



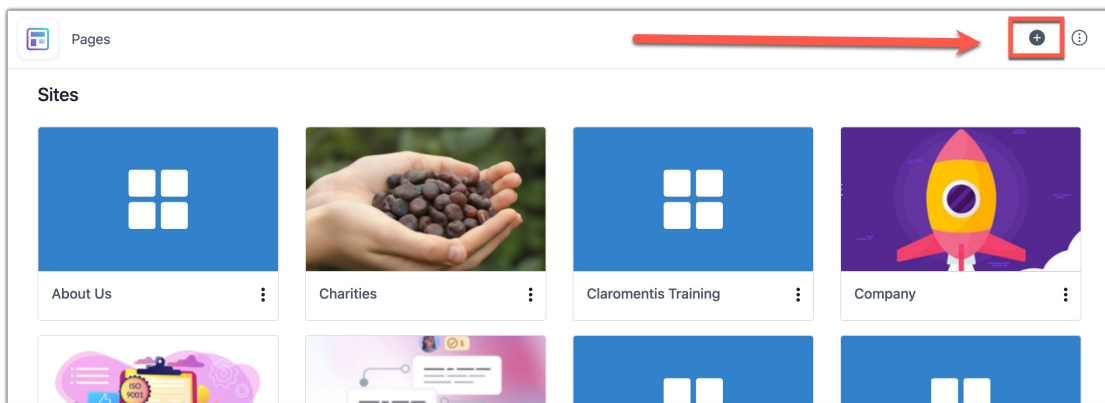
Creating a Site & its Homepage

Application administrators of the Pages application first need to assign users, Roles or Groups the appropriate permissions to create Sites and edit Pages.

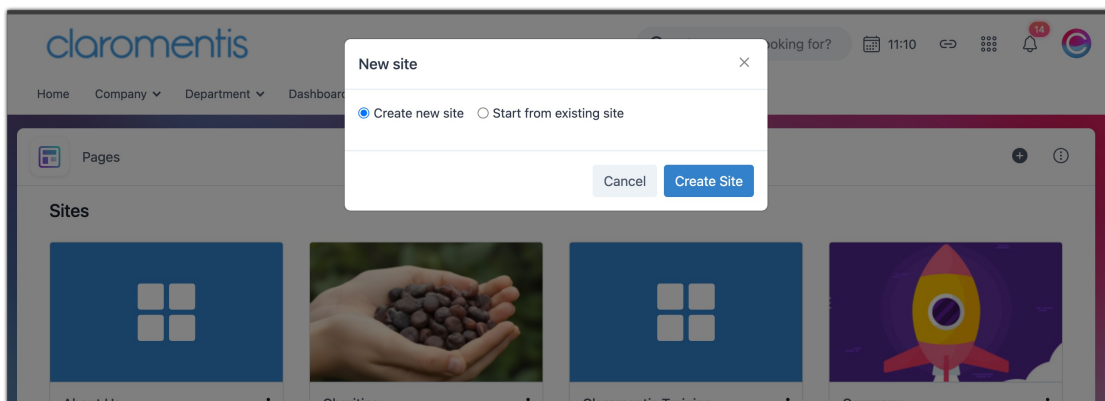
For more information, check out our guide on the [Necessary setup to begin creating Sites & Pages](#).

Creating a new site

With permissions, users will see the **Add new Site (+)** button on the front-end of Pages via **Application > Pages**.



When creating a new Site, the option to start from scratch or to copy a site that already exists will appear:



The Site creator can fill out the following fields. These can be edited at any time after the Site's creation.

The screenshot shows the 'Create a New Site' form in the Pages application. The form is titled 'Site Details' and contains the following fields and options:

- Site title ***: A text input field with the placeholder 'Site title'.
- Address ***: A text input field with the placeholder '/pages/' and a secondary input field with the placeholder 'site_name'.
- Homepage title**: A text input field with the placeholder 'Page title'.
- Show title**: A checkbox that is checked.
- Show site navigation**: A checkbox that is checked.
- Site and page permissions**: A section with a search input 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the search input, a dropdown menu is open showing 'User: Claromentis Administrator'.
- Permissions**: A list of checkboxes: 'View Pages' (checked), 'Edit pages and menu' (checked), and 'Manage Site' (checked). Below the list is a link 'View effective permissions...'.
- Site cover**: A section with an 'Upload image' button.

At the bottom of the form are two buttons: 'Create Site' and 'Cancel'.

