

Site Reviewers' Responsibilities

As the site reviewer for a new site that CPA has created, you are responsible for ensuring the following:

- All content is accurate

- All content is current

- All links work and take you where they're supposed to

- All content provided has been incorporated to the site (NOTE: CPA edits all content submitted for suitability, Web optimization, and adherence to both the YU and AP style guides. If you are uncertain about something, please speak with CPA.)

- All content changes have been correctly incorporated before the site goes live

- If applicable, all assets (images, videos, etc.) have been uploaded to the site and checked for appropriateness (NOTE: CPA reserves the right to use only those photos it deems suitable for your website.)

- Navigations are in appropriate, intuitive order.

Once you have confirmed the above, please inform CPA that the site is ready to go live.

NOTE: A site usually goes live a week or so after notification from site reviewers.