

# Extend Your Starter Site Instructions

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## WEB DESIGN FOR SQUARESPACE

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## Extend Your Squarespace Starter Trial Site in 3 Simple Steps:

At the first class session, we will walk through how to select a template and begin a Squarespace starter site trial account. You will be responsible for extending your site trial for the class duration to continue working on your project.

You can work on all class assignments with a free site trial. A trial starts with 14 days, so if you begin on the first class, you should request your extension before our third class to ensure your site trial lasts through the course. You may need to extend it twice during class duration.

Here is how you can extend:

1. **Check Your Email:** Look for an email notification from Squarespace about your trial ending. Click the button in the email to extend your trial.
2. **Request Your Extension:** Follow the steps in the **Squarespace Live Chat video** (Video link on Instructor Page) to see the email steps and then send an email to Squarespace Support. You can also access **Live Chat** to request your extension for 10 or 20 days. *Be prepared to provide your email address associated with your website and your built-in domain.*
3. **Confirm Extension:** Once you're logged in to your Squarespace account, check under your site title on the main dashboard or at the bottom of the screen when you're in the website sidebar. It will show that your trial site has been extended.

Sample email to extend:

Subject: Request for Trial Extension

Hi Squarespace Support,  
I'm a student at Portland Community College and would like to request a [10 or 20]-day extension for my Squarespace trial. My account is associated with [your email address], and my built-in domain is [your built-in domain]. Please let me know if you need any additional information.

Thank you!

[Your Name]

If you have questions about extending your starter trial site, send email to [wendy.webb1@pcc.edu](mailto:wendy.webb1@pcc.edu) If you forget and your trial expires, please see me immediately to help resolve it, or you can start fresh with a new template for a starter site. If you're interested in moving to a pro account, see the provided sheet for more information.

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