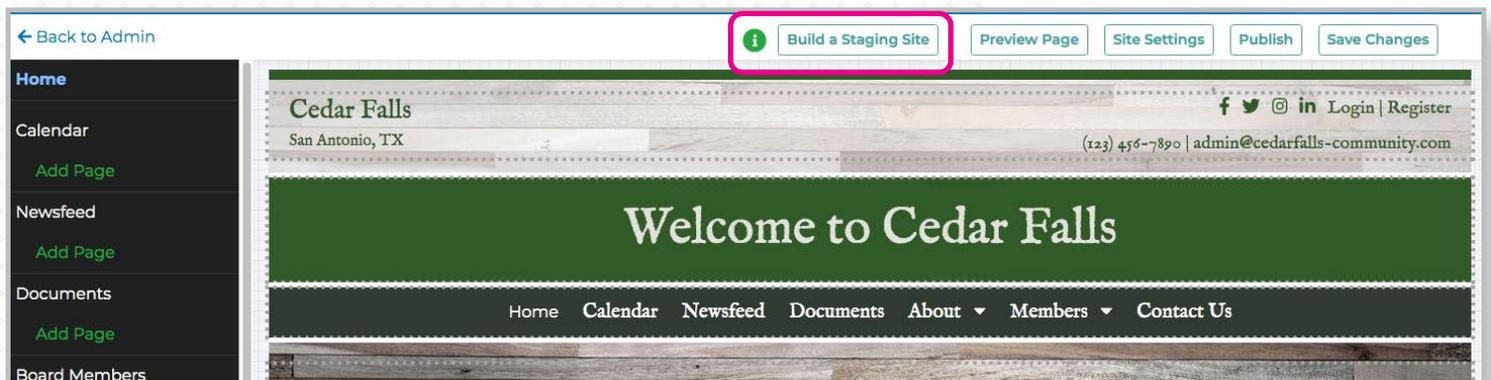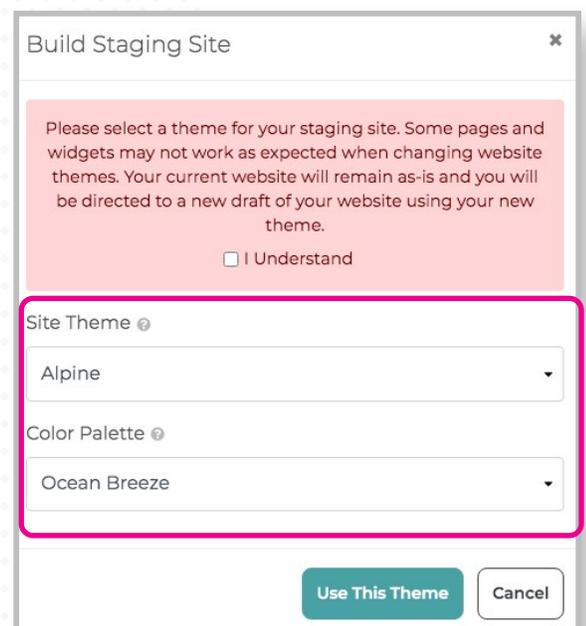# BUILD A STAGING SITE

If you're interested in building a second website with one of our available design themes, a Staging Site is the perfect place to start. By activating the "Build a Staging Site" feature, you can pick a new theme and begin building right away. Edits and changes can be made in the background so you can work at your own pace. You can save your progress along the way as you continue to develop your second website layout. The new page layout you choose is completely separate from your original published Production website that community members currently see and use.

When starting your new Staging Site, you will begin with a new Home page. It will need to be populated with content in the same manner you used for your original Production website layout. Inner pages will need to be added and populated as well, but you do not need to use the exact same template pages or layout. You can have fewer or add more pages as you see fit. It truly is an independent layout you're building. You can continue to make changes to your Production website without affecting your work on the Staging Site.

In order to build a Staging Site, click on "Site Setup" in the admin panel of your Production website. Next, click on the "Build a Staging Site" button at the top of the page. This will open a pop-up window with a drop-down options to pick an available Site Theme and Color Palette from your plan level. Start by choosing the Site Theme you would like to use to build your Staging Site.

Each Site Theme includes unique color palettes you can choose from. Select "Color Palette" in the drop-down menu and choose a color scheme for your website. Each of these color palettes uses a well-coordinated range of shades throughout the design for items such as menu bars, widget backgrounds, accented text, buttons, and footer backgrounds. You can experiment with different color palettes at any point to find the perfect color combination for your website. After you select a theme and color palette, click the "Use This Theme" button to save your selections.

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BUILD A STAGING SITE - CONTINUED

At this point you are still on your original Production website layout. The "Build a Staging Site" button is now replaced with a "Currently Editing: Production" drop-down menu at the top of the page. Click on the drop-down and pick "Edit Staging Site" from the list. This will take you to the new Home page and you're ready to begin building your new Staging Site layout.

Once you've completed your new layout and ready to share the updated design with all your members, simply click on the Publish button at the top of the Site Setup page. Doing so will move the current public Production website to the Staging Site and activate your Staging Site as your primary community website. You will be prompted by a warning window before the switch is made. You can switch between the two designs by following this same process.

You will be able to select a new Staging Site theme in the future by clicking on the Site Settings button at the top of Site Setup. It is important to note that when you pick a different theme, it will delete all Home page content and any inner pages. Deleted websites cannot be recovered if you agree to move forward with a new theme design. You will need to start the process again from the beginning. Each account has a maximum of two designs at one time between the Production and Staging Sites.

If you have any further questions about the starting a Staging Site, please open a ticket at support.hoastart.com.

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