

HubSpot Staging

Staging Overview

Access Staging

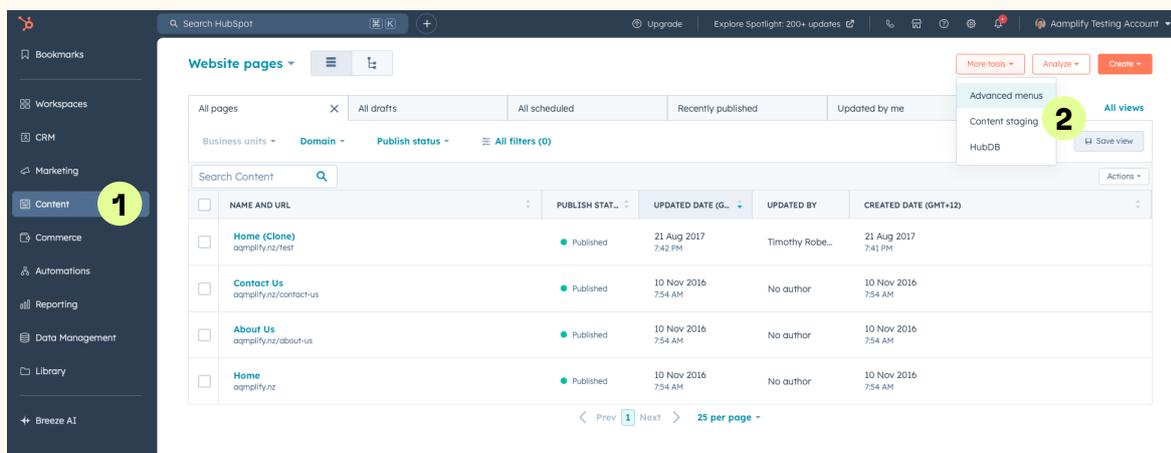
1. From the navigation select 'Content' and 'Website Pages'
2. In the top right corner select 'More Tools' and 'Content Staging' from the dropdown options
3. Within staging, in the top left corner select the 'info.sculptform.com' domain

You will be presented with 3 options on the left;

Unmodified: These are all the pages live/published on the selected domain

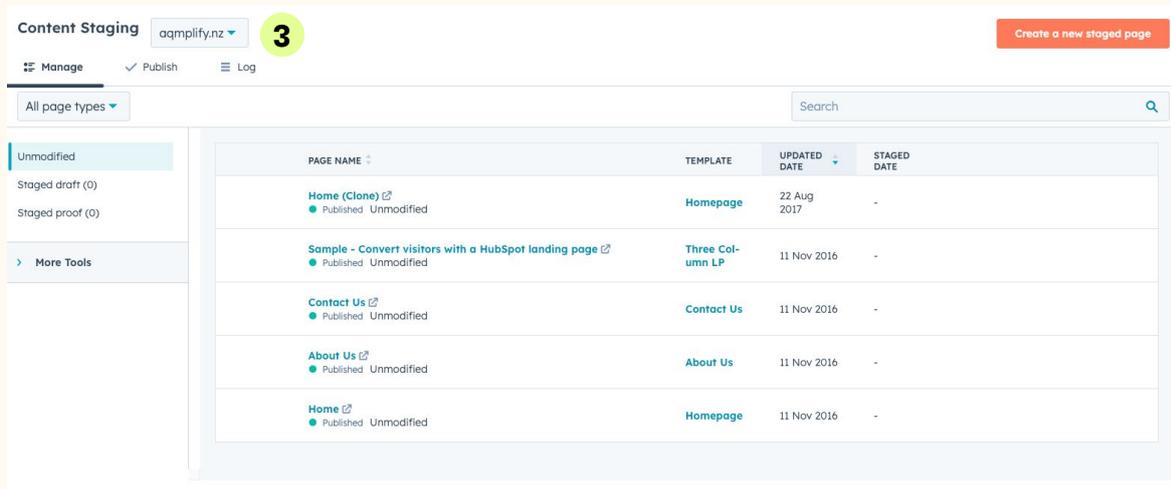
Staged Draft: This is where new pages will sit while you are creating and editing content

Staged Proof: This is where pages will sit when they are ready to review. If the page links are input you will be able to navigate the site within the staging environment. To see content updates in this stage you will need to 'Publish to Staging' within the page editor. Pages will need to be in proofed during publishing.



The screenshot shows the HubSpot 'Website pages' interface. On the left sidebar, the 'Content' menu item is highlighted with a red circle containing the number '1'. In the top right corner, the 'More Tools' dropdown menu is open, and 'Content staging' is selected with a red circle containing the number '2'. The main content area displays a table of website pages with columns for Name and URL, Publish Status, Updated Date, Updated By, and Created Date. The table lists four pages: 'Home (Clone)', 'Contact Us', 'About Us', and 'Home', all with a 'Published' status.

NAME AND URL	PUBLISH STAT.	UPDATED DATE (GL)	UPDATED BY	CREATED DATE (GMT+12)
Home (Clone) aamplify.nz/test	Published	21 Aug 2017 7:42 PM	Timothy Robe...	21 Aug 2017 7:41 PM
Contact Us aamplify.nz/contact-us	Published	10 Nov 2016 7:54 AM	No author	10 Nov 2016 7:54 AM
About Us aamplify.nz/about-us	Published	10 Nov 2016 7:54 AM	No author	10 Nov 2016 7:54 AM
Home aamplify.nz	Published	10 Nov 2016 7:54 AM	No author	10 Nov 2016 7:54 AM



The screenshot shows the HubSpot 'Content Staging' interface for the domain 'aamplify.nz'. A red circle with the number '3' is placed over the domain dropdown. The interface includes a 'Manage' section with 'Publish' and 'Log' options, and a 'More Tools' section. The main area displays a table of staged pages with columns for Page Name, Template, Updated Date, and Staged Date. The table lists five pages: 'Home (Clone)', 'Sample - Convert visitors with a HubSpot landing page', 'Contact Us', 'About Us', and 'Home', all with a 'Published' status and 'Unmodified' staging status.

PAGE NAME	TEMPLATE	UPDATED DATE	STAGED DATE
Home (Clone) Published Unmodified	Homepage	22 Aug 2017	-
Sample - Convert visitors with a HubSpot landing page Published Unmodified	Three Column LP	11 Nov 2016	-
Contact Us Published Unmodified	Contact Us	11 Nov 2016	-
About Us Published Unmodified	About Us	11 Nov 2016	-
Home Published Unmodified	Homepage	11 Nov 2016	-

Creating pages

Clone a live page

Use this option if you either want to update an existing page or create a new page using the existing page content

1. Hover over the page and select 'Stage' from the options on the right side.
2. You will be presented with 3 options;

Stage blank page: Re-build the page from scratch using a new template/theme - the existing HubSpot page data and page settings (URL, Page Title, Meta Description etc) will remain intact. (You are effectively saving over the top of the current page)

Stage cloned page: Edit the page using the current page content, template/theme - the existing HubSpot page data and page settings (URL, Page Title, Meta Description etc) will remain intact. (You are effectively saving over the top of the current page)

Stage Detached Clone: This will be a brand new page using the current page content, template/theme - the existing page settings (Page Title, Meta Description etc) will also be copied so will need to be updated. The HubSpot page data will all be fresh.

PAGE NAME	TEMPLATE	UPDATED DATE	STAGED DATE
Home (Clone) ● Published Unmodified	Homepage	22 Aug 2017	-

1
Stage View

2
×

Stage page

How would you like to stage a new version of this page?
 You can start fresh with a blank page, clone the existing page, or create a detached clone of the existing page.



Stage blank page



Stage cloned page



Stage detached clone

Stage page
Cancel

Page Creation Checklist

1. **Page Settings:** Select 'Settings' from the top right within the page editor
2. **Page Name:** Recommended naming convention, Creation Year & Month_Company_Page Type_Page Name eg. 24_08_SF_Project_Alba Thermal Springs & Spa
3. **Page Title:** This is the public-facing page name that will appear in Google, the browser tab and any shared links
4. **URL:** Input your desired URL - this should match the current URL unless otherwise specified
5. **Meta Description:** Input your Meta Description (154 recommended limit) - this should match the existing unless otherwise specified
6. **Campaign:** If the page is part of a campaign you can assign the campaign to it via the dropdown
7. **Feature Image:** You can toggle this on and select an image from your library or upload a new image. This is the image that will appear when sharing a link on social or via apps (Slack and Teams). Although it is best to have a unique image for every page it can be good to have a default version that can be applied to any page (ie. Homepage / About / Contact)

