How to Create a New Website Page

Create a new page without overwriting an existing website page. Follow the steps below in your BeatKongs producer dashboard and verify the result on your live website.

Before you begin

Sign in to your BeatKongs producer account. You will use **Website → Pages**, **Website → Menus**, or **Website → Edit Website** depending on the task. If you are making a significant change, save a copy of important content first.

Step-by-step instructions

1. **Step 1.** Open Website → Pages and select Add Page.

> SCREENSHOT TO ADD: Screenshot needed: Add Page form showing Start Template and File Name

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Screenshot to capture: Add Page form showing Start Template and File Name.

2. **Step 2.** In the Add Page form, select a START TEMPLATE that fits the page you are making.
3. **Step 3.** Enter a unique FILE NAME and choose SAVE TO FOLDER; the producer folder normally follows /username/newpage.

> SCREENSHOT TO ADD: Screenshot needed: Add Page form showing Save to Folder, Global Template and Add to Menu

Screenshot to capture: Add Page form showing Save to Folder, Global Template and Add to Menu.

4. **Step 4.** Review USED AS GLOBAL TEMPLATE. Leave it in the intended state for your use case.
5. **Step 5.** Choose ADD TO MENU only if you want a link in HEADER or FOOTER, then create the page.

> SCREENSHOT TO ADD: Screenshot needed: New page opened in Kong Builder

Screenshot to capture: New page opened in Kong Builder.

6. **Step 6.** Open the new page in Kong Builder, add content, save, and test its URL.

Important: The Add Page workflow does not require the old POST, PRODUCT, TEMPLATE tabs or SET IMAGE controls.

How to confirm it worked

Save your changes, open **View Live Website**, and refresh the affected page. Check the correct URL, page content, and any relevant header or footer links. Repeat the check on mobile if navigation or layout was changed.

Troubleshooting

- **Page or menu item is missing?** Confirm you are in the intended producer website and that you saved the correct page or menu.
- **Link opens a 404 page?** Copy the destination from the live page instead of guessing its file

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path, then update the menu link.

- **Changes are not visible?** Refresh the website and check for cached content; confirm the correct header or footer menu is selected in Kong Builder.
- **Still stuck?** Use **Report Issues** from the producer dashboard and include the page title, URL, and a screenshot.

Attached files:

Unique solution ID: #1068
Author: BeatKongs Support
Last update: 2026-10-19 17:16

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