Ikebana International

(insert Chapter Name and #)

Important Information and Passwords (1)

As of (insert date)

|  |  |
| --- | --- |
| **Chapter Email** | *(Insert chapter email address)* |
| Username: |  |
| Password: |  |
| Verification/Recovery email address: |  |
| Verification phone and name:  | *2-step verification is not recommended* |

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| **Chapter Website:** |  |
| Web address: |  |
| Username: |  |
| Password: |  |
| Member only login or password: |  |

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| **Website hosting***(2)*: |  |
| Company Name: | *e.g. GoDaddy* |
| Username: |  |
| Password: |  |
| PIN: | *If applicable* |
| 2-step verification phone number: | *If possible, try to only have a PIN* |
| Renewal date/length of term: |  |
| Renewal notifications sent to: | *Change renewal notices to chapter email address* |
|  |  |
| **Website builder or webmaster:** |  |
| Name, email and phone: |  |
| Username: |  |
| Password: |  |
| PIN: | *If applicable* |
| 2-step verification phone number: | *If possible, try to only have a PIN* |
| Renewal date/length of term: |  |
| Renewal notifications sent to: | *Change renewal notices to chapter email address* |
|  |  |
| **Website software:** | *Name/brand of software e.g. WordPress* |
| Name, email, phone: |  |
| Username: |  |
| Password: |  |
| PIN: | *If applicable* |
| Renewal date/term: |  |
| Renewal notifications sent to: | *If possible, change renewal notices to chapter email address* |

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| **Social Media** |  |
| Facebook (FB): |  |
| Tied to who’s personal FB page (Name, email and phone): |  |
| Chapter Facebook URL: | *e.g. IkebanaNorthAmerica* |
| Admin (name, email and phone) (3): |  |
| Admin Username: |  |
| Admin Password: |  |
| Admin (name, email and phone): |  |
| Admin Username: |  |
| Admin Password: |  |
|  |  |
| Repeat same information for other Social Media accounts e.g. Instagram & Pinterest, Eventbrite |  |

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| **NCAR Accounts** |  |
| **Zoom:** | Zoom.us |
| Username: | Ikebana.ncar@gmail.com |
| Password: | Contact your Regional Advocate |
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| **Ikebana NCAR Website** |  |
| Website: | ikebanancar.org |
| Password for protected pages: | cherry blossom (all lower case) |

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| **Ikebana International Headquarters website** | Ikebanahq.org |
| Password for protected pages: | 1956sakura |
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| **Financial Accounts** |  |
| **Chapter Bank Account** |  |
| Name of bank, address, phone: |  |
| Checking Account #:  |  |
| Savings Account #: |  |
| Other account #: |  |
| Log in – web address: |  |
| EIN or Tax ID # (4): |  |
| Username: |  |
| Password: |  |
| 2 step verification phone or email address: | *If possible, try to only have a PIN* |
| PIN: |  |
| Statements mailed or emailed to: | *Try to have them emailed not mailed to chapter email* |
| Who is authorized to sign checks or manage online account | *List names, emails and phone numbers* |

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| **Chapter Credit/Debit Account** |  |
| Name of bank, address, phone: |  |
| Account #:  |  |
| Expiration: |  |
| CSV: |  |
| Log in – web address: |  |
| Username: |  |
| Password: |  |
| 2 step verification phone or email address: | *If possible, try to only have a PIN* |
| PIN: |  |
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| **Other payment accounts:** |  |
| e.g. Paypal, Venmo, Zelle |  |
| Associated with what email or bank account: | *Try to have associated with chapter email* |
| Username: |  |
| Password: |  |
| 2 step verification phone or email address: | *If possible, try to only have a PIN* |
| PIN: |  |
| Transactions sent to what email:  | *Try to have them emailed to chapter email; not individual member* |
| Transactions sent to what account: |  |
|  |  |
| **Quicken or other accounting software:** |  |
| Website, email, phone: |  |
|  |  |
| Associated with what email or bank account: | *Try to have associated with chapter checking account and chapter email* |
| Admin Username: |  |
| Admin Password: |  |
| 2 step verification phone or email address: | *If possible, try to only have a PIN* |
| PIN: |  |
|  |  |
| **Other:** | *e.g. MailChimp or Constant Contact* |
|  | *PO Box* |
|  | *Online tax filing for 501c3 or 501c7* |
|  | *Insurance; company website; contact; expiration and where is renewal info sent (try to have redirected to chapter email)* |
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1. For additional security you are welcome to share this information with your Regional Advocate who will insure the information is kept in a password manager file.
2. In many cases the domain name, hosting, web builder/webmaster and software are all with same company (e.g. GoDaddy)
3. Recommend at least two Administrators for all Social Media accounts
4. EIN – Employer Identification Number. Also, in some cases account may be tied to a chapter members’ social security number depending on the account set up