Stats Comments Form Entries

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

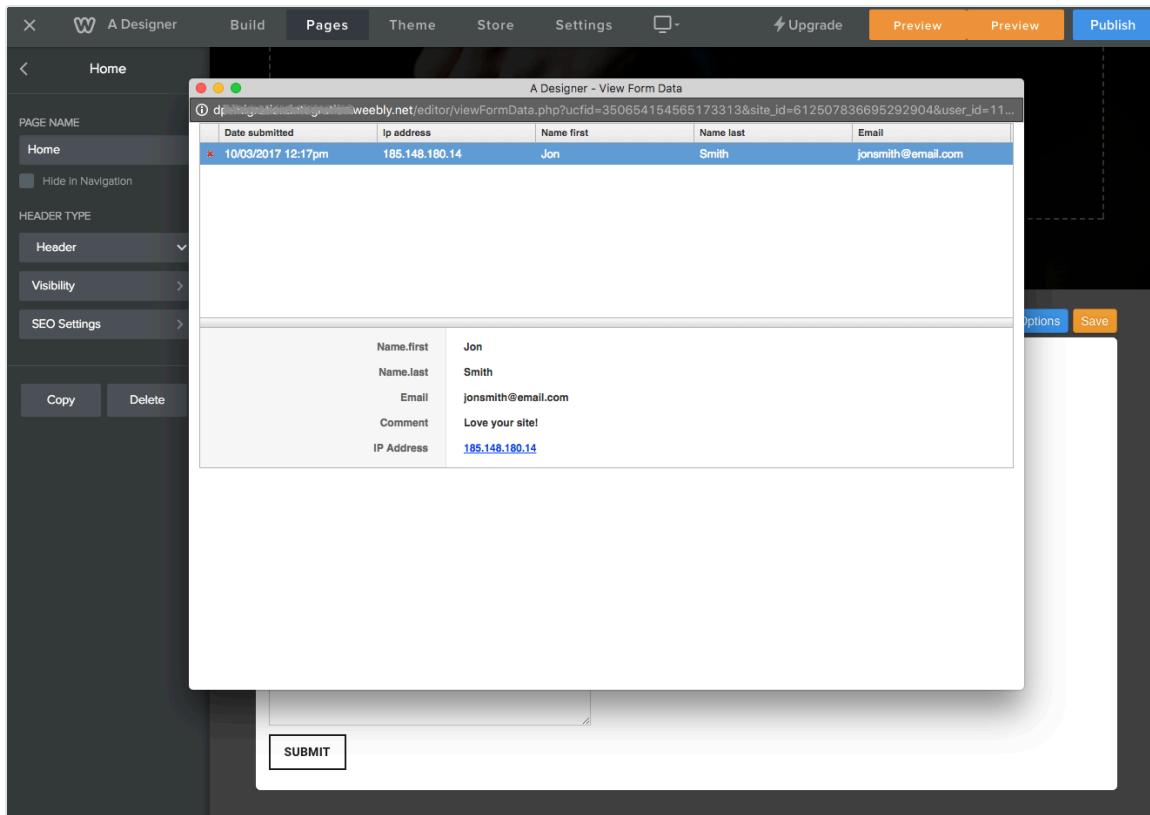
Like blog comments, you access form entries directly from the editor by clicking

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 'Plan' section at the bottom to the 'Change Plan' button. The 'Pages' section shows a table with six rows: About, Blog, Contact, Home, Shop, and Updates. The 'Plan' section at the bottom shows a table with two rows: Name (Pro), Plan (Pro), Hidden (No), Price (\$13.17/month), and 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), Staff, Company Portal, and Settings. The main content area displays the URL "clientone.com" and buttons for "Preview" and "Delete site". On the left, there's an "Edit Site" button. Along the top right, there are links for "Client Access", "Staff Access", "Stats", "Comments", and "Form Entries". The central part of the screen is titled "Client Access" and contains fields for "First Name", "Last Name", and "Email*". Below these are two sections: "Dashboard Permissions" and "Editor Permissions". 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 left is a "Authorize client" button, and at the bottom center is a note: "A temporary password will be generated for you to email the client". A small note at the bottom also states: "*Email address will only be used to allow the client to reset a forgotten password."

Controlling access in Designer Platform

By default, when a site is created for a client, they have no access to it, other than viewing the published site. You can give them specific access levels to a site by making them a *site contributor*. The level of access that you can configure is slightly different than what it used to be.

To set access for a client, from the site's [detail page](#) (page 14), 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 and labels: 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 information like Site ID (612507836695292904), Last Publish Date (Never), and Theme (Haberdasher). To the right of the card is a 'Quick Actions' section with links for Delete Site, Set Domain, Add as Template, and Site Preview. Below the card is a 'Contributors' section with columns for Name, Email, and Permissions. At the bottom right of this section is a blue button labeled 'Add Contributor'. A blue arrow points from this button to the 'Add Contributor' link in the modal window.

