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# Training Manual for Your New Website

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## Your site was built on the GoDaddy Program: Websites + Marketing (Website Builder)

### Included In The Program are the Following Items

- Website
- Blog
- Email Marketing (subscribers & newsletters/announcements)
- Hosting/SSL/etc.
- Free tech support with GoDaddy

### This Training Manual Contains Instructions on the Following Items

- Log-In to GoDaddy Account
- Website Editing
- Blog Postings
- Photo Management
- Email Marketing (Newsletters/Subscribers/Private Page)

### Log-In

- Open up a browser (preferably Chrome) and go to [www.GoDaddy.com](http://www.GoDaddy.com)
- Click on “Sign In” (top right) *If your Name is Listed instead, click on your name*
- This will bring you to another page with lots of options
- Click on “Website Builder” (on the left under Quick Links)
- GoDaddy Sign In Window will appear
- Put in your Username or Customer # and Password
- Click Sign-In
- This takes you to your Products Page
- Click on Your Website Name under Websites & Marketing
- *Or scroll down to where it says Websites + Marketing and click on “manage”*
- You will then be taken to the Dashboard

### Delegate Access - allow others to access your site without seeing your personal info

- Log in to your account.
- Click on Website Builder
- Click on Account Settings
- Click on Delegate Access

### Dashboard

*The Dashboard is where you access the following...*

- Edit Website
- Manage Photos
- View Your Subscriber List
- Create Newsletters (email marketing)

## EDIT CONTENT

### Where To Edit

#### *Two Different Locations For Editing*

1. Left side of page = **Website Editor**
2. Right side of page = **Tool Box**

### How To Get To The Page You Want To Edit

- Follow Log-In Instructions
- In Tool Box under Page, click on drop down arrow or any place in that box.
- Drop down menu will appear with all of your website pages.
- Click on the page you want to edit and it will bring you to that page.

### Editing Existing Text

- In the Tool Box is a list of all your sections of the page you are viewing.
- Click on the section you want to edit.
- Edit in the Tool box or Website Editor by clicking in the area you want to edit.

### Tool Bar

- A Tool Bar will appear in editing mode that allows you to bold, italicize, etc.

### Done Button

- When visible, click on the DONE Button when you are done editing a section.

### Auto Save

- Changes are saved automatically. There is no save or undo button. *You can sometime use control Z on your keyboard to undo something. You can also use the Site History to restore your website back to an earlier version. See the “Settings” section for details.*

### Undo Typing

- There is no “undo” button, but you can sometime use “Control Z” to undo typing.
- For major errors, you can Restore the site to a previous version.
- See the section “Restore Site To A Previous Version” in this Training Manual.

### Colors

- In Tool Box where it says “Accent” You have 3 options of background colors for each section or page.
- These colors are based on the color scheme set for your website.
- To change your color theme, see the “Theme” section in this Training Manual.

### Events Page

- Add a new page (see add a page section).
- On left choose “Calendar”.
- You now have an Events Page.
- Edit text to include your own info.
- On right menu, click to add more sections.
- Fill in the slots for all your event details (i.e. date, time, location).

## Forms

- Add a section by clicking “+” in the “Website Editor”
- Click “Contact Us” and choose a layout
- Delete/Change: Most items on the page you can delete or change (i.e. map, hours, etc.)
- Add/Delete Fields: Click the “add” button. Change the text to whatever you want.
- Make Required Fields: Turn on the button next to each field you want required.
- Confirmation Message: You can edit the message that appears after the form is submitted.
- Email Address: Who will receive the form? Include email where you want your forms to be submitted to.

## Upload PDF Files

- Add a new section
- For PDF Preview - click on “PDF Viewer” or for PDF Downloads - click on “files”
- Click Add
- In the Tool Box, click on “Upload File”
- Add Title, Heading, Description in Tool Box” (You can edit “Title” box to anything you want)
- Click “Insert” then “Done”

## Blog

- Get to the Dashboard
- Click on Marketing
- Click on Blog
- Create Post

## Theme

- Layout - choose from several Website Layouts
- Color themes - you have 3 color options on each page and in sections
- To change your color theme, click on Themes to view options and select what you want.
- Same with Fonts - you will find these below the color themes.

## Restore Site To A Previous Version

- Dashboard, Edit Website
- Click on Settings (located top right)
- Click on Site History
- Click on the version you want and click “Restore”

## Publish

- After making your changes, you can use the Preview tab to view your site before you publish the new changes. Preview shows you what it looks like on a Smart Phone and Computer.
- Click “Publish” to update your website with the changes.

