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Subject: Password Protocols
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Password, Usernames - How to keep them all in order!

The purpose of this Seedlings email is to provide some guidance on how to establish, protect and store your chapter related account usernames and passwords.

We all know how important user names and passwords are for our personal and chapter related accounts. Losing access to emails, Facebook accounts or websites because of lost passwords is very difficult for chapters. This is a common problem when there are changes in officers and/or when members leave the chapter.

Your Regional Advocates strongly recommend more than one person know your chapter related passwords for various accounts. We have developed a chart to help you and your board get started establishing a list of all of your passwords. Once this chart is completed, it should be safely stored by at least 2-3 board members. The President, Treasurer and whoever is responsible for your online accounts (email, Facebook, other social media and website) should have a copy of this important document. In addition, the information is critical for your “board or president’s book” that is transferred when officers change.

It is also very important that when there is a change in leadership, committee or member responsibility of any kind, the person leaving the job provide/transfer the accounts and passwords to the person taking over the responsibility. This needs to be done while the current person responsible is active in the chapter as many accounts have ties to personal phone numbers and/or emails!

Chapter Password Chart

[This link](#) downloads a Word document chart listing the most likely types of accounts your chapter could have requiring usernames and passwords.

The Regional Advocates also recommend you consider eliminating 2-step verification on any of your chapter related accounts. We know that 2-step verification is important for security, but as it is tied to the person who set up the account, 2-step verification is not recommended given the high turnover in our chapters. It might be extremely difficult if not impossible to gain access to an account with 2-step verification because we do change officers and responsibility for various types of accounts often. Furthermore, it would be impossible to recapture an account with 2-step verification if the person is deceased. We have included a link below that walks you through eliminating 2-step verification on your Gmail account.

Establishing Passwords

Your chapter related passwords should be unique to the chapter and not the person that set them up. Remember the users change as often as your board changes. We recommend passwords such as “*Chaptercity&#*” as in “*Naples#160*”, or “*Friendsinflowers#160*” or if you were in New York “*BigApple#7*” or in Sarasota it could be “*Circusflowers#115*”.

Changing Passwords for Greater Security

It is recommended that you change passwords when you have a change in your officers or people using the various accounts. However, this requires diligence in maintaining and safekeeping a file with updated chapter related usernames and passwords.

In summary, the North & Central American Region (NCAR) website (ikebanancar.org) which is devoted to serving chapters in the NCAR has several useful pages on this subject.

1. [This link](#) provides detailed instructions on how to forward your chapter Gmail account to any other type of email account. When you do this, you are assured of someone accessing and reading the important messages NCAR sends to our chapter Gmail address.
2. [This link](#) provides step-by-step instructions on how to eliminate 2-step verification on your chapter Gmail account.
3. If you desire to eliminate 2-step verification on any other type of account, we recommend you “Google” “how to eliminate 2-step verification on (insert name of account such as Word Press account, Facebook account, etc.)”
4. To download the Password chart, [click here](#). You can also access this chart at any time by going to [Chapter Resources](#) and then to Passwords and Usernames to download the Word document.

If you have any questions about this subject or issues with accessing your chapter accounts, feel free to contact your Regional Advocate.

Please be sure this information is given to your President, Treasurer, Webmaster and Social Media administrator.

Your Regional Advocates

[Magdalena Tamura –Reid](#) – At Large & Northwest & Midwest

[Elizabeth Biddle](#) – East

[Patricia O’Reilly](#) – West

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