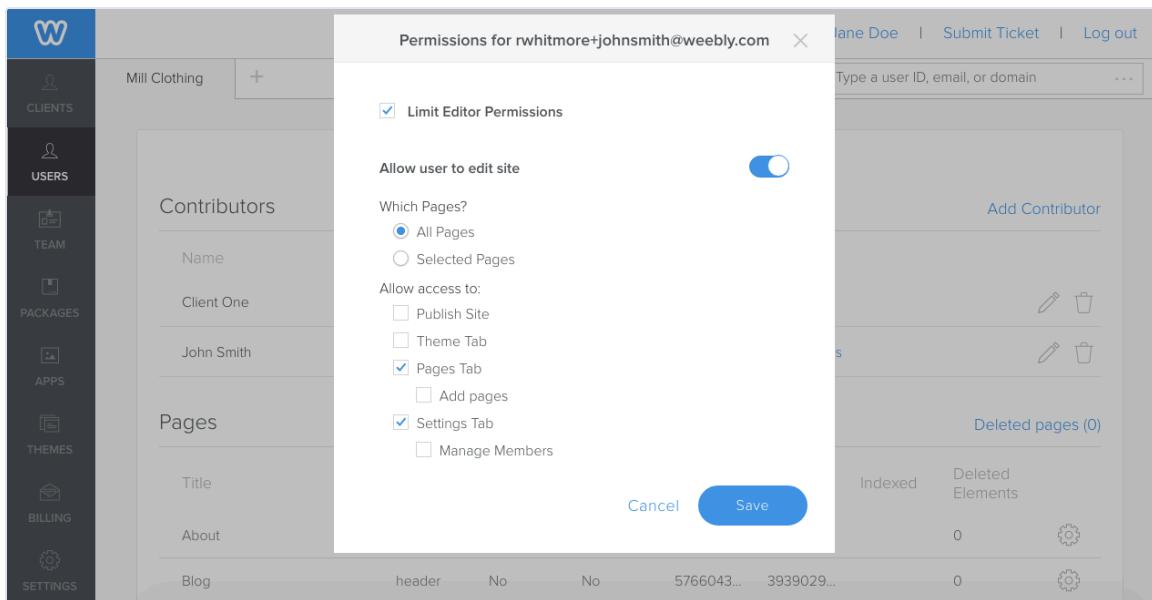
Add site contributors from the site's detail page

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 window. At the top, there are two tabs: 'New User' (which is selected, highlighted in blue) and 'Existing User'. Below these tabs are input fields for 'Name' (with a placeholder box), 'Email' (with a placeholder box), and 'Tags' (with a placeholder box). There is also a checkbox labeled 'Send Invite Email'. At the bottom of the modal are two buttons: 'Cancel' and 'Set Permissions' (which is highlighted in blue).

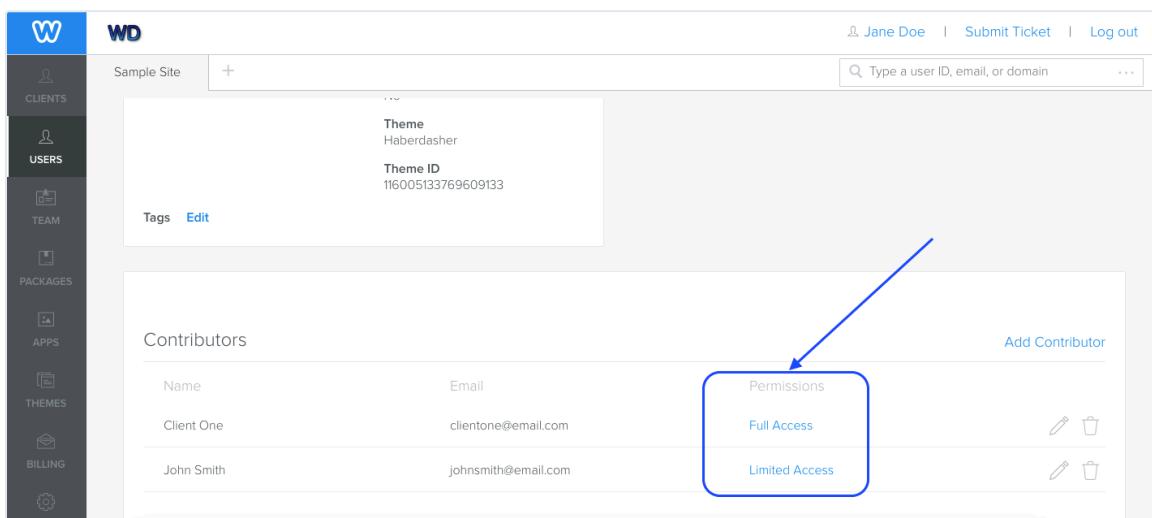
Add site contributor

By default, the new contributor is given full access to the site. To limit access, select **Limit Editor Permissions** and configure the access level. More about setting access levels [here ↗](#).



Set levels of access

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



Manage permissions

Staff Access

The screenshot shows the Weebly Designer Platform interface. At the top, 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 of the screen is a blue "Save Settings" button.

