



Delegation Instructions

Step-by-Step Guide:

- Log into your **Squarespace Account Dashboard**.
- Click the website you want the developer to access.
- On the left-hand menu, select **Settings**.
- Click **Permissions & Ownership** or **Permissions**.
- Click **Invite Contributor**.
- Enter the developer's Name and Email Address.
- Please add **Jennifer Zalzal | jen@designsbyzal.com**
- Select **Administrator**, or toggle on the specific permissions they need (e.g., Content Editor, Billing).
- Click **Invite**