

Add CKP Creative to your Wix website



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What you need before you start

- Your Wix login details
- The 2 CKP emails to invite stuart@ckpcreative.com.au and client-services@ckpcreative.com.au
- Add CKP and choose the correct role

Steps for a standard Wix website (classic dashboard)

1. Log in to Wix and open the correct site's Dashboard.
2. Go to Settings, then Roles & Permissions.

The image shows a screenshot of the Wix dashboard settings menu. The settings are organized into a grid of cards. Each card has an icon, a title, and a brief description. The 'Roles & permissions' card is highlighted with a light blue background and a circular orange callout. Below the main settings grid, there is a section titled 'COMMUNICATIONS' with four more settings cards: 'Inbox settings', 'Communication channels', 'Notification preferences', and 'Outgoing notifications'.

<p>Customize your checkout form, set policies, manage order emails and more.</p> <p>Pricing Plans settings</p> <p>Set up payment methods and tax collection for pricing plans.</p>	<p>Set your booking hours, policies, forms, reminders and more.</p> <p>Subscription settings</p> <p>Manage failed payments and notifications for all subscriptions types.</p>	<p>Customize your pages and meta tags for SEO and set your site preferences.</p> <p>Tax</p> <p>Manage how your business collects tax.</p>	<p>Choose the way you get paid by customers.</p> <p>Business info</p> <p>Set your business name, logo, location and contact info.</p>
<p>Website settings</p> <p>Manage your site's name, URL, favicon and more.</p>	<p>Mobile app settings</p> <p>Choose who can join and log in to your app & set your app preferences.</p>	<p>Language & region</p> <p>Set your language, region & currency, and translate your site.</p>	<p>Getting Paid</p> <p>Customize your invoices, quotes, pay links, and related automations.</p>
<p>Manage plan</p> <p>Compare website plans and upgrade your subscription.</p>	<p>Domains</p> <p>Connect, manage and edit your website's address.</p>	<p>Business email</p> <p>Get and manage a professional email account for your domain with the full Google Workspace suite.</p>	<p>Roles & permissions</p> <p>Invite people to work on this site and set their permissions.</p>
<p>Site member settings</p> <p>Manage site members' signup & login security, profile privacy and permissions.</p>	<p>Privacy & cookies</p> <p>Let visitors manage their privacy, data and cookies on your site.</p>	<p>Manage storage</p> <p>Check your storage and free up space, or upgrade your storage plan.</p>	

COMMUNICATIONS

<p>Inbox settings</p> <p>Manage how you send and</p>	<p>Communication channels</p>	<p>Notification preferences</p>	<p>Outgoing notifications</p> <p>Manage & edit automated notifications sent from this</p>
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3. Click Invite collaborators. Enter the CKP emails (above) and add a brief note so your team can recognise the request later.

Settings > Roles & Permissions

Roles & Permissions

Invite collaborators to work on this site, assign them roles and set their permissions. [Learn more](#)

[Manage Roles](#) [+ Invite Collaborators](#)

Show All Role All

Name ↑	Role	Joined on
 Help Center Videos	Owner	 Change Owner



Settings > Roles & Permissions > Invite Collaborators

Invite Collaborators

Invite people to collaborate on this site and set their roles and permissions. [Learn more](#)

[Cancel](#) [Send Invite](#)

Email(s) *
To add multiple invitees, enter each email separated by a comma. 1/10 emails

Role(s) *
Select one or more roles for the people you're inviting. To create roles or edit permissions, go to [Manage Roles](#).

Custom roles

POS + Editor
Controls the Point of Sale and can edit. [View Role Permissions](#)

4. Choose the most appropriate role:

- Website Manager for full site editing and most dashboard tasks.
- Developer (add Velo permissions) if CKP code access.

Settings > Roles & Permissions > Invite Collaborators

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[Cancel](#) [Send Invite](#)

Email(s) *
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stuart@ckpcreative.com.au x client-services@ckpcreative.com.au x

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Controls the Point of Sale and can edit. [View Role Permissions](#)

General Roles

Admin (Co-Owner)
Has access to edit, publish and manage site, including billing, payment & financial info, domains and inviting people, but can't delete or transfer the site. [View Role Permissions](#)

Website Manager
Has access to manage, edit & publish site, but cannot manage billing, delete, duplicate or transfer site. [View Role Permissions](#)

Website Designer
Can edit the site, manage settings and apps but cannot access Inbox, contacts and other sensitive info. [View Role Permissions](#)

Back Office Manager
Can access the Dashboard to manage site settings and apps but cannot edit the site. [View Role Permissions](#)

Content Writer
Can edit text, links, and media sources for this site and collections in the CMS. Can also publish site. [View Role Permissions](#)

CMS Roles

CMS Editor
Can add and modify content for all collections, but cannot edit other areas of your site. [View Role Permissions](#)

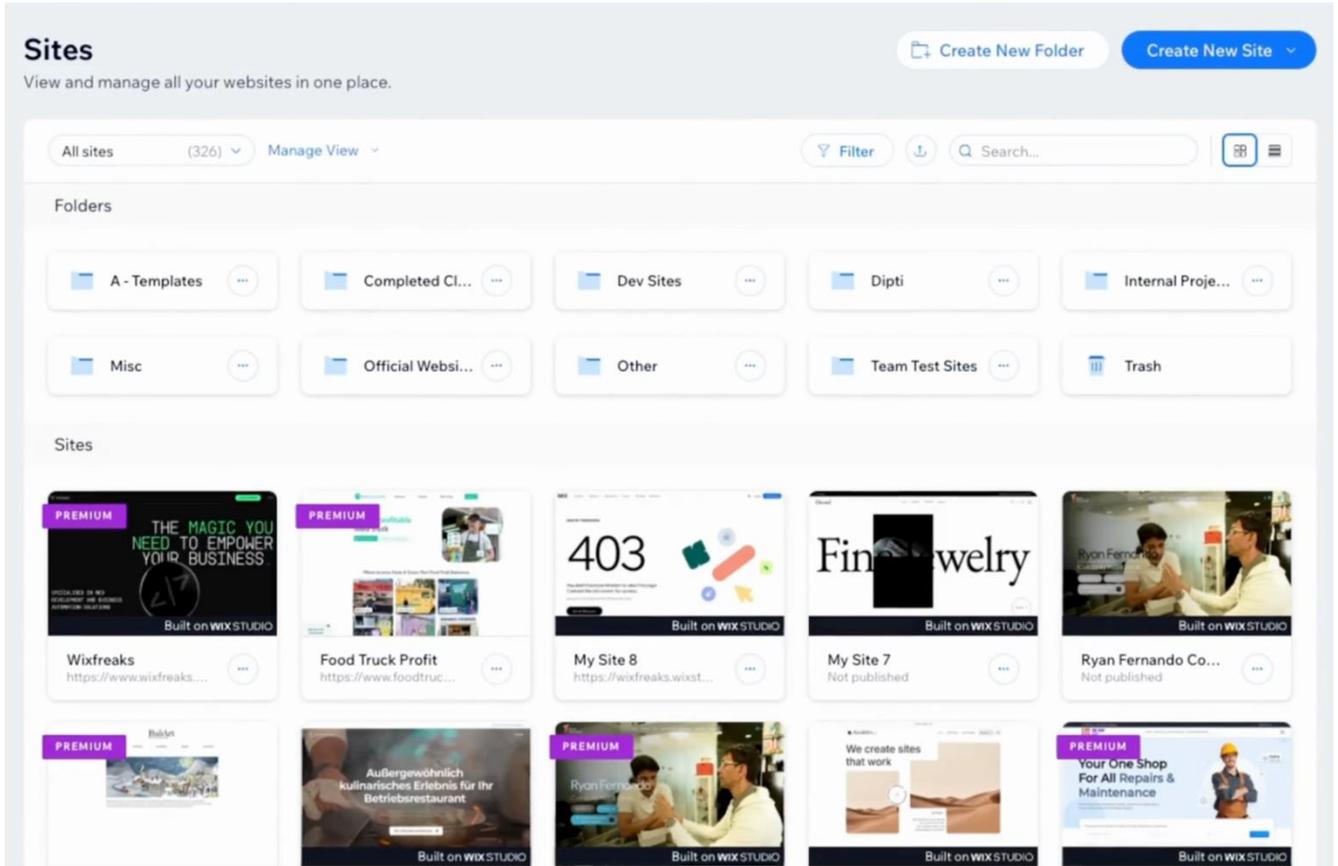
Only if Needed

- Billing Manager, only if you want CKP to manage subscriptions or billing settings. You can remove credit-card permissions later if needed.
 - Payments roles (Payments Admin, Financial Manager, Payments Manager) only if CKP is helping with Wix Payments, chargebacks, or payouts.
 - You can also create a custom role if you want to grant a tailored set of permissions.
5. Send the invite. The invitation email link expires after 30 days, so if it times out, resend from the same screen.
 6. Let CKP know once sent. We will accept and confirm access.
 7. If the work requires extra areas later, you can adjust CKP's role from the same Roles & Permissions screen at any time.

Steps for Wix Studio workspaces

(if your site is using Wix Studio)

1. Open your Wix Studio workspace.



- Open Sites, choose the site, then More actions → Invite collaborators.

