

# Creating Your Weebly Site: A Step-By-Step Guide to Success

Please read each step carefully and follow **all** directions!

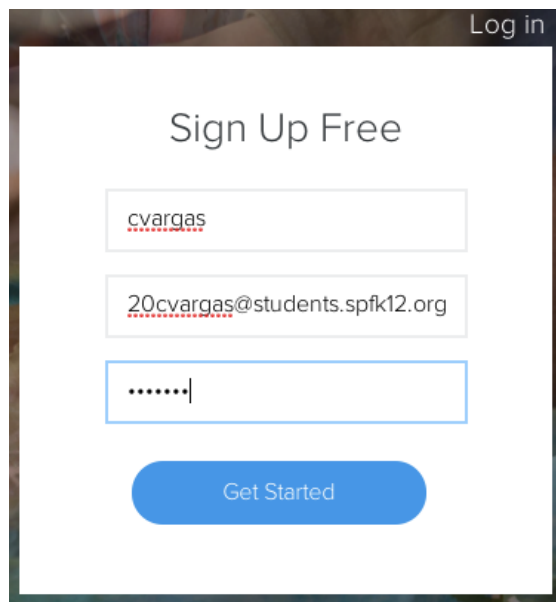
## Step 1:

Go to [www.weebly.com](http://www.weebly.com)

## Step 2:

On the right side of the page, type in the following information:

- Name: Your first initial and full last name
  - Example: **ahanner**
- Email: You will use your school email account, which is the number 20 + your computer login @students.spfk12.org
  - Example: **20ahanner@students.spfk12.org**
- Password: your student ID
  - If you don't know your student ID, see me
- **Make sure you type everything in correctly! If you make a typo now, you will not be able to log in later and will lose everything we do today!**
- Once you have typed in your school email and student ID, click "Get Started"
- Note – you can log into your school email at [mail.google.com/a/spfk12.org](mailto:mail.google.com/a/spfk12.org)
- 



The image shows a screenshot of the Weebly sign-up page. At the top right, there is a "Log in" link. The main heading is "Sign Up Free". Below the heading are three input fields: the first contains "cvargas", the second contains "20cvargas@students.spfk12.org", and the third contains ".....". Below the input fields is a blue "Get Started" button.

### Step 3:

On the next screen, click on “Free”

**Perfect Pricing**  
100% Happiness Guarantee ⓘ




Choose a Plan

<b>Free</b> Everything you need for a high quality site. Create unlimited pages and host your site for free. <b>\$0</b> per month	<b>Starter</b> Make your site stand out with a custom domain, expanded site stats, and premium support. <b>\$4</b> per month	<b>Pro</b> Remove Weebly branding to give your site a unique look and add professional multimedia features. <b>\$8</b> per month	<b>Business</b> Fully integrated eCommerce and all available features. The complete package. <b>\$25</b> per month
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### Step 4:

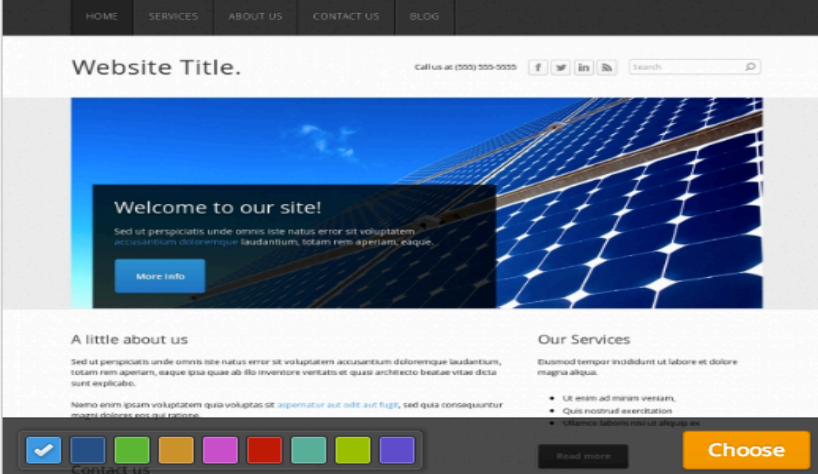
On the next screen, when it says, “What’s the Focus of Your Site?” select Site.

