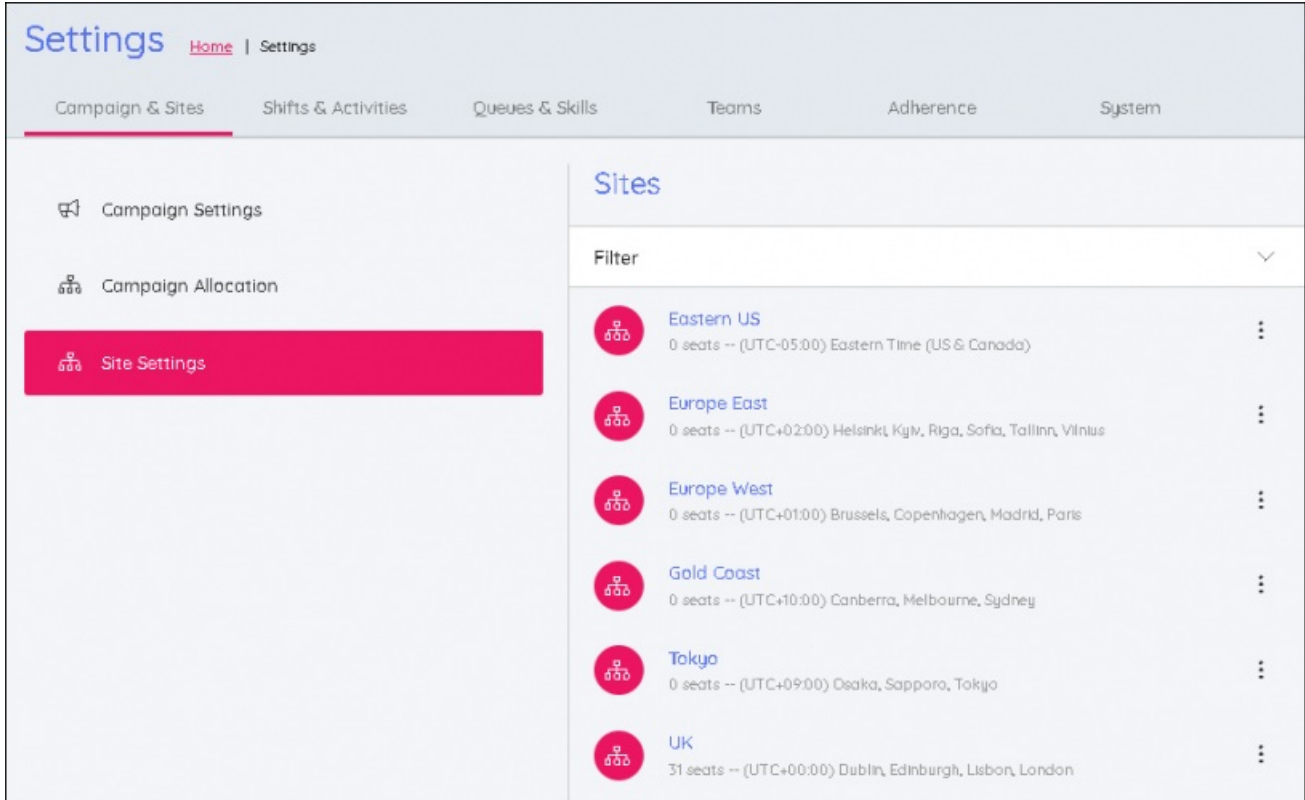# Creating or editing a site

To create a Site, you need to:

1. Click the **Settings** cog in the top right, then **Campaign & Sites** in sub menu followed by **Site Settings** in the left hand menu.

2. Click the **+** at the bottom of the screen to open the edit panel.

3. Enter:

   - Site Name

   - Site Time Zone

   - Total Seats at the site

4. Enter the site's daily Opening Hours. Any days the site is open 24 hours or closed should be selected.

5. When all changes have been made then click **Create** to see the new site added to the list.