

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

**Procedure for:**

How to manage all communications and social media for Chisholm Trail Chorus

**Chorus website**

- Go to [www.Startlogic.com](http://www.Startlogic.com)
- Log In
- Control Panel
- Username: [re to president's files]
- Password: [re to president's files]
- Security question: city born – [re to president's files]
- Site Builder: **Weebly (this is the program we are using to create/edit our website)**

Account is set up in Carol Mouché name, email, personal address and cell phone. There are different payments due at different times (all charged to Carol Mouché credit card on automatic payment and reimbursed by chorus)

Product	Total	Paid On	Expires On
Weebly Website Builder - Pro		\$158.77	07/02/20 07/17/22
Site Backups and Restore		\$28.72	02/29/20 03/15/21
Domain Privacy - 1 Year		\$15.95	02/29/20 03/15/21
Prologic Hosting Plan		\$203.01	02/28/20 03/14/22
.org renew - 2 year		\$33.98	02/13/20

02/13/22

**Website Members Only** page pw: **harmony** (can be changed in the Weebly program)

**Website email address** is: [contact@chisholmtrailchorus.org](mailto:contact@chisholmtrailchorus.org)

- pw: Harmony2020

Currently, email is forwarded to Gail Eltgroth's edress (gailsings). That can be changed in Startlogic.

**Chorus internal Googlegroup email** [ChisholmTrailChorus@googlegroups.com](mailto:ChisholmTrailChorus@googlegroups.com)

**Chorus Google group** (add/delete members, etc):

[www.groups.google.com](http://www.groups.google.com)

**Chisholm Trail Chorus Google account**

- login: [re to president's files]
- pw: [re to president's files]

**Chisholm Trail Board of Directors Google egroup**

- Login is under Carol Mouché Google account

**Chisholm Trail Music Team Google egroup**

- Login is under Carol Mouché Google account

**Instagram** for chorus account

- Username: [re to president's files]
- pw: [re to president's files]

**Chorus Facebook** page -- <https://www.facebook.com/ChisholmTrailChorus>

- Page Owner is Chisholm Trail Chorus
- Admins are Carol Mouché and Gail Eltgroth

**FB Members Only** page -- <https://www.facebook.com/groups/2254015978166239>

- Admins are Gail Eltgroth, Vicki Davis, Mary Streckel and Carol Mouché

**YouTube** chorus account

- [re to president's files]

**Zoom** chorus account

- [cmouche@aol.com](mailto:cmouche@aol.com)
- passcode: [re to president's files]

**Square** (linked to chorus bank account for making purchases using cellphone. Must have app installed.)

- Login: [re to president's files]
- Pw: [re to president's files]

**Survey Monkey** (online surveys/polls/electronic voting)

www.Surveymonkey.com

- Username: [re to president's files]
- Pw: [re to president's files]

**MeetUp:** Gail Eltgroth and Carol Mouché are admins.

- [geltgroth@gmail.com](mailto:geltgroth@gmail.com)
- pw: [re to president's files]
- Subscription charges automatically to the chorus credit card twice a year.

**Scrip orders:** [shopwithscrip.com](http://shopwithscrip.com)

- [Gailsings@gmail.com](mailto:Gailsings@gmail.com);
- password: [re to president's files]
- pin number [re to president's files]
- (Phyllis Modisett and Linda Goodenough have done the ordering before)