

# MAC Project Brief



## Wing Website Unification Project FAQs

Date: April 29, 2024

V17

### PROJECT DESCRIPTION

This document includes responses to frequently asked questions on the wing website project received by the MAC team. **Additional questions may be sent to: [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov).**

### GENERAL FAQ

Information on the new wing donation module on the wing websites can be [found here](#).

#### Q. Are wings/squadrons required to convert to the new template?

A. 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**. Having a unified web presence as One CAP is critical for our digital footprint. It's also a key piece in modernizing the brand as a dynamic 21<sup>st</sup> century organization, which is needed to align CAP as a Total Force partner for the future. And it ensures that we mitigate risks to network security. Wing commanders, PAOs, and ITOs were briefed on the wing website unification project in early September. These changes are part of a multiyear web strategy that CAP's Board of Governors directed MAC to implement. The overall web strategy has been reviewed and approved by CSAG and is supported by the Command Council.

#### Q. Will anything happen to region websites?

A. Updates to region websites will be a separate project that will run parallel to the wing website project. More details will be shared with the region commanders and region directors of public affairs at a later date.

#### Q. Can I keep my existing standalone squadron websites?

A. MAC recommends that with the new wing website design, with a page (or a few child pages if needed) for each squadron, wings really do not need separate, standalone websites for each squadron any longer. The content here is duplicative of what's in the wing website template. Also, wings would then need to ensure multiple websites are maintained and updated, with nearly the same content.

No new standalone squadron websites are authorized after Sept. 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, include all brand-compliant enhanced content imported from MAC's resource library, and are updated and maintained. Any standalone squadron site not hosted on Global Reach with approved content will be deactivated once the parent wing's updated website goes live.

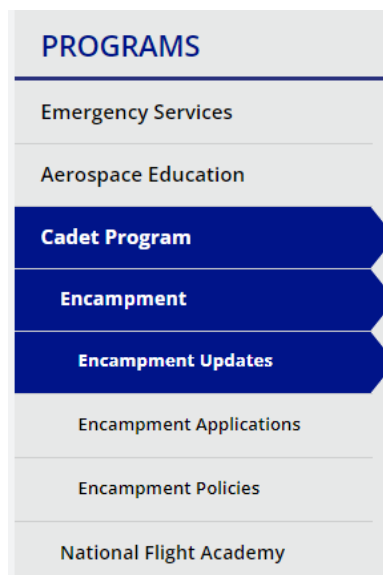
That said, we will allow wing public affairs officers, with concurrence of their wing commanders, to decide whether to keep existing standalone squadron websites. You'll be required to migrate each one to the new SiteViz template as well. Any standalone squadron websites that remain must have the same navigation and required content as the wing website.

The new wing website must be live before any pre-existing, standalone squadron sites are live. And, all standalone squadron websites within the wing must go live all at the same time. Any standalone SiteViz squadron websites that have not been updated with the template have no more than 6-months after the new wing website is live to complete the migration or it will be deactivated.

## Q. Where do I put information about my encampment, Cadet Special Activity (CSA), National Flight Academies (NFA) or multi-night 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. For wings that plan to publish their new site prior to the wing's encampment or other activities:

1. **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 (which is 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 above 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 above.

Things that wings may choose to include on their main activity page are listed below. Include any forms, PDFs, or links out 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
  - 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's 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 photo gallery (i.e. photos.cap.gov) where all photos should be placed.
  - Tuition, fees, and information about CEAP
  - Registration process for student attendees including link to sign up form (see below)
  - Application process for cadet cadre including training session dates
  - Tuition, fees, and information about CEAP
  - 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 having all the form PDFs listed on the main activity page. If your wing chooses to not have forms accessible here, as listed above, this information can also be shared and collected on a form. There are many form providers, 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 the 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 would be where you can post your 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., where this information is saved and accessible by members. Many wings already use Teams or Google Workspace platforms to save information used to run the unit. The MAC SiteViz Support Team can work with you to link to your existing password-protected area, or help you to create a new area, on these platforms that you’re 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.

