

## **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 at [https://www.usnscf.com/Foundation/pages/About\\_Us/Chapter\\_Information](https://www.usnscf.com/Foundation/pages/About_Us/Chapter_Information)
- Walk new admin through high priority functions
  - Posting information to Chapter homepage
  - Posting Upcoming Events
  - Posting News and Information
- Notify Foundation Web Coordinator (scfweb@verizon.net, Linda Hall) of changeover. Provide her with the name and 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. Linda Hall, [scfweb@verizon.net](mailto:scfweb@verizon.net), 717-545-1603 (Eastern time zone)

## **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: