TWITTER ACCOUNT CHECKLIST

Below are some suggestions to help guide you through the process of creating a Twitter account for your agency. There is also a companion fact sheet as well as a step-by-step tutorial available in the Resources section of the IACP Center for Social Media (www.iacpsocialmedia.org).

- ❏ Create your user name

- ❏ Set a strong password

- ❏ Insert a profile image (such as a badge or patch)

- ❏ Enter the name of your agency

- ❏ Enter the location of your agency

- ❏ Enter your agency's Web site address

- ❏ Create a bio for your agency (you have 160 characters)

- ❏ Enter a contact e-mail address

- ❏ Set the background color or image

- ❏ Register a mobile device

- ❏ Place a link, badge, or widget for your Twitter account on your agency's Web site

You may contact IACP Center for Social Media staff for additional assistance. See contact information below.