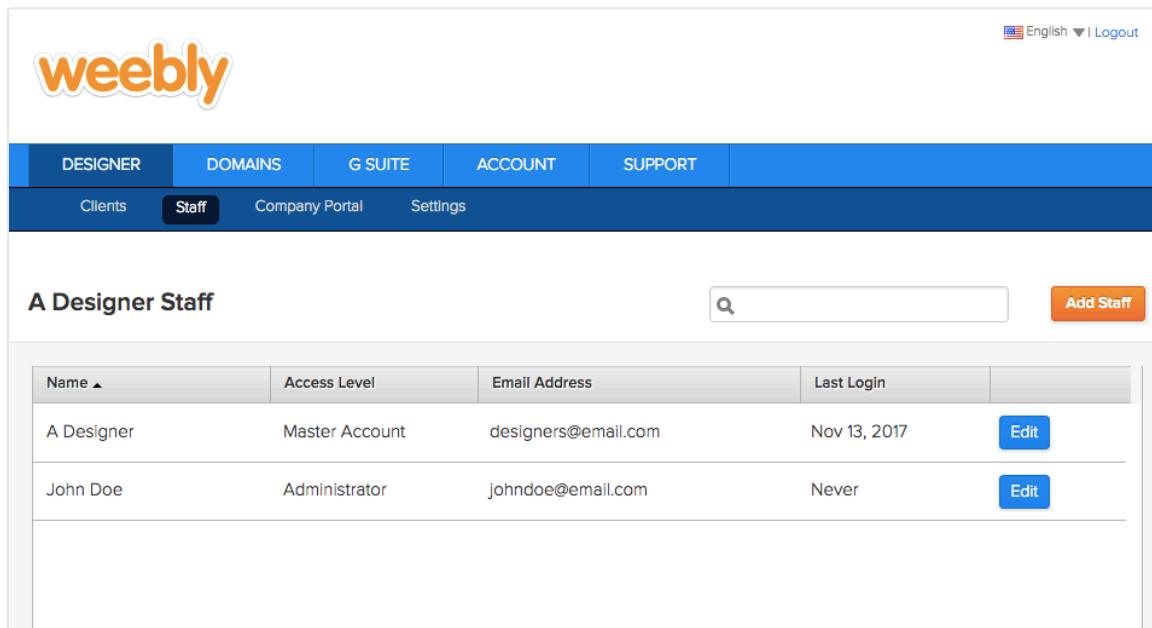
Staff access in Designer Platform

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

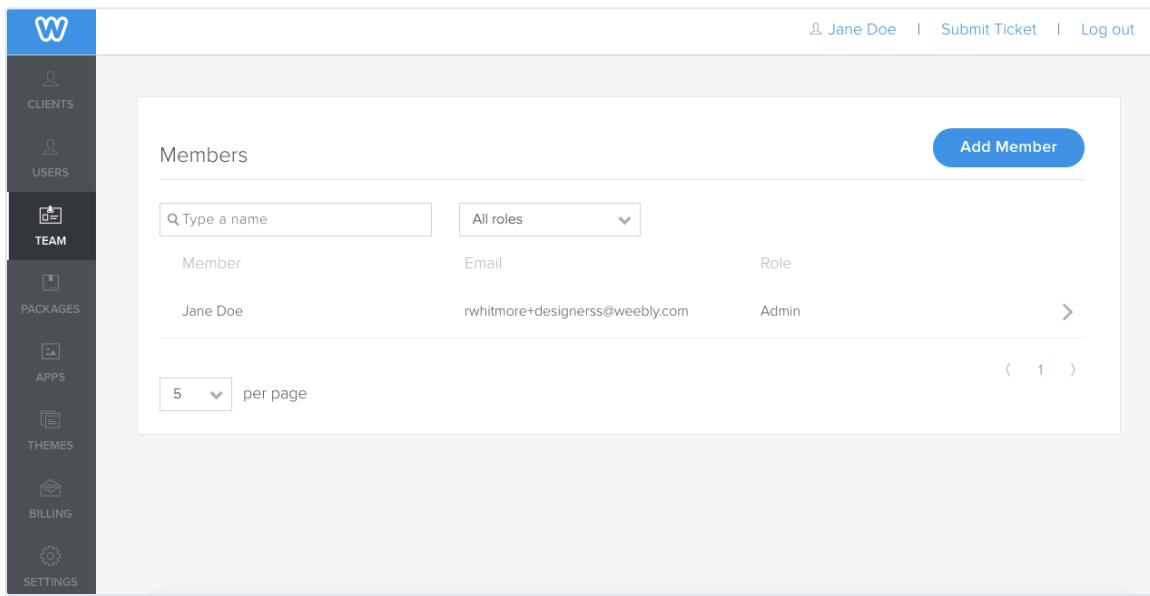


The screenshot shows the Weebly Designer Platform interface. At the top, there's a navigation bar with links for DESIGNER, DOMAINS, G SUITE, ACCOUNT, and SUPPORT. Below this is a secondary navigation bar with links for Clients, Staff (which is highlighted in orange), Company Portal, and Settings. The 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 '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 blue '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's staff management 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. A "weebly" logo is in the top left corner, and a language selection "English" with a dropdown arrow and a "Logout" link are in the top right.

The main content area displays a staff member profile for "John Doe". The profile includes fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There are also "Reset password" and "Save Settings" buttons.

To the right of the profile, there's a "Access Level" section. It contains two radio buttons: "Administrator" (selected) and "Staff Member". Below the radio buttons is a descriptive text block: "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." Underneath this text is a checked checkbox labeled "Allow this person to edit all clients and client sites".

At the bottom left of the profile area is a red "Delete this person" button. To its 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.

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 with a back arrow, the title 'Edit Team Member', and a 'Save' button. Below that is a 'Name' field containing 'John Smith'. Under 'Email', it shows '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 Weebly Cloud Admin interface. On the left is a dark sidebar with a 'W' logo at the top and icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The 'USERS' icon is highlighted. At the top right are links for Jane Doe, Submit Ticket, and Log out. Below these are search fields for 'New Search' and 'johnsmith@weebly.com'. A 'Recent Viewed' section shows a single entry: Email johnsmith@weebly.com and User ID 112750603. The main area is titled 'Users' and lists three users with columns for Email, Sites, and User ID. Each row has an 'Edit' icon on the far right. The users listed are -client-59d2b93ad4c50, -client-59d2b947b7d19, and -client-59d2b9522f0ff, with sites mynewsite.designer.com and User IDs 112626051, 112626079, and 112626107 respectively.

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 Weebly Cloud Admin interface with the 'USERS' tab selected in the sidebar. The main area displays the details for a user named 'John Smith' with the email 'rwhitmore+johnsmith@weebly.com'. The 'ACCOUNT' tab is active. The account information includes: MAIN: None, US (10.8.2.153), User ID: 112750603, Operating System: Mac OS X 10.12.6, and Browser: Chrome 60.0.3112.113. There is an 'Edit' link next to the User ID. To the right, there is a 'LAST LOGIN' timestamp of '10/04/17 12:21:54 PST' and a 'Quick Actions' panel with links for Reset Password, Send Invite Email, Turn Off Test Mode, and Disable User. Below the account details is a 'Sites' section with a note about deleted sites: '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 for managing users. On the left, there's a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area has tabs for ACCOUNT, LOGS, and NOTES. Under ACCOUNT, there's a detailed view of a user named John Smith, including his email (johnsmith@weebly.com), operating system (Mac OS X 10.12.6), browser (Chrome 60.0.3112.113), and a 'Tags' section with an 'Edit' button. To the right, there's a 'LAST LOGIN' section showing '10/04/17 12:21:54 PST'. Below these are 'Quick Actions' buttons for Reset Password (which has a blue arrow pointing to it), Send Invite Email, Turn Off Test Mode, and Disable User. At the bottom, there's a 'Sites' section with a 'Deleted Sites (0)' link.

