

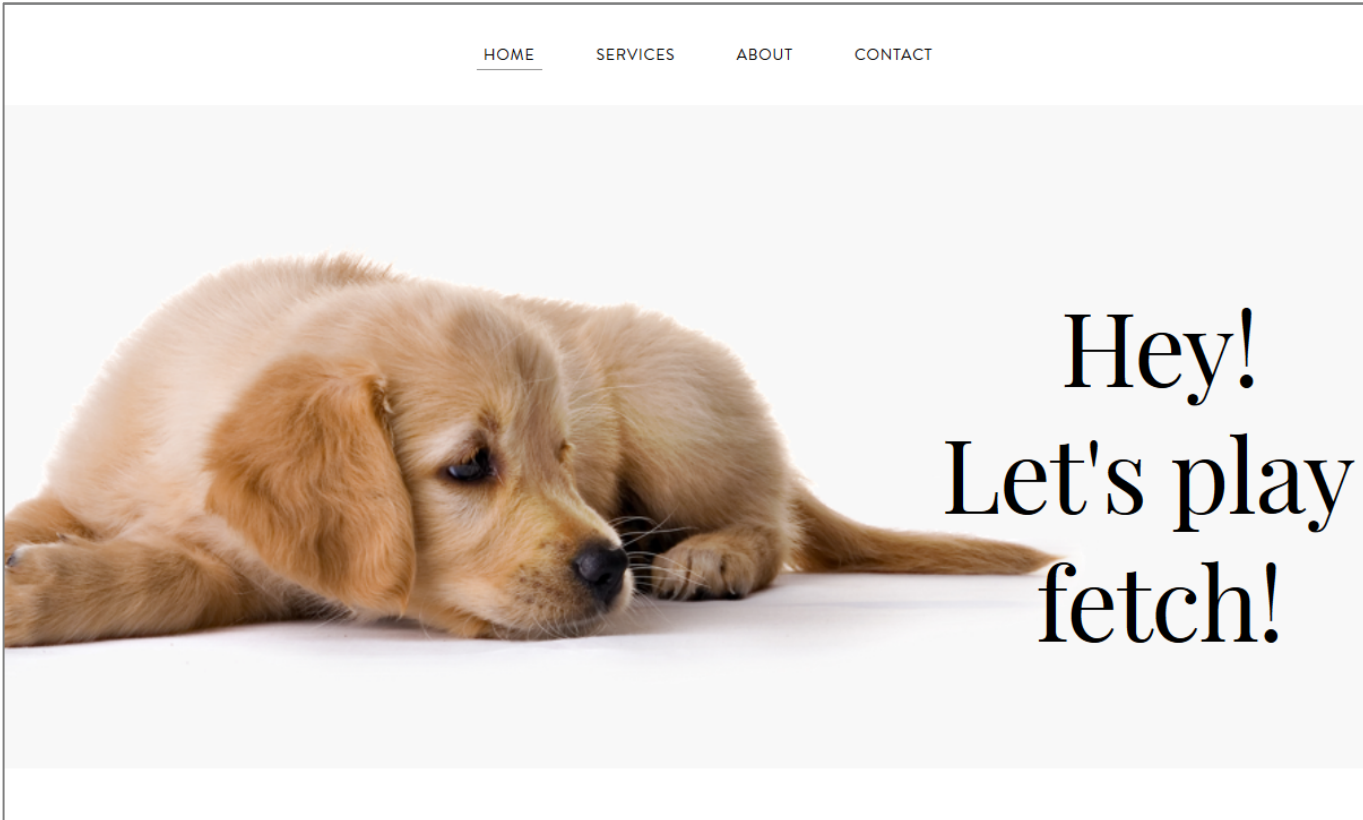
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## **310 Initial Website Setup**



# Site Setup Steps

1. Set up site: login credentials, site name, site URL, etc.
2. Review and select a template that is the closest match to your desired functionality and features
3. Adjust font and color scheme to match company brand
4. Create initial pages: e.g. About, What We Do, People, Products/Services, Blog, Contact, social media
5. Write and populate initial pages with your original content
6. Once your social channels are set up, link your social icons to your mock company social media channels
7. Follow tutorial and instructions to integrate Google Analytics into your site and complete search engine optimization setup
8. When ready, go through quality assurance checklist to ensure your site is ready for initial instructor review

