UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION

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County Website Checklist

Questions	Answers
1. Who are the targeted audiences for your county UNHCE webpage(s)? List all. (i.e., strategic partners, consumers, youth, search engines, etc.)	
2. Whose responsibility is it to update the webpage(s) using Contribute? If more than one person updates the webpages(s), how are these administrative tasks divided? Has the responsible person(s) taken the Contribute webinar offered by ITDE?	
3. Whose responsibility is it to answer e-mails generated by the webpage(s)? Is there an alternate person on the day(s) the designated person is unavailable?	
4. How often is the county calendar of events updated? Who performs this task? What is the process for submitting information?	

5. What other websites does your county link to and are all links verified at a minimum of one time per month?

6. How often do you update the “What’s New” column? Who decides what information is added and when it is removed?

7. Do you add photos to your county webpage(s)? Are they copyright free?

8. Does your county UNHCE webpage have forms? Is each form currently active and accurate? Who collects that information?

9. How often does your news and publications page get updated and by whom? Who collects the information?

10. How often are biographies updated and by whom?