


Weebly-Add Additional Editors

When working with Weebly, it is possible to have more than one person as the Editor of a site. Editors can be allowed to edit the whole site or different portions of the site. The Editor must have a Weebly account. If the Editor doesn't have an account, they will be asked to create a free account. This document explains how to add additional Editors.

ADD AN EDITOR

 In the Weebly site, click the **Settings** tab.



 On the left side of the window, click the **Editor** button.


 The **Editors** window will display.

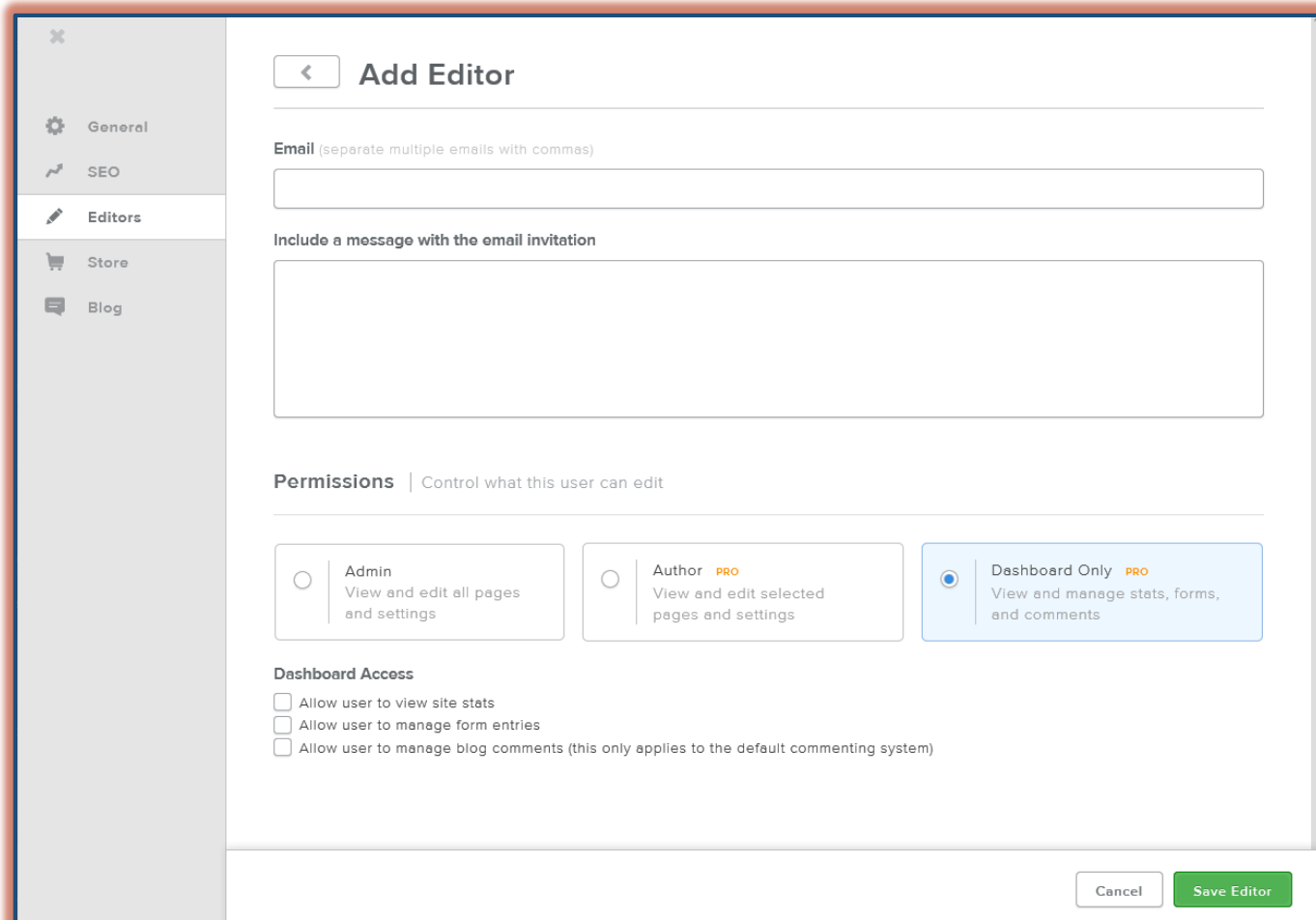
 Click the **Add Editor** button.




Editors

+ Add Editor

 The **Add Editor** window will display.

A screenshot of the 'Add Editor' window. On the left is a sidebar with navigation options: General, SEO, Editors (selected), Store, and Blog. The main content area has a title 'Add Editor' with a back arrow. Below the title is a text input field for 'Email (separate multiple emails with commas)'. Underneath is a larger text area for 'Include a message with the email invitation'. A section titled 'Permissions | Control what this user can edit' contains three radio button options: 'Admin' (View and edit all pages and settings), 'Author PRO' (View and edit selected pages and settings), and 'Dashboard Only PRO' (View and manage stats, forms, and comments). The 'Dashboard Only PRO' option is selected. Below this is a 'Dashboard Access' section with three checkboxes: 'Allow user to view site stats', 'Allow user to manage form entries', and 'Allow user to manage blog comments (this only applies to the default commenting system)'. At the bottom right are 'Cancel' and 'Save Editor' buttons.

 Enter the **Email Addresses** of the people who you want as Editors.

 Separate each address with a comma.

- ⚙ Editors don't all have to be added at the same time.
- ⚙ More Editors can be added later.
- ⚙ If different roles are to be assigned to different Editors, then they need to be added one at a time.
- 📧 Assign a **Role** for the **Editor**.
 - ⚙ **Administrator** - This person can edit and access all pages in the site, access all stats, form entries, and blog comments. They do not have access to any of your other sites unless you add them as an Editor.
 - ⚙ **Author** - You can specify which pages of the site the Author can edit. They could edit all pages, just one page, or any number of pages. To specify which pages this person can edit, click the check box next to the page.
 - ⚙ **Dashboard Only** - These Editors are not allowed to edit the site. They can only view the stats, form entries, and blog posts associated with the site.
- 📧 Enter a **Message** for the people who are being added as Editors.
- 📧 Click the **Save Editor** button.
- 📧 An **Email Message** will be sent to the person assigned as the Editor.
 - ⚙ A link will be included in the message that must be clicked in order to access the site.
 - ⚙ Once the link is clicked the site will appear as a separate site within their Weebly account.
 - ⚙ The person will then be able to access and edit the site as specified by the Role he/she has been assigned.
- 📧 People who have been invited to **Edit** a site will appear on the **Editors** page under **Settings**.