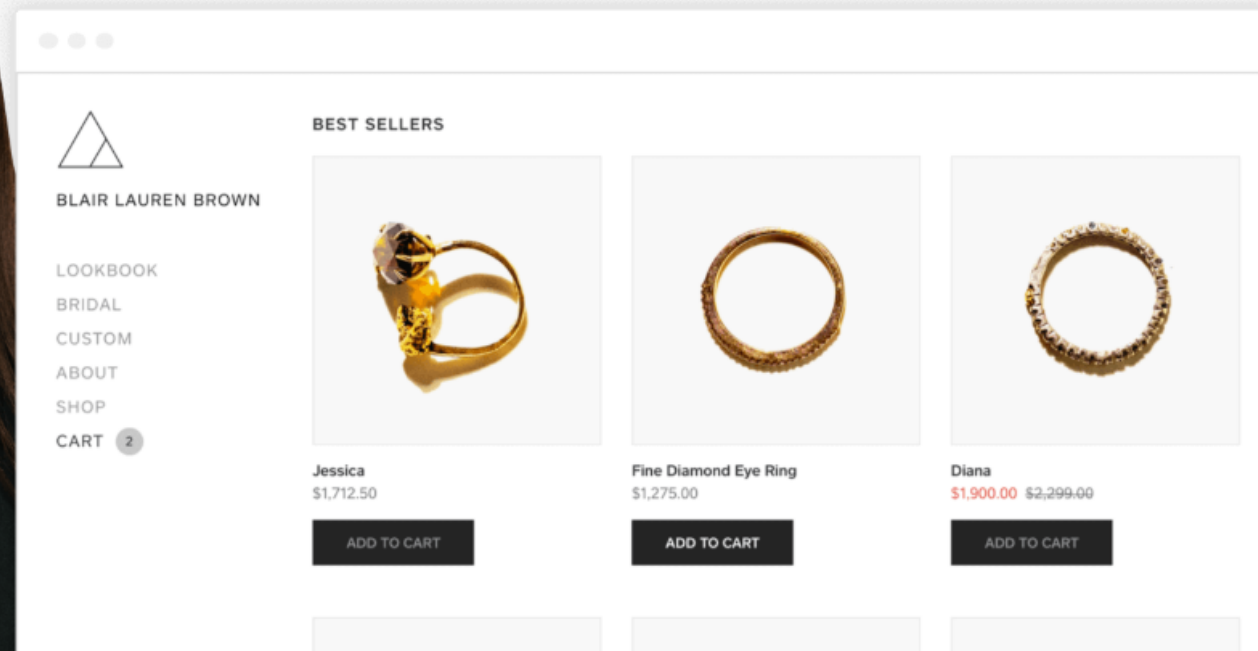


# Professional eCommerce tools for entrepreneurs, all in one place

Create your online store

[Or, build a professional website >](#)

1. weebly.com
2. Select Sign Up



## Set up your team account:

1. Insert organization name
2. Insert team Gmail address
3. Create password and share with team
4. Select “Create Your Site”



Sign Up

[Log In](#)

 **CONTINUE WITH FACEBOOK**

 **CONTINUE WITH GOOGLE**

or use your email

Mock Company Name

team gmail

Password

By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#)

**CREATE YOUR SITE**

Already have an account? [Log in](#)