Reset team member password

Set Access Level

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 link to 'Return to Staff List' is also present. The main content area shows a user profile for 'John Doe' with fields for First Name (John), Last Name (Doe), and Email (rwhitmore+johndoe@weebly.com). There's a 'Reset password' button and a 'Save Settings' button. To the right, there's a 'Access Level' section with a box containing two radio buttons: 'Administrator' (selected) and 'Staff Member'. It also contains a note about administrators having certain privileges and a checked checkbox for 'Allow this person to edit all clients and client sites'. At the bottom, there's a red 'Delete this person' button and a note stating that deleting a person removes their access but not their created websites.

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 in the Weebly Cloud interface. On the left is a vertical sidebar with icons for Clients, Users, Team (selected), Packages, Apps, Themes, Billing, and Settings. The main area has a header with a back arrow, the title 'Edit Team Member', and a 'Save' button. Below this is a 'Name' field containing 'John Smith'. An 'Email' field shows 'rwhitmore+johnsmith@weebly.com'. A 'Role' section contains five radio buttons: Admin, Technical (selected), Support, Editor, and Finance. Below the role selection is a table titled 'Access Matrix' with rows for 'Manage Users', 'Manage Sites', 'Team Members', 'Account Settings', and 'Billing'. The columns represent the roles: Admin, Technical, Support, Editor, and Finance. Checkmarks indicate access levels: Admin has checkmarks in all columns; Technical has checkmarks in Manage Users, Manage Sites, and Account Settings; Support has checkmarks in Manage Users and Manage Sites; Editor has checkmarks in Account Settings and Billing; Finance has a checkmark in Billing. At the bottom is a 'Delete Member' button.

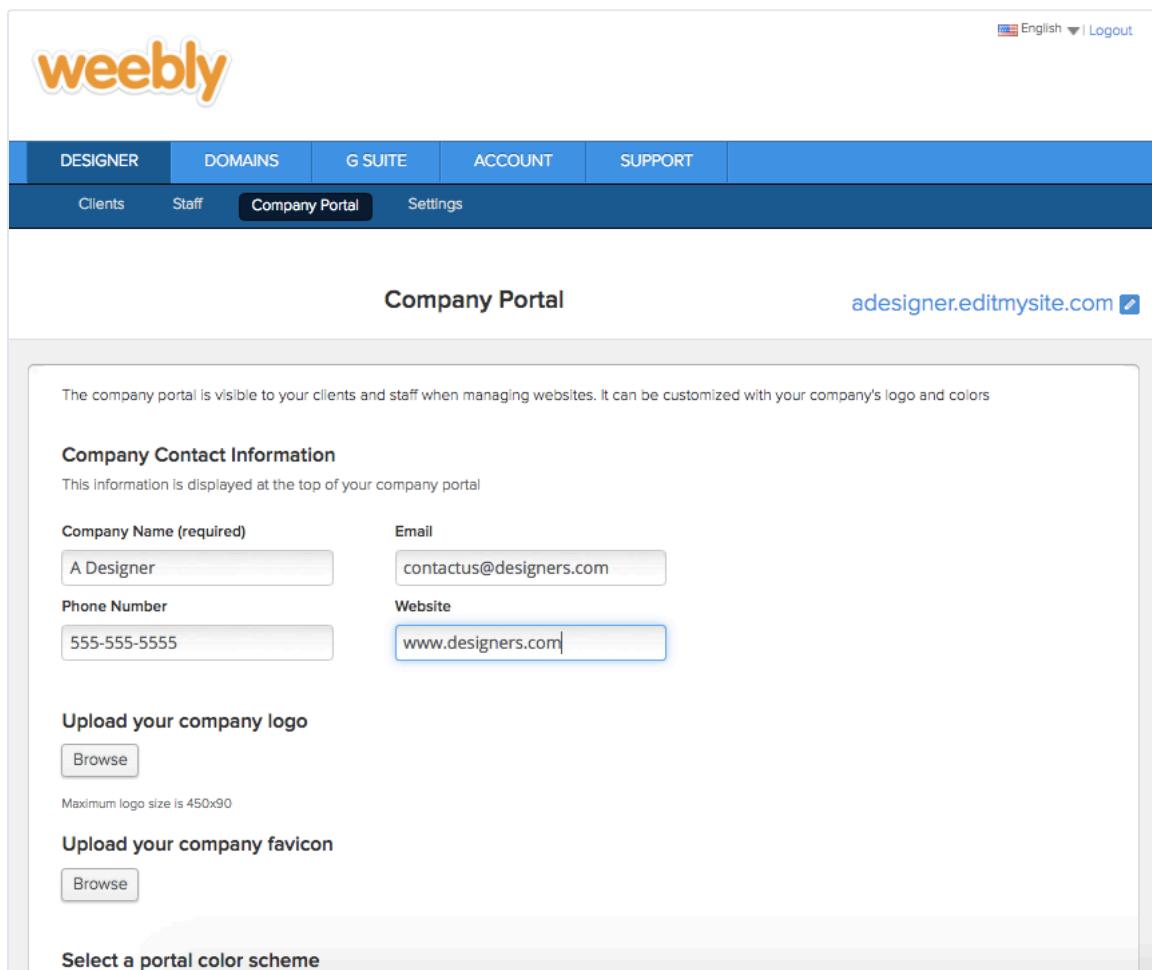
Team member detail page

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 (A Designer), Email (contactus@designers.com), Phone Number (555-555-5555), and Website (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 link "Select a portal color scheme".

