DOUGLAS COUNTY
COLORADO

WEBSITE MANAGEMENT

WELCOME

PURPOSE

Douglas.co.us is still the County's primary communication tool and requires strategy.

2.5M

Views since Jan. 1, 2024

Strategic Communication

01

Before we make pages, edits, forms, events, etc. on the website, we need to identify the goals, objectives and audience.

02

Once the foundation is outlined, we can determine which tools and tactics will best support these objectives.

TYPES OF REQUESTS

LEVEL ONE

Quick Updates, Events, Uploading a PDF

Example: Please change the application due date from June 11 to June 13.

Time Required

We ask for a two-day notice, but these can be done in 5-10 minutes.

Support Needed

If you are a website editor, your team's admin should be able to approve this edit for you. Communication team will need to create events.

TYPES OF REQUESTS

LEVEL TWO

Restructure Existing Page

Example: Add a survey, add a Power BI block

Time Required

Can be completed in 1-2 weeks after call with Communication team.

Support Needed

If you are a website editor, your team's admin should be able to approve some of these edits for you. The Communication team can help with more involved requests.

TYPES OF REQUESTS

LEVEL THREE

Developing New Web Pages or Restructuring Web Section

Example: Moving all wildfire pages to one section

Time Required

Can be completed in 2 weeks to 1 month after call with Communication team.

Support Needed

Requires strategic kickoff meeting with subject matter experts and Communication team.

TYPES OF REQUESTS

URGENT REQUESTS

Website is down or Live Event isn’t working

Contact us Immediately!

Call Maisie Wingerter, Caroline Frizell or Jim Brown as soon as possible.

IT/Webolutions Support

Some issues need to be elevated to the web host!

Communication Support

If the issue cannot be resolved by the Admin, contact Maisie or Caroline

Department Support

Direct your team to contact Editor or Admin

Addressing Web Issues

Tech Accessibility

01 Uploading JPGs

All photos should be labeled with alternative text.

02 Uploading PDFs

All PDFs need to be tagged and accessible.

03 Hyperlinks

Always set hyperlinks to open in a new tab.

Elections Blackout

No website changes Friday, June 21 (5 p.m.) to Wednesday, June 26 (6 a.m.)

Please plan ahead and have all pages created and updated by Thursday, June 20.

QUESTIONS?