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

Things you may include in a member’s area that is 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.

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

2.A link to your wing’s internal file system/intranet; (i.e. Google Drive, Microsoft SharePoint, etc.

3.A link to request a branded wing email account.

4. 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 that's included in the template. We recommend that a photo and short bio of your wing commander should suffice. 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 cell phones or non-branded emails in the contact information. This is Personally Identifiable Information (PII) and is against IT regulations.

**Q. I see 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 have some information that we're asking wings to not 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's become a repository with content, PDFs, etc. that aren't 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, almost all of the top searches on GoCivilAirPatrol.com are related to regulations, most likely conducted by members. The work we are 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 search on Google, Bing, etc.

So, the Wing Website Unification Project is the first step to 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 this multi-phase project.

Also, during our "inventory" of current wing websites at the beginning of this project, we saw many sites that had not been touched for years. That's part of the reason for pulling some of this information off an external site, but yet having it accessible by those who really need it – cadets and adult members – on a member portal that's either password protected or within a single area of the wing website.

**Q. Is an activity calendar required? If so, how do I create a calendar in SiteViz**

- A. As per CAPR 60-1, *"Units will maintain a web-based calendar listing all cadet events the unit plans to host or participate in during the coming year, updating the calendar throughout the year as necessary. At a minimum, all special events (except events that are small in scope and involve only a small portion of the unit) should be announced at least two weeks in advance to allow families time to plan accordingly."*

At the wing PAO's discretion, the wing calendar may be added as a link on the About page under the links that are included in the new template. These calendars should not include internal activities to the wing such as aircraft maintenance, subordinate unit inspections, compliance inspections, pilot clinics, logistic and supply, ES trainings, staff meetings, etc. Public viewable calendars on the wing website will only contain entries pertaining to the public and to cadets.

Squadron calendars may be added as a link in the left-hand navigation under the squadron landing page. SiteViz has an in-depth help manual for the Events module in the admin site. You'll need to select [Events](#) and then the [Need Help](#) link to access it. Units may also use a Google, Microsoft Office, Teams, or some such online calendar that can be shared with parents and members. Public viewable calendars for squadrons placed on squadron or wing websites will only contain entries pertaining to the public and to cadets.

**Q. Can I promote my activity calendar in one of the six “container boxes” on the homepage?**

A. MAC recommends that you include this as a link at the end of the links on the About page. See the [OKWG model site](#) for examples.

**Q. How do I embed a Google Calendar that auto adjusts for desktop and mobile?**

A. You can refer to this tutorial on embedding Google Calendar into SiteViz:  
[SiteViz Tutorial 2 - Google Calendar Walkthrough](#)

**Q. How do I embed a Google Map to showcase all the squadrons/units in my wing?**

A. You can refer to this tutorial on embedding Google maps into SiteViz:  
[SiteViz Tutorial 1- Interactive MAP walkthrough](#)

**Q. Can I default the SiteViz calendar to my own time zone?**

A. The SiteViz calendar events are set to Central time by default. Nonetheless, you have the option to adjust the time zone for each event within the calendar, although it won't change the default time zone.

**Q. Under the Join top-level navigation pages for each membership type, can I add additional content below what's already in the template for this page?**

A. It's best if you do not add additional copy to these pages. You could add links to request more information or to find a squadron, as show on the [Oklahoma Wing website](#).

**Q. Our wing using the “Special Notice” announcements area at the top of the home page. Will that be available in the new template?**

A. Yes. However, it's not something that will show in the template site until it is pushed live. It'll be there, it's just not going to show in the preview. Be sure to re-test this once your new website is live.

**Q. I understand about consolidating everything at the wing level, but what do I do with the photo galleries I'm currently updating on my squadron website? Those are important to my members and their families.**

A. Your photo galleries ideally would be housed in some sort of password-protected or limited-access setting. This could be a private Facebook group to which you admit members of the squadron and their families. It could also be a Google Drive folder with limited access.

