{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

A blue circle with a white figure in it

Description automatically generated

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}