

## User Management

Site Administrators are Site Directors who are assigned a Passport with extended privileges—without the extended privileges, Site Directors can only edit website content. Site Administrators are responsible for System Configuration and User Management. User Management includes User Account, Passport and Group Management. Administrators and Site Directors can assign editing privileges.

### Users & Groups

You set up and organize your users in the Users & Groups Workspaces. You add and import users, create passports, create groups and assign users to groups.

- Any individual who will be editing the site must be added as a user.
- Passports are used to assign specific extended administrator privileges to users, such as the ability to edit a template.
- You can use groups to easily assign Editing Privileges, Viewing Rights and Sharing Rights to multiple users simultaneously.
- You can also use groups to identify recipients of Broadcast E-Alerts.
- Users can be members of multiple groups.

### Editing Privileges

*Site Manager* has five levels of Editing Privileges.

- **Site Directors** have the highest level of Editing Privilege. They can edit any content on the website. If they have a Passport with extended privileges, they can manage the website.
- **Subsite Directors** can edit the homepage, calendar and sections as well as the optional Channel homepages and calendars on their assigned subsites.
- **Channel Directors** can edit all the sections contained within their assigned channels, as well as the optional Channel homepages and calendars.
- **Section Editors** can edit their assigned sections.
- **Homepage Editors** can edit the homepages and calendars of their assigned sites or subsites.

You assign Site Directors, Subsite Directors and Homepage Editors in the applicable Site or Subsite Workspace. You assign Channel Directors in the applicable Channel Workspace and Section Editors in the applicable Section Workspace.

Extended Privileges differ from Editorial Privileges. Extended Privileges allow users to manage areas such as templates, users and groups. You use Passports to assign Extended Privileges.

### Registering Users

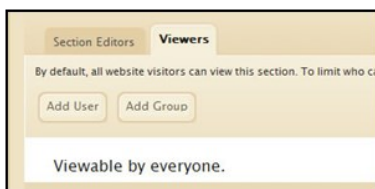
Users can be registered in three ways.

1. Users can self-register by clicking on the *Register* button on the homepage. They can create a sign-in name and password for themselves. *Note: This does not allow them to edit any content on the site.*
2. They can be added individually in the Users Workspace in *Site Manager*.
3. They can also be imported from the **Import Users** tab in the Users Workspace. This is the recommended method since Site Administrators can assign Groups and Passports to each user during the import.

### Viewing Rights

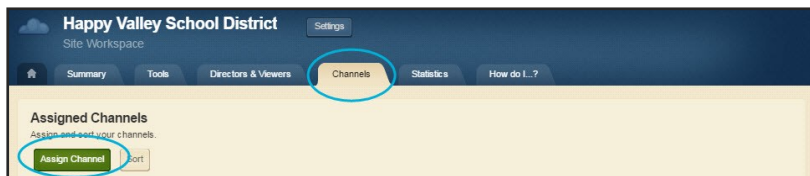
Viewing Rights determine which content on your site is viewable and by whom.

- By default, the general public can see all content on the site.
- Only registered users can be assigned Viewing Rights.
- Viewing Rights can be granted to specific users or groups or both. Site Administrators create groups of users within the Groups Workspace of *Site Manager*.
- You can restrict Viewing Rights for an entire site, subsite, a channel, a section or a page.
- Editors assign Viewing Rights on a page by selecting **Set Viewers** on the **Actions** drop-down list to the right of the page.



### Channel Management

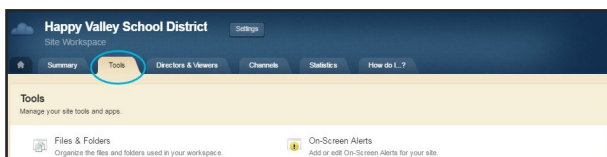
Site and Subsite Directors can assign channels to their sites in their respective workspaces.



Site Directors can create new sections, edit homepages and set permissions for the entire website. Subsite Directors can do the same, but only for their assigned subsites. Channel Directors also have the same privilege, but only for their assigned channels.

### Tools

Advanced tools such as Files & Folders and Site Reports are located on the **Tools** tab.

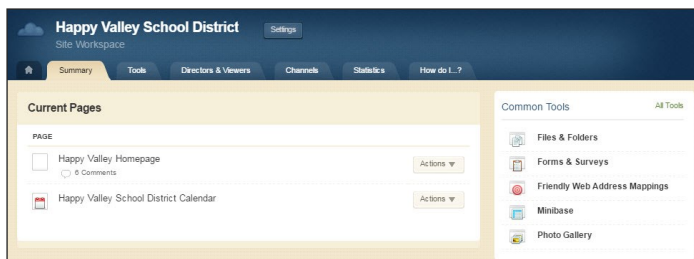


### Files & Folders

- **Access Files & Folders** from the **Tools** tab in all the editing workspaces.
- You can save items in the *Shared Library* folder for access by any editor.
- If you save documents and images in a section *Files & Folders*, you may only access those items from that particular section.
- You can create folders within folders to keep items organized.
- Copy the web address (URL) for any file by clicking on **Get Link**.
- Rename any folder or document by clicking on **Rename**.
- Documents and images inserted from your computer or network using one of the **Insert Wizards** in an App Editor are automatically uploaded to *Files & Folders*. These items are uploaded to the *Files & Folders* of the workspace in which you are working.

