



Your Business Name Here Website Documentation

(Prepared by Blue Shutters Web Design, LLC on 9/10/2020)

Your Domain:

Your domain is YOUR DOMAIN HERE.com

The domain was registered on 1/14/20XX

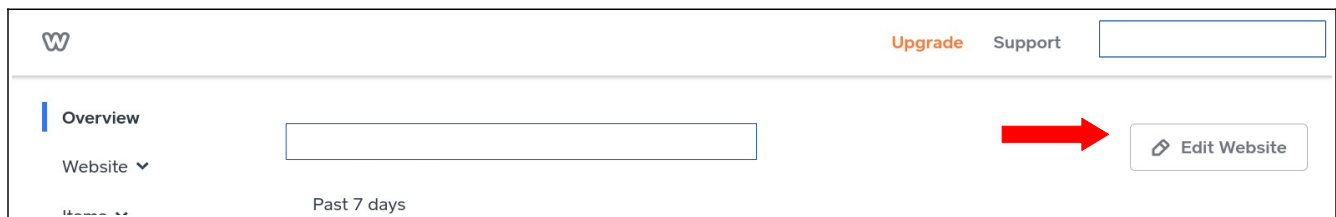
Your domain is via_____

The domain **next expires on 1/14/20XX**

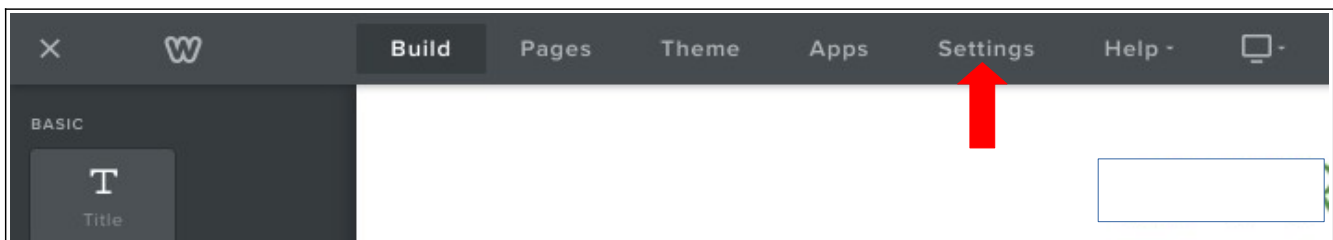
Your Website: (this example was build via Weebly)

Your website was created using _____ content management system (CMS). To make changes to your site you will need to log into their editor. Once you are in their editor there are a few things you should be aware of.

Log into your dashboard and click the Edit Website button towards the top right (see image below).



This takes you to the site editor, select Settings from the top navigation menu.





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Continued

You can grant and revoke access to your site.

In the 'General' section under the item 'Editors' you can see the list of people that you have granted access too, their role and the last login in of that person.

If you would like to add:

Click on the blue button in the upper right.

The screenshot shows the 'Editors' section of the website settings. On the left is a sidebar with 'General', 'SEO', and 'Editors' (selected). The main area is titled 'Editors' and contains a table with columns 'Email', 'Role', and 'Last Login'. The table has one entry: 'wendy@blueshutterswebdesign.com' with the role 'Administrator' and last login '9/10/20 3:18 pm'. A red arrow points to a blue '+ Add Editor' button in the top right corner.

Email	Role	Last Login
wendy@blueshutterswebdesign.com	Administrator	9/10/20 3:18 pm

If you would like to remove:

Hover over the end of the line of the person you would like to remove, you will see a gear icon, click on that and you will be given the option to delete the editor.

The screenshot shows the 'Editors' section of the website settings. On the left is a sidebar with 'General', 'SEO', and 'Editors' (selected). The main area is titled 'Editors' and contains a table with columns 'Email', 'Role', and 'Last Login'. The table has one entry: 'wendy@blueshutterswebdesign.c...' with the role 'Administrator' and last login '9/10/20 3:18 pm'. A red arrow points to a gear icon at the end of the first row in the table.

Email	Role	Last Login
wendy@blueshutterswebdesign.c...	Administrator	9/10/20 3:18 pm

You can enable your SSL certificate

In that same settings location open the 'General' section to access your SSL options. You will need to scroll down a bit. Your SSL is not currently enabled, your plan may have the cost of the SSL included so you may simply need to click the 'Enable' button. If it is not included in your plan I am reasonably sure you will be prompted with the cost and asking you to acknowledge the additional cost.

The screenshot shows the 'SSL' section of the website settings. On the left is a sidebar with 'General', 'SEO', and 'Editors' (selected). The main area is titled 'SSL' and shows 'Not Enabled'. A red arrow points to an 'Enable' button in the bottom right corner.

SSL

Not Enabled

Enable

