Webflow

Migration Guide: In-House Team Admins

Are you a **Workspace owner or admin of an in-house team plan**? Here's what to do at each milestone.

Starting February 2, 2026

Inviting legacy Editor users remains available

You can still invite team members as legacy Editor users for new and existing Workspaces prior to May 4, 2026 (instructions). Note: Users with a Site manager, Designer, Marketer, or Content editor role can also invite legacy Editor users.

Confirm legacy Editor users

Before May 4, double check the list of your existing legacy Editor users who will be automatically migrated to a free *limited seat.*

1. Navigate to the site on your dashboard
2. Open the *Site access* tab under *Site settings*
3. Review the names listed in the *Legacy Editor access* section

Maximize your free seats

To take full advantage of the free *limited seats* you receive as part of the automatic migration, make sure that all of your legacy Editor user spots are filled before May 4 (instructions). A spot is considered filled once a user 1) accepts their invite, and 2) creates a login.

Confirm Workspace plan

If you're a freelancer or agency currently on a Workspace plan for teams, switch to a Freelancer or Agency Workspace plan before May 4, 2026 to ensure that you can add future clients to collaborate on sites for free.

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Starting May 4, 2026

Help team members get started

Migrated team members will receive an email invitation from Webflow to join your workspace within two weeks. If they don't accept the invite right away, we'll send reminder emails after one day and three days.

Make sure to encourage your team members to log in, create their account, and begin using their new role. You can find resources in the Migration Hub to share with your team to help them get comfortable with their new workflows.

Review & update roles as needed

As part of the automatic migration, your legacy Editor users will be assigned the **Content editor** role through their *limited seat.* Take a moment to review the different roles available with *limited seats* so you can update this if needed.

- Marketer
- Content editor
- Reviewer (Assigning the Reviewer role to a user on a *limited seat* moves them to a *free seat*, making the *limited seat* available to assign to someone else.)

Check site-specific access settings

If you're on a Growth Workspace plan, double check your site-specific access settings (*Site access settings > Site visibility*) to ensure that everything is set up the way you want.

Core and Starter Workspace plans do not include site-specific access, which means a person with a *limited seat* can access every site in the Workspace. To restrict seat access to a specific site, upgrade to the Growth Workspace plan.

Starting August 4, 2026

Manage collaboration as you grow

After the migration, you'll need to purchase additional *limited seats* in order to add or collaborate with new team members (instructions).