

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 Web Coordinator (Amy Emerson, foundationweb@usnscf.com, 901-647-5582) of changeover. Provide the name and non-work email address for the new Web Admin. This action triggers update of the "blind" email so new Web Admin will receive new member registration notices.
- Provide new Web Admin with contact information for Foundation Web Coordinator
- for assistance. (Amy Emerson, foundationweb@usnscf.com, 901-647-5582)

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: