**Information needed to create** **an IO website with the WordPress system**

**1. How the IO name should appear in the URL, or Web address**:

**FORMAT:**http://www.educationminnesota.org/union/yournamehere

Click or tap here to enter text.

**2. How the IO name should appear in the banner**:

 Click or tap here to enter text.

**3. Names and email addresses of your two main editors**:

**First editor’s name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

**Second editor’s name:** Click or tap here to enter text.

**Email address:** Click or tap here to enter text.

Send the above information to Sarah Cooke and Matt Blewett, or fax to 651-292-4868. Your editors will be contacted to set up a one-on-one training session on editing the website. This online training takes less than an hour and can be done right from a computer.

Questions? Contact Sarah Cooke at 651-292-4840, or Matt Blewett at 651-292-4829. Our toll free number is 800-652-9073.