Who holds what register

A fill-in register of who holds each login, who the backup is, and when it was last checked

GUIDE · VERSION 1.0 · 2026-11-09

A register for a club, registry or association board: for every account and asset the club depends on, who holds each login, who the backup is, and when someone last checked.

> **A planning aid, not legal advice.**
> This register is a planning aid. It does not say what the law or your governing documents require. Check your bylaws, your registry's rules and any advice you rely on before you act.

Why keep a register

When one person holds the only login to the domain, the bank or the membership list, the club has a single point of failure. A register makes that visible while everyone is still reachable. It also makes a handover or an emergency a matter of reading one page instead of asking around. Keep the register where the whole board can open it, and keep the passwords themselves in a password manager the club controls. The register says who holds access, not what the password is.

How to fill it in

- ☐ Fill in one entry for every account or asset the club could not run without.
- ☐ Name the holder: the person whose name or email is on the account today.
- ☐ Name a backup who can get in without asking the holder, and say how: a second user on the account, a recovery address the club owns, or a recovery code kept sealed in a locked place by a third officer.
- ☐ Write the date you last checked that both can still sign in.
- ☐ Set a review date no more than six months ahead.

Domain names and website

Domain name registration, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Website host or builder, holder: **Backup and how they get in:** __ **Last checked:** _____

Website editing accounts, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Bank and payment accounts

Bank account, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

Online payment provider, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

Cards and expense accounts, holder: _ **Backup and how they get in:** __ **Last checked:** _____

Email and messaging

Club email address, holder: ___ **Backup and how they get in:** __ **Last checked:** _____

Shared mailboxes, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Mailing list or newsletter tool, holder: _ **Backup and how they get in:** __ **Last checked:** _____

Registry and membership data

Membership list, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

Registry or registration records, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

Certificate numbering and templates, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Event entries and results, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Board minutes and decisions, holder: _ **Backup and how they get in:** __ **Last checked:** _____

Social accounts and other assets

Social media pages, holder: ___ **Backup and how they get in:** __ **Last checked:** _____

File storage and shared folders, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

PO box or postal address, holder: ____ **Backup and how they get in:** __ **Last checked:** _____

Insurance policies and contracts, holder: _____ **Backup and how they get in:** __ **Last checked:** _____

Reviewing the register

Set a reminder twice a year. At each review:

- ☐ Ask each holder and backup to sign in once and confirm they can.
- ☐ Replace any holder or backup who has left the board.
- ☐ Check that no account is held on a personal address that only one person can read.
- ☐ Update the date in the last checked entries.

Next review by: _____

Use this register with your board handover checklist and your emergency access plan.

How Breed Ledger handles this

How Breed Ledger fits into the register.

Everything above works with whatever your club uses today. If your club runs its roles in Breed Ledger, this part is already handled.

- An organization administrator can give an active member the member, registrar or organization administrator role, and can change it again later. Moving the last organization administrator to another role is refused, so a handover starts by giving someone else the administrator role.

See roles in Breed Ledger: book a demo at https://breedledger.co/demo.