Preparing for the Creating Web Pages with Weebly Workshop

Registering with Weebly

Before you can begin building your Web site, you will be required to register with Weebly and sign up for a site. You need to do this prior to the workshop.

It is strongly recommended that you write down your Weebly **login information** and **Web site Domain** . This information will be needed every time you or your students log in to your site. Also the Domain Address that you create for your site will be part of the URL that people will type in to visit your site when you are done building it. So keep this in mind when choosing a site address.

New Registration with Weebly

(1) Open your browser to: *http://education.weebly.com/* and sign up for a free Weebly account.

Write your e-mail address and Password here as you will need this information to login in the future.

E-mail address: _____

Password: _____

(2) The next dialog box says "Welcome to Weebly for Education!". Here you can either complete the information or select the "**Skip this step**" link in the lower right corner. If you complete the information select the **Submit** button when you are done.

(3) Now you can choose to **Watch a Demo**, **Set up a Class** or **Create a website**. Depending on which of these you choose, your next step will vary. If you decide to watch the demo, be aware that the demo is dated and does not reflect the current "look and feel" of the Weebly interface, but it does show how easy the tool is to use.

(4) For our purpose we will start by creating a Web site and you can set up your class later. So choose **Create a website** next. They will ask you what the focus of your site is. Select **Site**.

(5) **Choose a Theme**. It does not matter which one you choose right now. Just quickly make a choice. You can change it later during the workshop.

(6) On the next screen, you will choose the **radio button** to create a "subdomain" of Weebly.com. (The other option to register a new domain will cost you money and using a domain you already own is outside the scope of this workshop. If you wish to do either of these later, I am sure you can.) Remember when creating the Weebly subdomain, **this will be what your students type in to visit your site**, so make it something easy to type and remember.

Write down what you have chosen here, once you are sure it is available. Many names you choose to start with may have already been chosen, so this may be a challenging step and you may go through many names before arriving at one that is available.

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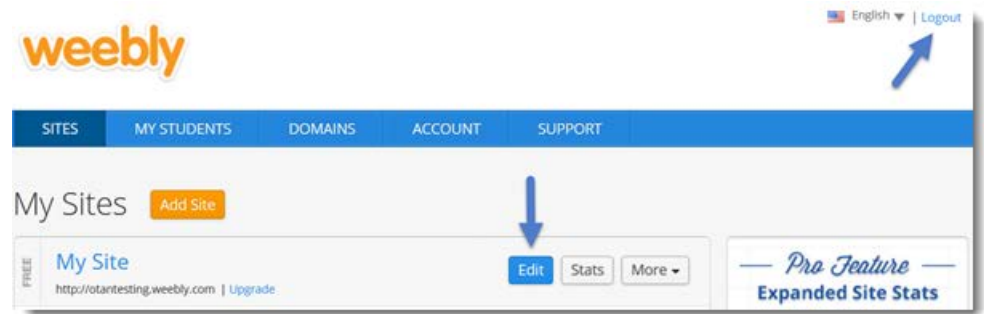**Write your Site Address here**:

http://_____.weebly.com

  (Your site domain is your **site address** plus **.weebly.com**)

Next, select the **Continue** button.

(7)   Now they give you a choice of **Planning** your site or **Building** your site. Choices made here will deposit you in different places. If you go to the Planning side, they will walk you through the process of planning using interactives, tutorials, and videos. If you choose Building, you will probably be asked to Categorize your site. Choose **Education** for the "type of website" and for the "category" choose **Teacher**. Then select the **Submit** button.

(8)   You should now be staring at your dashboard which will show "My Site". At this point you can select the Logout link in the upper right hand corner of the page, unless you are doing this process in the workshop itself. If that is the case, follow the presenter's instructions.

(9)   If you just logged out, to be sure you can log back in on the day of the workshop, try it now and log back in using the **LOG IN** link in the upper right hand area of the Weebly home page. (Do Not use the Sign Up area again. Find the **Login** button/link and use it.)

Logging In To Your Site On the Day of the Workshop

You can now login to your site using your chosen **E-mail Address** and **Password**. To login go to the Weebly Web site *http://education.weebly.com*, select the Log In link or use the login box in the upper right hand corner of the page. Enter your username and password and select the **Log in** button at the bottom of the login box. If you are looking at your Weebly site dashboard, you should be okay.

Bring all this information with you to the workshop as you will need it to login there. If you had any problems with logging in, let me know at least 2 days before the workshop and I will try to help you with it.