



## Manchester University Social Media Account Registration Form

One form must be completed for EACH account. Signing indicates you have read and understand the Social Media Guidelines and Best Practices. This form must be submitted and approved prior to starting the account.

Date: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Name of site administrator (Must be a Manchester employee)

\_\_\_\_\_

Manchester email: \_\_\_\_\_

Phone: \_\_\_\_\_

Who else will be delegated to make posts on behalf of the administrator? (This can be a Manchester employee or student delegate. Please include name and email.)

\_\_\_\_\_

Network (ex. Facebook, Twitter): \_\_\_\_\_

Account Name:

\_\_\_\_\_

Username (for some networks this is the account name): \_\_\_\_\_

Password: \_\_\_\_\_

**Please return form to Social Media Coordinator in the Office of Admissions.**