u3a SiteWorks Team

Revision History

Version	Date	Author	Change summary
5	2026-06-07	Graham Tigg	SiteWorks no longer imports Zip files. Reformatted. Clearer images. Simplified.
6	2026-11-05	Graham Tigg	Clarified the plugin required

Copy a SiteWorks Site to LocalWP using WPvivid

These notes describe how to use the WPvivid Backup, Migration & Staging plugin to create an off-line Backup ZIP file of your SiteWorks Website that can be used it to create a copy of the site on Local WP (or a 3rd party hosting server).

It assumes that you have Local WP installed on your home computer. See menu
New to SiteWorks > Install Local WP and Demo site

Please note:

Do not store WPvivid backups on your production SiteWorks server. Use cloud storage or delete them immediately after downloading.

Backups cannot be restored onto your production SiteWorks server Site, it will cause issues with underlying settings.
Daily backups up to 14 days old are available for restore via the SiteWorks Helpdesk.

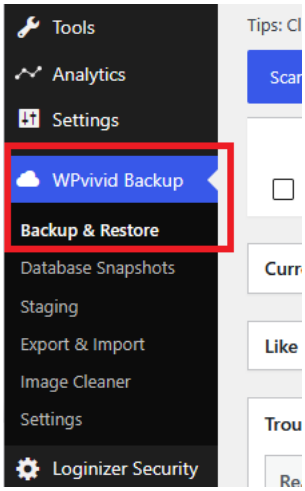
If you copy your SiteWorks site to an environment other than Local WP then you must change the Administrator email address (Dashboard -> Settings -> General Settings … Administration Email Address). Failure to do so will almost certainly send emails to the SiteWorks sysadmin team.
Also remove the Main WP Child plugin.

1 Install and launch WPvivid

a. Install and Activate the WPvivid Backup, Migration & Staging plugin on the SiteWorks Site you want to make a copy of. Search for plugin "WPvivid".



