



## UFBA Member Website Administrator Designation and Authorisation

Please copy and paste the text below into an email, complete the information required and return to [web@ufba.org.nz](mailto:web@ufba.org.nz)

**NOTE:** For authorisation purposes, the email must be sent from the CFO/DCFO's email account. Or send a physical letter to United Fire Brigades' Association, PO Box 56079, Tawa, Wellington 5249.

**Date** \_\_\_\_\_

**Brigade/Rural Fire Force** \_\_\_\_\_

This email is to confirm that the following member(s) of the above Brigade/Rural Fire Force are designated as an administrator of the website, and are authorised to add content to and edit our website pages until further notice.

**Name**

**Email Address (required)**

*Note: an administrator must be registered under this email address on the UFBA website [www.ufba.org.nz](http://www.ufba.org.nz)*

_____	_____
_____	_____
_____	_____

I understand that I may change the administrator at any time, and must notify the UFBA in writing immediately if the administrator(s) of our website change for any reason. I also understand that I can add additional administrators up to a maximum of three (3) at any time.

I understand that the UFBA website administrator(s) will also have access to these pages, and will have the ability to edit content as required to assist our Brigade/Rural Fire Force in building and maintaining the website.

**Name of CFO/DCFO** \_\_\_\_\_

**Preferred email address** \_\_\_\_\_

**Phone number** \_\_\_\_\_

*(If sending a physical letter, please sign below)*