*Your changes will not be visible on your website until you Publish them.*

*Once the Publish is complete you will have an option to View your site or you can close out that box. Your Edit Page remains open so you can go back and continue editing at any time.*

## Return to Dashboard from “Edit Website”

- Click on arrow for drops down menu next to Website Builder located top left.
- Click on Dashboard.

## MANAGE SECTIONS

*Note: In the Tool Box you will see a list of all the sections of the page you are editing.*

### Add New Sections

- Click “+ “ to add a new section (For new pages, click “Add Section” in Website Editor).
- A menu with lots of layout options will open.
- Peruse through them and choose the one you want.
- For example, click on “Content” and choose a layout.
- Edit the text in that layout as noted above in the content editing section.

*You can delete items from the layout. I.e. Action Button, Image, Sections of Text, etc..*

### Move a Section to Another Page

- In Tool Box, click on the 3 dots to the right of the section
- Click “Move”
- Select the page where you want to move it to then click the Move button.

### Duplicate and Delete Sections

- In tool Box, click on the 3 dots to the right of the section you want to Duplicate or Delete
- Select your option: Duplicate or Delete
- For Duplicate - you will see the section appear (you will want to change the name so that you don’t have two sections of the same name - see

### Re-Name Sections

- Click on the 3 dots next to the appropriate Section - or just click on that section.
- Type the new name in the Title box.

### Re-Arrange Order of Sections (Two Different Ways)

1. Tool Box: Click and drag using the two lines to the left of each section.
2. Website Editor: Click on arrows located on the top right of each section.

### Include Hyperlinks to other Pages/Sites

- Insert Hyperlinks (to a page in the site or a different site)
- Highlight the text that you want to add a link to.
- Click the “link” icon in Tool Box or Website Editor Tool Bar (depending where editing).
- Select the “Website URL” if you want to link to a different website.
- Select the “Page” option if you want to link to another Page within the Website.
- Select what section of that Page you want it to link to.

## MANAGE PAGES

### How To Get to Manage Pages

- In Tool Box under Page, click in the box or on the arrow to open up list of all pages.
- On the bottom of the list, click “Manage Pages” to view all pages in your website.

### Duplicate and/or Delete a Page

- Click on the three dots on right of the page you want to delete or duplicate.
- A list of choices will pop up.
- Click on “Delete Page” or “Duplicate Page”.

### Change Name of Page

- Click on the 3 dots to the right of the Page you want to Re-Name.
- Click on Page Settings.
- Type your new name in the box that says Page Title.

### Add Pages

- Click “Add” (located in Tool Box).
- Type the name of that page in the Page Title box as you want it to appear in the Navigation.
- Click “Create Page” button - this takes you to your new page.
- Click “Add Section” and start designing your new page. (See “Add New Sections”...)

### Navigation Bar

- Find the “Show In Navigation” button
- The default will be “on”.
- If you do not want that page to show on the Navigation Bar, turn the button off by clicking it.

### Change Order of Pages in Navigation Bar

- Go to Manage Pages
- Click and drag pages to move them in the order you want by using the double lines on the left of each page.

## PAGE SETTINGS

### How To Get To Page Settings for Each Page

- In Edit Website
- Manage Pages
- Find The Page You Want
- Click on the 3 dots to the right of it
- Click on Page Settings

### In Page Settings you can...

- Show Page in Navigation
- Show Page in Footer
- Make Page Private
- Delete Page

## PHOTOS

### Manage Photos Library from Dashboard

- Log-In to Your Dashboard
- Click on Photos (located next to “Edit Website”)
- Upload, Delete, Organize Photos

### Remove Photos

- Click on the photo you want to remove.
- Click on “trash can” or “Remove” button in the Tool Box.

### Replace Image

- Click on the Photo.
- Click “Replace Image” in the Tool Box.
- You will then be prompted to upload from your computer or your photo gallery.
- Click on the photo you want and then click Insert.
- To resize the image, move the bar located under the image in the Tool Box.
- Click Done.

