

Add team members

PageCloud Teams allows you to invite up to **two** additional people to help with the editing and managing of your site. Teams provides a secure and easy way to share access to a single site.

Types of Users

Blog Editor

A Blog Editor has the ability to create, edit, and publish posts within your blog. Does not have the ability to change or edit your site's pages.

Editor

An Editor has the ability to create, delete, and edit pages within your site.

Site Admin

Site Admins have the ability to manage Favicon, Analytics, Shared Pages and Redirects. They also have all permissions of an Editor user.

Owner

The site owner is the person who originally signed up for the account. There can only be one owner per account.

Inviting a Team Member

1. Head to the "Team" tab in your site dashboard.
2. Click "Invite A Team Member" to open the invitation portal.
3. Enter in the email of the Team Member you want to invite.
4. Select which role you would like them to have for the site, an Editor or a Site Admin.
5. Click "Invite" to send the invitation.

Removing a Team Member

1. Head to the "Team" tab in your site dashboard.
2. Click the down arrow within the team member you would like to remove.
3. Click "Remove".
4. That team member's permissions are now removed.

Changing a User's Permissions

1. Head to the "Team" tab in your site dashboard.
2. Click the down arrow within the team member you would like to edit permissions for.
3. Click "Edit"..
4. You can then select a different type of user permission for that user.
5. Click "Update" to save the changes.

To avoid overwriting changes made by other team members, only one team member should edit a page at a time.
