Advanced Site/Subsite Director



**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.

**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<sup>®</sup> Session Prerequisites: Introduction to Site Manager Online Training or equivalent experience

## Session Agenda

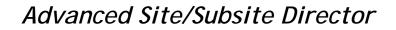
- I. Review Site Director Responsibilities
  - a. Revisit any items covered in the first online training as necessary. (ex. creating Page Layouts and Section Configurations, using the Section Robot and/or importing users with *Sections*)
  - b. Establishing roles (editorial vs. viewing privileges)
  - 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