

# 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.

Mountain View Explorers

DB Daniel Brookbank

Admin

Admin

Dashboard

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Membership Signups

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Resources

Knowledge Base

Import Members

Invite Members

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Website

Communications

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Signup Questions

Features

Coupons

Cookie preferences

Do Not Sell or Share My Personal Information

Members

Manage co-op members and their roles

Invite Admin

All 6Admins 1Staff 0Guardians 5Members 0

Search by name or email...

| MEMBER                                                 | ROLE     | LAST LOGIN  |        |
|--------------------------------------------------------|----------|-------------|--------|
| AA Avery Abernathy<br>family1@mountainview.demo        | Guardian | 1 month ago | Manage |
| BB Brooke Burgess<br>family2@mountainview.demo         | Guardian | 1 month ago | Manage |
| CC Cameron Caldwell<br>family3@mountainview.demo       | Guardian | 1 month ago | Manage |
| MK Marcus Kettering<br>parent2@mountainview.demo       | Guardian | 1 month ago | Manage |
| RS Rachel Stone<br>mountainview-parent@franzone.com    | Guardian | 1 month ago | Manage |
| DB Daniel Brookbank<br>mountainview-admin@franzone.com | Admin    | 1 month ago | Manage |

## Step 2 — Open the member's profile

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

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Subscription

Orders

Payouts & Billing

Family Balances

QuickBooks Export

Analytics

Professional

Back to Members

RS

Rachel Stone

mountainview-parent@franzone.com

Guardian

Member Information

Email

mountainview-parent@franzone.com

Email Verified

Verified Jun 12, 2026

Last Login

Jun 12, 2026 5:28 PM

Member Since

Jun 12, 2026

Manage Role

Assign a role to determine what this member can access and do within the co-op.

☐ Admin Admin

Full access to all co-op features and settings

☐ Staff Staff

Can manage events, registrations, and view member information

☒ Guardian Guardian

Can view events, register for events, and manage their family

☐ Member Member

Basic access to view events and registrations

☐ Content Editor Content\_editor

Can edit the co-op website pages only — no access to members, billing, or settings

Update Role

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**.

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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.

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Website Pages

Manage your co-op's public website pages
<https://mountainview.beta.cooplyhq.com>

Site Settings
Export
Import
New Page

All 5
Published 5
Drafts 0

| PAGE                             | URL              | STATUS    |               |
|----------------------------------|------------------|-----------|---------------|
| Welcome <a href="#">Homepage</a> | /                | Published | Edit  Preview |
| About Mountain View              | /about           | Published | Edit  Preview |
| Schedule & Events                | /schedule        | Published | Edit  Preview |
| Who We Are                       | /about-us        | Published | Edit  Preview |
| Getting Started                  | /getting-started | Published | Edit  Preview |

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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