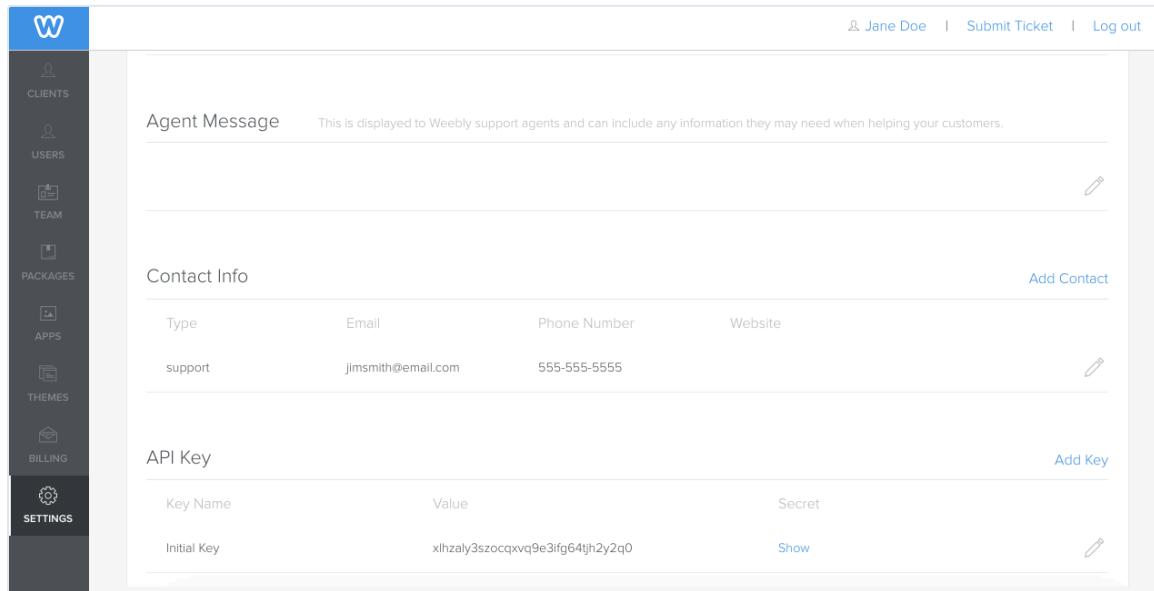
Contact info in Designer Platform

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

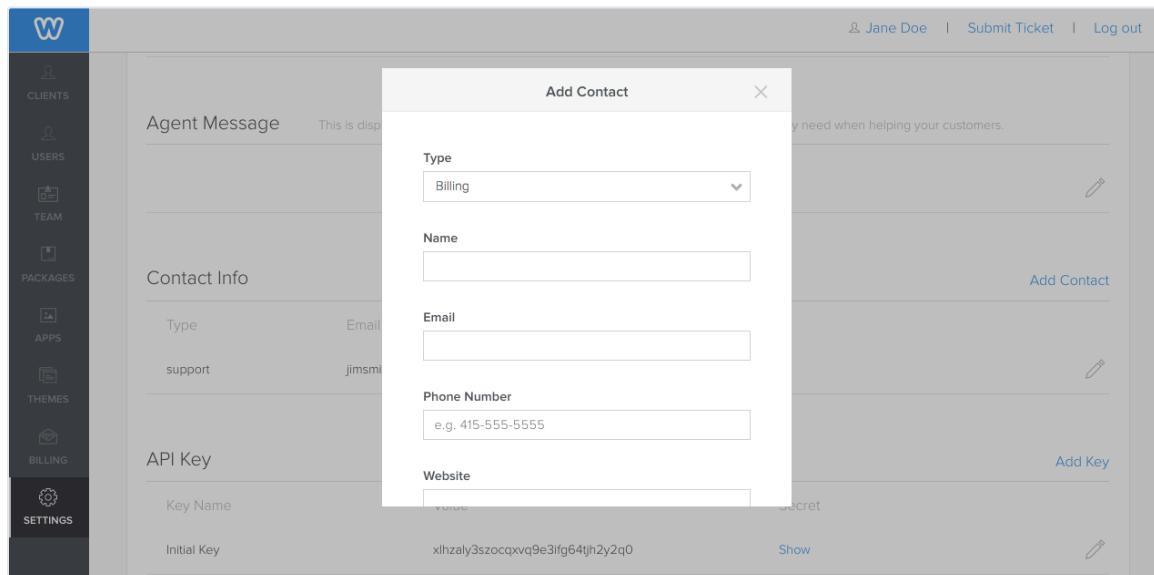
More info about the different contact types and how they are used can be found [here](#). Click the **Add Contact** link to add a new contact.



The screenshot shows the Weebly Cloud Admin interface. On the left is a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The main area displays an Agent Message and Contact Info for a user named 'janes doe'. The Contact Info section includes fields for Type (support), Email (jimsmith@email.com), Phone Number (555-555-5555), and Website. There is also an API Key section with an Initial Key value. A blue 'Add Contact' button is visible in the top right of the Contact Info section.

