Qsite user manual

Your site. Your creation.

Version 1.2, November 2026. Written for Qsite v6.

Contents

1. Welcome to Qsite
2. Getting started
3. Finding your way in the admin
4. Users and rights
5. Building your site with folders
6. Writing pages and items
7. The modules one by one
8. Upload Manager
9. Forms
10. Mailing (newsletters)
11. E-mail addresses
12. Design
13. SEO: being found in Google
14. Statistics
15. Settings
16. Your site in more languages
17. Webshop
18. Plans and what they include
19. Help and support
20. What visitors can do on your site
21. Limits at a glance

Welcome to Qsite

Qsite is the system you use to run your own website. You manage the pages, news, photos, forms, newsletters, e-mail addresses and webshop yourself, from one admin. Qsite takes care of hosting, security and updates.

This manual walks you through every part of the admin, in the order you are likely to need it. You do not have to read it from start to finish: use the table of contents to jump to the part you need.

A few conventions:

- Names of menus, buttons and fields are printed in **bold**, exactly as they appear in the admin.
- “Administrator” and “editor” are the two kinds of users of a site. Some screens are only for administrators; the manual says so where that applies.

- Limits that depend on your plan, such as the number of pages or AI texts per month, are explained in the chapter **Plans and what they include** and collected in **Limits at a glance**.

Getting started

Making a free site yourself

You can make a Qsite yourself, for free, without help from us. On the login screen click **No site yet? Make one for free**, or go to admin.qsite.com/aanmelden. You go through three steps:

1. **Start with**: pick a template with **Use this template**, or choose **Without a template**. Home, About us and Contact are always there.
2. **Your site**: the **Name of the site** and the **Web address**, for example yourname.qsite.site. You can add your own domain later. Tick **We are a club, association or foundation** if that applies: a paid plan then costs half.
3. **Your account**: **Your name**, **E-mail address** and a **Password** of at least 12 characters. Tick **I agree to the terms of Qsite** and click **Make my site**.

You then see **Check your e-mail**. We send a link to your address; click it within 48 hours. Only then is your site made, on the Free plan with 14 days of everything of Pro. Log in with your e-mail address and password. As the administrator of your site, you set up a login code on your phone the first time (see below). No e-mail? Look in your spam folder, or sign up again.

Your welcome e-mail

If Qsite made your site for you, you receive a welcome e-mail instead.

When your site is created, you receive an e-mail with the subject “Welkom bij Qsite: kies je wachtwoord”. Click the link in the e-mail and choose a password of at least 12 characters. The link is valid for 7 days. If it has expired, use **Forgot your password** as described below, or ask us for a new invitation.

Your new site is online straight away on an address at qsite.site, for example yourname.qsite.site. For sites that Qsite makes for you, search engines do not index this temporary address, so you can work on your site in peace. As soon as your own domain points to Qsite, the site moves to your domain and the temporary address forwards to it.

Logging in

Go to **admin.qsite.com**, or add /admin to the address of your own site (for example www.yoursite.nl/admin). Enter your e-mail address and password and click **login**.

Below the login button you can choose the language of the login screen.

The login code for administrators

Administrators log in with a password and a code from an authenticator app on their phone. This protects your site even if your password ever leaks. Editors only need their password.

The first time you log in as an administrator:

1. Install an authenticator app on your phone, for example Google Authenticator, Microsoft Authenticator or the app of your password manager.
2. In the admin you see **Set up the login code** with a QR code. Scan it with the app. If scanning does not work, type the key shown under the QR code into the app.
3. Enter the 6-digit code the app shows and continue.

4. You now see **Save your recovery codes**. Write them down or store them in your password manager. Each code works once, and you see them only this one time. Click **I have saved them**.

From then on you enter a code from the app after your password each time you log in.

Lost your phone? Click **Lost your phone? Use a recovery code** and enter one of your recovery codes. If you have no recovery codes left, contact Qsite support. We will check that it is really you before we reset the login code.

Forgot your password

Go to your own site and add /wachtwoord-vergeten to the address (for example www.yoursite.nl/wachtwoord-vergeten). Enter your e-mail address. You receive an e-mail with a link to choose a new password. The link is valid for 60 minutes. A new password must be at least 12 characters.

Qsite never asks for your password by e-mail or phone. If someone does, do not give it.

