

## Website Supporting Roles Defined

**Content Manager** - Each Content Manager is responsible for checking the information on their assigned pages frequently to ensure the information stays up to date. To update information the content manager may request a CMS (Content Management System) account, so they can log-in and make changes manually or they can use the Webpage Update Request <http://www.bluefield.edu/campus-resources/webpage-update-request/> to submit an update request for their pages. Content Managers do not have Publish to Web Capabilities. Read “Publish to Web Capabilities” below for more information.

**Section Manager** - Each parent page/ section of the website (listed in bold in the “Website Responsibilities.pdf”) will have a Section Manager. The Section Manager is ultimately in charge of keeping their section up to date and making sure each page has a content manger. In the event of a personnel change the Section Manger will assign a new content manager to the page(s). If a new page is added to the website the Section Manager will be responsible for assigning a section manager to the new page.

**Site Administrator** - The site administrator is responsible for monitoring and overseeing the day to day activates of bluefield .edu. Roles of the site administrator include: educating content managers, generating analytical data reports, publishing data from content managers, managing users and group accounts, support for the front end of site, managing and implementing new technologies, overseeing internet marketing efforts, and the overall development of the website. The site administrator is not responsible for making changes to specific webpage’s unless he/she is assigned as the content manager or if a webpage update request was submitted.

**Publish to Web Capabilities** - Content managers by default will not have publish to web capabilities. When a content manager creates or edits a page, event, or article in the CMS it will go to a pending status. At this time the CMS will automatically notify the site administrator to approve or deny the page. If a content manager wants to have exclusive “publish to web” privileges both the Section Manager and Site Administrator must approve of the request.

If you have questions regarding these policies please contact the Site Administrator at [websupport@bluefield.edu](mailto:websupport@bluefield.edu)