

# How to Update Your Unit and Personal Contact Information:

## The About Flotilla Page:

On WOW websites, the About page is automatically generated from information that you have in AUXDirectory/Officer for your flotilla's contact information, meeting location and time and contact information for your unit including a phone and email address. If your FC, VFC, and/or your FSO-HR officer make their contact information (email and/or phone numbers) public in Aux Directory then it will also appear here.

For consistency and uniformity across Auxiliary WOW websites, this menu item and page appears automatically on all WOW websites. In this way, visitors and members can easily find a list of meeting times and locations and contact information for each Auxiliary unit.

**Security Note:** The security risk is low for your contact information because it *does not* reside on your unit website. It is only pulled from the protected area of Aux Officer when someone clicks on the About menu item. Thus, it is not listed in the HTML code on your website where it is not secure since bots can pick it up for spammers.

There are two secure ways to add contact information--phone number and/or email address--which are described below in A and B:

## A. Contact Information Meeting Location, Date, and Time in Your Unit Information

### Step-by Step Instructions:

1. Go to the Auxiliary Directory/Officer at <https://auxofficer.cgau.org/auxoff/>
2. Login with your Auxiliary ID# and password.
3. Scroll down and at bottom left of the screen, click on your District name.
4. Click on your unit number in the Unit Information column.
5. Scroll down and click on the gray box named Edit.
6. You are now in edit mode and can make changes to the unit's information including a contact phone and email address.
7. When you have finished making changes, go back to the bottom of the page and click on Submit to save your changes.

**B. Show Public Contact Information:** As mentioned above, this is the place where the general public and members are most likely to check for your meetings and staff contact information.

### Step-by Step Instructions - How to Make Your Own Contact Information Public:

Usually at least one elected officer or the FSO-HR officer makes their contact information public then it shows up automatically on the About page.

1. Go to Aux Directory/Officer at <https://auxofficer.cgau.org/auxoff/>
2. Login with your Auxiliary ID# and password.
3. Type your last name in the box on the right.
4. Click on your name in the list to get to your personal record.
5. Change the Phone # on public websites from No to Yes.
6. Change the Email on public websites from No to Yes.

7. Click on "Change the Above Information (7028 Webform)" toward the bottom of the page.
8. On the next page, scroll down to bottom of page and click on Submit Changes.

## **Less Secure Methods of Displaying Personal Contact Information on Your Website:**

### **C. Use an Alias Email Address:**

Another method that is reasonable secure is to use an alias email address that doesn't contain personal information such as "flotilla20.10@gmail.com or 20.10@hotmail.com. Some units set up alias emails for all their staff members such as FC20.10@gmail.com, CS@gmail.com, etc.

You may still get spam using this method and it requires that an officer check one more place for email other than their regular Auxiliary email address.

### **D. Putting Personal Email and Phone Numbers Directly on Your Website:**

Adding a staff officer's name and contact directly to a web page is the least secure method of providing contact information. Doing this also requires getting the written permission for each individual to publicly display their personally identifiable information (PII). Their information will reside in the HTML code and be subject to bots scanning the website to pick up such information resulting in spam email or calls.

Learn more about PII: [http://tdept.cgaux.org/mt/Privacy\\_at\\_DHS.pptx](http://tdept.cgaux.org/mt/Privacy_at_DHS.pptx)

This also applies to using a contact form on your website.

Advanced Application Notes on Creating Forms: [Creating Email Forms](#) and [Using Hidden Pages](#) Requires advanced knowledge of HTML.