WOW II Pushbutton Website Platform Quick Start Guide

First Steps: Beginning Your WOW Pushbutton Website

The new, production WOW II Platform permits the creation of "pushbutton" websites with no technical expertise. It literally allows units without experienced webmasters to immediately create a credible, attractive, basic unit website in as little as 25 seconds. Then as time permits, additional content may be added nearly as quickly, using the power features of WOW.

To get a basic unit website, proceed as follows:

1. Log into the WOW system at http://wow.uscgaux.info, using your Member Zone (eDirectory) credentials, and the canonical unit number (e.g., 114-12-04) of your unit (or the site you wish to create, if different);

2. If you hold one of the following offices, a "Configure Site" button will appear at the bottom of the left menu, above the security panels, for your unit, *or any unit below you in the chain of leadership:*

   - Elected unit officer: FC, VFC, IPFC, DCDR, VCDR, IPDCDR, DCO, DCOS, IPDCO
   - Communications Services: FSO-CS, SO-CS, ADSO-CS, DSO-CS
   - Publications: FSO-PB, SO-PB, ADSO-PB, DSO-PB
   - Public Affairs: FSO-PA, SO-PA, ADSO-PA, DSO-PA
   - Public Education: DSO-PE, ADSO-PE, SO-PE, FSO-PE (configure Public Boating Courses Calendar, only)

2. Click the "Configure" button to access the WOW Dashboard;

3. On the WOW Dashboard, under "Add New Menu Item", pull down the menu and select "Public Boating Courses"; Click the adjacent "GO" button.

4. On the "Add Built-in Menu Item: Public Boating Courses" panel that appears, in the "Menu Area", click "SAVE MENU". You have now added "Public Boating Courses", and access to the National and District Public Education Calendar Database, to your site.

5. Click on the "Return to Unit Page" to see your new site.

1. At t**hi**s point, you have a basic website with (1) a home page describing the Auxiliary, (2) an "About this Unit" page, (3) an automatic Staff List, which appears in the menu indented under "About Flotilla dd-ff" or equivalent, and (4) A Public Boating Courses page. You may stop here if you wish. However, you have one more step since the general public cannot see your site, because you have not yet "Enabled" it for public view.By Auxiliary policy, you may not enable (or "publish") this site without the approval of your unit's board. So, show them the site at this point, obtain their approval (in writing, or with an entry in the unit's official minutes), and then proceed as follows:

   1. Return to the WOW Dashboard using "Configure Site" in the left menu;
   2. Click "Enable Site" in the Dashboard left menu.
   3. Return to the unit page, and Log Out. Review your site.

The internet address to your site is: **aDDDddff.wow.uscgaux.info** where DDD is your district number, dd is your division number, and ff is your flotilla number (omit if a division site). This is the *only* address you should publicize. Do **_not_** publicize an internal address such as **wow.uscgaux.info/content.php?unit=114-12-04**.

Review a few of the better unit websites in your district as to how they describe themselves on their home page, and then generate several short paragraphs in a similar vein for your home page. Your own material should be used to replace WOW's generic home page. The procedure is described in the WOW documentation.

Importing an existing WOW-I Site into WOW II

Effective April 1, 2012, WOW-I sites no longer exist, and may not be imported into WOW II

Obtaining National Approval for your WOW Site

1. Check your finished site against the IT Department's *Website Quick Checklist,* available online at http://itgroup.cgaux.org/IU/all_cs/check_list.php, and obtain the approval of your governing board.

2. Submit a *formal* request for national site approval via your DSO-CS (using your di*strict*'s procedures), providing the DSO with:

   - Date of site approval by your board
   - Name, address, phone number, and email address of the technical contact for your site.
   - The URL of your site (i.e. aDDDddff.wow.uscgaux.info)
   - If you have an AIRS site that is being abandoned, state in your request "Please discontinue our AIRS site at <url> when our WOW site is approved" where the URL is the AIRS Internet address of your old site.

WOW User's Manual and Other Collateral

A comprehensive *User's Guide* for WOW II is available from the WOW production website. In addition, a PowerPoint presentation is available for Division staff officers to tailor for presentations to the flotillas in their AOR. The "stock" national presentation is also available as a PowerPoint show.

These documents may change from time to time, so re-download them periodically.

Resource: WOW II User Manual [Version 2.4] (pdf; 39p)

Resource: The 1-Hour Conversion: Conventional Site to WOWl [Version 1.0] (pdf; 5p)

Resource: WOW PowerPoint Presentation [National; edit for local use]

Resource: WOW Presentation [National version] (pps;2.2MB)

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