**Q. I have several squadron pages to build on my new wing website. Are there any shortcuts?**

A. See the [updated OKWG website](#), the top section of the squadron page is unique to the squadron. Below that is identical content that can be copied and then pasted into each squadron page via the source code, recreating graphic placements, table setups, video links, etc. This method eliminates the need to build multiple individual pages, saving time. These pages serve as recruitment pages for the squadrons. Each squadron has a redirect in SiteViz that they can use that is short, in this example; [okwg.cap.gov/jenks](http://okwg.cap.gov/jenks). This is the perfect short name for business cards, etc.

**Q. Are there any wings that have completed their work and you could share as an example.**

A. Yes, the [OKWG wing website](#) has been updated using the new wing template, and they do not have any standalone squadron sites.

**Q. Can I create a password-protected area in SiteViz?**

A. Not as this time. The authentication process would be challenging in this context, SiteViz currently does not have a solution for controlling access to member-specific information.

**Q. Can I change the order of the left navigation links on the pages in the template?**

A. The order of these links should remain the same as on the template. If needed, you can place additional copy on the page under the base copy in the template, or add a child page under them, wherever possible, try to limit the number of new child pages that you add.

**Q. How do I update the information on my unit locator?**

A. Instructions to update the squadron locator are [located here](#).

## Q. Can our wing website include our Groups?

A. Yes, if the wing has a group structure, this can be incorporated into the left navigation on the Locations page. It is not required, but optional, See the example below from a working draft of the CAWG site

Main Locations page:

- Groups must be labeled by geographic area or other description, not just a group number. If you include a group number, it must come after the group name.
- On the main locations page, consider including a map that illustrates the boundaries where each group is located in the state.
- The Group listing in the left navigation should link to a new group page that includes a map of all the squadrons in the group.
- Indent the individual squadrons in the left navigation as child pages under the Group Name, If you include charter numbers, they must come after the squadron name

ABOUT NEWS JOIN CAP

HOME / LOCATIONS

## LOCATIONS

Los Angeles (Group 1)

Van Nuys (Sq. 3)

El Monte (Sq. 21)

Pacoima (Sq. 35)

Santa Monica (Sq. 51)

La Verne (Sq. 64)

Torrence (Sq. 107)

Van Nuys (Sq. 128)

Torrance (Sq. 129)

Pacoima (Sq. 137)

Bell (Sq. 138)

San Francisco Bay (Group 2)

Palo Alto (Sq. 10)

# California Wing

Eight Groups  
Locations

California Wing is a Wing of Pacific Region of the Golden State of California, comprising waterways, and 40 million people.

Our squadrons consist of adult members 18 types of Squadrons, Senior, Composite, and Cadet, contribute Program, and Emergency Services. To learn more about our p

As background on our echelons, a senior squadron is open on but must have three adult members. A composite squadron is a squadron and may have a charter or be part of a squadron. A wing is a state, commonwealth, or district headquarters. The Columbia. CAP's eight regions are composed of several wings

## IT FAQ

### Q. Can the wing commander or wing PAO restrict admin access to certain areas of the website?

A. At this time, CAP IT does not provision (i.e. provide) access to certain areas of the website. In the past, you could limit admin access to squadron sites to certain individuals, while others could have access to only the wing website. For the new wing websites, admin access is granted to access both the wing website and any squadron pages under the new top-level Locations link. This supports the change to a wing model for websites, with the wing PAO/Marketing director managing the content on the website.

**Q. What specific member does a squadron commander identify as the member who needs to understand these details?**

A. The answer to this jumps ahead to implementation of the pending new regulation for the Marketing and Communications program, which will replace the existing Public Affairs program. Right now, it's fairly clear. The PAO is responsible for content and IT is responsible for infrastructure. With centralized wing Marketing and Communications teams, there will no longer be PAOs in the squadrons. There is a public relations liaison position that could be tasked with this responsibility. But again, we strongly recommend that squadrons not continue to maintain individual websites.