b. Select 'WPvivid Backup' from the Dashboard menu

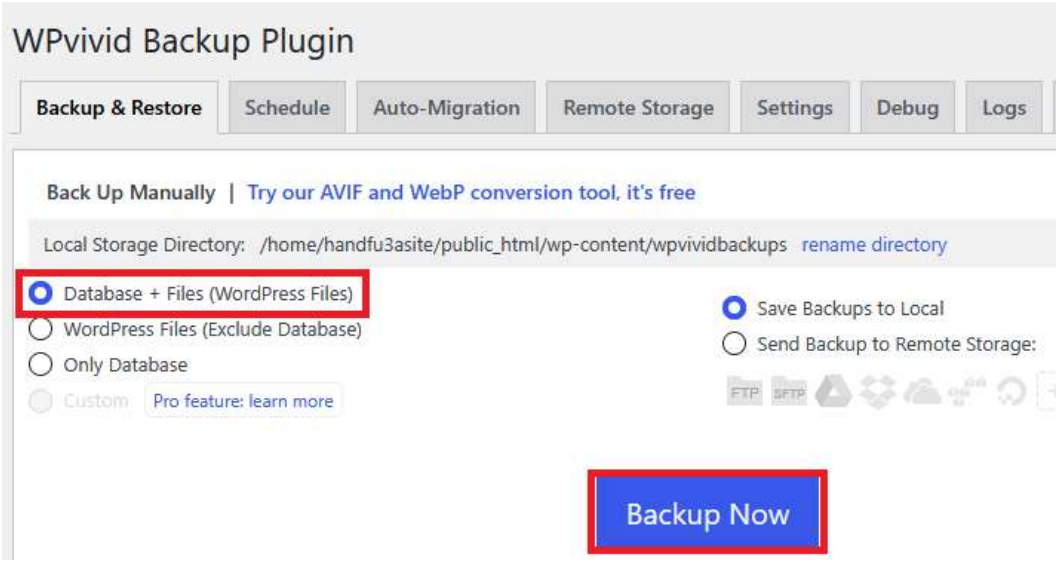


2 Create ZIP file(s) Backup of your SiteWorks Site

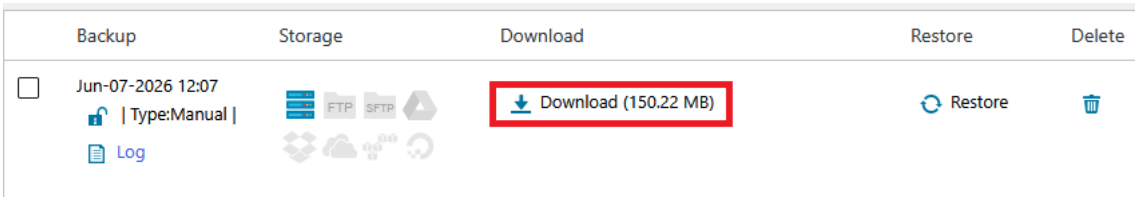
If you have cloud storage such as Google Drive, Dropbox, Microsoft OneDrive, you can configure WPvivid to use it. Cloud storage has the advantage that you can easily share the backup and you don't need to delete it after downloading. See Appendix 4.2 for instructions.

This method creates ZIP files on your production SiteWorks site. **If you start step a. below you must immediately do the steps through to d. to download and DELETE the backup from your site's storage.**

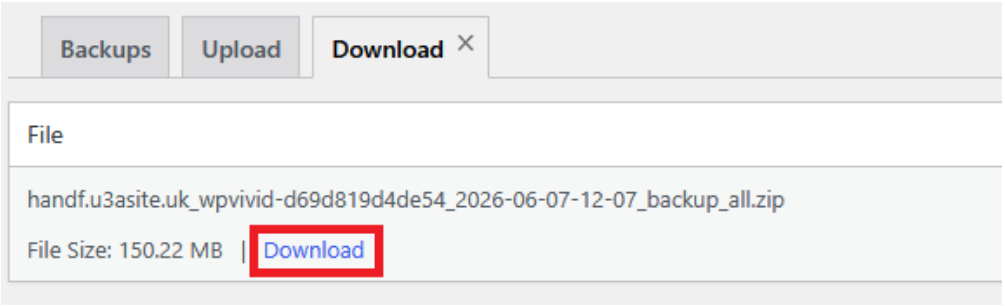
a. Create a Backup. Make sure "Database + Files" is selected.
Click "Backup Now"



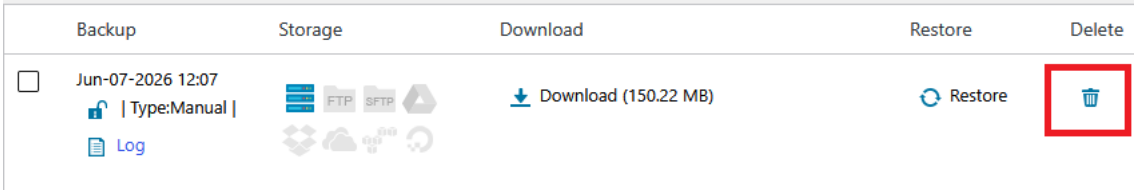
b. The backup may take a few minutes to be created depending on the size of the site. Larger sites will create more than on ZIP file. Click download on all the ZIP files.



c. This opens the "Download" tab, Click Download. Your Browser manages the download process and where the download is stored, e.g. usually the Downloads folder on Windows.



d. Now **DELETE** the download from the production SiteWorks site.



3 Import WPvivid ZIP file(s) of your Siteworks Backup into Local WP

These steps create an empty WordPress site in Local WP, install WPvivid, and restore your backed up SiteWorks site to the empty site.

a. Open the Local WP application and click the "+" (bottom left) and select "Create a new site" and click "Continue"



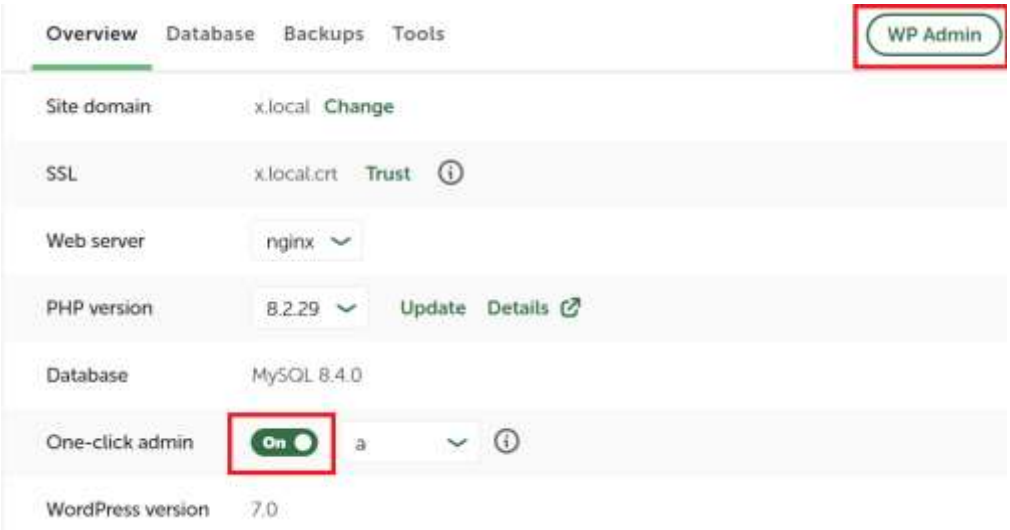
b. Give the site a name, click “Continue”. It can be helpful to include the date in the site name.

c. Select “Preferred” then click “Continue”

d. Enter a username and password. You can make these very brief (one letter) as they will be overwritten. Ignore the e-mail box. Click “Add Site”.

e. As usual, this takes a few minutes and requires you to OK making changes to your computer.

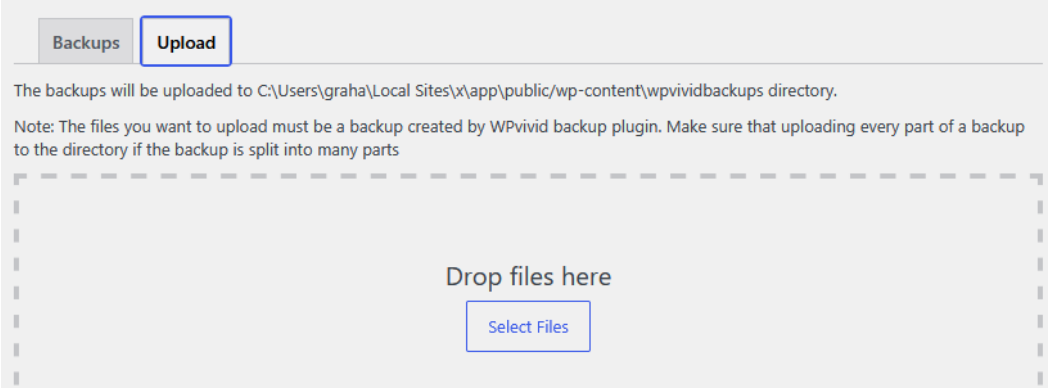
f. Select One-Click admin and click the WP Admin button to launch the site.



If you get messages from your browser about the site not being secure (http: rather than https: for example) accept it as the site on Local WP is on your computer.

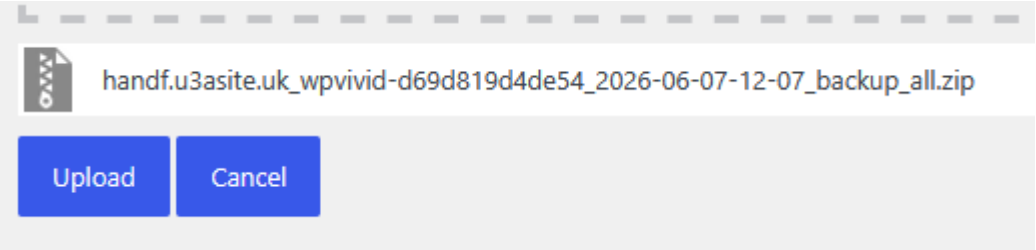
g. Now install and activate the WPvivid Plugin and open it as in 1. at the top of these instructions. There won’t be any other plugins.

h. In WPvivid locate (scroll down) and select the “Upload” tab

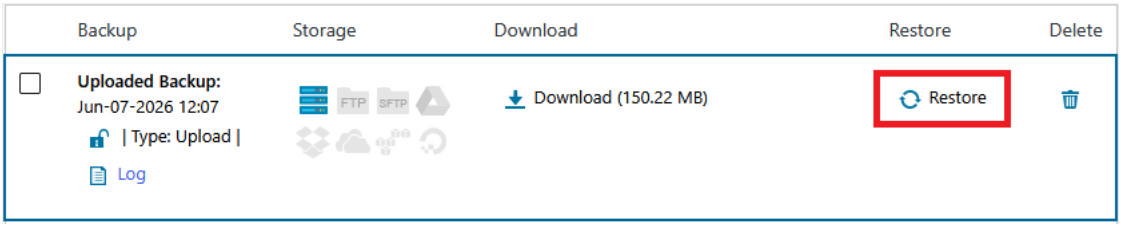


i. Either Drag & Drop, or Select the WPvivid Backup ZIP file(s) (Downloaded in 2, above). There may be more than one.

Now click on "Upload". You can see %age progress on the right.
Note this is not restoring your site yet.



j. You will be notified when the Update is completed and see the following at the bottom of the screen. Click on "Restore" and on the next screen read the text and click on the blue "Restore" and confirm the OK.



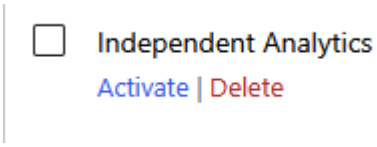
k. Allow the restore to complete before doing anything else (especially on your browser). There is a progress bar and the last 20% seems to take the longest.

l. Press OK when notified that the Restore is completed and you will see your SiteWorks Login page.

m. You can login with the same credentials as the backup site you restored, or use One-click admin as above.

n. One final step before doing anything else. The Independent Analytics plugin causes WordPress errors in the Local WP environment.
Locate the Plugin (Dashboard Plugins > Installed plugins) and click on Deactivate followed by Delete.





If you can't get as far as the Plugins listing to delete Independent Analytics see the Appendix for a method to disable it behind the scenes.

You can restore your backed up SiteWorks ZIP file at any time to the same site, or to other Local WP sites you create.

However, it may not be possible to start with a Local WP SiteWorks site and replace it with a new WPvivid backup ZIP file as SiteWorks blocks the loading of ZIP files.

4 Appendices

4.1 Alternative way to disable Independent Analytics

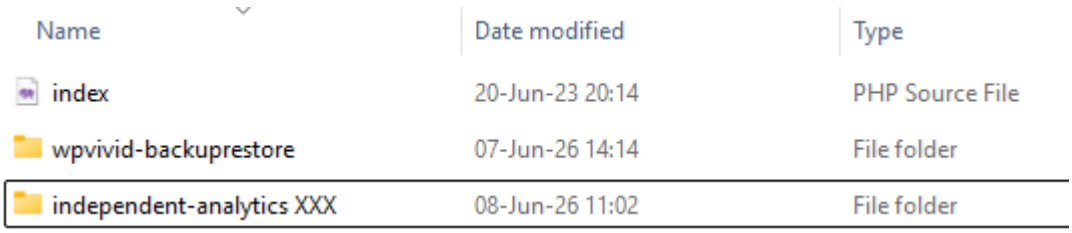
If you cannot open the Dashboard Plugins menu to deactivate and delete Independent Analytics, this method renames the underlying file storage to disable it.