## Type of site

1. Consider your industry
2. Select the best “kind of website” option to fit your organization or initiative.

### What kind of website would you like to create?

We'll provide you with the right tools to get started



Online Store



Personal



Business



Restaurant



Event



Portfolio



Blog



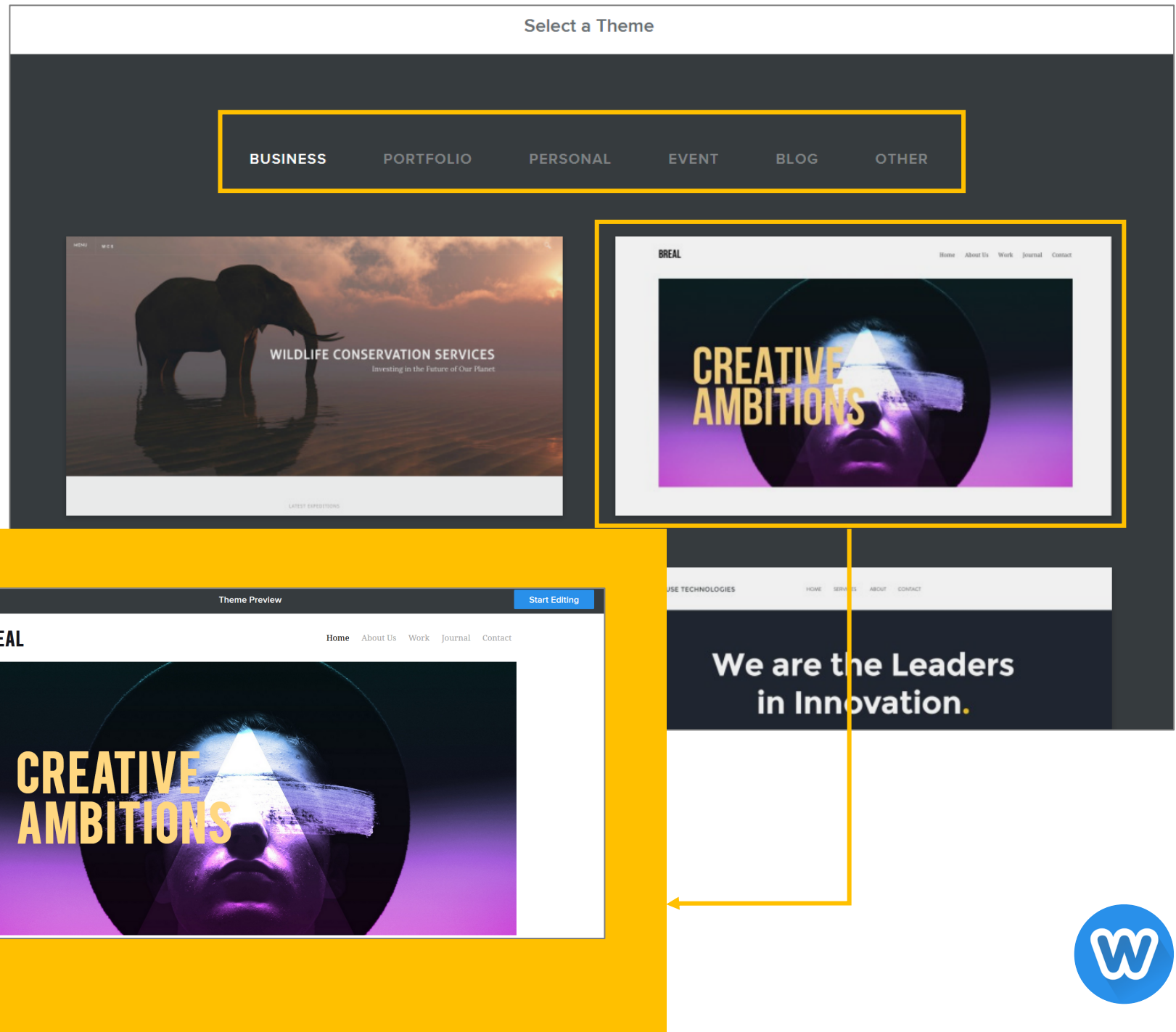
Other



# Select a Theme

*NOTE: You can change the theme later*

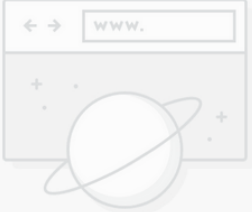
1. Review the Weebly Themes
2. Click on the ones that interest you to view Preview
3. Once you have made a choice – select “Start Editing”



# Set up your domain (URL)

✕ Select your domain name

[Search](#)



Choose a domain name.  
This is where people will find your website.

Already own a domain? No problem, [connect or transfer it now](#).

1. Type in your mock company name
2. Select Search
3. Modify name as needed if yours is not available in weebly.com Subdomain option

✕ Select your domain name

[Search](#)

PROFESSIONAL DOMAIN Included free with a 1-year plan

310digitalcampaigns.com	<a href="#">Choose &gt;</a>
310onlinecampaigns.com	<a href="#">Choose &gt;</a>
310-digital-campaigns.com	<a href="#">Choose &gt;</a>
<a href="#">View more...</a>	

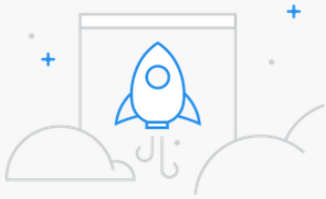
SUBDOMAIN Free with Weebly branding on your website

310digitalcampaigns.weebly.com	<a href="#">Choose &gt;</a>
--------------------------------	-----------------------------

Already own a domain? No problem, [connect or transfer it now](#).

1. Select "Choose" for your weebly.com SUBDOMAIN

◀ Back Subdomain setup complete! [Done](#)



Awesome, you have successfully setup your subdomain name!  
After you publish your website, it will be available at:  
[310digitalcampaigns.weebly.com](https://310digitalcampaigns.weebly.com)

Pro Tip: You can register a new domain if you want to remove Weebly branding from the website address.

1. Select "Choose" for your weebly.com SUBDOMAIN





# Welcome to your Weebly site dashboard

The screenshot displays the Weebly dashboard interface. At the top, a navigation bar includes links for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help', along with 'Upgrade' and 'Publish' buttons. The left sidebar contains a 'BASIC' section with elements like Title, Text, Image, Gallery, Sideshow, Map, Contact Form, and Newsletter Form, and a 'STRUCTURE' section with Section and Divider. The main workspace shows a preview of a website with the text 'Creative Ambitions'. A large yellow-bordered notification box on the right states 'Website Published!' and provides the URL 'https://310digitalcampaigns.weebly.com'. It also includes social sharing icons and a 'Pro Tip: Custom Footer' section with an 'Upgrade' button. A footer banner at the bottom reads 'Remove Weebly branding and customize the footer on your'.


1. Publish your site  
(makes it easier to view edits along the way)






# Overview of Weebly Sidebar Items


BASIC




Title




Text




Image




Gallery




Slideshow




Map



Read more Break




Button




Embed Code


BLOG SIDEBAR




Flickr Badge




LinkedIn Button




Blog Archives



Blog Author




Blog Categories




Blog Feed

STRUCTURE




Divider




Spacer


MEDIA




HD Video




Audio




Scribd Document



YouTube




Flash




File

ECOMMERCE




Products




Categories


MORE




Search Box




Block Quote




Social Icons




Contact Form




Newsletter Form



RSVP Form



Survey




Google AdSense


INSTALLED APPS

[MANAGE](#)

Add apps to make your site more powerful.

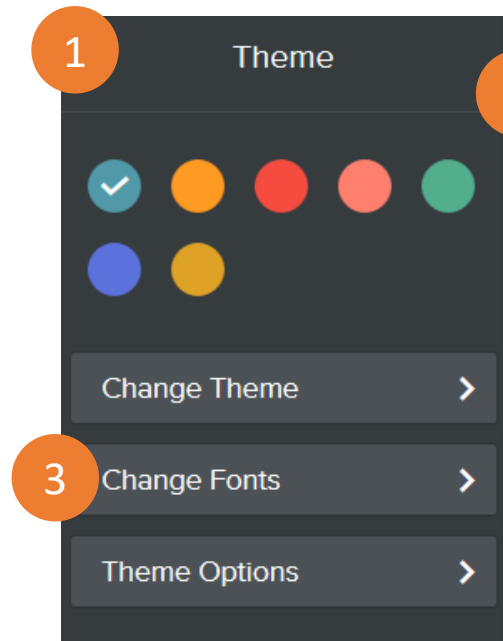
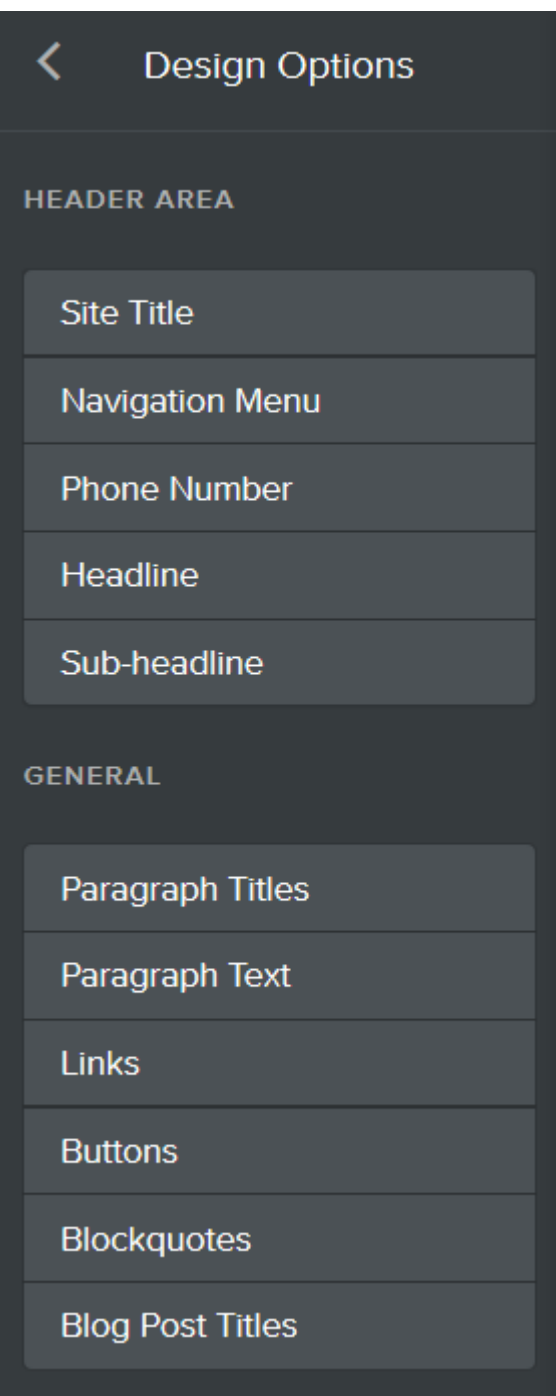