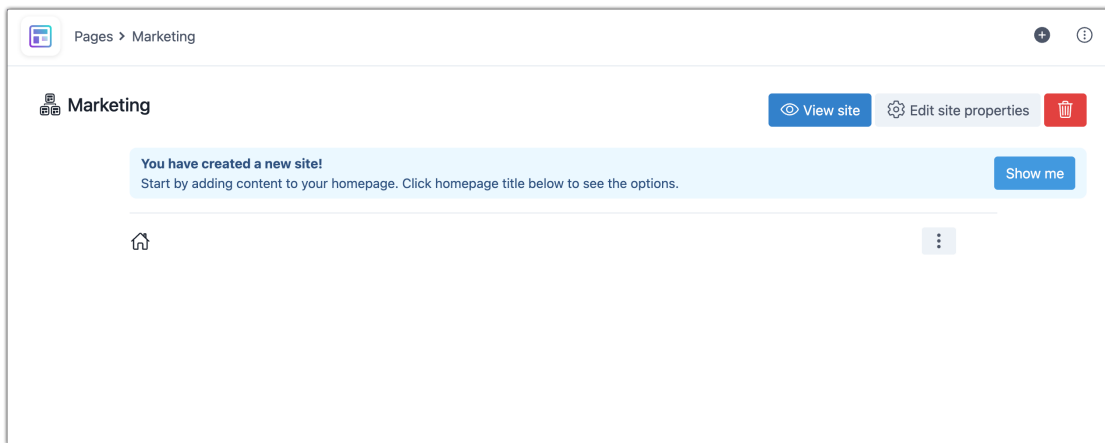
- **Site title:** The name that will appear for this Site in the Pages application (Application > Pages)
- **Address:** The URL of the Site, which will auto-populate once a title is entered
- **Show title checkbox:** If selected, the title bar will appear on the Site homepage
- **Show site navigation checkbox:** Decide if any sub-pages added onto the site should be shown at the top of the site homepage and toggle accordingly.
- **Homepage title:** The title that can be set to appear at the top of the Site homepage.
- **Permissions:** Add the user, Role or Group based on the access you want them to have to the Site and its Pages. The Site creator will automatically populate. More information to assist your choices is [here](#).
Generally, 'All registered' can be given only 'view' permissions. Anyone who should be able to edit or delete pages within this site can also be given 'add/edit', and administrators the highest level with **Manage Site**, as shown below:

This screenshot shows the 'Create a New Site' form with the following details:

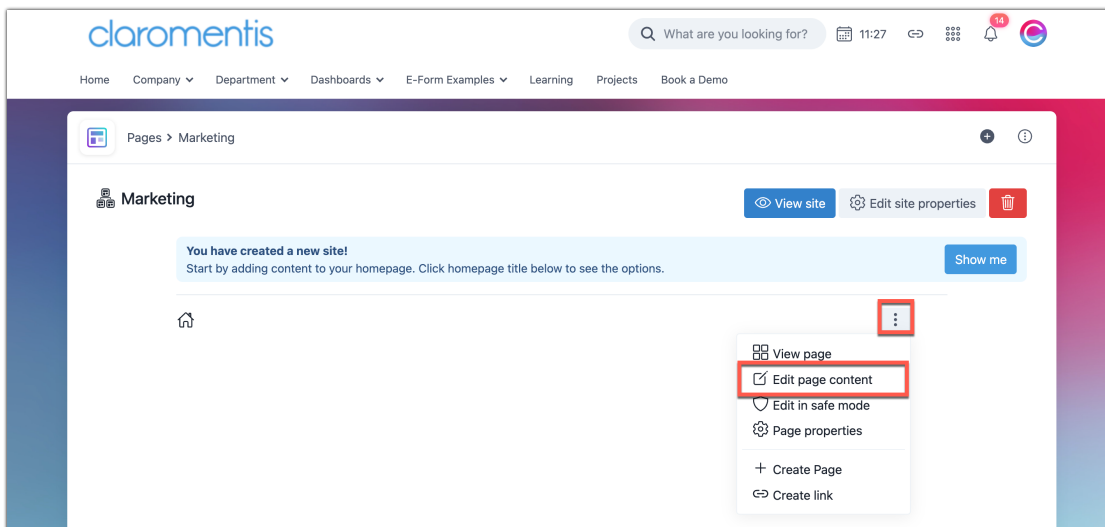
- Site title ***: 'Marketing'
- Address ***: '/pages/' and 'marketing'
- Homepage title**: 'Page title'
- Show title**: ☐ (unchecked)
- Show site navigation**: ☐ (unchecked)
- Site and page permissions**: The search input 'Start typing to add...' has a dropdown menu open showing 'Group: Marketing', 'All registered' (highlighted), and 'Role: Administrators'.
- Permissions**: 'View Pages' is checked. 'Edit pages and menu' and 'Manage Site' are unchecked.
- Site cover**: An 'Upload image' button.

- **Cover:** The image uploaded here will appear in Pages for the Site (Application > Pages); otherwise, a default image is given.

