## How to create and delete sites

Each PageCloud subscription provides a single publishable site. When on a paid subscription you will have access to an unlimited amount of draft sites

## To create a new site :

- 1. Head to your Sites Dashboard . If you are in the Dashboard for one of your sites, click "Sites" in the top left.
- 2. Click "Create a New Site" at the top right to begin the site set up process.

## Publish your site

- 1. From your Sites Dashboard , select the site you would like to publish.
- 2. Click "Publish Site" in the upper right corner of the page.
- 3. Select "Publish Site".
- 4. You may have to upgrade your account to include an additional published website.
- 5. Your site is now published and live on the web!

## To delete a site :

- 1. From your Sites Dashboard, select the site you would like to delete.
- 2. Click "Site Settings" and scroll down to "Delete Website".
- 3. Click "Delete Website".
- 4. You will be asked to type the name of the website and confirm you would like to permanently delete it.

Deleting a published website will give you a new available website to publish within your account. If you would like to end the subscription for the website you have deleted, reach out to support. <a href="mailto:support@pagecloud.com">support@pagecloud.com</a>