OSU Extension Website

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.