BEEKEEPER

RAPID ROLLOUT
CHECKLIST

4 easy steps to get you started with your employee communication within 48 hours!

1. Set up groups

☐ Decide which groups you need for the rollout i.e. by departments and/or teams, and create them by checking out this article.

2. Add your users

☐ Check out this article to learn how.

3. Set up the streams

☐ Check out this article to learn how.

Edit the default stream:
☐ Edit the cover picture.
☐ Update the stream description and permissions using the groups set up in step 1.
☐ Create a pinned post with information around: reasons for rolling out Beekeeper now and the use cases to be expected now and future plans with the platform.

Create a separate stream dedicated to crisis communication:
☐ Edit the cover picture.
☐ Update the stream description.
☐ Indicate where to find what information around this specific crisis: specific streams, (group) chats, navigation extensions, document library, etc.
☐ Use screenshots from your phone to explain how to access the different types of communication channels.

4. Invite your users

☐ Check out this article to learn how.

If your users have an email address or phone number:
☐ Prepare a communication to send out before sending the login instructions. Include the same information as in the pinned post in the default stream of Beekeeper: reasons for rolling out Beekeeper now and the use cases to be expected now and in the future.
☐ Send out the login instructions via email or SMS.

If your users do not have an email address or phone number:
☐ Enroll team or department heads to onboard their teams.
☐ Combine the onboarding with a meeting already put in place between those teams (morning briefing, daily stand-up, etc.) or send the paper invitations to the employees' home address.
☐ Ask your team or department heads to create group chats to communicate effectively and securely.
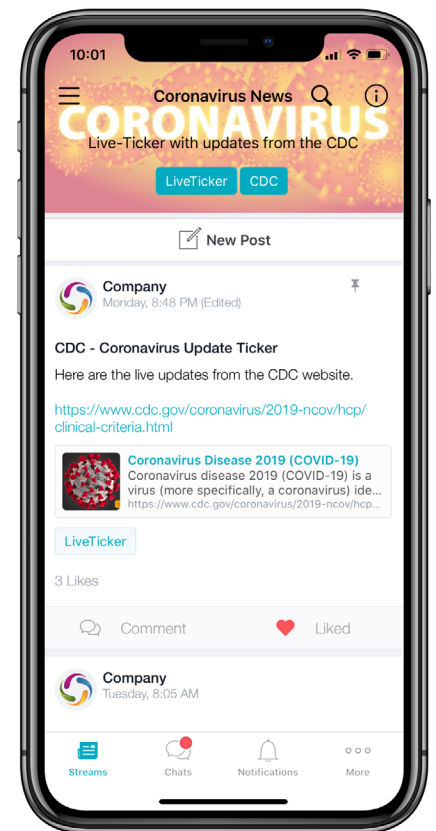
Do you have more time after all?

Make sure you are rollout-ready by crossing off items on our full **Rollout Checklist**.

Check out how other customers used **campaigns** and **surveys** for their crisis communication around the **Coronavirus Covid-19**