AFS UNIT WEBSITES PROGRAM

Information and Enrollment Form

AFS understands how difficult it can be to manage Unit web site technology in an increasingly complex and interconnected world. Data integrity, security, and system administration are only a few of the concerns Unit webmasters must stay current with and monitor on a regular basis. A recent assessment revealed that more than 80% of AFS Unit websites were out of date and insecure. To address these concerns and help Units be more effective, AFS is now offering a package of web services including site migration, annual hosting, and support services for Unit websites in a secure, updated, and professionally designed hosting environment.

**BENEFITS AND SERVICES**

A WordPress multi-site will serve as the basic technology platform for managing Units enrolling in this program. A multi-site is a WordPress installation that shares common files, but allows individual sites to have their own logins, editing capabilities, and media resources. This greatly reduces maintenance and upgrade costs. The multi-site allows AFS to easily keep all site WordPress platforms and plug-ins updated and secure at one time and allows for savings when purchasing premium plug-ins which can be shared among all Units across the multisite (a suite of premium plug-ins can otherwise cost hundreds of dollars for just one website). While the system is stable and flexible, the main limitations of the multi-site are that plug-in installation and themes are limited to those approved to work in this environment. The multi-site website hosting includes:

* Subdomain address registration
* SSL security certificate
* Redundant backups
* WordPress platform and plug-in updating
* Amazon S3 cloud storage (accessible through WordPress interface)
* Gravity Forms (useful for abstract submission and award nominations/applications)
* Event registration compatible with e-commerce
* In-house staff support with access to your site in case of emergency or webmaster transition
* Access to a WordPress specialist consultant at cost
* Online video tutorials
* Customizable theme and layout

Please see <http://afs-calneva.org/> for an example of a multi-site running the custom AFS theme and layout. Units currently being hosted by AFS with the “Hueman” theme may choose to keep that theme in the multi-site environment or change to the custom theme.

**COSTS AND TERMS**

Costs for an AFS multi-site are US $350 for initial set-up and content migration, plus a yearly maintenance and hosting fee of $240. For some exceptional circumstances where Units may not have funds available in their budget, they are encouraged to contact Dan Cassidy at dcassidy@fisheries.org to make alternative arrangements. The yearly hosting fee is on a calendar-year basis, but the fee can be pro-rated the first year. The yearly fee includes hosting for up to two additional subdomains (for meetings or committees, for example).

**CONTENT MANAGEMENT & SUPPORT RESPONSIBILITIES**

Units are responsible for keeping their own content up to date and will need to designate a webmaster contact. The webmaster will have access to video tutorials developed specifically for the AFS multi-site. Simple questions can be answered by AFS staff at no cost, while more complex projects (such as setting up an e-commerce store) may require the assistance of our WordPress consultant at cost.

**ENROLLMENT INFORMATION**

Please fill out the section below to enroll for an AFS-hosted Unit website in the supported WordPress multi-site system.

**Service Options** (Check one or both)

Site Upgrade and Migration ($350 one-time fee) [ ]

Hosting and support ($240 annually) [ ]

**Unit Name:** Click here to enter text.

**Leadership Contact:** Click here to enter text.

**Leadership Contact phone:** Click here to enter text.

**Leadership Contact email:** Click here to enter text.

**Unit Webmaster:** Click here to enter text.

**Webmaster phone:** Click here to enter text.

**Webmaster email:** Click here to enter text.

**Level of Webmaster WordPress experience:** Choose an item.

**Preferred subdomain address** (format: units.fisheries.org/*unit-name*): Click here to enter text.

*Please see the attached spreadsheet to select the options for your new Unit website.*

**Unit Leader signature:** Click here to enter text. **Date:** Click here to enter text.