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.