Mosaic Gallery



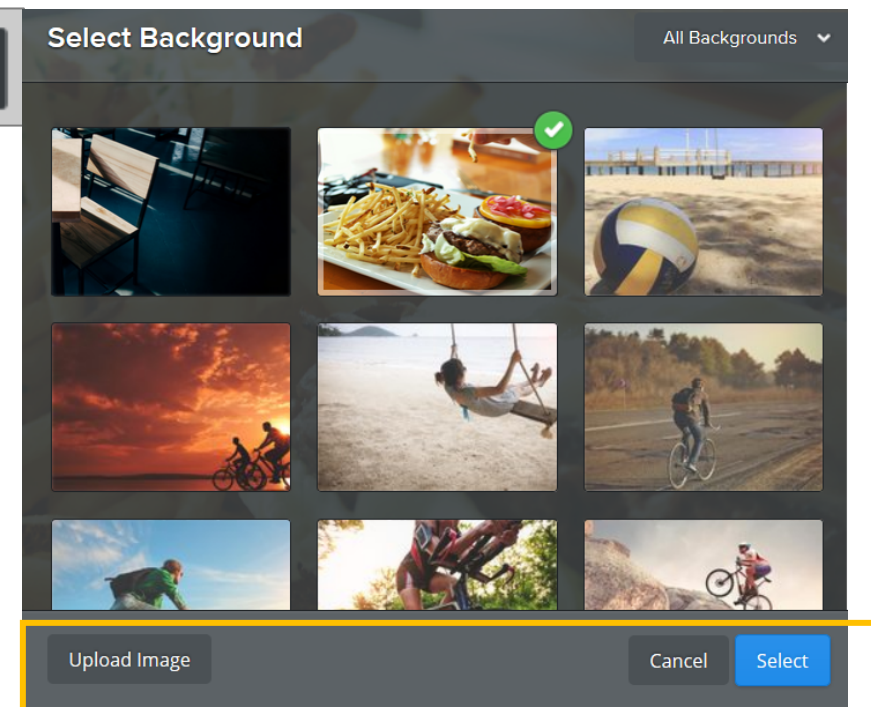
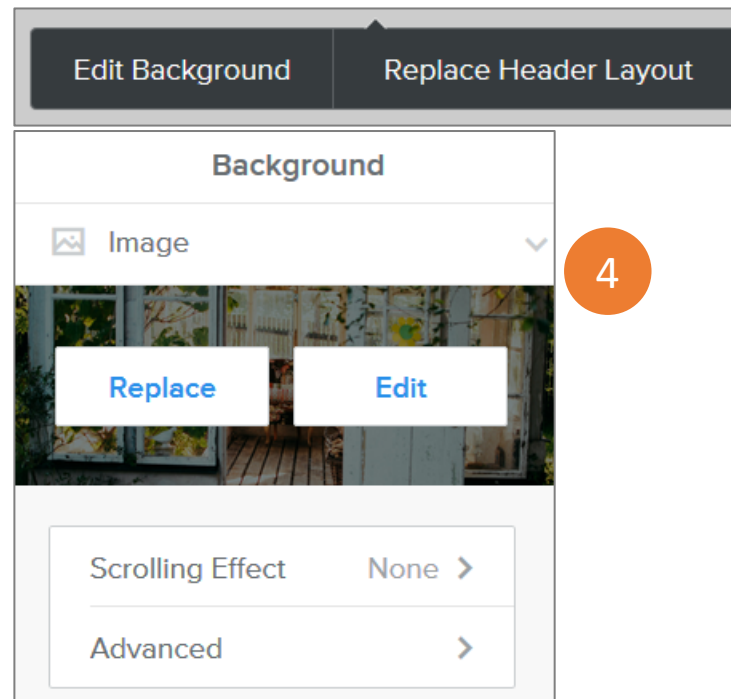
Add App