When ready, click **Create Site** to apply and see the Site landing page:



A Site homepage has been created automatically and can be edited straight away:

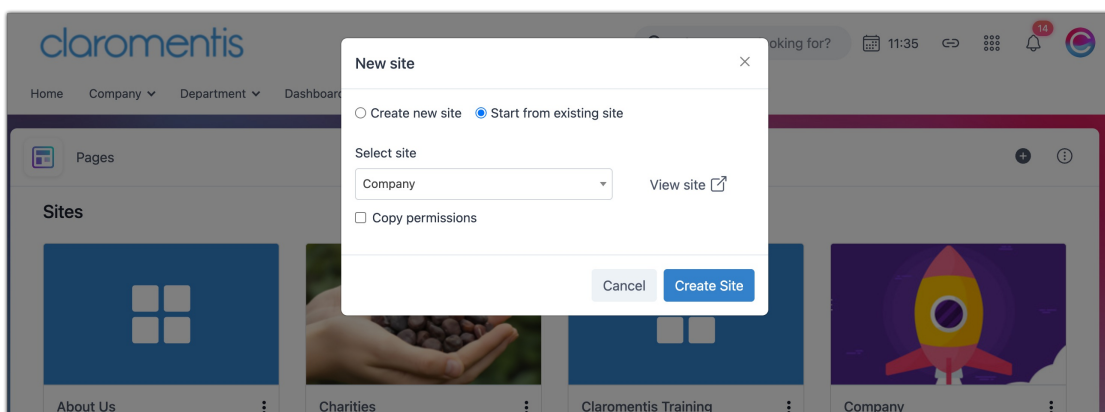


Once you have made all the edits required, consider linking your page in the [Main Menu](#) to bring it more easily to users' attention and assist their navigation.

For other functions that can be performed in the site landing area, see this [guide](#).

Start from an existing site

Select the **Start from existing site** option and click **Create Site** to continue.



- **Select site:** From the dropdown, choose the existing Site that you want to duplicate
- **Copy permissions check box:** Toggle this to decide whether the permissions from the site being duplicated should also be copied or not. There will be an opportunity to edit these on the next screen, even if it's selected to copy.

The next screen allows the copied properties to be edited before creating the Site.

The screenshot shows the 'Create a New Site' form in the Pages application. The form is titled 'Site Details' and contains the following fields and options:

- Site title ***: A text input field containing 'Company_copy'.
- Address ***: A text input field containing '/pages/' and 'company_copy'.
- Homepage title**: A text input field containing 'Company_copy'.
- Show title**: A checked checkbox.
- Show site navigation**: A checked checkbox.
- Site and page permissions**: A section with a search bar containing 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the search bar is a list of users, with 'User: Claromentis Administrator' selected.
- View Pages**: A checked checkbox.
- Edit pages and menu**: A checked checkbox.
- Manage Site**: A checked checkbox.
- View effective permissions...**: A link.
- Site cover**: A section with an 'Upload image' button.

At the bottom of the form are two buttons: 'Create Site' and 'Cancel'.

- **Site title:** The name that will appear for this Site in the Pages application (Application > Pages)
- **Address:** The URL of the Site (this will autopopulate based on the title entered)
- **Show title checkbox:** If selected, the title bar will appear on the Site homepage
- **Show site navigation checkbox:** Decide if any subpages added onto the site should be shown at the top of the site homepage and toggle accordingly.
- **Homepage title:** The title that can be set to appear at the top of the Site homepage.
- **Permissions:** Add the users/roles/groups based on the access you want them to have to the Site and its pages. If the permissions were copied, they will appear here and can be edited. The site creator will automatically populate in the box. More information to assist your choices is [here](#). Generally, 'All registered' can be given only 'view' permissions. Anyone who should be able to edit or delete pages within this site can also be given 'add/edit', and administrators the highest level with **Manage Site**, as shown below:

The screenshot shows the 'Create a New Site' form in the Pages application, with the 'All registered' role selected. The form is titled 'Site Details' and contains the following fields and options:

- Site title ***: A text input field containing 'Marketing'.
- Address ***: A text input field containing '/pages/' and 'marketing'.
- Homepage title**: A text input field containing 'Page title'.
- Show title**: An unchecked checkbox.
- Show site navigation**: An unchecked checkbox.
- Site and page permissions**: A section with a search bar containing 'Start typing to add...', a 'Browse' button, and a 'Remove' button. Below the search bar is a list of users, with 'All registered' selected.
- View Pages**: A checked checkbox.
- Edit pages and menu**: An unchecked checkbox.
- Manage Site**: An unchecked checkbox.
- View effective permissions...**: A link.
- Site cover**: A section with an 'Upload image' button.

At the bottom of the form are two buttons: 'Create Site' and 'Cancel'.

- **Cover:** The image uploaded here will appear in Pages for the Site (Application > Pages); otherwise, a default image is given.

When ready, click **Create Site** to apply the changes and see the Site landing page:



All Pages and links that existed on the Site copied from are listed and can be edited as required.

Consider linking your page in the [Main Menu](#) to bring it more easily to users' attention and assist their navigation.

For other functions that can be performed in the Site landing area, check out our guide on [Editing Site Properties](#).

Last modified on 8 October 2025 by [Veronica Kim](#)

Created on 3 October 2025 by [Hannah Door](#)

Tags: [page](#), [pages](#), [subpage](#), [create](#)