

# Passport to LBI Member Marketing Survey

---

To make sure you are receiving maximum benefit from your Passport to LBI membership, complete the following and return to [passport@lbibuzz.com](mailto:passport@lbibuzz.com).

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Facebook Address: \_\_\_\_\_ (Custom URL?) \_\_\_ Yes \_\_\_ No \_\_\_ How?

## **If you wish to have us help post to your Facebook page, add me as your Facebook admin**

Log in to your personal account and go to your Organization's Facebook Page. Click on Settings in the top right hand corner. Go to Page Roles in the Left Hand Column. Insert my email address [gadelmann@gmail.com](mailto:gadelmann@gmail.com). Select Editor in the Drop Down. Click Save and enter your password.

Twitter Handle: \_\_@\_\_\_\_\_ Instagram: \_\_\_\_\_

What Mass Mail Service Do You Use? \_\_\_\_\_

Google Calendar: Gmail address \_\_\_\_\_

## **To have your events appear on our website, create and share your Google calendar with me**

Go to <http://calendar.google.com>. On the left hand column, under My Calendars, hover over the right hand side of the calendar name and click on the down arrow that appears. Go to Share this Calendar. Add [gadelmann@gmail.com](mailto:gadelmann@gmail.com) as a person you are sharing with and change the permission settings to Make changes AND manage sharing. Click Save. Up above, in the top left corner, make sure that "Make this Calendar Public" is also checked. And Save.

## **Additional Member Perks:**

- **Free One Page WordPress Website for any Passport to LBI Members.**  
This includes providing members with their own username and password to manage the site, so they can add additional pages, images, text on their own.
- **Discounted Marketing Maintenance Services.**  
Passport to LBI members are eligible for a discounted rate for any website development or maintenance, social media management, or other marketing maintenance at \$30 per hour. (This is discounted significantly, as my "regular" rate is \$50 per hour. Subject to availability.)
- **Discounted Hosting, Security, Backups and Backend Maintenance.**  
Web Hosting, Security, Regular Backups and Updates – \$100 per year, or free with Signed Marketing Maintenance Agreement (\$200 value). Free email accounts with hosting package.
- **Domain Name Renewal.**  
\$15/per year per domain (most domains) with any of the above services.