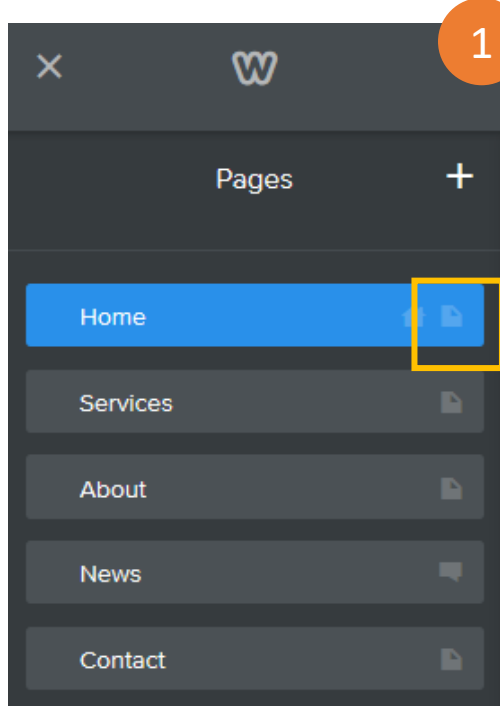




## Customize your fonts and colors (or you can change your theme)

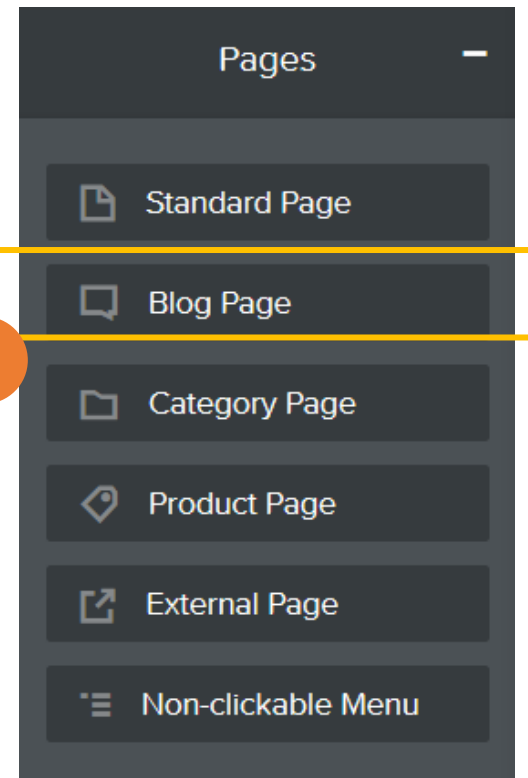
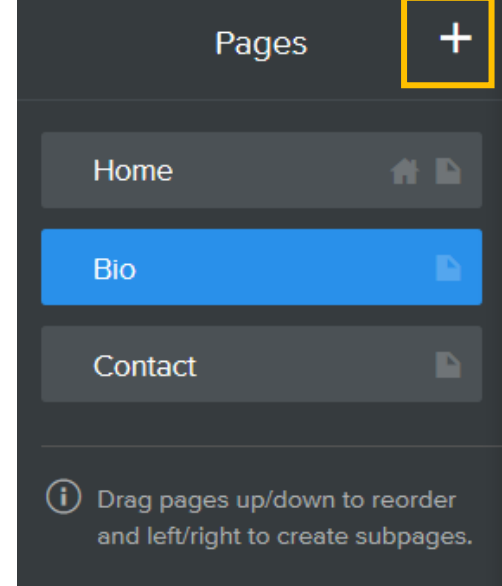
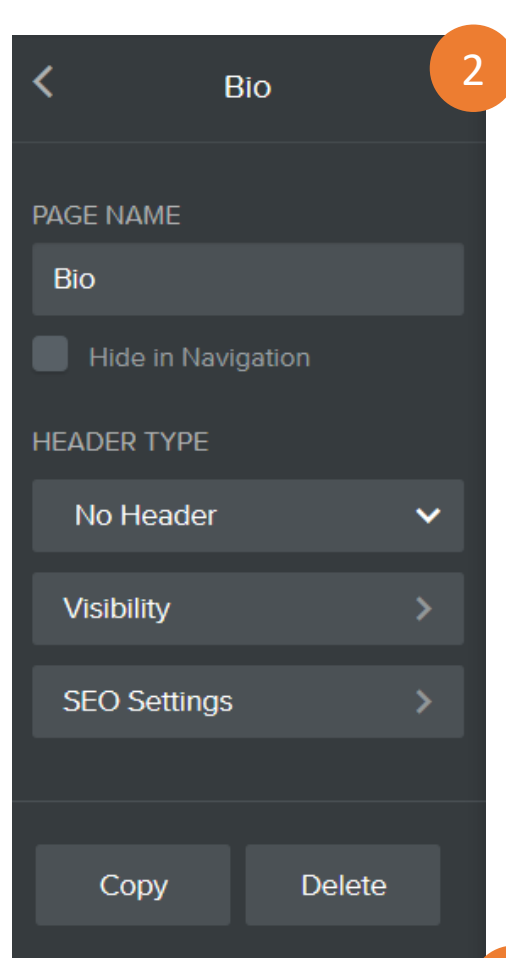
1. Select Theme from the top menu
2. Change color scheme from options provided
3. Select Change Fonts – select matching fonts for your site titles, sub-titles, and body copy + other features such as links, buttons, and block quotes
4. Click on image to replace with upload or Weebly stock image





