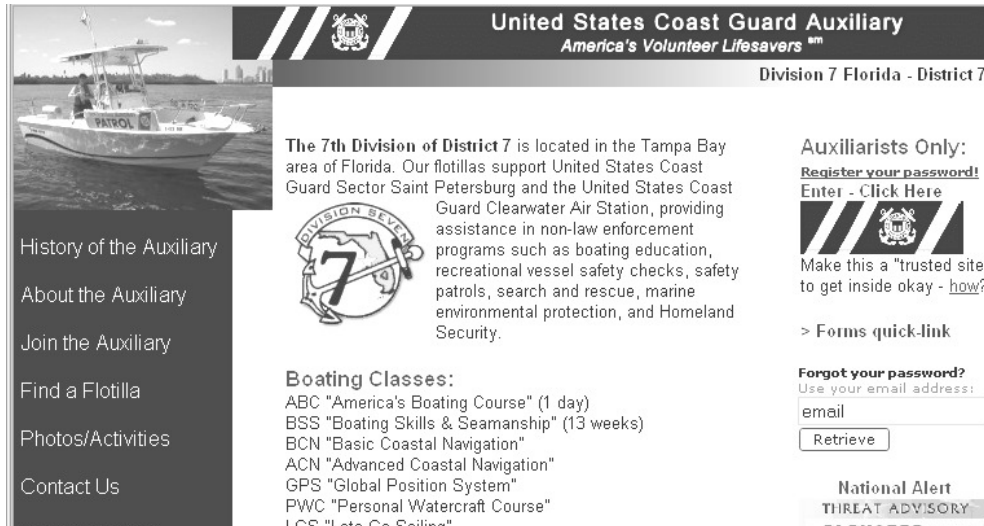


# How to Use the Division 7 Website

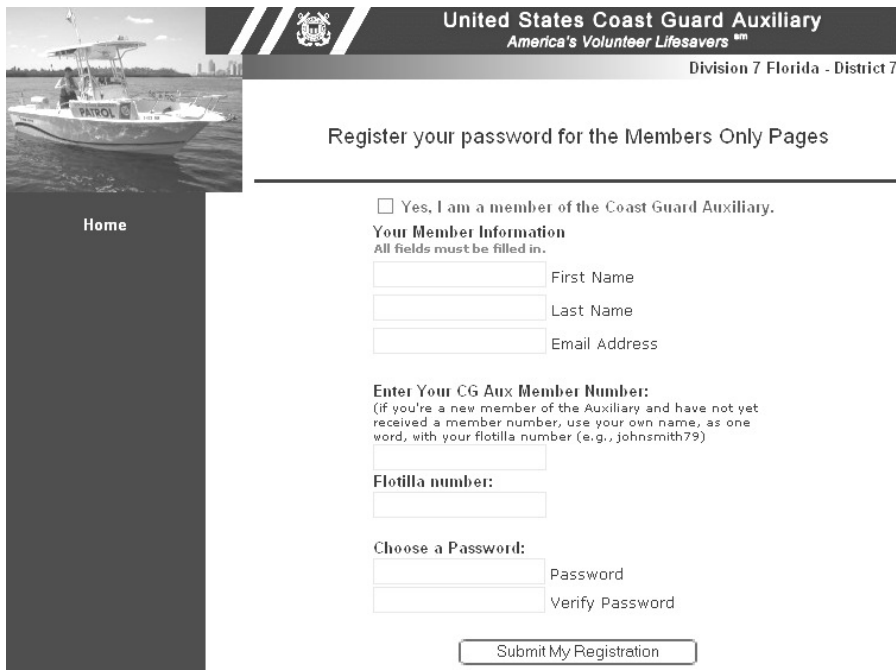
In your Internet browser, go to [cgauxdiv7-7.org](http://cgauxdiv7-7.org) and see our "home page".



The screenshot shows the home page of the United States Coast Guard Auxiliary, Division 7 Florida - District 7. The header includes the organization's name and logo. A navigation menu on the left lists: History of the Auxiliary, About the Auxiliary, Join the Auxiliary, Find a Flotilla, Photos/Activities, and Contact Us. The main content area features a description of the 7th Division of District 7, a list of boating classes (ABC, BSS, BCN, ACN, GPS, PWC, ICS), and a section for Auxiliaries Only with a registration link and a password retrieval form. A national alert banner is visible at the bottom right.

If you have never used this site before, at **Auxiliarists Only** click on **Register your password!**

This will take you to the Registration Page:



The screenshot shows the registration page titled "Register your password for the Members Only Pages". It includes a checkbox for existing members, a "Your Member Information" section with input fields for First Name, Last Name, and Email Address, a section for entering a CG Aux Member Number, a "Flotilla number" field, a "Choose a Password" section with fields for Password and Verify Password, and a "Submit My Registration" button.

Fill out the form and click the button called **Submit My Registration**

After the SO-CS officer verifies your Auxiliary membership, you will receive an email confirming your registration.

Now you can log in (i.e., use your password to get inside the Members Only Pages).

Your Auxiliarist Member ID number is your "username" when you log in.

Go to the home page and click on

Enter - Click Here



to log in.

