coposts

Onboarding Checklist

*Onboarding Sessions are required within **72 hours** of registration.*

Pre-Onboarding

To set up your account & mobile app access, please provide the following:

1. Location name and complete address
2. Name, email & phone number of Account Admin - (Contact person in location)
3. Names & emails of team members/content creators

Complete your pre-onboarding form here.

Onboarding Session

Please have the following ready for your expert onboarding session:

1. *Logins and passwords* for all social media accounts being connected to Coposts
   a. *Recommended* - Make account admin an "Admin" in each social account
2. All team members should attend Onboarding Session. (Admin & Content Creators)
3. Onboarding session is by video conference call. (Desktop/Laptop required)

Schedule your onboarding session here.