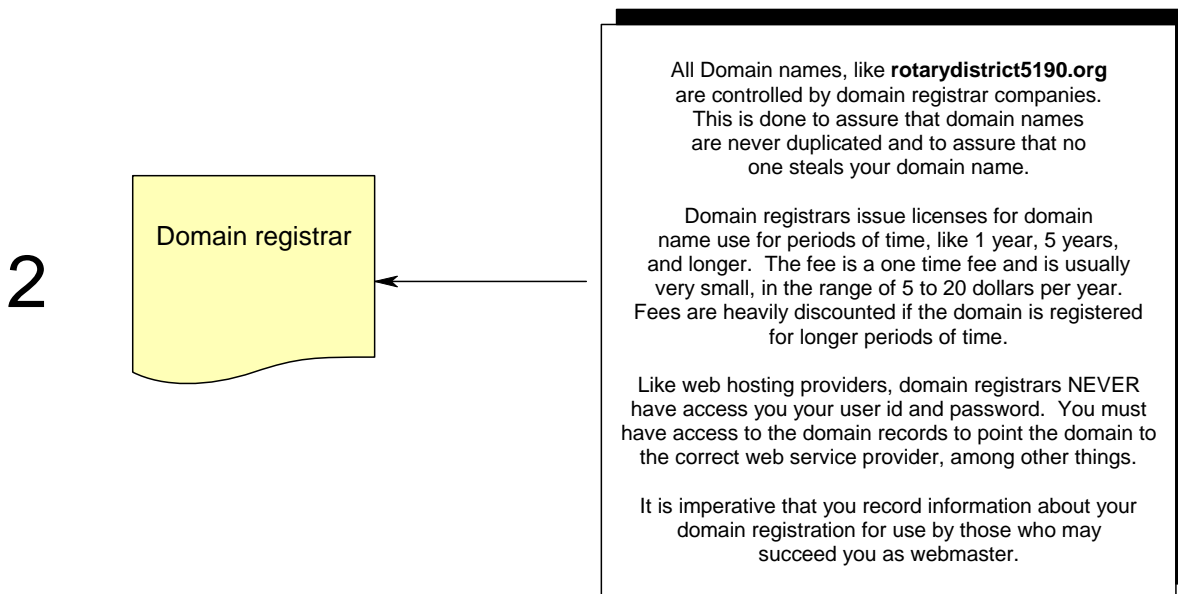
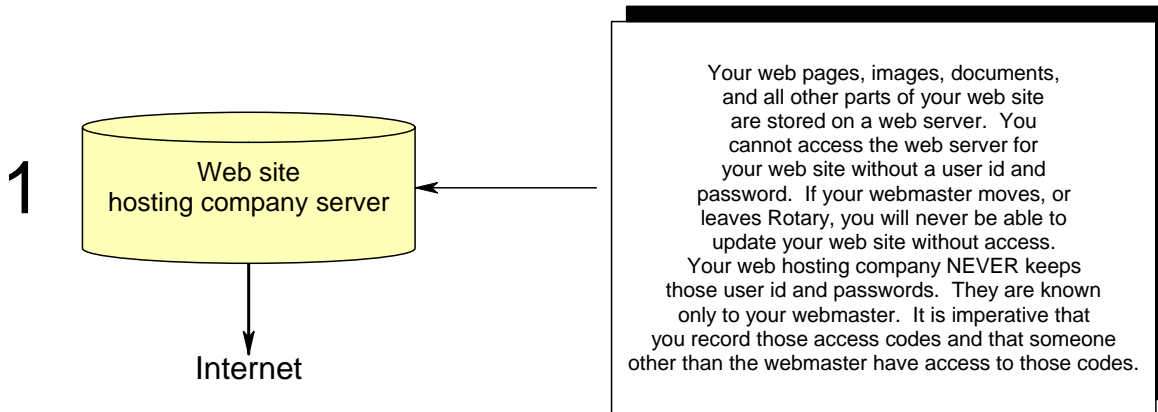


Record Club Web Site User ID's and Passwords

If you have a Club web site or other Rotary related web site, it is imperative that you keep records of the user id's and passwords associated with the maintenance of those web sites. There are two (2) different sets of user id's and passwords that must be recorded. See the diagrams below.



Use the form on the next page to record the information you need to provide your Club secretary for safekeeping. The form can be filled out on your computer and then saved and printed.

Webmaster Account Access Information
Complete this form and give it to your Club Secretary for safekeeping.

The following section is used for your web hosting information. While there are many additional settings and information for your web hosting account, the information below should get users into the account. Use back for additional information.

<i>Date:</i>	
<i>Club Name:</i>	
<i>Web Site URL:</i>	
<i>Hosting Service URL:</i>	
<i>Account #:</i>	
<i>Billing Date, Amount, Frequency:</i>	
<i>Tech Support Phone:</i>	
<i>Control Panel URL:</i>	
<i>User ID:</i>	
<i>Password:</i>	
<i>Server Path:</i>	
<i>FTP URL:</i>	
<i>FTP User ID:</i>	
<i>FTP Password:</i>	
<i>Domain Name:</i>	

The following section is used for your domain registration information. While there are many additional settings and information for your domain name account, the information below should get users into the account. Use back for additional information.

<i>Domain Registrar Name:</i>	
<i>Account #:</i>	
<i>Account Holder Name:</i>	
<i>Account Holder Email:</i>	
<i>Domain Name Expire Date:</i>	
<i>Domain Registrar URL:::</i>	
<i>Tech Support Phone:</i>	
<i>Control Panel URL:::</i>	
<i>User ID:</i>	
<i>Password:</i>	
<i>DNS 1:</i>	
<i>DNS 2:</i>	
<i>DNS 3:</i>	

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