The language of the admin

The admin speaks the language you set for your site under **Settings**, field **Language**. You can choose Dutch, English, German, French, Spanish or Portuguese.

Qsite AI, your helper in the admin

At the bottom right of every screen in the admin you find the round button **Open Qsite AI**. Ask your question in your own words, for example “How do I add a photo album?” or “Why can I not add a page?”. Qsite AI answers in the language you ask in, from this manual and the FAQ, and knows which site and plan you are working on. Under each answer you see the **Sources** it used.

- Rate an answer with **Helpful** or **Not helpful**. That helps us improve the manual.
- If Qsite AI cannot find the answer, it says **Not found in the manual**.
- Click **Talk to a person** to pass the conversation on to Qsite support. You can add a note; we reply by e-mail within one working day.

Qsite AI can make mistakes, so check the important steps. It never asks for your password and cannot change your site. There is a daily limit on the number of questions per user and per site.

Use a computer

The admin is made for a computer or laptop with a reasonably wide screen. Your website itself works on phones, tablets and computers.

Finding your way in the admin

The top of the screen

At the top you see the Qsite logo with the version number, the name of your site and, when you are in a folder, the name of that folder. On the right you see who is logged in.

Below that is the blue menu bar. Depending on your role you see:

Menu	What you do there
Home (the house)	Back to the start page. Hover over it for **View website**, which opens your site in a new tab.
Mailing	Send newsletters to your members and see what was sent.
Design	Templates, Redesign with AI and the colours of your site. Administrators only.
Forms	Contact forms and other forms, and what visitors filled in.
Users	Who can log in to the admin, and with which rights. Administrators only.
E-mail	E-mail addresses and forward addresses on your domain. Administrators only.
Statistics	Visitors and page views, and who logged in.
SEO	How well your site can be found in Google, with AI help. Administrators only.
Settings	Name, language and general options of the site. Administrators only.
Upload Manager	Your images and files.
Help	Short explanations and a form to ask support a question.
Log out	End your session.

The folder tree on the left

On the left you see the structure of your site: the menu of your website as a tree of folders. Click a folder to open it. Below the tree you find **Footer** (the text at the bottom of every page) and, for administrators, the **recycle bin**.

Folders that are not shown in the website menu are hidden in the tree. Turn on **Show hidden folders** under the tree to see them too.

The working area on the right

When you open a folder, the right side shows two parts:

- At the top, the contents of the folder: its subfolders and its items (pages, news messages, photos and so on), each with a tick box.
- At the bottom, **Commands**: everything you can do in this folder, such as adding an item, adding a folder, sorting, moving or deleting.

To do something with several rows at once, tick them first and then choose a command such as **Delete selected items**, **Move selected items** or **Publish selected items**.

The start page

The start page of the admin shows:

- **Your package**: the package you use and how many folders your site has.

- **Your contract**: when your subscription started, any contract files and our terms and conditions.
- **Your details**: your company details as we know them. Administrators can change them with **Change your details**; we update our invoicing at the same time.
- **Your invoices**: your Qsite invoices, with **Download PDF** for each one. Administrators only.
- **News from Qsite**: our latest news, when there is any.
- **Support**: a box to send a question straight to Qsite support.

Users and rights

Roles

A site has two kinds of users:

- **Administrator (also manages users)**: can do everything in the admin of the site, including design, settings, e-mail, SEO and users. Logs in with a login code.
- **Editor**: works on the content in the folders they have rights to. Does not see Design, Users, E-mail, SEO and Settings.

Adding a user

1. Go to **Users** and click **Add user**.
2. Enter the name, e-mail address and a password of at least 12 characters, and choose the role.
3. Click **save**.
4. Open the user again to set the rights per folder.

To change a password later, open the user and type a new one. Leave the field empty to keep the current password.

Groups

With groups you give rights to several people at once. Click **Add group**, give it a name and tick its members. Rights you give to a group apply to everyone in it.

Folder rights

Each folder has four rights:

Right	Meaning
Read	Who may open the folder on the website. Nothing ticked means everyone.
Write	Who may add items.
Edit	Who may change items.
Manage	Who may manage the folder itself (settings, subfolders).

Open a folder and choose **Assign folder rights** under Commands. Tick **Everyone**, groups or individual users per right and click **save**. On the start of the tree, **Assign folder rights** sets the rights for the main menu.