### Standard Navigation for mock companies

- Home
- Who We Are
- What We Do
- Who We Serve
- Let's Connect
- Blog



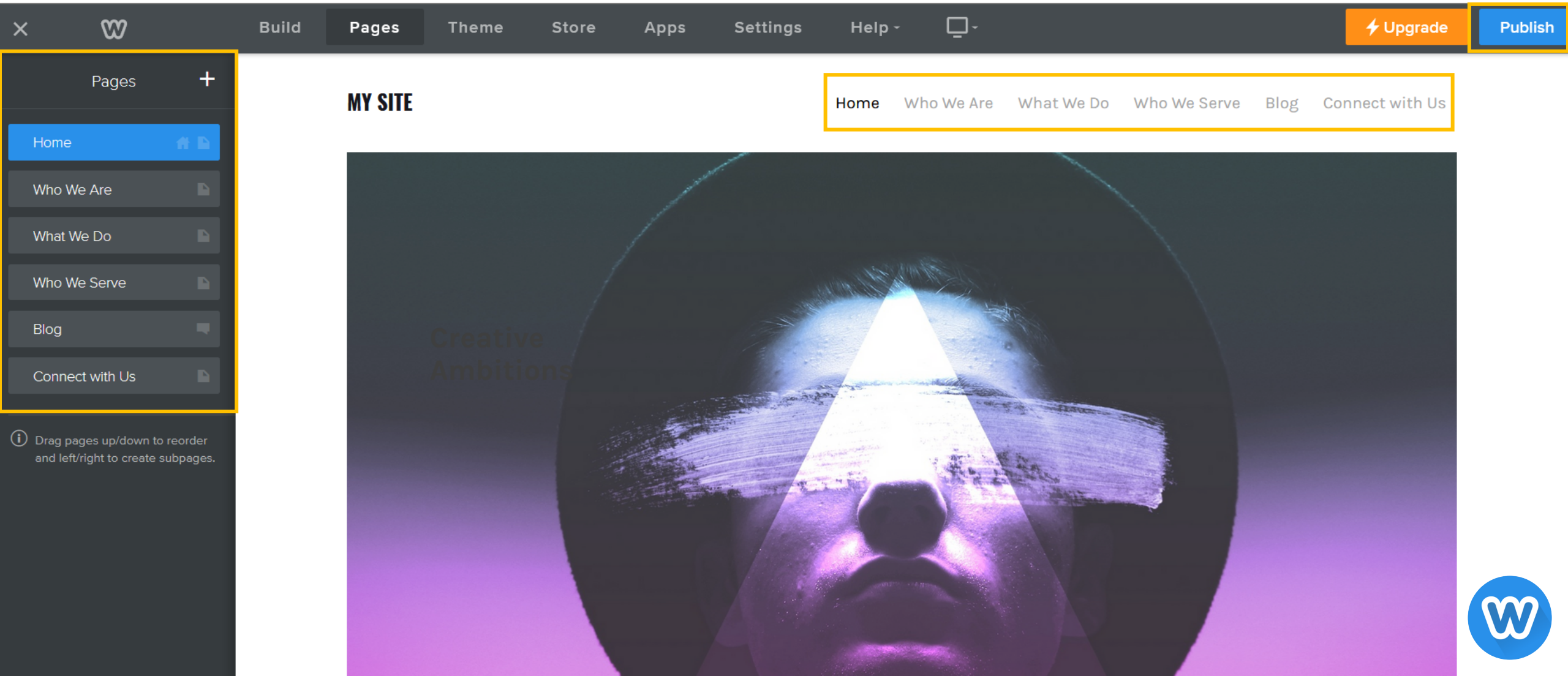
## Add and Modify Pages

1. To Edit, Add and Remove Pages > Pages in top menu
2. Click on page icon to the right of the page title to edit the name, header type, visibility, or to delete (*you can go back and do this later*)
3. Select + sign to add pages
4. To add a blog page, select Blog Page



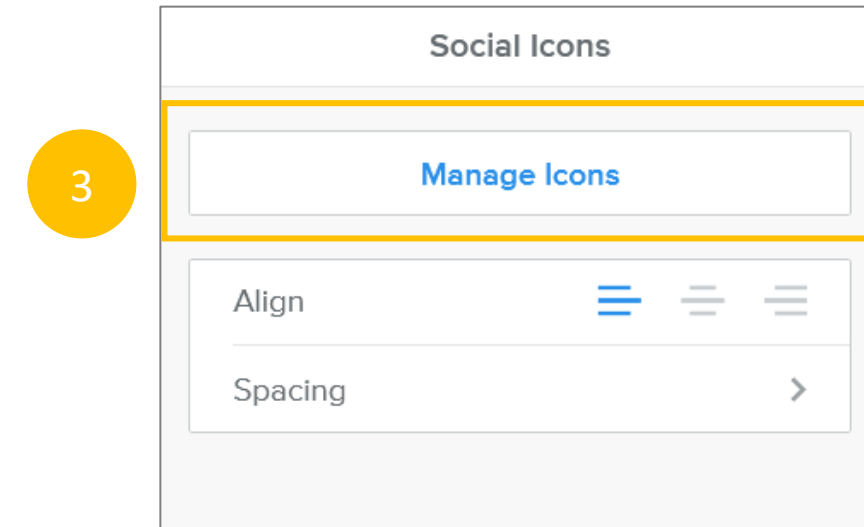
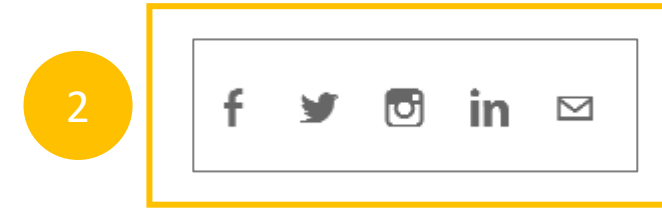
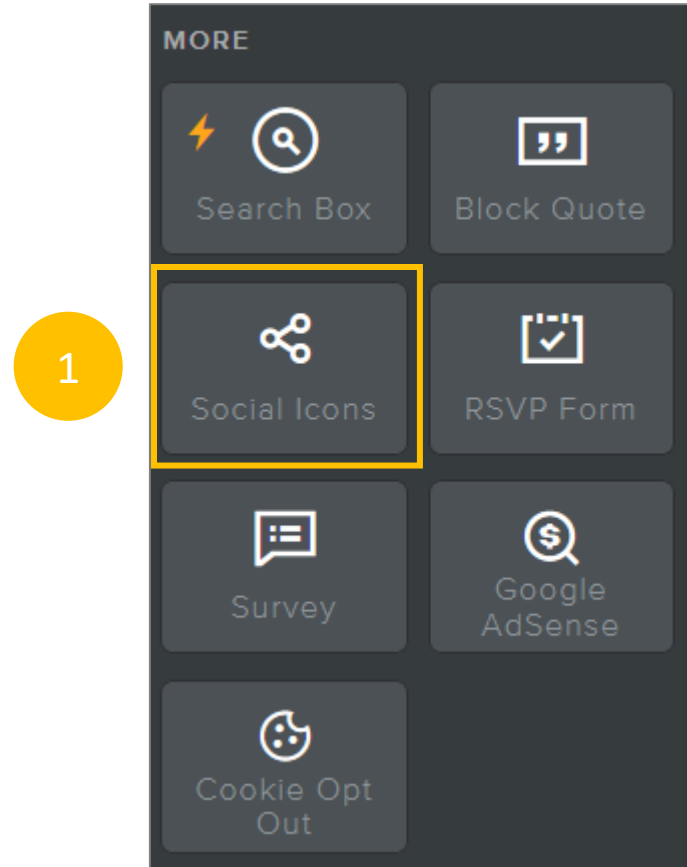
# Quick Look: Shell of initial Weebly site setup...