**Q. Should our squadron name or URL include our charter number?**

A. We recommend that your all units use their name rather than a charter number in their name (in eServices), for example, acme.cap.gov. Our primary focus of these websites is external audiences and charter numbers won't make sense to them. If you wish to change the name of your unit in eServices, send a request to the [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov) email address.

**Q. Can we remove the related links on the right side of many pages in the content libraries?**

A. All the content included from the content libraries, including links along the right side of the page, is curated/managed by MAC. These should remain as they are in the template.

**Q. I made a change to my website, but nothing changes on the screen. Did I make a mistake?**

A. This is a result of the website being cached for optimal performance. The cache automatically clears every five minutes, but you can expedite the process by pressing CTRL + F5 to refresh the page and clear the cache. Then your change should appear.

**Q. Under the Website Content Boxes, it has the old content boxes as well as the new ones. I cannot delete the old ones because it shows they are still active.**

A. You may notice that some content boxes cannot be deleted. That is because they are in use, either on your current site or the new template site. Once your template site has been made live and your current site has been deleted, you will be able to delete any content boxes that are no longer in use.



**Q. What is the Google Analytics (GA) measurement ID that I enter in SiteViz to make sure tracking is set up on my wing website?**

A. Below are instructions on finding and inserting your measurement ID:

The screenshot shows the 'Organizations' page for 'MAC Resource Library' in the 'Edit Website' mode. The 'Website' tab is selected. Under the 'General' section, fields for Name, Admin Email, Window Title Postfix, Website Template, Enabled, and News Enabled are visible. The 'Domains' section shows two domains: 'mac-resource-library.cap.gov' (not primary) and 'mac-resource-library.cap.gov.production.pre' (primary). The 'Tracking' section has a 'Google Analytics Account' field. The 'Google Analytics' section has a 'Google Analytics Measurement ID' field, which is highlighted with a red box. A red arrow points from the 'Google Analytics Account' field to the 'Google Analytics Measurement ID' field.

1. Sign into your Google Analytics account.
2. Click Admin.
3. At the top of the Property column, select your property.
4. In the Property column, click Data streams.
5. Click the data stream.
6. Find the measurement ID in the first row of the stream details.
7. Copy the measurement ID.
8. Log in to your SiteViz admin site.
9. Paste the measurement ID here in the website tab of your organization editor

**TRAINING RESOURCES FAQ**

**Q. How do I get a member of my wing trained on SiteViz?**

A. General training materials are on the [CAP Websites page](#) on GoCivilAirPatrol.com. A new training video about how to use the new wing website template has been added to this page, along with a recording of the Update meeting held Sept. 7, 2023. There also are volunteer members of the HQ MAC staff who can help answer basic questions if you get stuck while updating your website. Send your questions to [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov).

**Q. Regarding approval of changes, where we will need to submit our new wing website layout for approval before our wing website is live?**

A. Once changes are completed in SiteViz, wings should email the MAC team at [capwebsites@capnhq.gov](mailto:capwebsites@capnhq.gov). We will review the site and provide any required and/or recommended changes, if needed. Also, if your wing chooses to keep past squadron websites active, they will need to be updated with the new template before starting the review process. Since this is duplicative content, we recommend deactivating these old squadron websites and using the new squadron page on the wing website. Once any MAC-requested changes have been made, the MAC team will review your website and then push it into production.

**Q. Any “private” sites will no longer be allowed, correct? They must be SiteViz? If so, will the compliance date wait until the wing goes live with its SiteViz site?**

A. All sites currently hosted privately (e.g., with GoDaddy, HostGator, etc.) should be converted to the new SiteViz template and hosted with Global Reach. Any sites that were previously hosted privately should be deactivated. All Public Affairs compliance items are currently on hold pending publication of CAPR 150-1, Marketing and Communications Program. See the CI/SUI waiver memo [here](#).