Tip: to make a members-only area, also tick **Only for members and users (members area)** in the folder settings, and turn on **Login for customers on the site** under Settings.

Building your site with folders

What a folder is

Every item in the menu of your website is a folder. The type of a folder decides what goes in it. You choose the type when you create the folder and cannot change it later.

Type	What it holds
Pages	Ordinary text pages.
News	News messages with a date, optionally with comments from visitors.
Weblog	Blog posts with an archive per month and optional comments.
Agenda	Appointments and events with a date, time and location.
Calendar	Dates, optionally with bookings by visitors.
Photo album	Photos, with a slideshow and optional download.
Links	A list of links to other websites.
Guestbook	Messages from visitors.
Poll	A question with answers that visitors vote on.
Members	A list of people, for example the members of a club. Also the address list for your mailings.

Forum | Categories with topics and messages from visitors. |
Shop | A webshop with products, orders and payments. Only administrators can add one, and only when your plan includes a shop. |

Adding a folder

1. Open the folder the new folder should go under. To add it to the main menu, click the name of your site at the top of the tree.
2. Under Commands, click **Add folder**.
3. Choose the **Type** and fill in the **Name in the menu**.
4. Check **Place under**, and click **Save**.

Each plan has a maximum number of pages (folders in your menu). When you reach it, Qsite tells you so when you try to add a folder; delete a folder you no longer need, or choose a bigger plan.

Folder settings

Open a folder and choose **Edit folder settings**. You can set:

- **Name in the menu** and **Heading on the page** (leave the heading empty to use the menu name).
- **Introduction**: a short text at the top of the folder page.
- **Address**: the last part of the web address. Qsite makes it from the name if you leave it empty.
- **Visible on the site**, **Visible in the menu** and **Start page of the site**.
- Under **Display and settings**: the design number, the number of items per page, a picture in the side column, a forward address, and options per type, such as **Allow comments**, **Publish messages straight away** for the guestbook, **Visitors can book days** for the calendar, and **Show photos large, with a slideshow** for photo albums. Here you also find **Only for members and users (members area)** and a print button.
- Under **Search engines**: the **Page title** and **Description** Google shows.

At the top of the folder settings you find the AI buttons **Improve menu item with AI** and **SEO with AI**. See the chapter **Writing with AI**.

Sorting, moving and deleting

- **Sort items** puts folders and items in the order you want with up and down arrows. News, weblog, agenda, calendar and guestbook are always sorted by date, newest first.
- **Move selected items** moves ticked rows to another folder. Items can only move to a folder of the same type.
- **Delete selected items** moves ticked rows to the recycle bin. A folder goes with everything in it. The start page can never be deleted or moved.
- **Export** downloads the content of a folder, or of the ticked folders, as a file.

The recycle bin

Deleted folders and items go to the **recycle bin** at the bottom of the tree (administrators only). Tick what you want back and click **Restore selected items**. **Empty recycle bin** removes everything in it for good.

Writing pages and items

The edit screen

Open a folder and click an item to change it, or click **Add page** (or **Add message**, **Add appointment** and so on) under Commands to make a new one. The edit screen has:

- **Title**: the heading of the item.
- **Summary**: a short text used in lists and overviews.
- **Text**: the editor for the full text, with buttons for bold, lists, links, tables and more.
- **Visible from** and **Visible until** (or **Date** for news, weblog and agenda): when the item shows on the site. Leave empty to show it straight away and keep it.
- **Address**: the last part of the web address, made from the title if you leave it empty.
- **Draft (not visible on the site)**: tick this to save without publishing.

Click **save** at the top right to store your changes, or **back** to return to the folder.

Images, files and forms in a text

In the editor:

- **Insert image** opens your Upload Manager. Choose an image, or upload a new one first.

- **Insert file** does the same for a file such as a PDF, and places a link to it.
- **Form** places one of your forms in the page. Make the form first under **Forms**.

Importing a document

In folders of the types Pages and News, the Commands include **Import Word document**, **Import PDF document** and **Import archive**. Qsite turns the document into an item, which you can then check and edit. A file can be up to 20 MB.

Writing with AI

On most edit screens you find a blue AI bar with these buttons:

- **Write with AI**: describe what the page is about, for whom and what it should say. The AI writes a title, summary and text.
- **Improve with AI**: makes your existing text clearer and easier to read.
- **SEO with AI**: writes a page title and description for Google based on your text.
- **Improve menu item with AI** (in the folder settings): suggests a clear menu name, heading and introduction.

The AI only fills in the fields; nothing is saved yet. Read the result, adjust it where needed, and click **save**. Not happy? Click **Undo** to get your own text back.

The number of AI texts per month depends on your plan; each use of Write, Improve or SEO with AI counts as one. There is also a daily limit per site. When the texts of this month are used up, Qsite tells you the date new ones come in. See **Plans and what they include**.

The modules one by one

News and weblog

Add a message with **Add message**. You can add a **Photo with the message**, a source and an attachment. With **Allow comments** on in the folder settings, visitors can respond. Comments appear under the message in the admin, where you can **approve**, **hide** or **delete** them.

For a weblog you can also set how many recent posts show in the side column and how many months the archive covers.

Agenda

Use **Add appointment**. Fill in the date, and optionally **Until** for events of several days, **Start time** and **End time** (leave empty for the whole day), the **Location** and a **Label**.

Calendar

Use **Add date**. You can add an image, location, town and link. Turn on **Visitors can book days** in the folder settings to let visitors book; you can set a title for the booking form and a page they go to afterwards. Under **Places** you list the towns you choose from.

Photo album

Under Commands:

- **Add photos**: choose one or more photos (JPG, PNG, GIF or WebP).
- **Upload zip file with photos**: upload a zip file with many photos at once.
- **Format**: the width Qsite resizes new photos to, from 480 to 1600 pixels, or **Original**.

You can upload up to 20 files at a time, each up to 50 MB. Click a photo to give it a title and description. In the folder settings you can turn on **Show photos large, with a slideshow** and **Let visitors download photos and the album**.

Links

Use **Add link**, give a title and web address, and choose whether it opens in a new window.

Guestbook

Visitors write messages on your site. With **Publish messages straight away** off, you check each message first and publish it with **Publish selected items**. You can also add or edit messages yourself.

Poll

Use **Add question** and enter up to 12 answers. You see the votes per answer and can change them if needed.

Members

A Members folder holds people, such as club members or newsletter subscribers. Under Commands:

- **Add member**: enter the details by hand.
- **Import members (CSV)**: upload a CSV file from Excel (separated by ; or ,) with column names on the first line. You then match each column to a field. A member whose e-mail address already exists is updated. Administrators only; up to 10 MB.
- **Export members (Excel)**: download the list. Administrators only.

Use the search box to find members by name, company, e-mail or town. A member with **Unsubscribed from mailings (gets no newsletter)** ticked never receives a mailing.

Visitors can also sign up themselves on your site, and members can log in to a members area when **Login for customers on the site** is on.

Forum

Add a Forum folder with **Add folder**, type **Forum**. Then manage categories with **Add category**, and read, edit or delete topics and messages.

Footer

Click **Footer** at the bottom of the tree. This text appears at the bottom of every page of your site, for example your address and phone number. Click **save** when done.

Upload Manager

The **Upload Manager** holds all images and files of your site, in folders.

- Click a folder to open it, or **..** to go up.
- Open a folder and click **Upload files** to add files. Each file can be up to 20 MB. Allowed are images (JPG, PNG, GIF, WebP), documents (PDF, Word, Excel, PowerPoint, TXT, CSV), ZIP, MP3 and MP4.
- **Add folder** makes a new folder.
- Per file: **rename**, **move** or **delete**.

How much you can store in total depends on your plan. When it is full, Qsite says so when you upload; delete files you no longer use, or choose a bigger plan.

Tip: keep photos small before you upload them. A photo of 1600 pixels wide is sharp on almost every screen and loads fast.

Forms

Under **Forms** you make contact forms, sign-up forms and other forms with the form builder.

Making a form

1. Click **Add form**. A new form starts with the fields Name, E-mail address and Message.
2. Give the form a **Title**. This is also the subject of the e-mail you receive.
3. Add fields with **Add field**. Per field you choose the kind (Text line, E-mail address, Phone number, Numeric, Date, Text area, Drop-down list, Radio buttons or Tick boxes), the name and whether it is **Required**. For drop-down lists, radio buttons and tick boxes, enter one choice per line. A tick box field without choices becomes a single tick box, such as “I agree”.
4. Fill in **Send to**: one or more e-mail addresses, separated by a comma.
5. Set the **Thank-you text** and the **Button text**. Under **After sending, go to** you can send visitors to a page such as /thanks.
6. Optionally tick **Send the visitor a confirmation with the thank-you text (to the first e-mail field)**.
7. Click **save**.

Putting a form on a page

Open the page, click the **Form** button in the editor and choose the form. Or copy the **Code for the page** shown in the list of forms and paste it into the text.

Reading what was sent

Each message goes to the addresses under **Send to**. You also find all messages in the admin: open the form and look under **Submitted**.

Forms are protected against spam robots without puzzles for your visitors.

Mailing (newsletters)

Sending a mailing

1. Go to **Mailing** and choose **New mailing**.
2. Under **To (nothing chosen: all members)**, choose one or more member folders. Choose nothing to send to all members with an e-mail address. With **Add individual members** you search and add single people.
3. Enter the **Subject** and write the **Text**. With **Put news in the mailing** you insert a news message.
4. Click **send**. Qsite counts the recipients and sends the mailing in the background.

Every mailing contains a link to unsubscribe. Members who unsubscribe are marked as unsubscribed and get no further mailings.

Sent items

Sent items lists every mailing with the date, subject, sender and number of e-mails. Open a mailing to see per recipient whether the e-mail was sent, is queued or failed. Order mails of the shop are listed here too.

Mail settings

Administrators set under **Mail settings**:

- **Sender (e-mail address)** and **Name of the sender**: who your mailings and form e-mails come from.
- **Own mailbox**: the user name (e-mail address) and password of a mailbox on your own domain. Mails then go out through that mailbox on our mail server. Leave it empty to send through the Qsite account; replies then still go to your sender address.
- **Send a test mail**: sends a test to your own address with the saved settings.

E-mail addresses

Under **E-mail** (administrators only) you manage the e-mail addresses on your domain.

- **Add e-mail address**: a real mailbox. Enter the address, name, a password of at least 10 characters and the storage in MB (0 is unlimited). The list shows the messages and storage used.
- **Add forward address**: an address that forwards mail to one or more other addresses, separated by a comma.
- Choose an address to change its password, storage or forwarding, or to delete it.

The number of mailboxes depends on your package. When it is full, the button says **Add e-mail address (your package is full)**. Contact us to extend it.

To read your mail, use any e-mail program or app. The settings are in the FAQ.

Design

Under **Design** (administrators only) you decide what your site looks like. Changing the design only changes the look: your pages, texts and web addresses stay the same, so your place in Google is kept.

Templates

1. Choose **Templates**. You see a large collection of ready-made designs.
2. Search (for example “bakery” or “lawyer”) or filter by **Kind of site**.
3. Click **Choose** on a template you like. You can adjust the main colour, accent colour, font, logo and header photo. Leave a field empty to keep what the template has.
4. Click **Make a preview** and then **View preview** to see your own pages in this design.
5. Happy? Click **Apply**.

Under **Your designs from templates** you find earlier previews. **Restore** puts your previous design back; **Discard** removes a preview you do not want.

Redesign with AI

1. Choose **Redesign**.

2. Under **What should the site look like?**, describe the mood, colours and examples you like. For example: “fresh and modern, with our blue and orange, plenty of white space and a clear button to make an appointment.”
3. Click **Make a design**. The AI makes two variants with the menus and texts of your site and matching photos: variant A calm and timeless, variant B bold and striking. This usually takes a few minutes.
4. Click **View preview**, and **Apply** the one you like. **Restore** brings back the previous design.

The number of redesigns per month depends on your plan: Free has none, Start 2 and Pro 10. Each one makes the two variants. There is also a daily limit per site.

Colours, fonts and layout

For sites without their own coded design, **Design** also offers **Menu**, **Columns**, **Text** and **Header**, where you set the colours, font and font size per part. The **Layout wizard** sets which blocks appear in the left and right columns, such as the latest news or a list of links, and how wide the columns are.

Sites with their own coded design (common for sites from the old Qsite) show the parts of that design instead. Changing those requires knowledge of HTML and CSS; ask us if you are unsure.

SEO: being found in Google

Under **SEO** (administrators only) Qsite helps you rank higher in Google.

The check

Qsite checks your whole site every Monday morning, and you can click **Check now** at any time. The check gives a score out of 100 and lists what can be improved, such as missing descriptions, titles that are too long, images without alt text, pages with little text and broken links. **Score over time** shows how your score grows.

