

## Wing Website Unification Update

We have made a few adjustments to how information on activities and other content specifically for members are handled on wing websites. Below are several new frequently asked questions, or FAQs, that will be added to our master [FAQs](#) for the project.

A reminder: Information about the Wing Website Unification Project can be found on the [CAP Websites](#) page on GoCivilAirPatrol.com. This page includes links to the [directions to make updates to your website\(s\)](#) in SiteViz, several tutorials and a [short training video from Global Reach](#), and recordings from the update meetings in September, as well as [FAQs](#) for the project.

### **Q. Where do I put information about my encampment, cadet special activity, National Flight Academies, or multinight activities that my wing hosts?**

A. This year is a transition between current and future websites. Many wings will not transition to their new website before their encampment or other activities, so past procedures should be followed.

**Main activity page.** For wing websites using the new SiteViz template, a new page for each activity should be added as a new child page under the Cadet Programs page (accessed via the Programs link in the top-level navigation). This is where any information needed by cadets, parents, etc., should be listed.



The link name in the left navigation should be generic (see example, left, from the Oklahoma Wing). If your activity has a specific name, i.e., Winter Raptor Encampment for the Oregon Wing, place this as the headline on your activity page, not as the link name as shown at left.

Things that wings may choose to include on their main activity page are listed below. Include any forms, PDFs, or links to other registration platforms along the right side of the page.

- Dates, including arrival and departure windows.
- Full facility name, location, and directions.
- Adult leaders' names and a generic CAP email for contact. Example: [encampment@okwgcap.org](mailto:encampment@okwgcap.org).
- Basic goals of the encampment program and a description of the major activities (if available).
- Location information.

- Packing list and list of contraband.
- Information about CAP rules requiring cadets to be able to self-medicate.
- Rules regarding cadet use of cellphones and the web during encampment.
- Information for families to attend graduation.
- Links to wing social media for daily updates and links to a photo gallery (i.e., photos.cap.gov) where all photos should be placed.
- Tuition, fees, and information about CEAP.
- Registration process for participants, including link to sign-up form (see below).
- Application process for cadet cadre, including training session dates.
- Permission slips.

Wings have the option to create separate child pages under the activity if they wish. This could include a separate child page for registration, policies, updates, etc. Or this can be included on the main activity page.

**Optional – Sign-up form.** Some wings may choose to include a link to a registration form on their activity page(s) instead of listing all the form PDFs on the main activity page. If your wing chooses not to make forms accessible here, as listed above, this information can also be shared and collected on a form. Many form providers exist, so choose what best fits your needs. Here is an example from the [Oklahoma Wing](#), which is a Jot Form. This form keeps all pertinent details in a central location. Completion of the form should also generate a copy to be emailed to make available registration details, rules, packing lists, contraband, etc., to the applicant's family.

**Optional – Activity Update page.** In addition to the main activity page, you may wish to create an updated child page with articles about your encampment. This is the place to post daily updates for a specific year's event for parents. Things to include on this news page would be a gallery link to photos.cap.gov, daily activity updates, etc. Here's an example from the [Oklahoma Wing](#).

You may also consider using one of the six container boxes on the wing homepage as another place to promote activities.

### **Q. What types of member information should I include in the new wing website?**

A. The primary target audience for the wing website is external. Much of the information intended for members, including wing conferences, unit reports, etc., is for internal audiences.

MAC recommends that extended details for this type of information intended for members beyond dates, locations, and brief descriptions should be placed in a password-protected platform such as OneDrive, SharePoint, Google Drive, etc., and made accessible for members. Many wings already use Teams or Google Workspace platforms to save information used to run the unit. The MAC SiteViz Support Team can collaborate with you to link to your existing password-protected area or help you to create a new area on these platforms you are already using in the unit.

If wings choose not to use a password-protected platform, all this must be collected under a Member Portal area in SiteViz.

Either way the wing decides to go, the link should be listed as either one of the six container boxes at the bottom of the wing homepage and/or as the last link under the About navigation as shown below. The link can be labeled as shown below, or as Member Portal or Member Intranet.

<b>ABOUT CIVIL AIR PATROL</b>
Wings and Squadrons
Core Values
Diversity, Equity, and Inclusion
Cadet Protection
Calendar
Community Service
Unit Heraldry
Member Portal

Things you may include in a members area not locked down to the public are listed below. If your wing uses your internal system to link to these, you do not need to include them publicly as well.

A full list of wing duty positions may be included in the Member Portal if you feel it is important for members. This list may include only CAP-branded email contact information. The list must be professional-looking and not be a screenshot of a spreadsheet.

1. A link to your wing's internal file system/intranet, i.e., Google Drive, Microsoft SharePoint, etc.)
2. A link to request a branded wing email account.
3. Shortcut links to other CAP resources, i.e., links to common things searched for on GoCivilAirPatrol.com, a link to the Brand Portal, business card generator, Canva templates, a link to the wing's activity photos on photos.cap.gov, etc.

Also, the wing may choose to include information about the wing's command team, or limit this to the wing commander, on a page in the About section. In any case, use a child page under the Wings and Squadrons page in the template. We recommend a photo and short bio of your wing commander. Do not add the bio as a file to download.

If the wing includes other members of the wing command team, list only their name, rank, and CAP-branded contact email – and do not include a bio. This should be placed directly under your wing commander’s information, i.e., all on the same page. In this instance, do not use personal cellphones or nonbranded emails in the contact information. This is Personally Identifiable Information (PII) and is against IT regulations.

**Q. I saw some of this member information on GoCivilAirPatrol.com today. Why can’t we have that on the wing websites?**

A. You are correct: Our corporate website – GoCivilAirPatrol.com – does include some information that we are asking wings not to display on their new wing website. Content on our national websites is added/updated by different directorates and OPRs at NHQ, so over the years it has become a repository with content, PDFs, etc., that are not necessarily best practices for an external website. Based on our recent analysis of website visits, GoCivilAirPatrol.com really acts more like a CAP intranet. One example: All the top searches on GoCivilAirPatrol.com are related to regulations, most likely conducted by members. The work we’re conducting with wing websites will be carried over to the national site in the future. The ultimate goal is to streamline our content and positively impact organic searches on Google, Bing, etc.

The Wing Website Unification Project is the first step in making our multiple web properties better. Some of the requirements here will be carried forward to other CAP websites, and many will be reflected on other national websites down the road. This is a multi-year strategy, and this is one of the first stages of the multiphase project.

Also, during our inventory of current wing websites at the beginning of this project, we noticed many sites that had not been touched for years. That is part of the reason for pulling some of this information off an external site while still making it accessible by those who really need it – cadets and adult members – on a member portal that is either password-protected or included in a single area of the wing website.

If you have questions, email MAC at [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov).