



**SWIPE TEXT FILES FOR
REGAINING OR
INCREASING ACCESS
TO YOUR WEBSITE**

IF YOU NEED ACCESS TO YOUR WEBSITE...

Hi (name). I am contacting you regarding the website for (your nonprofit name). We have realized that it is necessary for our organization's leadership to have full access to edit our website independently at all times. Unfortunately, we do not have the information we need to make that happen and are asking for your help.

Could you please send me the following information at your earliest convenience?

- The website url where we can log in to edit our website
- The username or account information to use
- The password for the account

It's always important for us to make updates and add information as needed but right now, as things are changing so quickly, it's critical for us. We appreciate the work you've done for us and thank you in advance for helping us to be equipped in this unprecedented time.

If you need any further information from us to fulfill this request, please let me know. Otherwise, we'll be expecting the login information from you this week.

Thank you,
(name)
(Title)

INFO YOU NEED:

- The url of the website where you can log in to your website.
- The username unique to you.
- The password for your account.

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COPY THIS TEXT AND REVISE/ADAPT AS NEEDED

IF YOU NEED GREATER ACCESS TO YOUR WEBSITE

Hi (name). I am contacting you regarding the website for (your nonprofit name). We have realized we need to have more access to edit our website and the current limitations are prohibiting us from sharing our message with our audience in a way that is most effective.

For example, we need to be able to insert basic code to take advantage of third-party tools, to embed video using embed codes, and to add or revise content in every area of the website. Unfortunately, we are finding this is not available to us.

Could you please open up full access to our website and provide us with instructions on how to use any additional features necessary? We appreciate the work you've done for us and thank you in advance for helping us to be equipped in this unprecedented time.

If you need any further information from us to fulfill this request, please let me know. Otherwise, we'll be expecting the information from you this week.

Thank you,
(name)
(Title)

INFO YOU NEED:

- Access to every area of your website
- Documentation on how to add simple code and embed codes

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