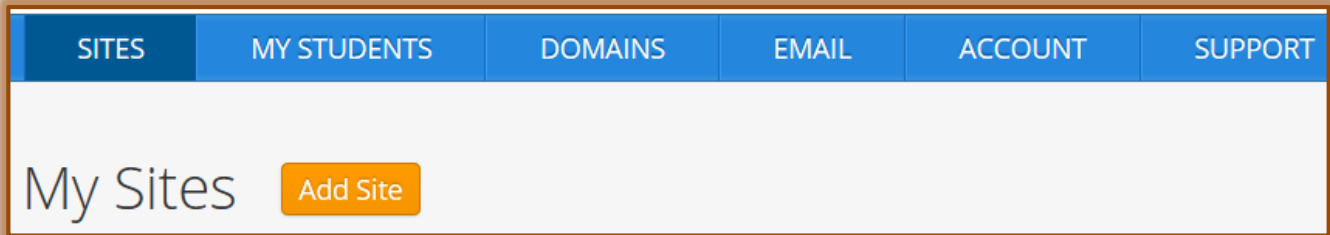


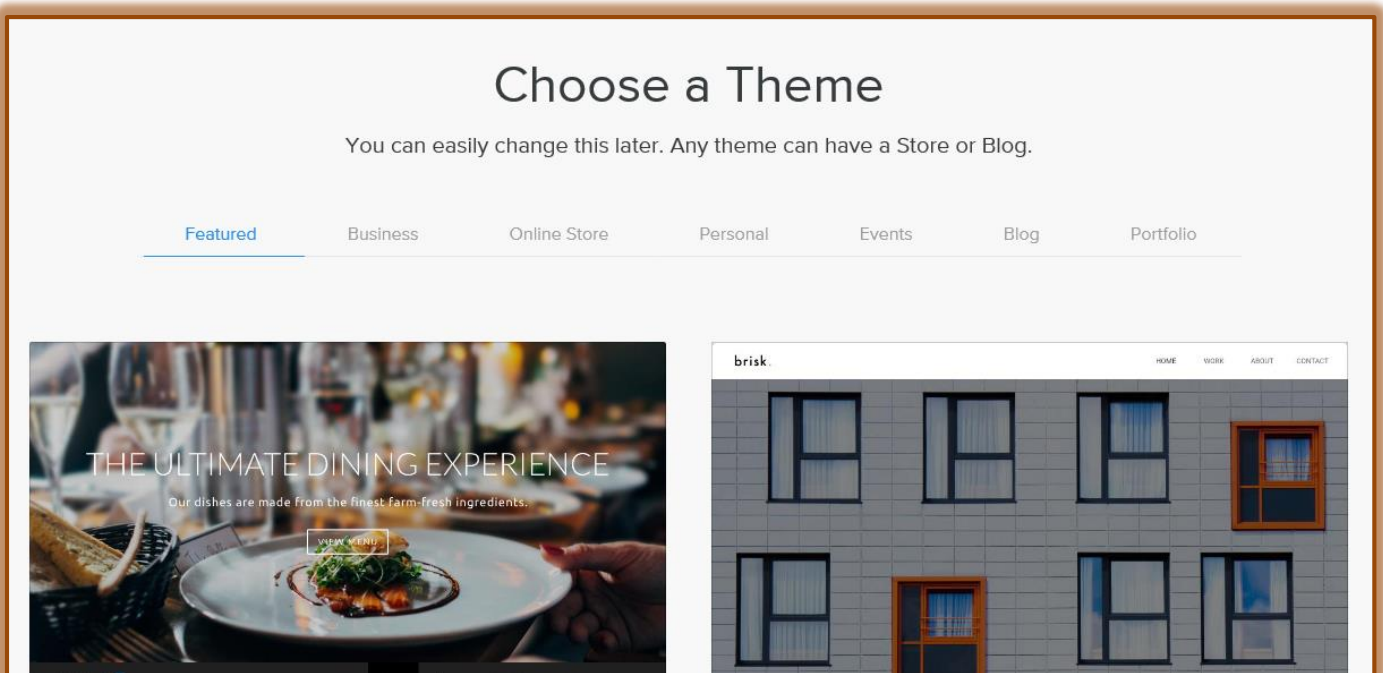
CREATE A SITE

More than one Weebly Site may be created under your account. This is an easy process as shown in the instructions below. However, Siena faculty and staff need to complete an [online request form](#) so that the Siena template and Siena domain name can be created for them.

✦ Click the **Add Site** button at the top of the page (see illustration below).



✦ The **Choose a Theme** window will display.



✦ Scroll through the **Themes** to select a **Design** for the site.

✦ Click one of the **Categories** to select a specific type of theme..

✦ When a **Theme** has been chosen, click the **Choose** button.

✦ The **Choose Your Web Site Domain** window will display.

✦ Three options are available in this window. They are:

🔒 **Option 1: Use a Subdomain of Weebly.com** – With this option an address will be used such as **yourname.weebly.com**. This option is completely free to use.

🔒 **Option 2: Register a New Domain** – Select this option if you want your own personal domain name such as **myeducation.com**. There is a charge for the use of this option.

🔒 **Option 3: Use a Domain You Already Own** – If you already own a domain that you purchased previously through Weebly or another provider, enter it here. This is the option that is used for Siena faculty and staff to use Weebly for Education. The domain name is created after the faculty or staff member fills out the [online request form](#).

- ✦ Do one of the following:
 - 🔒 Select an option from the list.
 - 🔒 Close this page without selecting an option. When Siena accounts are created, this option is completed. To publish the site, just click the Publish button.
 - 🔒 Scroll down and then click the **Continue** button in the lower-right corner of the window.
- ✦ The **Welcome to Weebly** window will display.
- ✦ Select from one of the following options may display:
 - 🔒 **Watch the Video** - This video will explain the basics of creating a Weebly site.
 - 🔒 **Plan My Site** - A Web page will display with step-by-step instructions on planning a site.
 - 🔒 **Build My Site** - The **Weebly Editor** page will display with the **Build** tab selected (see illustration below).
- ✦ There are six tabs across the **Weebly Editor** page. These tabs can be used to create the pages and apply other elements for the site.



- 🔒 **Build** - These are the basic building blocks of the Web site. All of the content for the site such as text, pictures, or videos are added with an element. Adding an Element is as simple as clicking the Element and dragging it to the page.
- 🔒 **Pages** - Your site can contain as many pages and subpages as you want. There aren't any page limits for either the free or paid accounts.
- 🔒 **Theme** - There are a number of themes/designs available for you to choose from. A design affects the look of a site.
- 🔒 **Store** - This tab is used to create a **Store** page. This page is used to advertise and display products and other items for the store.
- 🔒 **Settings** - To change settings such as the Site Title or Site address, use this tab.
- 🔒 **Device Switcher** - This allows the user to switch between Desktop View and Mobile View.
 - ⤴ **Desktop View** - This is the view that displays when a new site is created. It shows what the site will look like when other people see it.
 - ⤴ **Mobile View** - This option is used to see and customize how a site looks on a mobile device. When edits are made in this view they are automatically synchronized to the Web site and vice versa.
- ✦ Other elements are also available to the right of these tabs.
 - 🔒 **Publish** - When this button is selected, the site will be published to the domain that was specified. For Siena faculty and staff that is the one assigned when the site is created.
 - 🔒 **Help (?)** - Click this button to search for information about working with Weebly. There are two options available, Phone Number and Support Center.
- ✦ Click the arrow next to the **W** on the left side to return to the Sites List.