1. Navigation on left – pages are labeled as instructed and in the right order
2. Select Publish



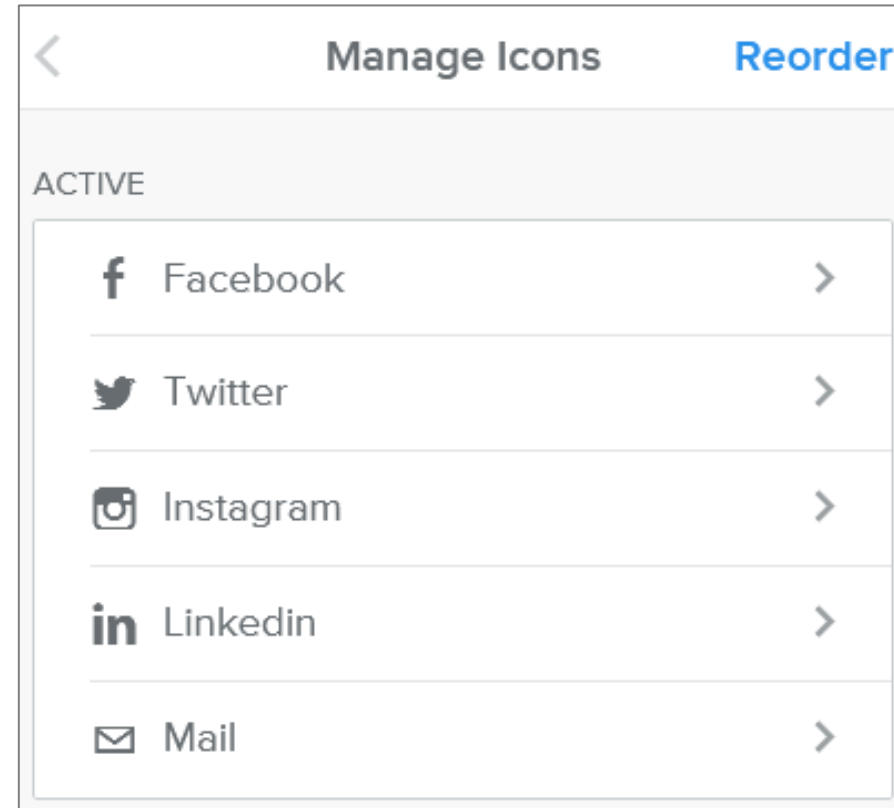
# Social Bar Setup

1. Select Home Page
2. Select the “Build” tab
3. On the left side Weebly Sidebar items – scroll down to Social Icons
4. Depending on your template – scroll to the top or bottom of your page (social icons should be in the same place on every page of your site)
5. Select the Social Icons item in the Sidebar and drag it to the right – top or bottom of your page
6. Click on the social icon block > “Manage Icons” window will pop up



## Social bar continued...

1. Select Twitter > move button to turn it off
2. Select LinkedIn > move button to turn it off
3. Select Mail > copy/paste your team gmail
4. Publish





# Bloomsbees

HOME BIO CONTACT BLOG

PAGE NAME

Blog

☐ Hide in Navigation

HEADER TYPE

Header ▾

Visibility >

SEO Settings >

Blog | Blog

General | The basic settings of your blog

Posts per page: 10 ▾

Post share buttons: ☒ Customize

Blog sidebar: ☒ ?

Post header code ? +

Post footer code ? +

New Post

POST OPTIONS ^

POST OPTIONS ▾

PUBLISH

Immediately ▾

COMMENTS

Open ▾

CATEGORIES

Add categories +

SECRET DRAFT LINK

https://www.weebly.com/weebly/

ADVANCED +

Comments

Blog Settings

Select Blog Settings to set up how blog posts appear on your blog page

Select New Post > Post Options to create new posts





# Contact Form Setup

1. Select Build in the top tabs
2. Select your contact page or section
3. In Weebly Sidebar – select Contact Form and drag in to your desired placement on your page
4. Select Form Options
  - a) Change the name
  - b) Set up the “email to” to your team Gmail
  - c) Customize the confirmation message if needed
  - d) Adjust spacing as needed
  - e) Adjust button as needed
5. Save and Publish

The image displays a collage of screenshots from the Weebly website builder interface, illustrating the steps to set up a contact form. The central element is the 'BASIC' sidebar, which contains various widgets. The 'Contact Form' widget is highlighted with a yellow box. To the right, several panels are shown, each with a yellow circle and letter indicating a step:

- a** Form Options: A panel showing the form name 'Contact Form' and the email address 'rebkacooney@gmail.com' in the 'Email to' field.
- b** Confirmation: A panel showing a custom confirmation message: 'Thank you. Your information has been submitted.'
- c** Spacing: A panel showing the 'Spacing' settings, with 'Top Margin' and 'Bottom Margin' both set to 10.
- d** Button: A panel showing the 'Button' settings, with 'Align' set to 'Center' and 'Submit' as the button text.

The Weebly logo is visible in the bottom right corner.