FREE CHECKLIST · FOR MASJID, SCHOOL AND CHARITY VOLUNTEERS

Is your masjid's website safe? A 10-minute self-check

musayyir

Ten checks you can run on **your own** organization's website, with a web browser and your site's admin panel. Most take about a minute; a few need someone with an admin login. Step-by-step help for WordPress, Wix and Squarespace: **musayyir.com/guides/website-self-check**

Website address _____ Checked by _____ Date _____

1 Search Google for spam on your site 1 min

Spam pages can get your site labeled unsafe, so families see a warning instead of you.

1. In Google, search **site:yourdomain.org casino**, then the same with viagra, loan, slot, essay.
2. Search **site:yourdomain.org** alone and skim for pages you didn't write.

- ☐ **Pass:** nothing, or only your own pages
- ☐ **Fix:** strange pages → see "If something's wrong"

2 Look for the padlock 1 min

Without it, names and children's details typed into your forms can be read on the way.

1. The address bar shows **https://** and a padlock, not "Not secure".
2. Typing **http://yourdomain.org** jumps to https on its own. Check the donation and contact pages too.

- ☐ **Pass:** padlock on every page
- ☐ **Fix:** turn on SSL (Wix/Squarespace setting; WordPress: ask your host)

3 Check who has admin logins 3 min

A login of a volunteer who left years ago is an open door nobody is watching.

1. Remove anyone who has left. Give people the lowest role they need. One person, one login.
2. Turn on two-factor sign-in for every admin, and do the same on your host, domain, donation and email accounts.

WordPress: Users → All Users → Administrator · **Wix:** Settings → Roles & Permissions · **Squarespace:** Settings → Permissions & Ownership

- ☐ **Pass:** only active people, few admins, all with two-factor
- ☐ **Fix:** remove, split shared logins, turn on two-factor

4 Check updates and add-ons 2 min

Out-of-date add-ons are the most common way into small sites, and the fix is usually one button.

WordPress: Dashboard → Updates; delete unused plugins and themes; replace plugins not updated in 2+ years. · **Wix:** Manage Apps; Settings → Custom Code. · **Squarespace:** Settings → Extensions; Pages → Custom Code → Code Injection. Ask about any added code nobody recognizes.

- ☐ **Pass:** nothing waiting, all code explained
- ☐ **Fix:** update, delete unused, ask about unknown code

5 Make a small real donation and read the receipt 3 min

A broken donate button or missing receipt means people quietly give up, and you never hear.

1. From your home page, give **$1** (or your form's minimum) with your own card, once. It's a real gift your organization keeps: no refund, no retries if declined.
2. Receipt arrives within minutes with your name, the right amount and date. Treasurer confirms the money arrived.

- ☐ **Pass:** works first time, receipt right, money arrives
- ☐ **Fix:** call your donation platform; page looks changed → "If something's wrong"

6 Send yourself a test message 2 min

A form that goes nowhere means a family asking about a janazah or school places never hears back.

1. Send “Test, please ignore” through each form (contact, registration, volunteer). Confirm it arrives; check spam.
2. It should go to a shared inbox (office@yourdomain.org), not one volunteer’s personal email.

- ☐ **Pass:** arrives in minutes, shared inbox
- ☐ **Fix:** repoint or remove the form

7 Check your domain’s renewal date and owner 2 min

If your web address lapses, your site and email can go dark overnight.

1. At **lookup.icann.org**, type your own address: note the registrar and expiry date.
2. Sign in there: account email is an organization address, auto-renew on, card current, two-factor on, two leaders can get in.

- ☐ **Pass:** 3+ months left or auto-renew, your organization controls it
- ☐ **Fix:** ask registrar support to move the account to you

8 Make sure a backup exists 2 min

Without one, a bad update can cost years of announcements, photos and forms.

WordPress: “Backups” in your hosting account, or your backup plugin’s last date. · **Wix:** Site History, plus export form entries and contacts. · **Squarespace:** no full backup; keep your own copies and export lists.

- ☐ **Pass:** recent, stored off the site, someone can restore
- ☐ **Fix:** turn backups on; name who restores

9 Make sure uploaded files stay private 3 min

Enrollment papers or ID copies sent through a form can end up open to anyone with the link.

1. Copy a file link from a form entry. Paste it in a private (incognito) window. It should ask you to log in.
2. Google **site:yourdomain.org filetype:pdf** (and filetype:xlsx). Shared Drive/Dropbox folders not set to “Anyone with the link”.
3. Self-hosted WordPress only: **yourdomain.org/wp-content/uploads/** should not show a file list.

- ☐ **Pass:** files need a login, nothing private in Google
- ☐ **Fix:** private uploads on, delete old files, tighten sharing

10 Know what to do if something’s wrong 2 min

Most problems are fixed in a day or two when people know who to call.

Fill in the box below and keep it where leadership can find it.

- ☐ **Pass:** written down, two people know where
- ☐ **Fix:** write it today

If something’s wrong

1. **Stay calm and don’t delete anything yet.** Take screenshots; note what you saw, when and where.
2. **Tell one leader**: board chair, imam or principal.
3. **Call your host or platform support.** Ask them to check the site and restore a clean backup if needed.
4. **Change passwords**: email first, then domain, host, site admin, donation platform. New one each; two-factor on.
5. **Remove logins you don’t recognize**, after a screenshot.
6. **Donation page changed?** Contact your donation platform or payment company now and pause the form.
7. **Private information seen?** Ask a lawyer whether you need to tell people. Many states have rules.
8. **Serious or keeps coming back?** Call your cyber insurance line if you have one, or hire a professional incident response company.

Host / platform support number _____

Domain company and who can sign in _____

Who has admin logins _____

Where passwords are kept _____

Where backups are, and who restores them _____

Leader to tell first _____