

## Checklist for Web Administrators Turnover

- Give new Web Admin the Chapter "Administrator" role on their user profile
- Direct new admin to Chapter Web Administrators Manual
- Walk new admin through high priority functions
  - Posting information to Chapter homepage
  - Posting Upcoming Events
  - Posting News and Information
- Notify Foundation Database Manager (Dena McMaster, foundationweb@usnscf.com, 757-810-9910) of changeover. Provide the name and non-work email address for the new Web Admin. This action triggers an update of the "blind" email so new Web Admin will receive new member registration notices.
- Provide new Web Admin with contact information for Foundation Database Manager
- For assistance (Dena McMaster, foundationweb@usnscf.com,757-810-9910)

### Chapter Specific Actions:

Some Chapter Web Admins may have responsibilities for social media pages, Paypal accounts or other functions. Add those to your list here. Please consider tagging the Foundation on Facebook posts (<https://www.facebook.com/NavySupplyCorpsFoundation/>) to reach a greater audience and encourage Communications awareness for possible Oakleaf content, too. You can also add theoakleaf@usnscf.com and communications@usnscf.com as contact emails for great dissemination of content--via website, SM, newsletter, etc.