

FSSA Web Editor Roles

Role	Description	Who Can Do This	Skills Needed
Web Editor	Manages the overall working of the FSSA.com web page and Flying Scot Sailing Association Facebook page, including managing the people who fill the roles described below.	Admin	Working knowledge of Drupal and Facebook
Assistant Web Editor	Same duties as Web Editor. Serves as first back-up to Web Editor.		
User Account Manager	Approves/denies new accounts in the system. (This is done to avoid hackers adding thousands of user accounts to the system.)	Admin	General knowledge of how to identify spam accounts
Content Editor	Adds or edits content as needed on the FSSA web pages. Examples: edits Board of Governors page, adds new pages as requested by Executive Committee Members, adds new issues of Scots n' Water to the website, uploads/modifies documents, manage raffles.	Admin	Some knowledge of managing Drupal pages
Content Contributor	Adds a story, event, event host site, or regatta results, updates fleet information, adds a classified ad.	Member	Ability to edit a story; minimal knowledge of using the editor in the system; ability to follow directions
Classified Ad	Add a classified ad.	Authenticated good user	Ability to follow directions
Classified Ad 2	Removes/deactivates a classified ad.	Admin	Minimal knowledge of the system editor
Technical Support	Manages underlying software issues when they arise; applies security and software updates as available; works with the domain, email and server vendors to ensure the smooth operation of the	Admin	Working knowledge of Drupal; ability to work with vendors when issues arise
Financial Support	Ensures timely payments of invoices to vendors to ensure that all services remain in place.	PMP	General office skills
Upgrade Support	Manages upgrades to the software and the underlying database, including possible server updates.	Admin	Technical knowledge of Drupal, databases, server support, backups, and development experience

Facebook Page Manager	Adds/deletes users from the group; adds/manages/removes content in the group; joins related groups to find stories/photos and share content with those other groups.	Admin	Working knowledge of Facebook
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