MOVING YOUR ONLINE COMMUNITY?

Your essential checklist when planning your migration to Breezio or any other community engagement platform.

1 What can be moved?

Take stock of the types of data your current vendor lets you export and if there are automated ways to move data

Users & Groups   Files   Chats

2 What is accepted?

Take inventory of what your new vendor lets you import. Breezio lets you import users, groups, files, chats, posts, permissions manually and with APIs.

3 Stay ahead of the game

Ask current vendor for a test export & do a limited import early to make sure formats & APIs are compatible. Then a final export to pull in final conversations

4 Clean house

Those groups, users and duplicate files you wanted to get rid of, the time is now,. Move only necessary information.

5 Communicate switch

Communicate switch to members via email, site announcements, sms etc. Build excitement around making the switch and convey the key benefits

6 Online user training

Train users on how they can do what was done in the previous system, and highlight what new benefits come with the new system. Keep it brief and highlight key points to not overwhelm users.

7 Create help materials

Create documentation and reference materials on how to use the new system. Like training, keep it brief and highlight key points to not overwhelm users

8 Designate experts

Designate teammates or active members as "experts" who can help others

Ready to make the move?

Breezio.com is a leader in online community engagement software uniquely known to handhold communities through the migration process making the process completely painless.

Book a demo   Talk to us

www.breezio.com