This will take you to the Table of Contents of the Members Only Pages:

United States Coast Guard Auxiliary  
America's Volunteer Lifesavers<sup>SM</sup>  
Division 7 Florida - District 7

Members Only Pages

Site Home

- Division Calendar
- Division Forms
- Division Staff
- Division & Flotilla Rosters
- Division e-Lists
- Division Photos
- Job Hunting Site for Auxiliaries
- Links for Auxiliaries
- Virus Alert
- Request free web hosting from Division 7

Articles by Members

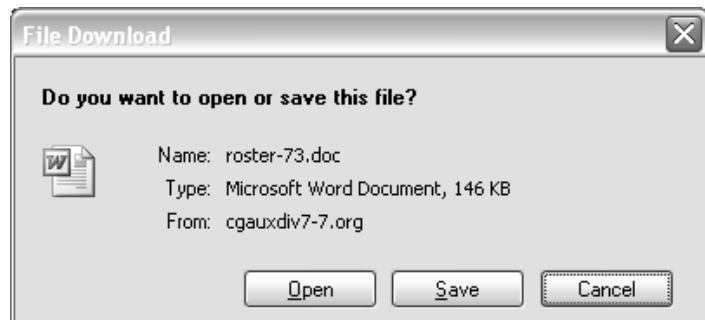
- Mailing Labels

Click on any of these titles to see what's inside these other pages. Especially:

Download your flotilla's roster - Check your info for accuracy!

1. Click on "**Division & Flotilla Rosters**".
2. On the page of rosters where this takes you to, find your flotilla and click on its name to download that roster as a Word document file.

You can choose to open it or save it directly onto your computer.



3. If you see a need to update the roster's information, go back to the page of rosters.
4. Click on "**submit changes, deletions, or additions**". This will take you to a web form:

choose one: **This is a**  change:  indicate what to change  
(required)  new addition  delete this member

**Who are you?** Person submitting this change:  (required)

**Your email address:**  (required)

**Member's Full Name:**  (required)

(required) **Flotilla #**  72  73  74  75  78  79  7-16

**Address:**

**City:**  **State:**  **Zip:**

**Phone:**  (xxx) xxx-xxxx

**Spouse:**

**Member's Email:**

**Member ID #**

5. Fill it in, submit your changes, and when the SO-CS Officer gets it, the changes will be put into both the division roster and the flotilla roster. You will be notified when the changes have been uploaded to the website, replacing the inaccurate version. Simultaneously, the completed form will be automatically emailed to Division 7's SO-IS Officer and to your Flotilla Commander, so that they, too, receive the update.

### What else can you do on Division 7's website?

The emphasis in the design of this site is to be extremely interactive, "user friendly", and most important, useful. Here are some of the site's major features.

#### E-mail communications

[cgauxdiv7-7.org/members/e-lists.htm](http://cgauxdiv7-7.org/members/e-lists.htm)

All Auxiliarists in Division 7 have been added to the "Division 7 United" e-list for efficient communications by email. Additionally, every Flotilla has its own e-list for just its own members. Subscribing new addresses, unsubscribing your address if you do not want email, and changing addresses is as simple as clicking a link you'll find at the bottom of the messages you receive.

**FSO-CS Officers take note:** You can request password access to your Flotilla's e-list to send messages, schedule a mailing in advance of an event, schedule monthly reminder emails, etc. Likewise, FCs, VCs and other authorized officers may also want to use this. Messages are inputted into an easy-to-use web form, then sent to flotilla members with the click of a button.

## The Division Calendar

[cgauxdiv7-7.org/download/](http://cgauxdiv7-7.org/download/)

The division calendar is a downloadable, savable, printable, and editable Word document. You can add events to it and print it for your Flotilla meetings. You can also add your Flotilla's events to the on-line version, too, via another handy link!

## Division Forms

[cgauxdiv7-7.org/forms/](http://cgauxdiv7-7.org/forms/)

The forms that are specific to Division 7 are available in PDF format. Eventually, MS-Word versions will also be available online to allow for easy updates.

## Local Articles

[cgauxdiv7-7.org/members/](http://cgauxdiv7-7.org/members/)

Visit the "Member's Only" home page repeatedly to see photos and new articles of local interest. What's your expertise? If you have news that would be valuable or interesting to others in Division 7, you can submit an article to the SO-CS using the "**Post a Page**" link.

## Free Web Hosting

[cgauxdiv7-7.org/members/subdomain.htm](http://cgauxdiv7-7.org/members/subdomain.htm)

Your Flotilla's CS Officer or other appointed member can request free web hosting from Division 7. If your Flotilla currently has its own domain name (such as "cgaux74.org"), you can use it with this hosting service. Otherwise, your domain name will be "flotilla7x.cgauxdiv7-7.org" (7x is changed to whatever your Flotilla's number is).

Our hosting service gives you your own cgi-bin for perl and other special scripts. The site is PHP capable. A special "forms script" is provided for high security and the protection of members' email addresses. This is done to prevent making email addresses available for spammers to steal. It's hosted on a Linux server; Front Page extensions are not necessary. This means that any webpage design software is compatible, including MS Front Page.

## Questions?

You can use the webpage [cgauxdiv7-7.org/contact-form.htm](http://cgauxdiv7-7.org/contact-form.htm) to contact the SO-CS. Or you can write to [SO-CS@cgauxdiv7-7.org](mailto:SO-CS@cgauxdiv7-7.org).