

How to Grant Website Editor Access (Content Editor Role)

What the Content Editor role is

The **Content Editor** role lets a member edit your co-op's public website pages — and nothing else. They cannot view your member list, access billing, or change co-op settings.

Use this role when you want a volunteer or parent to keep the website updated without handing over the keys.

Content Editors can:

- Edit and save website pages
- Preview published pages

Content Editors cannot access:

- Member directory or family information
- Billing, payments, or membership plans
- Co-op settings or other admin areas

How to assign the Content Editor role

Step 1 — Go to Members

From the Admin panel, click **Members** in the left sidebar.

The Members list showing co-op members and their current roles

Step 2 — Open the member's profile

Find the person you want to give website editor access. Click **Manage** on their row.

The member detail page showing the Manage Role panel with all available roles including Content E

The **Manage Role** panel lists all available roles. Each role shows what it can and cannot do.

Step 3 — Select Content Editor and save

Scroll to the bottom of the role list and select **Content Editor**.

Content Editor radio button selected in the Manage Role panel, ready to click Update Role

Click **Update Role**. A green confirmation banner will appear: *Role updated to content_editor successfully*.

The member can now log in and edit your co-op's website pages.

What the Content Editor sees

When a Content Editor logs in, they land on the Website Pages view. They see only the website section — no member data, events management, or billing screens are visible.

Website Pages view showing the list of published pages a Content Editor can edit

From here they can:

- Click **Edit** on any page to open the page editor
- Click **Preview** to see how a page looks on the public site
- Click **New Page** to add a new page to the website

How to revoke Content Editor access

To remove website editor access, go back to the member's profile (Members → Manage) and assign them a different role — typically **Member** for a standard co-op participant or **Guardian** if they are a family account holder.

Click **Update Role** to save the change. The member will no longer have access to the website editor the next time they log in.

What's next

- [How to Configure Your Co-op Settings](#) — manage co-op-wide preferences and branding

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