How to to create accounts for students for your Weebly?

**Step 1.** Send invitation via Weebly

Click on Settings



You will see a menu at the left: General, SEO, Editors, Members etc.

Select **Editors** (not Members).

Click on: Add Editor.

Copy/paste the email address of the student / editor

Copy/paste a short invitation text into the field Message

Example of invitation text:

Dear ...,

Please log in and create a password. I cannot give you a password. You will have to choose your password.

For next log in, go to www.weebly.com and choose Log in at the right top of the window (in Dutch: Aanmelden). Then fill in your mail address and the password that you had chosen.

Follow instructions on http://euminddemo.weebly.com/

***Never click on ‘Sign up’ because that would mean that create your own new Weebly site; You can only work in the already created Weebly site of your project.***

Click: Save editor

Check in the list of editors if the new editor has been added

**Step 2.** Write a mail to the students to check their mail (and spam folder) to find the Weebly invitation mail.

Example:

I*just created your account on Weebly. Check your mail and click on:  'Click here to get started’ in the mail that you receive from**no-reply@weebly.com**. Subject of the mail: (Name of creator of the account e.g. Ludo Mateusen) invited you to edit (name of Weebly)*

*You will be directed to*[*www.weebly.com*](http://www.weebly.com/)*. If you have already a Weebly account from last year, select Log in.* ***Never click on ‘Sign up’ because that would mean that create your own new Weebly site; You can only work in the already created Weebly site of your project***

*Fill in email and password that you used for Weebly. You will get access to the Weebly.*