On the Local WP dashboard open the site you just restored and click “Site folder”



This opens your computer’s file manager (Explorer in Windows, Finder Window on MacOS). Navigate down the folder structure **app > public > wp-content > plugins**

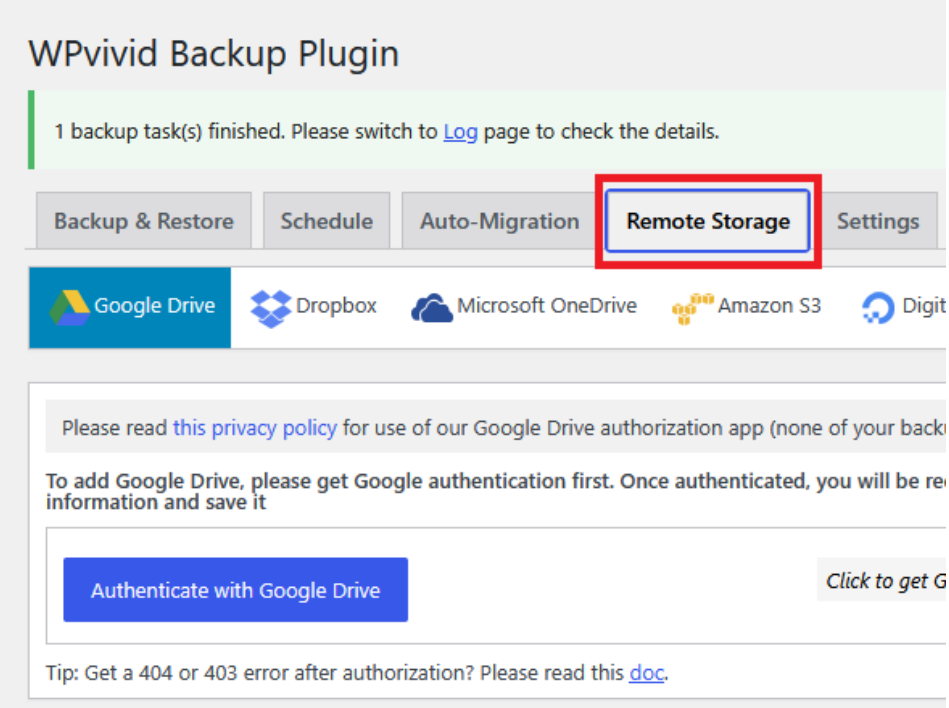
In plugins, locate the folder Independent Analytics and rename it e.g. by appending XXX



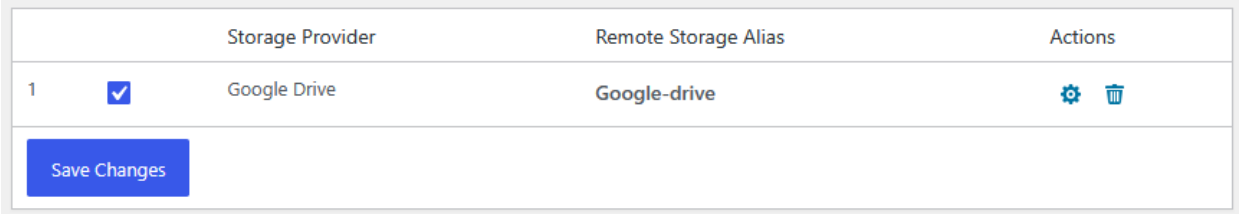
4.2 Cloud storage method for ZIP file(s)

Remote cloud storage has the advantage that you can easily share the backup and you don't need to delete it after downloading. If you have cloud storage such as Google Drive, Dropbox, Microsoft OneDrive, you can configure WPvivid to use it.

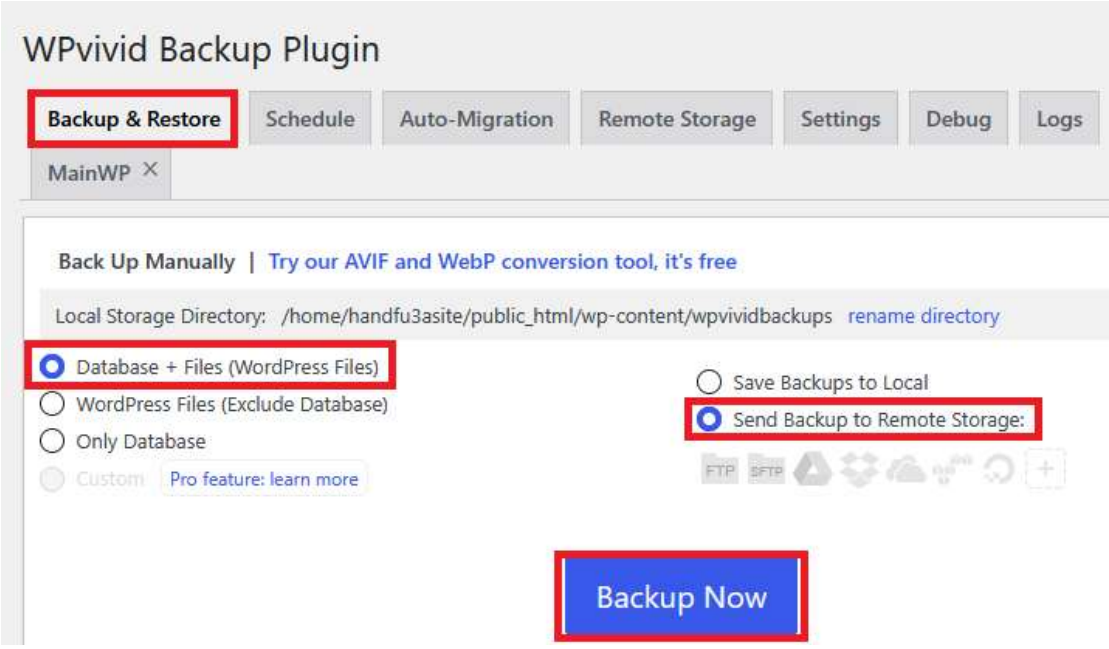
a. Select the 'Remote Storage' tab and then 'Authentication'. Here Google Drive is configured.



b. Once authenticated, details of the storage appear (scroll down if necessary)

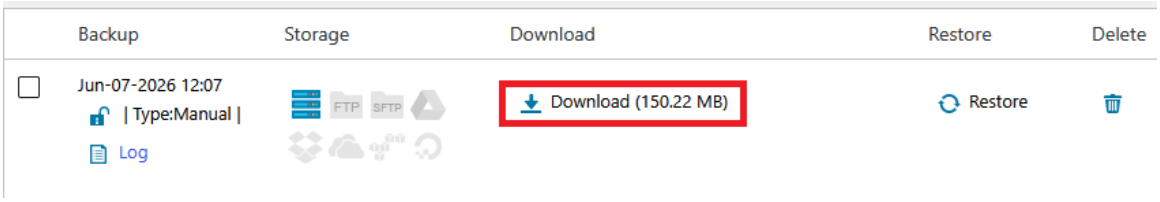


c. Select the 'Backup & Restore tab' and **ensure 'Send Backup to Remote Storage' is selected** then click 'Backup Now'



d. The time taken to create the backup and send to your remote storage depends on the size of your Site. Larger sites could create more than one ZIP file. These will have part001, part002 in the .zip file names. You need all of them.

e. Once complete, go to the bottom of the page and select 'download.'



f. You will see the following screen. Click on the blue text 'Prepare to Download' click and then click the blue 'Download' that follows.
In some cases 'Prepare to Download' is not displayed and you just see 'Download'

