

## FSSA Web Editor Roles

| Role                        | Description   | Who Can Do This         | Skills Needed  |
|-----------------------------|---|-------------------------|--|
| <b>Web Editor</b>           | 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   |
| <b>Assistant Web Editor</b> | Same duties as Web Editor. Serves as first back-up to Web Editor.   |                         |  |
| <b>User Account Manager</b> | 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   |
| <b>Content Editor</b>       | 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  |
| <b>Content Contributor</b>  | 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 |
| <b>Classified Ad</b>        | Add a classified ad.  | Authenticated good user | Ability to follow directions   |
| <b>Classified Ad 2</b>      | Removes/deactivates a classified ad.  | Admin                   | Minimal knowledge of the system editor   |
| <b>Technical Support</b>    | 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                                |
| <b>Financial Support</b>    | Ensures timely payments of invoices to vendors to ensure that all services remain in place.   | PMP                     | General office skills  |
| <b>Upgrade Support</b>      | 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              |

|                              |  |       |                               |
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| <b>Facebook Page Manager</b> | 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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