Contact info in the Cloud Admin

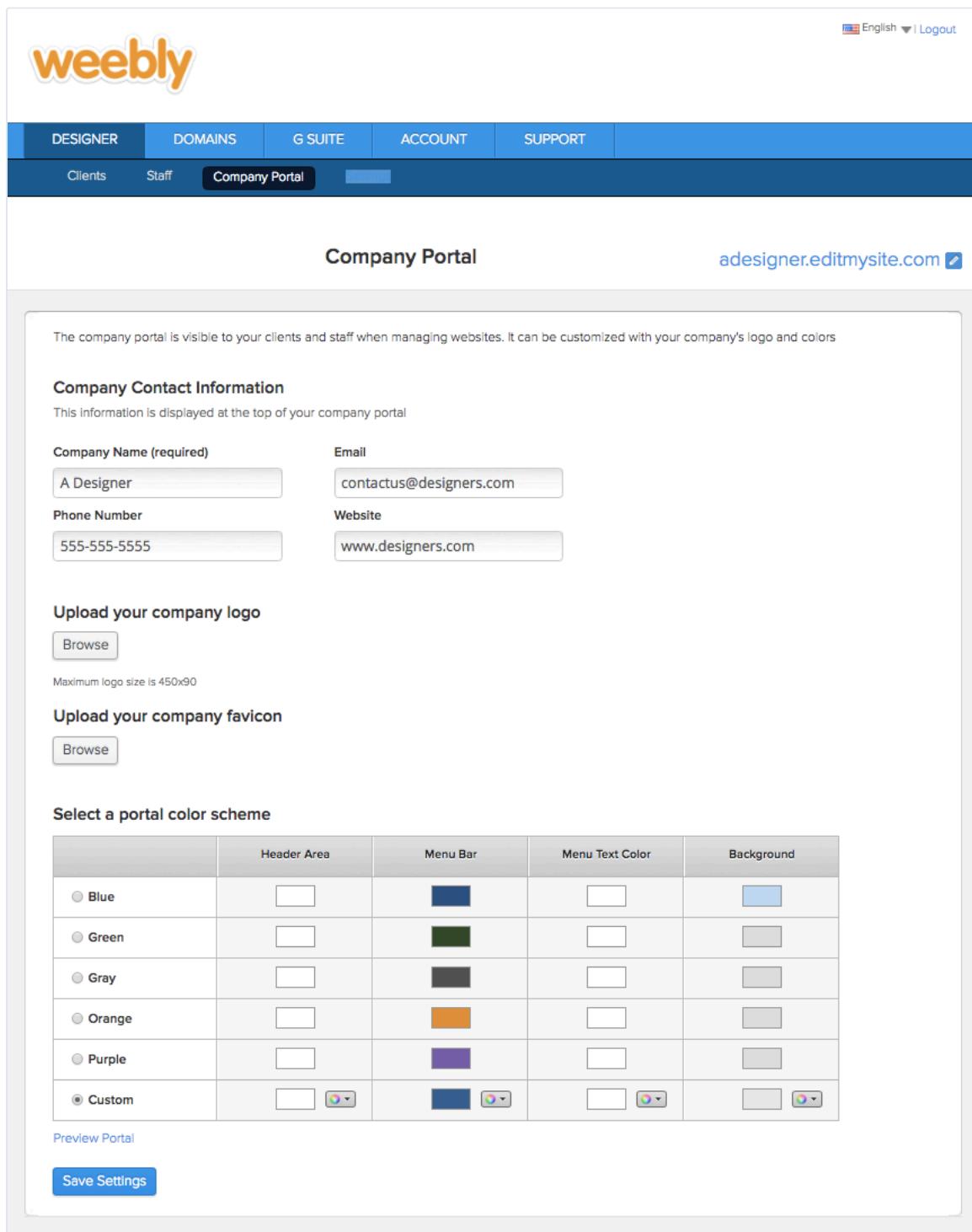
Select a contact type and enter a name, email, and optional phone number and website.



The screenshot shows the Weebly Cloud Admin interface with the 'Add Contact' modal open. The modal has fields for Type (set to Billing), Name, Email, Phone Number (with placeholder 'e.g. 415-555-5555'), and Website. The background shows the same Contact Info section as the previous screenshot, with the 'Add Contact' button now appearing in the bottom right of the Contact Info area.

Add new contacts

Brand the Cloud Admin and Customer Portal



The screenshot shows the Weebly Company Portal branding 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, and Company Portal. The main content area is titled "Company Portal" and displays the URL "adesigner.editmysite.com". 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".

Company Contact Information

This information is displayed at the top of your company portal

Company Name (required)	Email
A Designer	contactus@designers.com
Phone Number	Website
555-555-5555	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="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Green	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Gray	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Orange	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input type="radio"/> Purple	<input type="text"/>	<input type="color"/>	<input type="text"/>	<input type="color"/>
<input checked="" type="radio"/> Custom	<input type="text"/> <input type="color"/>	<input type="color"/> <input type="color"/>	<input type="text"/> <input type="color"/>	<input type="text"/> <input type="color"/>

Preview Portal

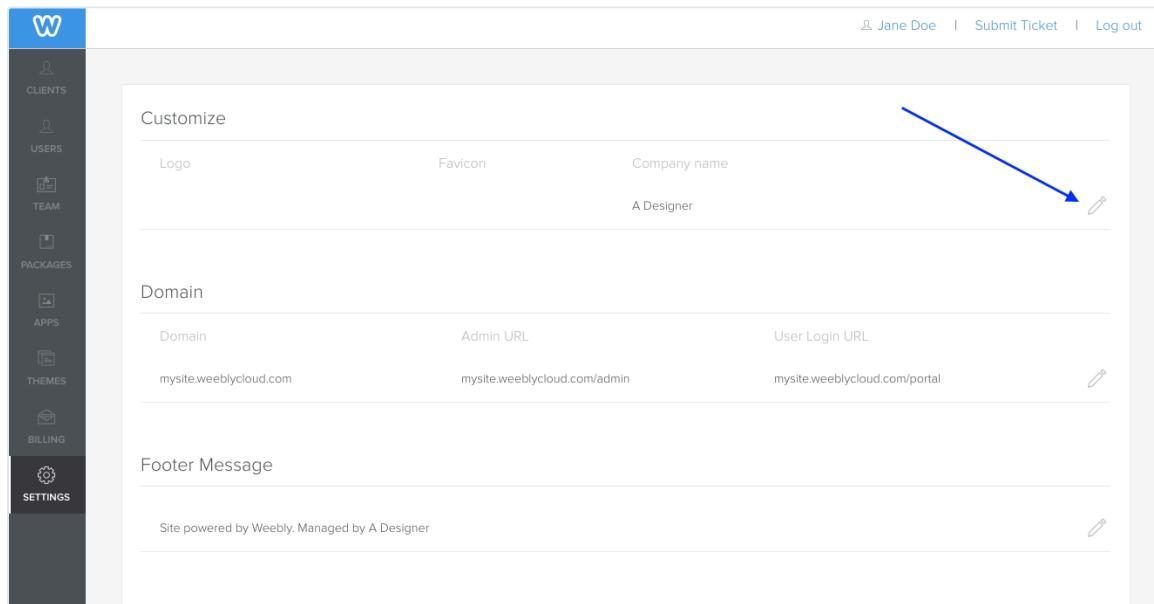
Save Settings

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.