Fixing points

- **Fix with one click**: tick the points you want and click **Apply selected**, or **Fix all**. The AI writes missing texts, for example. You can always change the result.
- **To do yourself**: points that need your judgement. Click **Open** to go straight to the right page.
- **Fixed since the last check** shows what you already solved.

Keywords and your place in Google

Under **Keywords**, enter the words people type into Google to find you, for example “bakery utrecht”. **Suggest with AI** proposes keywords for you.

Once your site is linked to Google Search Console, **Place in Google** shows your position, clicks and impressions per keyword, updated every Monday. To link it, add the account shown on the screen as a user of your site in Google Search Console.

Get advice with AI looks at the check and your keywords and tells you what helps most.

SEO per page

Every folder has the fields **Page title** and **Description** under **Search engines**, and every edit screen has **SEO with AI**.

Statistics

Under **Statistics** you see how many visitors and page views your site had in the **Last 7 days**, **Last 30 days**, **Last 90 days** or **Last year**, per day and per page. At the bottom you see which users logged in to the admin and when.

Settings

Under **Settings** (administrators only) you set:

- **Name of the site** and **Language**. The language also sets the language of the admin.
- **Description for search engines** and **Keywords for search engines** for the site as a whole.
- Options such as **Secure connection (https)**, **Login for customers on the site**, **Open attachments in a new window** and **Layout for phone and tablet**.
- Codes for services such as Google Analytics and Hotjar, the icon of the site, and the image used when your site is shared on social media.
- **Other languages**: the extra languages of your site. See the chapter **Your site in more languages**.

Your site in more languages

Your site can be in more than one language, for example Dutch with English. The language under **Settings**, field **Language**, is the main language: those pages are at the root of your domain. Each other language gets its own pages below its code, such as www.yoursite.nl/en/about-us, and the site shows a language switcher. You can choose from Dutch, English, German, French, Spanish and Portuguese.

How many languages you can use depends on your plan, the main language included: Free 1, Start 2, Pro and Custom as many as you like.

Adding a language

1. Go to **Settings** and tick the language under **Other languages**. Click **Save**.
2. Click **Translate missing pages with AI** next to the language. The AI translates every page that has no text in that language yet, in the background. This counts towards your AI texts.

Translating a page yourself

Open a folder or an item. At the top you see a tab for each language of your site. The main language is the normal form. In the tab of another language:

- Type the text yourself, or click **Translate with AI**. The AI fills in the text from the main language; you check it.
- Click **Save translation**.
- **Remove translation** takes the page out of that language.

A page without a translation is not shown in that language. In the folder tree such folders are marked **Not translated yet**, with the languages that are missing.

Webshop

A webshop is included in Pro (up to 25 products) and in the Webshop plan for larger shops, at 29.95 euro per month. Free and Start have no shop. Sites with a shop have a Shop folder in the tree. Its Commands include **Add product**, **Orders**, **Manage size ranges** and, for administrators, **Shop settings**.

Products

Click **Add product** and fill in the name, product number, category, short and full description, images, price (including or excluding VAT), VAT percentage, weight and stock. With **Old price (struck through)** you show a discount. Tick **Keep stock** to let Qsite count stock down with each order, and **Draft (not in the shop)** to hide a product.

For clothing and similar products, make a size range under **Manage size ranges** (for example S, M, L, XL) and choose it on the product. You can then set the price, old price and stock per size.

Shop settings

- **E-mail for new orders**, currency, VAT percentage and **Prices including VAT**.
- **Online payment (Mollie)**: enter your Mollie API key (it starts with live_ or test_). It is stored encrypted and not shown again. Without a key, customers can only pay in advance by bank transfer, using the account details and the **Text for payment in advance** you set here.
- Minimum order amount, two discount levels, and an alert when stock is low.
- Shipping methods with costs per weight and country, via **Add shipping method**.
- The **Terms and conditions** of your shop.

Orders

Orders lists all orders with number, date, customer, amount and status. Filter by status: Open, Paid, Cancelled or Failed. Open an order to see the address, products and payment, and change the **Status of the order** when needed. Payments through Mollie update the status by themselves.

Plans and what they include

Every site has a plan. It decides how big your site can be and how much AI you can use. The counters for pages are always current; the AI counters start again on the first day of each month.

	Free	Start	Pro	Custom
Price per month, incl. VAT, paid yearly	free	9.95 euro	19.95 euro	as agreed
Pages (folders in your menu)	5	25	unlimited	unlimited

	Free	Start	Pro	Custom
AI texts per month	20	100	300	300
AI redesigns per month	none	2	10	10
Storage in the Upload Manager	500 MB	5 GB	25 GB	unlimited
Languages, main language included	1	2	unlimited	unlimited
Own domain name	no	yes	yes	yes
“Made with Qsite” on your site	yes	no	no	no
Webshop	no	no	small, up to 25 products	yes

- **Free** sites live on yourname.qsite.site and show a small “Made with Qsite” link with a way to report abuse.
- **Trial**: a new site you make yourself has everything of Pro for the first 14 days, without payment details. After that it continues on Free, unless you choose Start or Pro.
- **Paying per month** is possible for 25 percent more: Start 12.45 euro and Pro 24.95 euro per month.
- **Clubs, associations and foundations** pay half price for a paid plan.
- **Webshop**: Pro includes a small webshop with up to 25 products. For a larger shop there is the Webshop plan at 29.95 euro per month.
- **Custom** is for sites Qsite made for you and for clients from the old Qsite. It has everything of Pro plus the webshop, at the price we agreed with you.

When you reach a limit, Qsite tells you on the screen where you work, for example when you add a page, upload a file or ask the AI for a text. You can then make room, wait for the next month (for AI), or choose a bigger plan.

Your account with Qsite

On the start page of the admin you find your package, contract, details and invoices (see **The start page**). Changes to your details through **Change your details** are passed on to our invoicing straight away. Invoices can be downloaded as PDF.

Want another plan, or to cancel? Ask through the support form. A bigger plan starts straight away and you pay the difference for the rest of your period. A smaller plan or a cancellation takes effect at the end of the period you have already paid for; after a cancellation your site continues on Free.

Help and support

- **Qsite AI**, the round button at the bottom right of the admin, answers questions straight away. See **Qsite AI, your helper in the admin**.
- **Help** in the menu bar has short explanations and the form **Request support**. Choose question, problem or wish, and describe what you need.
- The **Support** box on the start page sends a quick question.

- You can also e-mail support@qsite.com.

We reply within one working day. We never ask for your password.

What visitors can do on your site

Depending on the folders and settings you use, visitors can:

- Read your pages, news, weblog, agenda and photo albums, on any device.
- Search the site.
- Fill in your forms.
- Write in the guestbook, comment on news and weblog posts, vote in polls and post in the forum.
- Book days in a calendar.
- Sign up for your newsletter, confirm by e-mail, and unsubscribe with one click.
- Sign up as a member, log in to the members area, change their details and reset their password.
- Download photos or a whole album, when you allow it.
- Order from your webshop and pay with Mollie or by bank transfer.
- Follow folders by RSS.
- Read your site in each of its languages, with the language switcher.
- On a Free site: see the “Made with Qsite” link and report abuse through it.

Qsite also makes a sitemap for search engines by itself.

Limits at a glance

These limits keep Qsite fast and safe for everyone. Limits that depend on your plan or package are marked.

What	Limit
Admin password	At least 12 characters
Mailbox password	At least 10 characters
Invitation link	Valid for 7 days
Password reset link	Valid for 60 minutes
File in the Upload Manager	Up to 20 MB per file
Photos in an album	Up to 20 files per upload, 50 MB per file
Importing a Word, PDF or zip document	Up to 20 MB
Importing members (CSV)	Up to 10 MB
Pages (folders in your menu)	Depends on your plan: Free 5, Start 25, Pro unlimited
Storage in the Upload Manager	Depends on your plan: Free 500 MB, Start 5 GB, Pro 25 GB
Languages of the site	Depends on your plan: Free 1, Start 2, Pro unlimited
AI texts	Depends on your plan: Free 20, Start 100, Pro 300 per month; also at most 100 per site

What	Limit
	per day and 20 per minute per user
Redesign with AI	Depends on your plan: Free none, Start 2, Pro 10 per month; also at most 5 per site per day
Questions to Qsite AI	A daily limit per user and per site
SEO check now	10 times per hour per site; automatic every Monday
SEO keywords	Up to 50 per site
Answers in a poll	Up to 12
E-mail addresses	Depends on your package
Confirmation link when you make a free site	Valid for 48 hours