



**Log-in/Log-out Communications Protocol
and
Team Contact Information**

September 14, 2017

V. 1.1

Website Contributors

Communications Protocol & Contact Information

July 30, 2017

The WIX Editor will only allow one person to edit content at a time. Should two people log-in and begin editing, they could overwrite the work of the other... not a good thing.

To prevent this from happening we have established a communications and log-in - log-out protocol whenever accessing the WIX Editor.

1. **Logging In** - Always send a broadcast text message to the team when logging into the WIX Editor. Wait approximately 5-minutes and if no one response (indicating they are logged-in to the Editor) then proceed with your log-in.
2. **Logging Out** - Always send a broadcast text message to the team when logging out of the WIX Editor. This will indicate that it is safe for others to log in.

To insure that you will be able to receive the text messages, you should always have your mobile phone with you, and "turned on" when you wish to log in to the WIX Editor.

To facilitate your ability to comply with this protocol please keep the following contact information accessible.

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