

Objective: To enhance your understanding of Site and Subsite Director responsibilities.

Outcomes: By the end of this training you will be able to:

- Set up a Shared Library folder.
 - Create URL mappings.
 - Send a Broadcast E-Alert.
 - View *Site Reports*.
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Who should attend? Site Directors (Webmasters) - the key people for developing and planning the site (those who will have access to all features, tasks and pages).

How many should attend? 1 - to - 5 is the recommended number.

How long will training last? 1.5 - 2 hours

How is training conducted? Audio: conference call / Video: Online GoToMeeting[®] Session

Prerequisites: Introduction to Site Manager Online Training or equivalent experience

Session Agenda

- I. Review Site Director Responsibilities
 - a. Revisit any items covered in the first online training as necessary. (ex. creating Page Layouts and Section Configurations, using the Section Robot and/or importing users with *Sections*)
 - b. Establishing roles (editorial vs. viewing privileges)
 - c. Clarify the difference between Site and Subsite Directors. What will Subsite Directors be able to do?
- II. *Files & Folders*
 - a. Create folders within folders
 - b. Shared Library Folder
 - c. Rename folders and pages
 - d. Page URLs
- III. *Web Address Mappings*
 - a. What are Web Address Mappings?
 - b. Create a custom URL for a *page* on your site or an electronic form or survey
- IV. **Broadcast E-Alerts**
 - a. What are **Broadcast E-Alerts**?
 - b. Message type and send date
 - c. Distribution
 - d. Test message
- V. *Site Reports*
 - a. What are *Site Reports*?
 - b. *Section* storage usage
 - c. Roles by user
 - d. Section Editors by *section*
 - e. *Sections* per *site*
 - f. Last Modified Report
 - g. **E-Alert** Subscriptions

- VI. **Content Routing** (if applicable)
 - a. **Accessing Content Routing**
 - b. Create a routing profile
 - i. Identify three paths for the profile
 - ii. Set up approvers for each path
 - c. Exempt Editors
 - d. Set Options
 - i. Activate routing
 - ii. Establish default profile
 - e. Select a custom profile for a specific *section* in the *Channel Workspace*
 - f. Approve/reject content via email link or queue

- VII. **Other Tips & Tricks**
 - a. User Management (Updating roles, passwords, email addresses via export)
 - b. Choose a quick task