We Do Things.

SQUARESPACE

Squarespace Account Initial Setup & Access Guide:

Step 1: Navigate to <u>Squarespace Pricing</u> and review the available options. Choose the plan that's appropriate for your website and follow the on-screen instructions to complete your purchase.

Step 2: If you don't already have a Squarespace account, you'll be prompted to create one during the purchase process. Make sure to use an email address you can access easily, as it will be used for managing your site and billing.

Step 3: Once your plan is purchased, you have two options for giving us access to your site:

- Option 1: Share your login details with us by emailing them to clint@wedothings.nz so we can manage the subscription directly on your behalf.
- Option 2: Invite We Do Things as an Administrator contributor on your Squarespace site using the email clint@wedothings.nz. For detailed instructions on adding contributors and managing permissions, please refer to Squarespace – Inviting a Contributor.