

Creating New Page Protocol (for now)

You think you need a new page.

Option A

1. Shoot me an email and tell me the title of the page, the template you wish to use and what section it is in. If you have content ready, you can send that as well it is easy enough for me to put it in and let me know if you want it published or kept in draft.
2. I will create the page, assign it to you and let you know that is ready.
3. If the page was ready to publish right away, I would add link to the navigation.
4. If the page was not ready, you will have to send me another email to let me know to add it to the navigation.

Option B

1. Create your own new page.
2. Assign it to it's parent page.
3. Add all your content and send it as "pending review"
4. I will publish it, assign it to you, add the link to the navigation.
5. If it is not completed within 48hrs, send me an email. If it is urgent and you need it published right away, go ahead and send me an email that you sent a page pending review and you need it live immediately.

Option C

1. Create your own new page.
2. Assign it to it's parent page.
3. If you are not prepared to finish it before the end of the day, you should have an option to save as draft. If so, save it as a draft.
4. I will keep it as a draft and assign it to you.
5. Once you complete the page and are ready to publish, send me an email so I can add it to the navigation.