

## Site Managers

The main Church control panel login that was issued to the Church by Church Edit, is responsible for updating the website. Additional site manager's can be created with different responsibilities for the website. Churches can assign access levels for every site manager, and according to these access levels that site manager will be able to access and update certain areas of the website through the control panel.

**Add Site Manager**

Username :

Password :

Email :

Members     Add Members

Groups     Add Groups     Edit Groups     Edit Group Pages (including delete)

Content Pages

Daily Message

Photos     Create Photo Albums

Links

Catalogue

The following list defines the different access levels for a site manager.

### Members

*view site members*

*reset member passwords*

*edit member details*

*edit group membership for each member*

*approve member photos*

They will **not** be able to delete members - this can only be done through the main Site Manager Account.

### Add Members (includes the Member privileges)

*add members*

*approve applications*

### Groups

*edit group memberships*

*edit group managers*

### Add Groups (includes the Group privileges)

*create new groups*

### Edit Groups (includes the Group privileges)

*edit group homepage*

*edit group summary*

*enable/disable forum*

### Edit Group Pages (includes the Group privileges)

*add new pages to any group*

*edit any group page*

*delete any group page*

**Content**

*add new pages*

*edit existing pages*

*delete pages that they created*

*upload images*

They will not be able to add or delete folders

They will not be able to delete pages unless they created them

**Daily Message**

*add, edit and delete daily messages*

**Photos**

*add, edit and delete photos*

*change photo gallery text*

*edit reported photo comments*

**Create photo galleries**

*create photo galleries*

**Links**

*add, edit and delete links*

*add, edit and delete link categories*

*upload link images*

**Catalogue**

*add, edit and delete catalogue categories*

*add, edit and delete catalogue items*

*change catalogue fields*

*change catalogue introduction*

They will not be able to change the catalogue options - this can only be done by the main site manager

Calendar : To give a member access to update the calendar, you will need to update their member profile.

See the members tutorial for more information.