

Your Facebook account record

Print this, fill it in, and keep it with your committee records

WHY KEEP THIS

This sheet is how your group hands the Facebook Page on safely. When a committee member moves on, whoever takes over can pick up this sheet and know exactly what the group has and where everything is kept. Fill it in once you have set things up, and update it whenever something changes.

IMPORTANT – DO NOT WRITE ACTUAL PASSWORDS HERE

Never write real passwords on this sheet. Instead, note **where** the password is kept, for example "in the committee password book" or "with the secretary". Keep this record somewhere safe with your other committee documents.

The account

Detail	Write it here
Group name	
Group email address	
Where the email password is kept	
Caretaker profile name (as shown on Facebook)	
Where the caretaker login is kept	
Recovery email on the caretaker profile	
Recovery phone on the caretaker profile	
Facebook Page name	

Detail	Write it here
Facebook Page web address (link)	
Date set up	

Who holds the caretaker login

The one or two trusted people who can log in directly as the caretaker profile. Keep this small.

Name	Phone or email

Page admins

Everyone added to help run the Page, each from their **own** Facebook account. For access, write **full** (can add and remove people) or **partial** (can post only).

Name	Their own Facebook account	Full or partial	Date added

Review log

Check this sheet is still correct every so often, for example at the start of each committee term.

Date reviewed	Reviewed by	What changed
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KEEP IT SAFE

Store the filled-in sheet with your committee records, and make sure the next committee knows where it is. If you would rather keep it on a computer, take a photo or scan it and save it somewhere the committee controls, not a personal device.

Use alongside the "Set up a Facebook Page" guide.