# Where Everything Is Managed

Use this table to find where a piece of content is changed and who can change it.

- **Staff (CMS)**: edit it yourself at `/admin`. See the *Administrator Guide*.
- **Staff (FareHarbor / HighLevel)**: edit it in that service's own dashboard.
- **Developer**: the content is part of the site's code. Send a change request (see *Requesting Changes the CMS Can't Make*).

# Content on the website

| Content | Managed in | Who |
|---|---|---|
| Site alert banner (on/off and message) | Content Manager → Alerts & Booking → Update the announcement banner | Staff (CMS) |
| Tour booking link and Guided Tour link | Content Manager → Alerts & Booking → Update tour booking links | Staff (CMS) |
| Special events | Content Manager → Special Events → Add or update events | Staff (CMS) |
| Event categories (filter buttons) | Content Manager → Special Events → Event Categories | Staff (CMS) |
| Staff directory and board list | Content Manager → Staff & Board → Update staff & board | Staff (CMS) |
| Corporate sponsor logos | Content Manager → Sponsors & Partners → Update sponsor recognition | Staff (CMS) |
| Tours, prices, availability, and checkout | FareHarbor dashboard | Staff (FareHarbor) |
| Donation form fields, receipts, and funds | HighLevel → Payments / Forms | Staff (HighLevel) |
| Membership checkout pages and renewals | HighLevel → Payments → Products / Payment Links / Subscriptions | Staff (HighLevel) |
| Follow-up emails and pipelines for inquiries | HighLevel → Automation / Opportunities | Staff (HighLevel) |

| Content | Managed in | Who |
|---|---|---|
| Tour descriptions on the Visit page (names, durations, "From $...") | Code: `src/lib/tours.ts` | Developer |
| Hours, season, and tour times | Code: `src/app/visit/page.tsx` | Developer |
| Visit FAQ | Code: `src/lib/faq.ts` | Developer |
| Address, phone, email, EIN, social links | Code: `src/lib/site-config.ts` | Developer |
| Main menu and footer links | Code: `src/lib/site-config.ts` | Developer |
| Venues (names, capacities, photos) | Code: `src/lib/venues.ts` | Developer |
| Event types, inquiry form options, "What's included" | Code: `src/lib/host-content.ts` | Developer |
| Membership tier names, prices, benefits, and checkout links | Code: `src/lib/support-content.ts` | Developer |
| Donation "impact" examples | Code: `src/lib/support-content.ts` | Developer |
| Donation form link | Code: `src/components/support/DonateWidget.tsx` | Developer |
| History chapters, map hotspots, restoration timeline | Code: `src/lib/history.ts` | Developer |
| Architecture features and glossary | Code: `src/lib/fort-terminology.ts` | Developer |
| Explore the Fort videos and map markers | Code: `src/lib/explore-fort.ts`; videos in Cloudflare R2 | Developer |
| Mission, vision, report PDFs (About page) | Code: `src/app/about/page.tsx`; PDFs in Cloudflare R2 | Developer |
| Page headlines and body text | Code: `src/app/<page>/page.tsx` and `src/components/` | Developer |
| URL redirects from the old website | Code: `public/_redirects` | Developer |
| Form destinations (webhook URLs), HighLevel credentials | Cloudflare Pages → Settings → Variables | Developer |

> Why isn't everything editable in the CMS? The editable areas were deliberately kept small so that staff can't accidentally break page layouts. Content that rarely changes lives in code, where changes are reviewed first.

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