

Website Establishment, Approval, and Password Reset

Unit websites, flotilla, division and district can all be placed on our national server with space provided free of charge: flotillas -15 MB; divisions - 20 MB; and districts - 25 MB. Websites can be built and maintained on other servers and still be approved. The approval process requires meeting the criteria set forth in the **CS Guide** located on the AIRS Home Page.

Prior to requesting free space on the national server, the site content is to be ready to "Publish" on the national server. **There must be content** on the national server within two weeks of creating a site by national staff.

If free space on the national server is desired, the DSO-CS will request site space with a **Site Request Form**. Information needed for the DSO-CS to complete form:

1. Unit's name and number
2. Webmaster's (site manager) name address, phone and email address
3. Administrative contact for the unit: name address, phone and email address
4. The date the unit approved the creation of a website

Upon submission of the form, the information will be displayed on **AUX Web Site Process Status** available from AIRS Home page.

The site will be inspected for content within two weeks. If no content is found after two weeks, the 'Process Status' form will display "N/C" (no content) in the "CHKD" field. When the site has been removed, a date will be posted in the "APVD" field.

The web site compliance process provides approval to be listed on the national Flotilla Finder. After the DSO-CS verifies the site follows the CS Guide criteria. The **DSO-CS Airs Site Notification Form** is submitted. Information needed for the DSO-CS to complete form:

1. Zip code of flotilla location
2. Website address and Unit name, number
3. Webmaster's (site manager) name address, phone and email address
4. Administrative contact for the unit: name address, phone and email address

Unit web sites listed on the Flotilla Finder will be accessible to prospective members by submitting their zip code. This is a valuable recruiting tool.

We promote web site security by issuing a password for each webmaster (site manager). Once a password is issued, it is NOT maintained on any list. Web site passwords are sent in plain text and should not be forwarded. The password is for DSO-CS and unit web developer only. Once a new webmaster is appointed, an email request is sent for the password to be reset. **DSO-CS sends request for password reset to: bc-ihh@cgaux.org.**