

## Instructions for submitting GoDaddy tickets

1. Go to the GoDaddy website (godaddy.com)
2. Sign in with our customer number
3. Select "My Products".
4. Scroll down to "Website Design Services".
  - a. Select the "Manage" button next to "Marketing Services Basic"
5. The Global Services, Marketing Services Basic page should show. Select "Manage".
6. The Website Requests page will show, scroll down, and select what you want done. (Edit page, add page, etc.)
7. You can outline several items on each ticket. They only work one ticket at a time so make sure you put everything you need on this current ticket. Otherwise, you cannot submit another one until this one is complete.
8. You can put in multiple kinds of updates on one ticket. Select Done when finished with each update request.
9. When done with the request(s), click the submit button. A message will appear indicating that your request has been submitted.
10. Log out of GoDaddy.
11. An email will go to our generic Gmail account (lrranchpoa@gmail.com) indicating what has been submitted. This should be monitored a few times a week.
12. The BOD currently monitors this