**What's the Focus of Your Site?**

 <b>Site</b>	 <b>Blog</b>	 <b>Store</b>
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### Step 5:

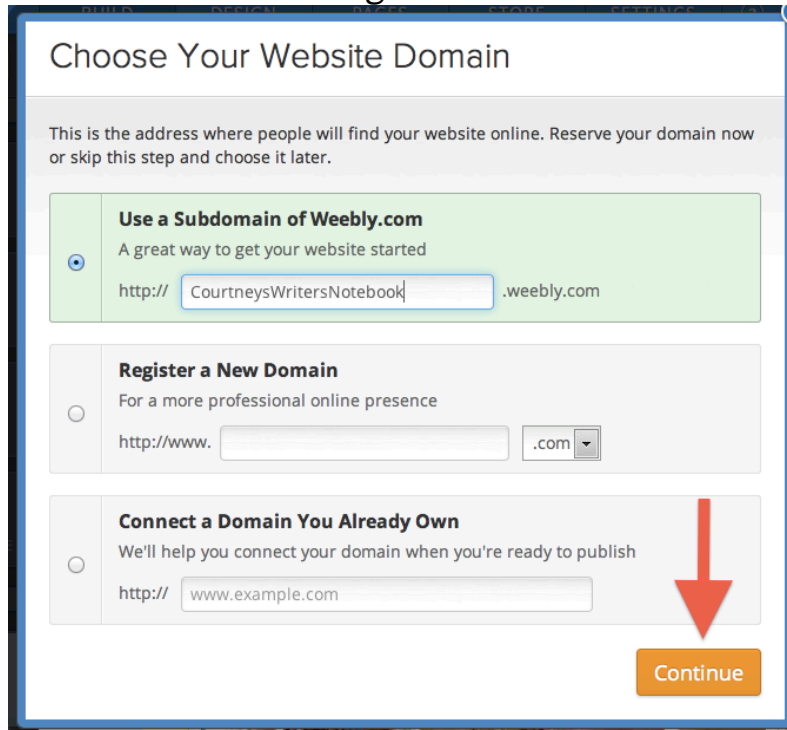
Hover your mouse over one of the templates, select a color, and click “choose.” You can always change this later, so don’t take too much time here!



## Step 6:

Wait for the page to load. It will prompt you to choose your website domain. This is the web address (\_\_\_\_\_.weebly.com) that visitors will use to reach your site.

- Select the first box “Use a Subdomain of Weebly.com” and enter your site title in the space.
  - Example: **MsHannersWritingPortfolio**
- Click “Continue” on the bottom right



The screenshot shows a window titled "Choose Your Website Domain". Below the title is a grey box with the text: "This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later." There are three options, each with a radio button:

- Use a Subdomain of Weebly.com**: A great way to get your website started. The text "http://" is followed by a text input field containing "CourtneysWritersNotebook" and ".weebly.com". This option is selected with a blue radio button.
- Register a New Domain**: For a more professional online presence. The text "http://www." is followed by an empty text input field and a dropdown menu showing ".com".
- Connect a Domain You Already Own**: We'll help you connect your domain when you're ready to publish. The text "http://" is followed by a text input field containing "www.example.com". A red arrow points down to the "Continue" button.

An orange "Continue" button is located at the bottom right of the window.

## Step 7:

A box will appear that reads “Welcome to Weebly!”

- Click on the X in the upper right hand corner to close the box.
- DO NOT PLAY THE VIDEO!



## Step 8:

Edit your site title. This should match your site address (more or less).

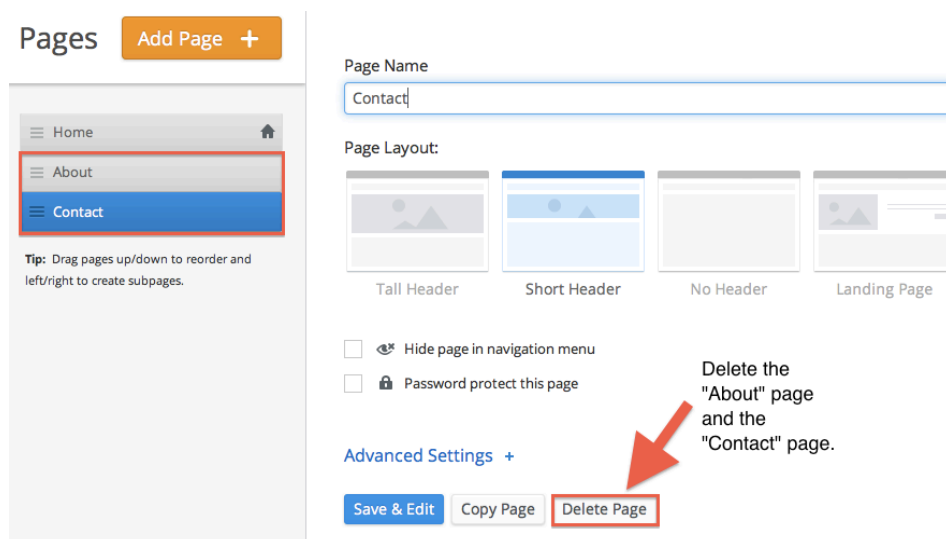


## Step 9:

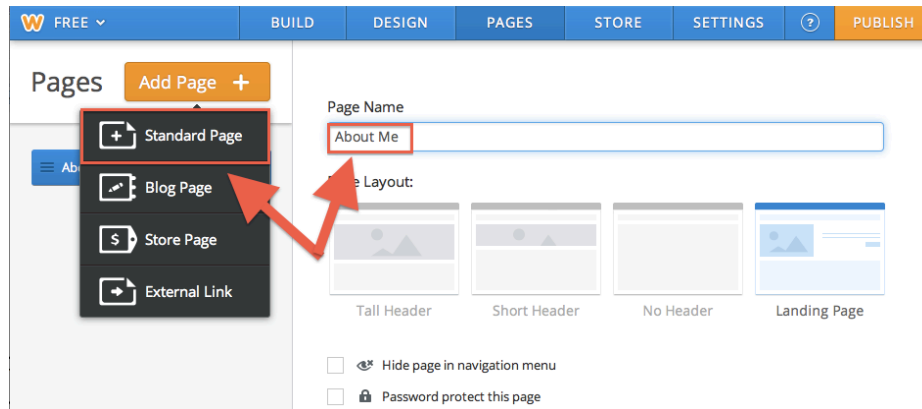
Edit the pages. (Click on the “pages” tab on the top of the web page.)



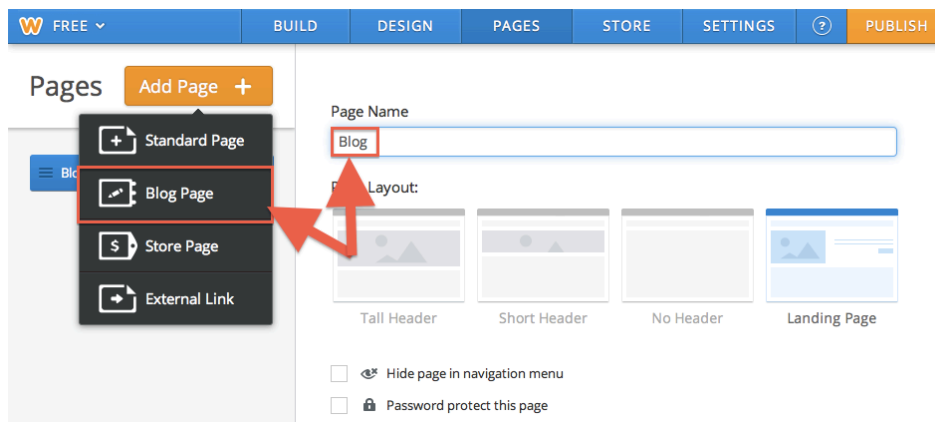
- When you create the site, it had 3 pages: “Home,” “About,” and “Contact.” Keep the “Home” page and delete the “About” and “Contact” pages.
  - To delete, click on the page title on the left and make sure it is highlighted in blue. Then click the “Delete Page” button.



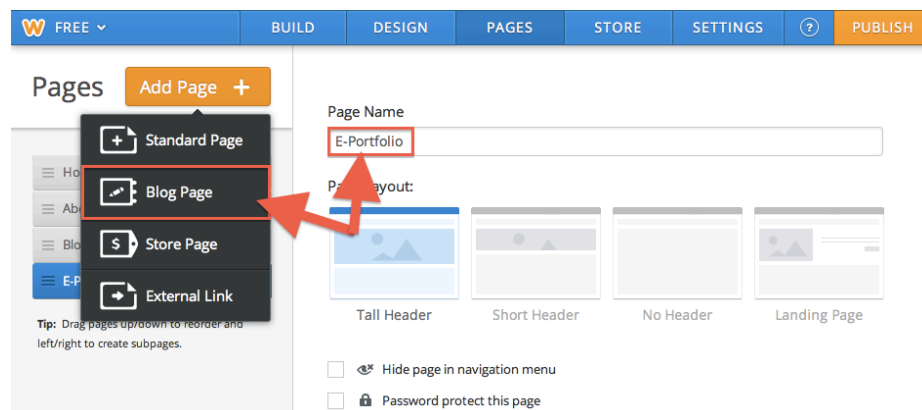
- Click the “Add Page” button
  - Click on “Standard Page.” Under Page Name, write “About Me”



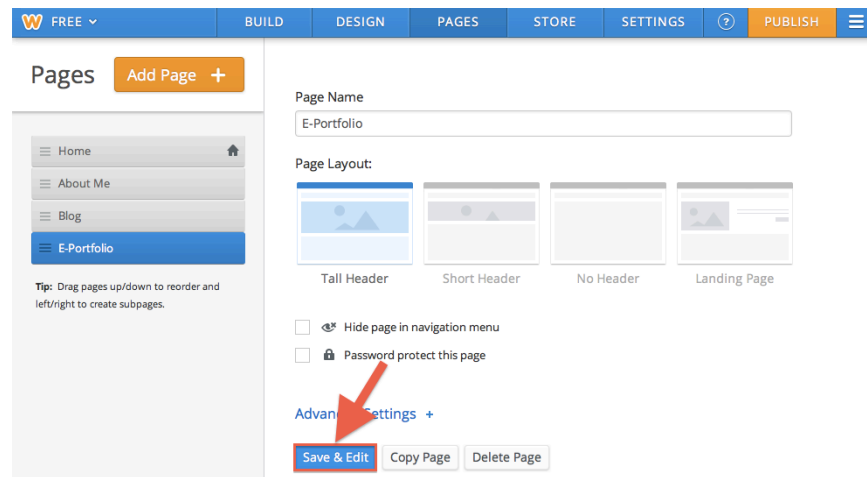
- Click on “Blog Page” to add a blog page. Under Page Name, write “Blog”



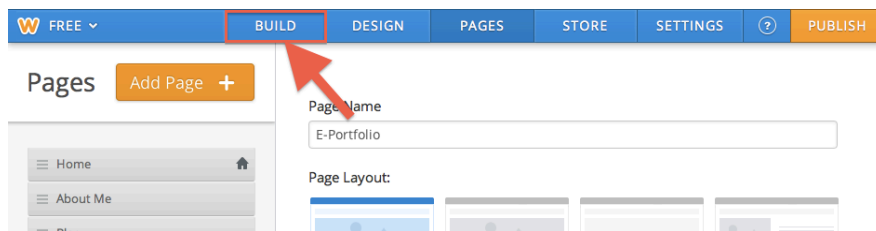
- Click on “Blog Page” to add another blog page. Under Page Name, write “E-Portfolio”



- Once you are done adding your pages, click “Save & Edit” on the bottom.



- Click on “Build” on the top.



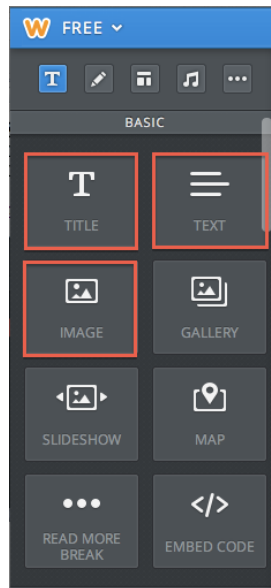
### Step 10:

Click on your “About Me” button to take you to that page. (Yours may be in a different location on your page than mine!) Create your “About Me” page.

- On your new page, introduce yourself. Tell about your hobbies, your interests, and anything else you might want your readers to know about you as a blogger. Remember to leave out personal and identifying information!

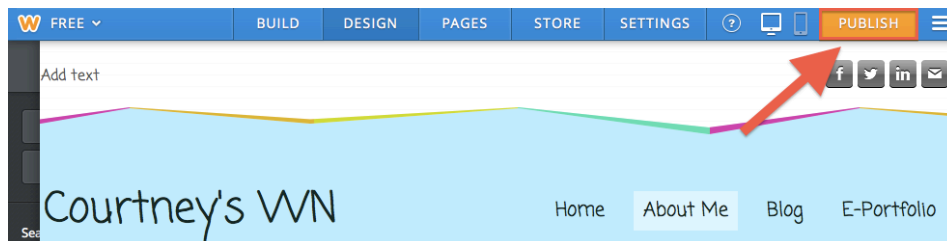


- To add titles, images, and text to a page, click on the corresponding graphic on the left side of the page and drag it over onto the page you are editing.



**Step 11:**

Click on the orange “Publish” button in the upper right-hand corner.



**Step 12:**

Design your website. Click on the “Design” tab at the very top of the page. On the left under “Search Box,” click on the bottom two ON/OFF switches so that all boxes say OFF. Look through design templates and choose the design you like the most.

