



# CMS Insider Tips

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# The steps

1. Meet face-to-face
2. Copy and paste the entire site as is into the CMS
3. Meet in person with the primary contact person
4. Make the changes requested by the primary contact person
5. Make grammar and style corrections
6. Let primary contact person look at the site
7. Submit to University Relations
8. Take website live

# 1) Meet face-to-face



2) Copy and Paste the entire site as is into the CMS



3) Meet in person with the primary contact person for each section/page of your website.



4) Make the changes requested by the primary contact person



## 5) Make grammar and style corrections



6) Give your primary contact person a final look-over





7) Submit to University Relations  
for their approval



## 8) Take website live!





## Other Tips

- Set deadlines
- Keep the dean, chair, or director informed of what is going on