

Content Entry Checklist

1

Check if the content already exists.

Go to <https://extension.oregonstate.edu/content/overview> and search.

If changes need to be made to the content, contact the content's uploader.

2

Evaluate the content for requirements and best practices.

Does the content belong on the Extension website?

Do we have the rights/permission to host the content?

Is the content accessible and inclusive to all visitors?

Is the content in line with Extension's digital strategy?

3

Choose the correct Group and Content Type.

The Group you should use depends on the purpose of the content:

Content teams: Educational content

Program groups: Materials for joining or participating

County groups: Information related to the physical office location

The Content Type you should use depends on what kind of content you have: articles, videos, documents, etc.

4

Enter and publish the content.

Click the "Add" button for the Content Type on the Group Content screen.

You can save your work as a draft. When you are finished, change it to "Published" and click "Save"

5

Make sure the content is showing everywhere it should.

If not, you probably need to add a tag to the content or add a page section to the page where you want it to show.

6

Periodically check the content for relevance and accuracy.

Archive if needed.