

 **Chapter Website Pre-Migration Checklist**

Please read over the following items carefully and submit this form within one week. If you need assistance with any of these tasks, or have any questions, don't hesitate to ask! We're here to support you and make this process as easy as possible.

**Technical:**

1. Review any contracts the chapter might have with advertisers and sponsors as well as hosting providers, web design and management firms, etc., and prepare to restructure those contracts if necessary.

Advertising Contract Terms, Commitments & Other Notes:

2. Check if the chapter has usage rights or permission for any images currently used on the site that would be carried over and provide those permissions. If documentation of permissions is not available, chapters will have to obtain those rights before the images may be used on the new website.

Notes:

3. Check to see when your chapter's domain expires and renew if necessary. We'll be forwarding your existing domain to your new URL when we launch the new site, and you'll need to keep it registered for at least 3 years post-migration to ensure people will continue to be able to find your site until bookmarks and search engines are updated.

When does your domain expire?

Notes:

4. Who has access to your domain name management? We'll walk you through the forwarding process (it's easy), but if a third party outside of your chapter manages your domain registration, we'll need to get in touch with them for this step.

Domain name management contact:

5. Who will need administrative access to the site and at what level? There are 3 levels to choose from:

1. **Chapter Admin:** This user will be able to do everything at a chapter level. They can create/modify/delete pages, blog posts, events, authors, images and chapter headlines.
2. **Chapter Editor:** This user will be able to create/modify/delete pages, blog posts, events, authors, images and chapter headline – but each creation/modification/deletion will have to go to the Chapter Admin for approval prior to publication.
3. **Chapter Author:** This user will be able to create and modify ONLY the pages, blog posts, events and chapter headlines that they created. Their creations/modifications will have to go to the Chapter Admin for approval prior to publication.

Administrator names, emails and titles:

7. Identify the top 20 pages on your current site that receive the most traffic so we can add additional individual redirects to these specific pages.

Highest Traffic Pages:

8. What would you like to use for your "vanity" URL? This will be the shortened, easy to remember address for your site that's familiar to your members and others. For example: [www.mpiweb.org/heartland](http://www.mpiweb.org/heartland) or [www.mpiweb.org/crv](http://www.mpiweb.org/crv)

### **Content-Related:**

9. Determine if you want to archive blog posts or news feeds more than one year old. MPI Global can assist with archival of these items if needed.

Need archival assistance?

Yes  No

10. Please identify specific Facebook albums, if any, you would like to exclude from the website:

11. We would like all chapter website landing pages to contain a short quote from your chapter President or other leader that expresses your chapter's character. Please share that with us here:

12. We'll also need a group photo of the current chapter leaders for the home page. This can always be changed later, but please provide us with one you'd like to use initially as an attachment. If the image is online, share the link to it here: