GIVING MERCY ME ACCESS

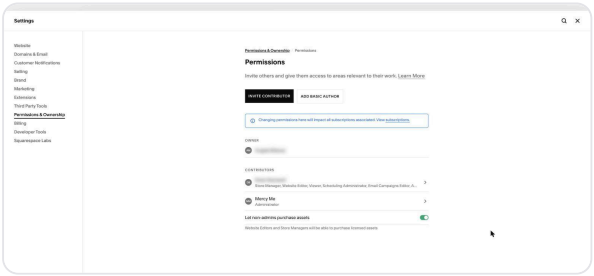
Squarespace

Invite us to your Squarespace site as a **contributor**, so we can work on it with our own login.

EMAIL TO INVITE	**digital@mercymemarketing.com.au**
PERMISSION	**Administrator**, unless we've agreed on something more limited
WHO CAN DO THIS	The site owner or an administrator

Steps

1. Log in to Squarespace and open your site.
2. Go to **Settings**, then **Permissions & Ownership**.
3. Select **Invite Contributor**.
4. Enter the name **Mercy Me** and the email **digital@mercymemarketing.com.au**.
5. Turn on **Administrator** (or the permissions we've asked for).
6. Select **Invite**.



Permissions & Ownership. Select Invite Contributor to add us.

> Squarespace's Basic plan only allows one contributor besides the owner. If you're already using that spot, let us know.

Building a new Squarespace site?

Mercy Me is a Squarespace Circle partner. If we start your new site from our account, you get a longer free trial while we build it and a discount on your first year's annual plan. We'll then transfer ownership of the site to you before it launches.

MercyMe Marketing

Stuck at any step? Let your Mercy Me contact know and we'll happily jump on a quick call to walk through it with you.

More help from Squarespace: Inviting contributors