**Guidelines for being an administrator for online sites for**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish in the Diocese of Palm Beach**

* Please be professional. Remember that you are an ambassador for your Parish and the Diocese of Palm Beach.
* Comments should not be made that could be deemed offensive.
* Please be responsible, honest, credible, accurate, fair, and thorough.
* Do not disclose personal details (example: home address and phone numbers).
* Stay within legal framework and be aware that libel, defamation, copyright, and data protection laws apply.
* Confirm that you have permission to post the names and photos of those on your site.
* Proofread all materials for grammatical errors and accuracy before you post.
* Think of the goal of your social media site and ensure that you are working to obtain that goal.
* Please tag the Diocese of Palm Beach main Facebook page when applicable (@DiocesePB) as well as the other Diocese of Palm Beach social media pages.
* Please use the hashtag #DioceseofPalmBeach when applicable.
* Please utilize a profile picture other than the Diocese of Palm Beach Coat of Arms
* Use judgement to hide, delete, or block comments and users who do not have the best interests of your Parish’s mission or the Diocese of Palm Beach in mind.

I am the administrator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ online sites (website, Facebook, Instagram, Twitter, etc.) and am responsible for all actions on this page:

Site Administrator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Site URL: Username: Password:
2. Site URL: Username: Password:

Updated 4/1/2019