



Transitioning Your Chapter's Communication Technology

As you transition from one leadership team to another at your chapter, remember to transition your chapter's online tools, as well.

For questions, training and additional support now or anytime during the year, contact ChapterWebUpdates@assp.org.

Review of Chapter Tools

Include an overview of the chapter's communication technology during your transition meeting between outgoing and incoming officers. Discuss access and use of chapter social media accounts, as well as your website, email and other features your chapter's [ASSP webhosting package](#) like:

- Free commercial survey account.
- Free commercial storage account.
- Free online event RSVP and registration tool.
- Free training and support from ASSP.

Chapter Website

Update the information on your website's Chapter Officers page, including the name and contact information for each officer. Add an image (120 pixels wide by 150 pixels high) of the person in each officer role. If you do not have a photo, keep the ASSP placeholder instead, as leaving the photo space blank will break the layout of the page and make it harder for current and potential members to find your information using search engines.

Chapter Email Accounts

ASSP provides and strongly encourages chapters to use role-specific email addresses as part of the chapter web hosting agreement. These email addresses provide added security for chapter leaders and helps ease the transition to new leaders each year.

Follow these guidelines to ensure a smooth transition of your chapter email accounts:



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Outgoing officers

1. Archive emails from the previous year to allow your successor to easily view previous emails. Sign into your account at <http://smail.assp.org>. From the left banner, right click on Inbox and select New Folder. In the pop-up box, title the new folder 2017-2018 archive. Clear out non-essential or duplicate emails from your Inbox and Sent folder, and drag all remaining emails into your newly created folder.
2. Remove your information from the account to enable incoming officers to take the reins. On the main Mail screen, click the gear icon (Settings) from the top banner. Scroll down to the bottom of the page and delete your email address from the Forwarding Address field. Go back to the top of that same page and click Change Password to change your password to AmericanSocietySafetyProfessionals2018! (including the !).

Incoming officers

1. Sign into your new email account at <http://smail.assp.org> using your email address (ex. President@chapter.assp.org) and AmericanSocietySafetyProfessionals2018! as the password.
2. Add your information to the account. On the main Mail screen, go to the top banner and click on the gear icon (Settings). Update the account with your name, enter the personal or business email you would like to have your ASSP emails forwarded to in the Forwarding Address field, and use the Change Password button to create a your new password for the account.

Chapter Email Service

ASSP strongly encourages all chapters to utilize a commercial email service in order to comply with CAN-SPAM regulations and industry best practices when communicating with chapter members. Chapters with an ASSP web hosting agreement have access to a free Real Magnet commercial email service account. Be sure to make time for training on using your chapter's commercial email service during your officer transition meeting.

Be Cyber-Security Aware

ASSP chapters have reported being targeted by email scammers. It is up to every email user to be vigilant. As you begin the year, be sure to talk with your leadership team about expectations and protocol for email communications and financial management practices to help everyone spot these attacks more easily. Our presentation on [how to protect your chapter from spear-phishing attacks](#) can help get the conversation started.