## Homepage Management

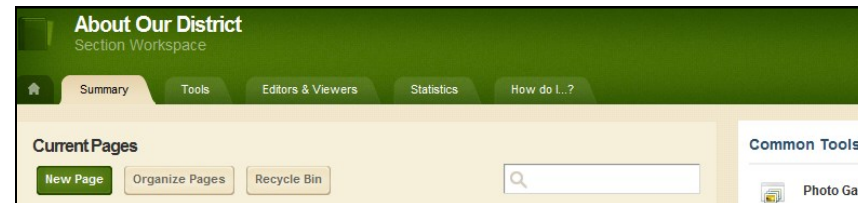
The main site, subsite and channels have a homepage. Use it to provide current information about things such as school closings and activities. Visitors to the website typically see *Welcome Text*, *Announcements*, *Headlines & Features*, *Site Shortcuts*, *Upcoming Events* and a *Calendar*. Site Directors, Subsite Directors and Homepage Editors may edit all homepages. Channel Directors can edit their channel homepage. Click **Actions** to the right of the page. Select **Edit Page** from the drop-down list.



## Section Management

Site Directors and Subsite Directors can add sections manually or by using the **Section Robot** (accessed in the **Tools** tab in the Site or a Subsite Workspace). Channel Directors can add sections to the channels to which they are assigned Channel Director privileges. Section Options are managed in the Channel Workspace.

Once a section is created and you access the Section Workspace, you can assign a Section Editor, as well as limit the Viewing Rights to that section within the **Editors & Viewers** tab.



Within the Section Workspace, you also have access to advanced tools such as *Files & Folders*, *Forms & Surveys* and Section Reports.

### Tips for Section Management

- Create editor layouts which can be applied to new page types and pages when building section configurations.
- Design section configurations that contain sets of pages and allow you to select specific section options.
- Use the Section Robot to add multiple sections and assign Section Editors through a single import.

### Announcement App

Use Announcements to communicate concise pieces of information for short durations like school cancellations.

To add an announcement click the name of the Announcement App. Within the Announcement window that displays, click on **New Announcement**.

The information you enter the announcement body displays on the homepage. Display the announcement immediately by checking *Active*.

### Welcome Text

Use a Content App to add Welcome Text to the page. Use tools within the app to enhance text appearance. Use the Insert Image wizard to add a picture to your copy.

### Site Shortcuts App

Click on the name of the Site Shortcuts App to add Site Shortcuts. These can be links to either internal content areas, files or external websites.

### Headlines & Features App

Use Headlines & Features to share news about activities, fundraisers and events.

To add a headline, click the name of the Headlines & Features App. Within the Headline window that displays, click on **New Headline**. The Title and Teaser Text fields display on the homepage. You can add an accent image.

The body of the headline will display on a new page that is linked to the **Title**.

### Calendar

Import Events

Event Queue

Event Categories

Rosters

Edit the calendar by clicking the **Calendar** page on the **Summary** tab of the Site Workspace in **Site Manager**. Here are three ways to add events.

1. Double-click on the date to add an event.
2. Click on the **New Event** button to add an event.
3. Click on the **Import Events** tab to import multiple events at once from a CSV file.

You can also manage the event queue, select event category colors and view rosters of your registered events.

**Upcoming Events** Site Directors can add this app to the homepage in design mode. Events from the site calendar automatically display on the homepage.

## E-Alerts

There are two types of E-Alerts.

1. **Broadcast E-Alerts** allow you to communicate with your users through email, text message, push notifications, Announcement apps, Facebook and Twitter. You can send Broadcast E-Alerts to selected users and groups regarding important notices such as school closings, events and early dismissals. Broadcast E-Alerts are sent from the **Tools** tab in the Site and Subsite Workspaces. Push notifications recipients need to be running the Mobile Communications App. The alert types Facebook and Twitter require that the Social Media Posts option in Settings is selected and that the site or subsite is connected to Facebook or Twitter.
2. **Content E-Alerts** allow editors to notify subscribers when content has been added or updated on a page. Two actions are required for Content E-Alerts.
  - A. Registered users must subscribe to a content area to receive a Content E-Alert.
  - B. Editors must create and send Content E-Alerts when they change content.