The screenshot shows the 'All sites' management page with 326 sites. Under the 'Folders' section, there are folders like 'A - Templates', 'Completed Cl...', 'Dev Sites', 'Dipti', 'Misc', 'Official Websi...', 'Other', and 'Team Test Sites'. Under the 'Sites' section, a grid of site cards is displayed. The first card, 'Wixfreaks', has a hand cursor clicking the 'Select Site' button. Other visible cards include 'Food Truck Profit', 'My Site 8', 'My Site 7', 'Meinewebsite', 'Gastronomy', 'Ryan Fernando', and 'Aesken.com'.



The screenshot shows the 'Welcome back' page for the 'Wixfreaks' site. The site is on the 'Basic Manage Plan' and has the URL 'https://www.wixfreaks...'. A dropdown menu is open, showing options: 'Rename site', 'View live site', 'Get client feedback', 'Transfer site', 'Invite collaborators', 'Reassign plan', 'Duplicate site', 'Move to trash', and 'Create new site'. The 'Invite collaborators' option is highlighted with a hand cursor. Below the menu, the 'Analytics' section shows key stats for the last 30 days: Site sessions (635, down 1%), Post views (9, up 200%), and Unique visitors (530, down 6%).

3. Enter the CKP email, pick a role, and send. Only site owners and co-owners can invite collaborators.

Settings > Roles & Permissions > Invite Site Collaborators

Invite Site Collaborators

Invite collaborators to work on this site and assign their roles and permissions. [Learn more](#)

3 collaborator seats left 0/3

Your current plans allows for 3 collaborator seats. To add more, upgrade your plan.

Upgrade Plan

Emails

Enter the emails of your site collaborators:

stuart@ckpcreative.com.au x client-services@ckpcreative.com.au x

Select roles

Help me choose a role

Select roles for your site collaborators, or create a custom role.

Search roles

Custom roles

Recommended role mapping for CKP

- Build and content work: Website Manager
- SEO settings, apps, automations: Website Manager
- Custom code, integrations: Custom role with Velo permissions added
- Subscriptions and invoices: Billing Manager, with credit-card permissions limited or removed if you prefer
- Payments operations and notifications: one of the Payments roles, only if needed

Thank You

Should you have any questions about this document, contact us below:

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