**Website Content Documentation Worksheet**

This Worksheet will help you keep track of the actions you’ve taken during Phase 4.

**For the website content documentation:**

* List the sites where you post your message to estimate how many people are reading your content.
* If you post to another organization or company’s website, ask your contact how many users viewed the page in the time since the post was published~~.~~
* If your team is hosting your own website, Google Analytics or the website platform itself will have an option that shows you how many users viewed your page.
* Assume that all users are “community members.”

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| **Actions Taken** | | |
| What websites did you publish your messages/content to? | | |
| Name of the website | Link / URL to website and message | How many times did you publish unique material on this site? |
| *Example: Grades of Green* | *Example: gradesofgreen.org/climate-solutions-campaign/* | *Example: we posted to the Grades of Green website 3 times* |
|  |  |  |
|  |  |  |
|  |  |  |

(Add more rows if needed)

|  |  |
| --- | --- |
| **Audience Members Reached** | |
|  | Community Members Reached |
| Total number of users that viewed your content since the post was published |  |