MAC Project Brief

CIVIL AIR PATROL

Wing Website Unification Project – Update Process
Date: October 31, 2023   V19

Guidance to import and publish an enhanced wing website from the resource library of unified content.

1. Your wing has been assigned to one of four phases for implementing the Wing Website Unification project. When you're ready to begin the work of updating your **wing** website in SiteViz with the new template, email the MAC team at capwebsites@capnhq.gov.

2. A MAC admin will email you when your **wing** website is available for you to work on, with standardized content already imported from the resource library. You will be working on a copy of your current wing website, but with the template pages applied (see explanation below). The same users who have access to edit your current site will have access to edit this new template site, and the website will be available in the same administrative area as your current website.

   To edit the wing website, you will select it from the dropdown here in your administrative dashboard. It will be called "[*Name of Current Website] – Updated Template*" This template site will contain all the content from your current site as well as the updated template pages that contain standardized content.
   a. **Any updates you make on your live/production wing website after the copy has been made will not be carried over to the template site.** You will need to add any new content to both the live site and the template site during this time if you would like it to be present once the template is taken live. It's important that you email MAC that you're fully ready to begin work on your websites.

3. In SiteViz, you can make changes to your pages on this copy of your **wing** website. The pages on your live wing website will have been copied over and you will find them in a section called "Old Pages." When you toggle to open the Old Pages section, you will find all the pages that are on your current wing website. All the new template pages will be present here underneath the Old Pages section.

4. If you have additional pages on your current live site that you want to carry over when the new **wing** template site is taken live, you will need to drag and drop the pages (from the Old Pages section), so they live within the new template's sitemap. In this example, we are moving the Commanders page from this organization's current site to appear under the About Civil Air Patrol section in the new template.

   Be sure to make any updates that are needed to content on these existing wing website pages (Old Pages). This is also a good time to clean up your site and get rid of pages that are irrelevant or out-of-date.

The functionality to add child pages, make edits on child pages, embed maps and calendars, etc. remains the same. The only change was to give access to the new **wing** template with content preloaded for you. This preloaded content (copy, images, links) on the updated wing template can only be edited/changed by MAC. It is required in the updated wing website. If you maintain any squadron websites, the preloaded content is required on those sites, too.

You may add content below the pre-loaded content on the template pages; content imported from the Resource Library cannot be edited. MAC will update as needed to keep all wing websites accurate and consistent. When you edit a page, you will see [this new message and short-code](#) in the editor section. You can add any pertinent copy underneath this short code and publish the page as usual.

a. **Recommendation for Squadron/Unit Websites**.

   i. All CAP websites (region, wing, unit) must be securely hosted on Global Reach using the SiteViz content management system for brand consistency and network security or be turned off by the end of the wing website unification project.

   ii. MAC recommends that standalone squadron/unit websites can be eliminated, as some wings have already done, at the discretion of the wing PAO and with the concurrence of the wing CC, since **each squadron/unit will be represented on the wing website**. The wing PA team can add a child page for the squadron landing page on the wing website, if necessary, but you should really be able to include everything needed on the squadron page, such as meeting days/times, meeting location, an activity calendar, and contact information.

   iii. For wings that move toward the recommended model of squadron landing pages on the updated wing website, standalone squadron/unit websites should be deactivated when the new wing updates are pushed into production.

   iv. If your wing chooses to retain squadron/unit websites, these sites are required to import the same, accurate, enhanced content from the resource library as the parent wing website. MAC recommends that squadrons/units import that content in the same phase as the implementation of the parent wing's website update. However, we have extended the timeline for standalone squadron/unit sites if extra time is needed. Wing websites will follow the production phase timeline below. If this extension is used, all squadron/unit websites must be worked on and completed on the same timeline.

   v. The goal is to update all websites within the wing to the standardized SiteViz template, including any squadron/unit websites, according to the production phase timeline below. If necessary, MAC will work with the wing to adjust the schedule to provide additional time if needed. This will roll out a consistent and efficient system that will be easier, less burdensome, and take a lot less time than updating individual websites one at a time. Here are two reasons why:

1. Consistency: When you update all of a wing's websites at once, you can ensure that they are all consistent in terms of branding, design, and content. This is important for creating a unified online presence for the wing and the organization.
2. Efficiency: Updating all of a wing's websites at once can save you time and effort in the long run. You won't have to go through the process of planning, executing, and testing updates for each individual website, and it will not prolong a complete rollout. A prolonged rollout will result in a mixed look and feel among the wing's websites.

vi. **No new standalone squadron websites are authorized after September 7, 2023 (communicated during an update meeting with wing CCs and PAOs). Existing squadron/unit websites may remain only if they are hosted on Global Reach and include all brand-compliant enhanced content imported from MAC's resource library. Any site not hosted on Global Reach with approved content will be deactivated once the wing's updated website(s) go live.**

5. When your work is complete, email MAC at capwebsites@capnhq.gov and your changes will be reviewed. If no additional changes are required, a MAC admin will push your template website into production. If changes are required, MAC will notify you of these required changes. When those changes are completed, a MAC admin will push your template website into production.

Production Phases

This project has been divided into four phases. If you are in a later phase and want to get started sooner, you may do so. Wings assigned to earlier phases will get first priority for review and production.

Phase 1 – Wing Websites

Arkansas	Arizona	Delaware	Idaho
Indiana	Oklahoma	National Capital	

- Updates completed by wings: April 7, 2024
- MAC review of websites complete: April 22, 2024
- In production: April 29, 2024

Phase 1A: Standalone Squadron/unit Websites (if remaining)

- If needed, add six months to each of the dates listed above. If this extension is used, all squadron/unit websites must be worked on and completed on the same timeline.

Phase 2

Florida	Georgia	Hawaii	Kentucky
Nebraska	Nevada	New Jersey	North Dakota
Missouri	Puerto Rico	Rhode Island	South Carolina
South Dakota	Washington		

- Updates completed by wings: April 27, 2024
- MAC review of websites complete: May 12, 2024
- <mark>In production: May 29, 2024</mark>

Phase 2A: Standalone squadron/unit websites (if remaining)

- If needed, add six months to each of the dates listed above. If this extension is used, all squadron/unit websites must be worked on and completed on the same timeline.

Phase 3

Alabama	Alaska	Colorado	Iowa
Kansas	Ohio	Oregon	Maryland
Massachusetts	Michigan	Mississippi	Montana
New Hampshire	New Mexico	North Carolina	Pennsylvania
Tennessee	Texas	Utah	Vermont
West Virginia	Wisconsin		

- Updates completed by wings: May 22, 2024
- MAC review of websites complete: June 6, 2024
- <mark>In production: June 23, 2024</mark>

Phase 3A: Standalone squadron/unit websites (if remaining)

- If needed, add six months to each of the dates listed above. If this extension is used, all squadron/unit websites must be worked on and completed on the same timeline.

Phase 4

Maine	Minnesota	New York	Louisiana
Connecticut	Wyoming	California	Virginia
Illinois			

- Updates completed by wings: June 16, 2024
- MAC review of websites complete: July 1, 2024
- <mark>In production: July 8, 2024</mark>

Phase 4A: Standalone squadron/unit websites (if remaining)

- If needed, add six months to each of the dates listed above. If this extension is used, all squadron/unit websites must be worked on and completed on the same timeline.