
Collect all your details

Right, before we get started on planning your awesome marketing for the next 6 to 12 months we need to get control of all of your current marketing channels.

Often, when I'm meeting new clients to discuss their marketing, they tell me about how so-and-so marketing agency set up their Facebook page/Twitter account but didn't pass on the usernames and passwords so they have no control over the account.

Whether this is the case with your or not, let's get this resolved now so that you know exactly what you have and how to get access to it when you need.

On the next page is a simple pro-forma that you can complete. Print this out and stick it in a locked filing cabinet.

Website	<p>Hosting Company : <i>This is probably be different from your current web designer</i></p> <p>Hosting Control Panel URL: https:// Username: Password:</p> <p>Website Login (for updates to the content) URL : http:// Username: Password:</p>												
Domain Name	<p>Current Registrar : <i>You can check this here http://whois.domaintools.com/</i></p> <p>Control Panel URL : https:// Username: Password:</p>												
Facebook	<p>Business Page URL : https://www.facebook.com/</p> <p>Facebook user accounts with admin access to your page</p> <table border="1" data-bbox="443 1193 1372 1491"> <thead> <tr> <th data-bbox="443 1193 762 1294">Name/Email</th> <th data-bbox="762 1193 994 1294">Level of access</th> <th data-bbox="994 1193 1372 1294">Password (where available)</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1294 762 1361"></td> <td data-bbox="762 1294 994 1361"></td> <td data-bbox="994 1294 1372 1361"></td> </tr> <tr> <td data-bbox="443 1361 762 1429"></td> <td data-bbox="762 1361 994 1429"></td> <td data-bbox="994 1361 1372 1429"></td> </tr> <tr> <td data-bbox="443 1429 762 1491"></td> <td data-bbox="762 1429 994 1491"></td> <td data-bbox="994 1429 1372 1491"></td> </tr> </tbody> </table>	Name/Email	Level of access	Password (where available)									
Name/Email	Level of access	Password (where available)											
Twitter	<p>Username: Password:</p>												
LinkedIn	<p>Username: Password:</p>												
Pinterest	<p>Username: Password:</p>												
Instagram	<p>Username: Password: <i>Or you may have logged in using your Facebook account.</i></p>												