



Welcome to the Onboarding Guidelines for CISV National or Promotional Association (NA,PA) or Chapter websites hosted by CISV International. This document gives you an overview of what to prepare before you request a site on the CISV International CMS.

What will we be talking about?

OVERVIEW.....1

 SCOPE OF THE NEW CISV CMS 1

 CAPABILITIES OVERVIEW..... 1

 SERVICE OVERVIEW 2

WHERE TO START?.....3

 READY TO GO! 3

Overview

CISV International has built a multi-site, multi-language content management service (CISV CMS) based on WordPress, which it will host, on request, for CISV NAs, PAs and Chapters. NAs, PAs and Chapters are equally eligible to have their site created on this service, which is free of charge..

Scope of the new CISV CMS

The CISV CMS aims at hosting any site requested by a Member Organization. The CISV CMS is an offer by CISV International IT. The following is important to know:

- You are not forced to host your website on the new CISV CMS. You can choose freely where to host and how to maintain your web appearance (within our brand guidelines)
- CISV International IT will, however, shut down any old sites run on OpenCMS currently maintained by CISV International. If you are currently running a website on an old CISV International hosted CMS, you have to immediately start planning to migrate away from there. We will be looking to shut these sites down 31 August 2017.

Capabilities Overview

Following are the main features that you can expect from the new CISV CMS:

- It is WordPress-based – so it has easy to use WordPress style content editing.
- Your site can be created in multiple languages, if required (no auto-translate, of course)
- A staging environment to test features, if requested (note, that the staging is intended as a testing playground. It is only stable during communicated acceptance tests and is subject to change at any time)
- Search Engine Optimization (SEO) plugin readily installed and configured
- Authorization of named users through the CISV International Active Directory (no separate user management; no sharing of passwords to edit a site)

- Secure Sockets Layer (SSL) support for secure, encrypted content transmission
- Site platform hosted in Germany/EU
- Pre-configured WordPress theme with CISV styles and colours in alignment with the CISV brand guidelines.
- Pre-configured structure (pages, images elements) to ease the start
- Your URLs for accessing your website remains under your control as required (e.g. if you own <https://www.cisvusa.org> and have it managed by your own domain registrar, there will be no need to transfer this URL; you will just have to redirect it to the new site on the CISV CMS)
- Free choice of your preferred site structure, site content
- Configurable slider
- Rich editing features such as team icons, calendar items, accordion element, age selector etc.

Service Overview

The Resources & Infrastructure Committee of CISV International – for the time being – will provide the following service:

- Technical site creation in the CISV CMS, upon request
- User creation and ongoing user management in the CISV International Active Directory
- URL/Domain switch in accordance with your domain owner
- Technical maintenance and regular (security) update of the CISV CMS platform

CISV International will not provide support on the following topics:

- Site structure
- Site design
- Site content and media editing
- Handling of WordPress and WordPress plugins
- SEO of your site
- Migration from an existing website to a site on the new CISV CMS

CISV International can however support in negotiating a contract with the creator of the CISV CMS platform in order to help you receive support in site content creation.

Please note, that the technical creation of a site with language sites, user administration configuration and domain redirection requires time and resources. For this reason we ask you to expect a delay of about a week from your site request to the site being ready to start editing. Note further, that site creation, hosting, and technical maintenance of the platform comes free of charge to anyone interested. Provision of support or any additional development needs that you request will have to be paid for.

Where to start?

We have run a pilot project testing the new CISV CMS very thoroughly, and we are happy to share our experiences from this project. So, in case you are considering the new CISV CMS for your CISV website, we recommend that you spend some time asking yourself the following questions:

1. Where is the content that I want to present to my audience, today? Do we already have content or will we have to work on that to begin with?
2. Am I familiar with WordPress? Or do we have volunteers available who are familiar with WordPress? Or, are we able and willing to pay for the editing work of our new website?
3. Who do we have available for creating/editing the site? A content writer? A graphic designer? An image designer? A SEO expert? How many people are able to work on the project?
4. When will we have time to create the new site (programme season is probably not a good time to start)? When is a good time to switch to the new website (note, that creation can happen in parallel to your old website remaining live; switching is a matter of a few moments, when coordinated thoroughly)
5. Do we have image material (pictures, graphics, and other assets) available to be used on our new website?
6. What URLs do we want to be used for accessing our new website in the internet?
7. Which languages shall our new website support? English only? Other? How many? Do we have writers/editors available having thorough skills in either or all of those languages?

Ready To Go!

Once, you've made up your mind on these questions, you can issue a website request to the following email address:

thom@at.cisv.org

This request must contain the information in the table on the next page:

Information	Why do we need this
URL of your existing site (if you don't have a URL, please get one)	The webserver in the CISV CMS will be configured with this information; your domain, however, remains under your control.
Let us know if you require an additional site in another language?	<p>You may want to run not only one website serving your home country's main language but additional sites serving different languages.</p> <p><u>NOTE:</u> This is NOT about having multiple URLs directing to one single site – like e.g. www.cisv.at and austria.cisv.org all directing to the same website – but about running 2 or more different sites for different languages.</p>
Main site language	This tells us the language that you want to use with your main site. It is a configuration bit in the web server
Additional site language	For any given additional site that you mention above, tell us the language you want..
Testing/Staging Site requested	<p>Please, let us know if you want a test site to be created within the staging environment (include the language needed).</p> <p><u>NOTE,</u> that this site will never go live anywhere in the web. It is only for testing (see service outline above). A staging site can be useful for testing the CISV CMS and learning to handle it.</p> <p>However, website editing will be possible using a URL that is not known in the web, hence a production site might be sufficient. Also, bear in mind, that you will have to care for migration of staging content to production yourself.</p>
Editors firstname.name1 firstname.name2 firstname.name3	<p>Please, list any user that will be able to log into the new CISV CMS in order to edit your site. Users will be created in the CISV Active Directory and assigned to your site. We will create users by the names given (see example to the left). You will be given a generic password which – for the time being – is not changeable; we are working on a solution for this as well.</p> <p>Note that any change of user accounts for your website is additional effort for us and that we are not able to deal with user requests on a weekly or monthly basis. So, please think about this part of your website project carefully.</p>