



### Requirements

- Use canonical unit numbers (e.g., 1-5, 7-3, 12-13, 3-15) to describe your flotilla. (Note: existing sites with traditional numbers such as "Flotilla 78" should try to upgrade as page changes are made).
- When using photographs or graphic images, include an "alt" text identification with each image.
- Check that your website displays correctly and consistently using IE 8 and 9, Chrome (all), Firefox 3 and later, and Safari 4 and later.
- Check your site for inappropriate information, including specific advice, endorsement or approval of a product or service, or sponsorship information.
- Make sure your site does not include materials that infringe on the rights or privacy of an individual, or violate copyright restrictions. (Note: Auxiliary websites are not copyrightable).
- Make sure your site does not post the "official" Auxiliary Seal. The Auxiliary logo is OK.
- All persons who have personal email addresses or phone numbers posted on any non-protected portion of the website must have given you written or email permission to post their information.
- Check your outside links and make sure they support Auxiliary objectives, make sure they are in good taste, and do not bring discredit to the Auxiliary.
- Make sure your site limits access to sensitive information by putting such information on protected pages.
- Check and make sure your site does not violate Operational Security (OPSEC) guidelines.
- Make sure your links are functional (no broken links).

### Best practices

- Please do not use background music on the web site.
- Crop and reduce your photographs to their final size *before* uploading them to WOW.
- Make sure none of your links to on-site materials contain embedded spaces.
- Make sure your links to onsite material are permalinks (i.e. a7029.pdf vs. a7029H-Rev2.pdf).
- On the *About This Unit* page, consider having at least one officer show their phone number or email address.