Brand settings in the Cloud Admin

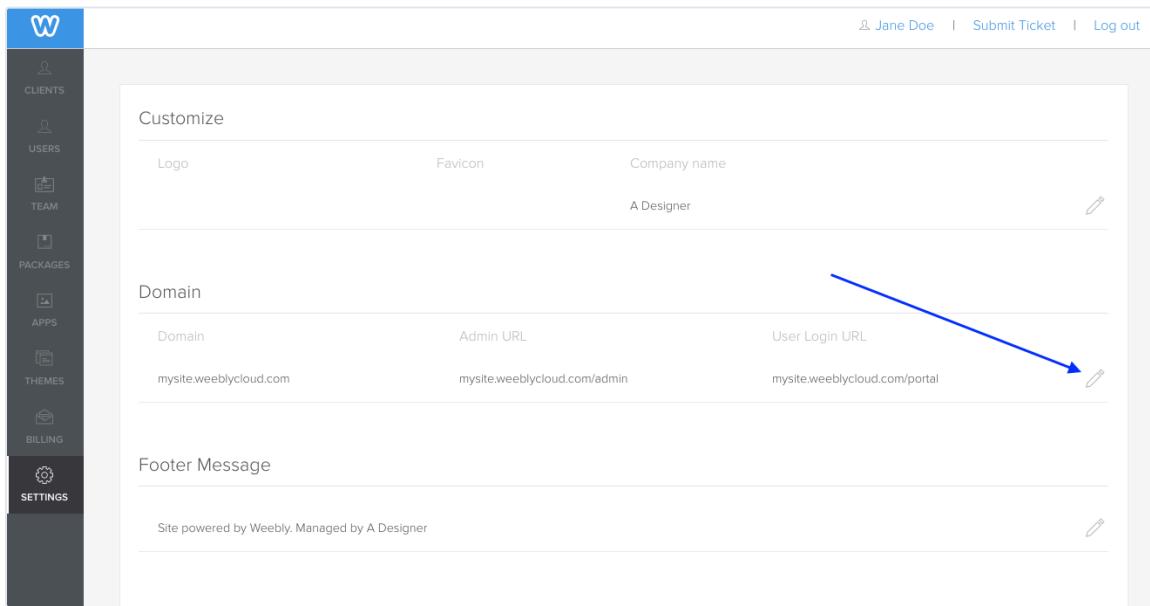
More info about where the icons and footer message display can be found [here](#).

Set URLs

The screenshot shows the Weebly Designer Platform'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 are links for 'English' and 'Logout'. 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`.

The screenshot shows the Weebly Cloud Admin interface. On the left, there's a sidebar with icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings. The Settings icon is highlighted. The main area has sections for Customize (Logo, Favicon, Company name), Domain (Domain: mysite.weeblycloud.com, Admin URL: https://mysite.weeblycloud.com/admin, User Login URL: http://mysite.weeblycloud.com/portal), Footer Message (Site powered by Weebly, Managed by A), Configuration (Upgrade URL: http://mysite.weeblycloud.com/upgrade-url-error.html), and Publish Upsell URL. A modal window titled "Edit Domain" is open over the configuration section. It shows the current domain as "mysite.weeblycloud.com" under "Subdomain". There are two radio buttons: "Subdomain" (selected) and "Custom domain". Below the radio buttons is a text input field containing "mysite.weeblycloud.com". At the bottom of the modal are "Cancel" and "Save" buttons.

URL settings

Setting Up Your Account

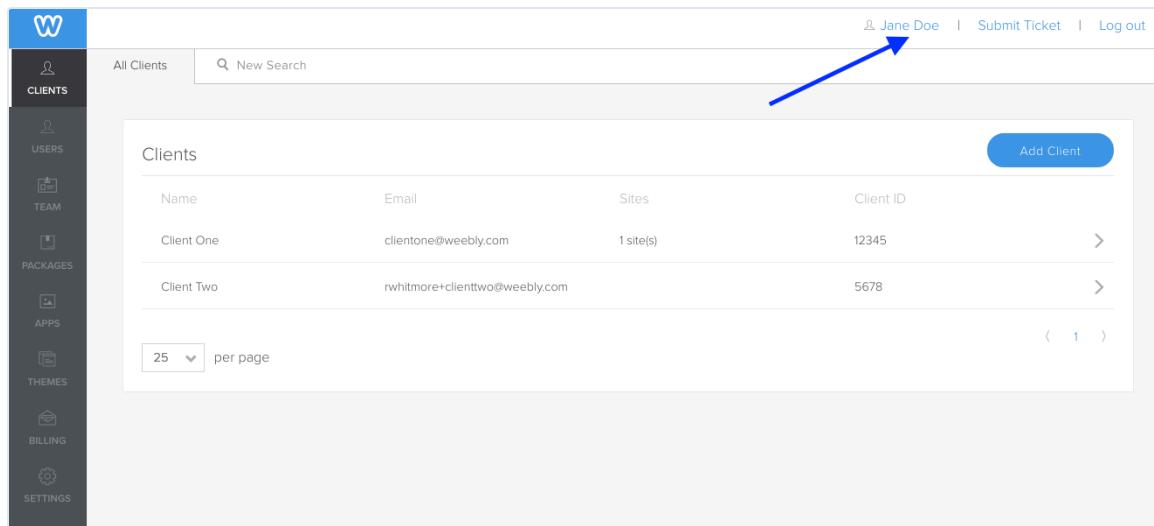
This topic shows how to edit your account information.

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 highlighted in blue), 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**: Contains fields for Password (*****), Email (ADesigner@weebly.com), and Full Name (A Designer). Each field has a 'change' link next to it.
- Login Options**: Features two large buttons for connecting with social media: 'Connect with Facebook' (with a blue 'f' icon) and 'Connect with Google+' (with a red 'g' icon).
- Designer Platform**: Describes the Designer Platform as a white label solution for designers. It includes a status switch labeled 'Enabled' (which is currently selected) and a note about additional features for managing clients.
- Delete Account**: Provides a link to delete the Weebly account.

Account info in Designer Platform

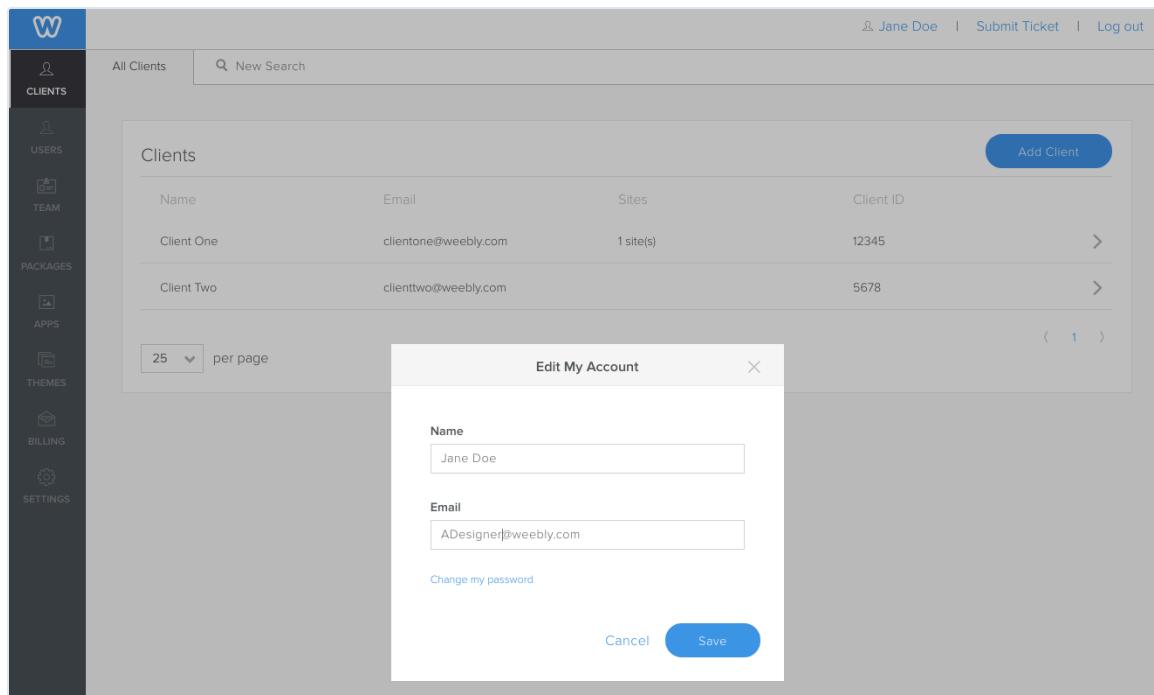
You access your account settings by clicking your account name at the top navigation bar of the Cloud Admin.



A screenshot of the Weebly Cloud Admin interface. The left sidebar has icons for Clients, Users, Team, Packages, Apps, Themes, Billing, and Settings, with 'CLIENTS' currently selected. The main content area shows a table of clients named 'Client One' and 'Client Two' with their respective emails, site counts, and IDs. At the top right of the main area, the account name 'Jane Doe' is displayed with a blue arrow pointing to it. A 'Submit Ticket' and 'Log out' link are also visible. Below the table is a dropdown for 'per page' options and a page number indicator '(1)'.

Link to account information in Cloud Admin

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



A screenshot of the Weebly Cloud Admin interface, identical to the previous one but with an 'Edit My Account' modal overlaid. The modal contains fields for 'Name' (Jane Doe) and 'Email' (ADesigner@weebly.com). There is a 'Change my password' link, a 'Cancel' button, and a prominent blue 'Save' button.

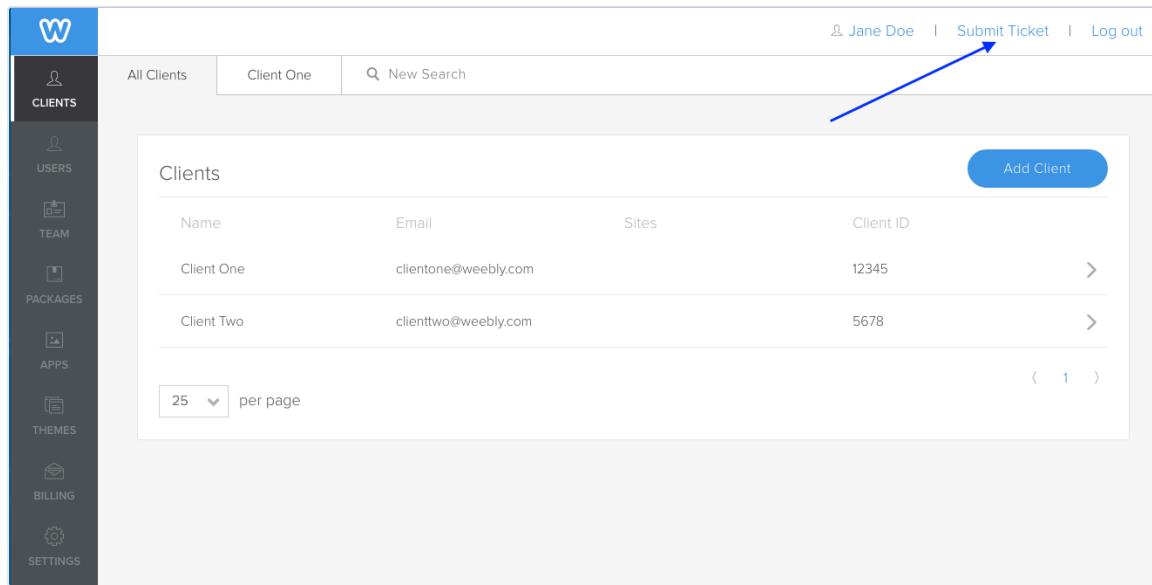
Edit account info

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 dark 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 'Client One'. A search bar says 'New Search'. In the top right, there are links for 'Jane Doe', 'Submit Ticket' (which is circled in blue), and 'Log out'. Below this is a table titled 'Clients' with columns for Name, Email, Sites, and Client ID. It lists 'Client One' and 'clientone@weebly.com' and 'Client Two' and 'clienttwo@weebly.com'. At the bottom of the table are buttons for 'Add Client' and pagination controls showing page 1 of 1.

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.