{Insert Your Logo}

Digital Tools Turnover Guide

Dated: 11/22/3344

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# Website Details

## Logins

All website logins use the following nomenclature:
first name initial last name (example: John Doe = jdoe)

The following employees have logins to the website:

* {Insert employee name}
* {Insert employee name}
* {Insert employee name}

### Request A Login

To request more logins, [submit a support ticket](https://support.oneeach.com/kb-tickets/new) to OneEach with the user’s first name, last name, and email address. Indicate what role the user should be given. If needed, you can request a user list from OneEach to get an accurate count of users.

Admin = Can create, edit, and delete content.

Editor = Can create and edit content. Cannot delete content.

Page Editor = Can ONLY edit existing content. Cannot create new content or delete content.

### Remove A Login

To remove a login, [submit a support ticket](https://support.oneeach.com/kb-tickets/new) to OneEach with the user’s first name, last name, and email address.

##

## Secure Areas

We utilize two (2) secure areas called Portals on our website for Board and Volunteers. They have a universal login, but we have the option of having individual logins for each member of that area.

### Board Portal

* Username: {insert username}
* Password: {insert password}

### Volunteer Portal

* Username: {insert username}
* Password: {insert password}

##

## Hosting Information

Our website is hosted with OneEach Technologies - <https://oneeach.com/>

Support is available 24/7 and tickets can be submitted at: <https://support.oneeach.com/kb-tickets/new>

Knowledge Base of support articles and video training: <https://support.oneeach.com/websites>

Our OneEach Account Manager is: {insert First and Last Name} – {insert email address}

## Annual Costs

Our annual service fee with OneEach is {insert $XXX} and renews on {insert month and day} each year.

Our annual service fee includes the following:

* Service 1
* Service 2

##

## Domain Management

Our Domain (oneeach.com) renewal is managed by OneEach. They take care of renewing it each year. (Built into annual service fee)

Our DNS is hosted with: {insert GoDaddy/OneEach/etc.}

#

# Website Add-Ons

## Accessibility Tool



This accessibility widget is placed on our website and allows users to click the icon to create their own personal site specifications.

This tool renews annually on {insert month and day} and costs {insert $xx} per year.

##

## Image Gallery Subscription

This subscription allows us to access images from OneEach’s image gallery: <https://images.oneeach.com/>

We are allowed to pull 20 images per month from the gallery. To request images, [submit a support ticket](https://support.oneeach.com/kb-tickets/new) to OneEach.

This subscription costs $100 annually and renews on {insert month and day}.

##

## Google Ad Words Program

We are enrolled in the OneEach Google Ad Words Program. We are enrolled in the {insert name of tier} which includes the following:

* Service 1
* Service 2

This program costs {insert $xx} per {month/year}.

# Analytics

The Google suite of tools should use the same login for all 3 tools.

Login:

* Username: {insert username}
* Password: {insert password}

## Google Analytics 4

To pull a Google Analytics 4 (GA4) report, follow these steps:

1. {insert step 1 instructions}
2. {insert step 2 instructions}
3. {insert step 3 instructions}

## Google Search Console

This is some important information to know about Google Search Console:

* Item 1
* Item 2
* Item 3

## Google Tag Manager

This is some important information about Google Tag Manager:

* Item 1
* Item 2
* Item 3

# Third Party Tools

## Donations

We use {insert tool name} to manage our donations.

We pay {insert $xx} to use this tool and it renews yearly on {insert month and day}.

This tool allows us to embed our donation form directly on our website.

Admin Login:

* Username: {insert username}
* Password: {insert password}

##

## Volunteerism

We use {insert tool name} to manage our volunteers.

We pay {insert $xx} to use this tool and it renews yearly on {insert month and day}.

This tool allows us to embed our volunteer form directly on our website.

Admin Login:

* Username: {insert username}
* Password: {insert password}

## Other

We use {insert tool name} to manage our {insert information}.

We pay {insert $xx} to use this tool and it renews yearly on {insert month and day}.

This tool allows us to {insert description} form directly on our website.

Admin Login:

* Username: {insert username}
* Password: {insert password}

# Social Media Accounts

## Facebook

Admin Login:

* Username: {insert username}
* Password: {insert password}

## Instagram

Admin Login:

* Username: {insert username}
* Password: {insert password}

## Twitter

Admin Login:

* Username: {insert username}
* Password: {insert password}