How to Login:

1. Click on the **Marketplace** tab from the side navigation tab to the left.
2. Choose **Addons** from the sub-menu.
3. Within this section, you will see the option to enter the Weebly Site Builder. Select the domain you want to use and click **Use Weebly** to get started.

**There is no “undo” button. Once you make a change, it is made even if you do not publish**.

**Home page**: Latest news should be most recent on top, and older evens underneath. Usually 6 months of events shown and then deleted.

Upcoming events should be the one to happen next at the top, and future ones underneath. The site is backwards right now.

The only two tabs you need are “Build” and “Pages”.

**BUILD.** Is where you update pages

**PAGES** is where you add, delete and hide pages

* + Most pages are hidden instead of deleted for use the next year.
  + When you hide a page (i.e. Ticket Sales after an event) then you add the word “hidden” or “closed” to it so that any link you sent out previously no longer works.
  + Most pages you will need through the year are already built, you just need to unhide, fix the dates, and update the page name so the URL works. *My favorite page is the Dearborn Ham page!*

The databases in the website are somewhat useless, because you cannot extract data from them. So you either have to copy each entry individually or use the e-mail that you get every time someone enters something.

So for certain items, like ticket sales, or items for the programs, we have a page that goes up once sales are closed or we are no longer accepting for that item. See the two screen shots. They are both title “Personal Well Wishes” but one is closed and the other is not. So after we no longer accepted well wishes, we changed the page URL by adding the word Closed, and opened the “no longer accepting” page by taking the word Closed off, so that the link to Personal Well Wishes would send people to the page that says we are no longer accepting.

A screenshot of a computer

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