*Note: Stock photos available for free that you can search by category.*

*Note: You can drag your photos from your computer into your photo library.*

### Add Photos

If you chose a layout with one photo, then all you can have in that section is one photo that you can replace or delete. You cannot add additional photos. *For multiple photos, use the “Photo Gallery” Layout Option.*

### Photo Gallery Layout

- Add Photo Gallery: See “Add New Sections” and choose the “Photo Gallery” option.
- Add Photos: Click on the first square that is blank with a “+” inside of it.
- You will then be prompted to add a photo from your library or upload from your computer.
- Click on the photo you want and then click “Insert”.
- To Remove a Photo: Click on the Photo then click Remove or click on the Trash Can.
- To Replace Photos: Click on photo and then click on “Change Image”.
- To Re-Arrange Photos: Click and drag to move them around in the order you want.
- Click Done.

## LINKS, BUTTONS, MORE

### Subscriber Button

- Add Section
- Click on Subscribe
- Choose your layout

### Messaging Box

- Click on Messaging located in Website Add-Ons in Tool Box.
- Click on Enable Messaging - make sure it is turned on to add this to your site.
- This allows for people to send you a message instantly.
- Make sure it is set up to go to the appropriate email address.
- Change the text to what you want.

### Pop Up

- Click on PopUp located in Website Add-Ons in Tool Box.
- Enable PopUp.
- Change the text to what you want.

### PayPal Builder Button (Option One)

- Add Content
- Choose PayPal
- Fill in appropriate Boxes

### PayPal HTML (Option Two)

- Set up a payment button in your PayPal account
- Add Content
- Choose HTML
- Copy the PayPal HTML code in designated box

### Videos

- Add section
- Click on Video
- Put the link to your video in the designated box.
- It needs to be either a YouTube link or Vimeo.

### Social Media (Facebook, Twitter, YouTube, etc.)

- Add a section
- Click on Social Media
- Put your links to your Social Media accounts in designated boxes.

### Google Calendar Sync

- Add a section
- Click on Google Calendar Sync
- Input API Code to your Google Calendar

## EMAIL MARKETING

- *Manage Subscribers*
- *Create Newsletters/Announcements*
- *View Statistics on Sent Emails*

### Manage Subscribers

- Go to the Dashboard.
- Click on Connections.
- Click on Subscribers.
- To add Subscribers, click on Import and fill in appropriate boxes.
- Check the box that says “These contacts have explicitly agreed to receive email marketing campaigns from me (Subscribers).”

### Create Newsletters/Announcements

- Go to Dashboard.
- Click on Marketing.
- Click on Email.
- Click “Compose” to create a new announcement.
- Choose a template.
- It will open up and you will see photos on the right that you can drag into newsletter.
- To add new sections, click on a layout option in the tool bar located on the bottom.
- Click “Clone” to use a previous announcement as a template.
- Click Edit to make changes. (Add or delete sections, photos, content, etc.)
- Click Save, Preview, Send Test to yourself to see how it looks.
- Go back to Edit
- Click Send (this will take you to a page with two tabs (Recipients and Details).
- Select list(s) to send the announcement to (All Subscribers, Private Page, you can create additional lists).
- Click on Details Page: Fill in appropriate boxes.
- To send an email again to new subscribers, check off “Do not send to those who already received it.”
- Send right away, Schedule for a later date or Send the Same Email again.

### View Statistics on Sent Emails

- Go to the Dashboard
- Click on Marketing
- Click on Email

## APPOINTMENTS/SERVICES/EVENTS

- Dashboard
- Appointments
- Services
- Add Service
- Select from: Appointments, One-Time Event, or Repeating Events (You may only have the option of Appointments depending on which plan you have).
- View Customers by going to: Dashboard - Connections - Customers
- Email Customers: Appointments - Customers - Send Email Campaign



## PRIVATE PAGE/MEMBERS

*You can create a private page where Members set up a password to view that page.*

### How To Make A Page Private

- Manage Pages
- Select the Page you want to be private
- Click on the 3 dots to the right of that page
- Click on Page Settings
- Turn on the tab for Private Page

### Adding Members Who Are Subscribers

- Go to the Dashboard
- Click on Connections
- Click on Subscribers
- Search for the Subscriber
- Click on their profile, click the 3 dots to open menu, select “Grant Member Access”
- For non-subscribers, use the “Import” feature (see Access Member Page)
- Member will receive an automatic email requiring them to set up a password to access the page.
- You will need to send them the direct link to that page and they will need to log-in with their password.

### Access Member Page

- Dashboard
- Connections
- Members
- You can also access “manage members” from Page Settings in “Edit Website” (see Page Settings)

**Please check back periodically for updates to this manual.**

If you find errors or have suggestions for improvements of this manual, please send them to [jacki@jackirose.com](mailto:jacki@jackirose.com) or use the contact form on this website. Thank you.