



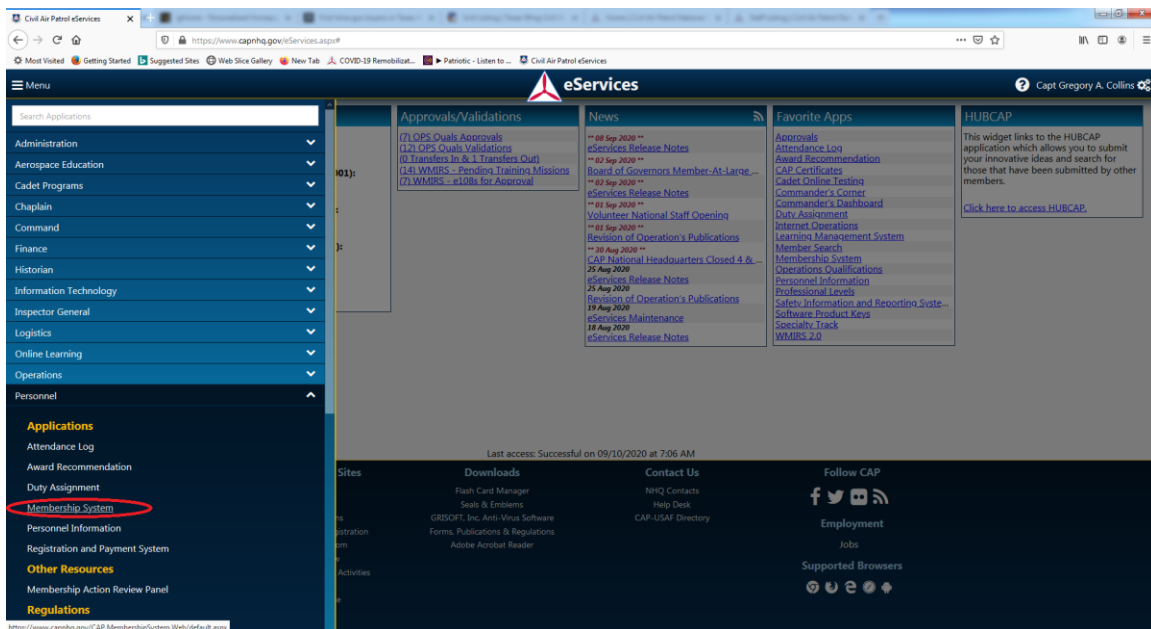
Texas Wing, Civil Air Patrol Instructions for updating Unit Organization information



BACKGROUND:

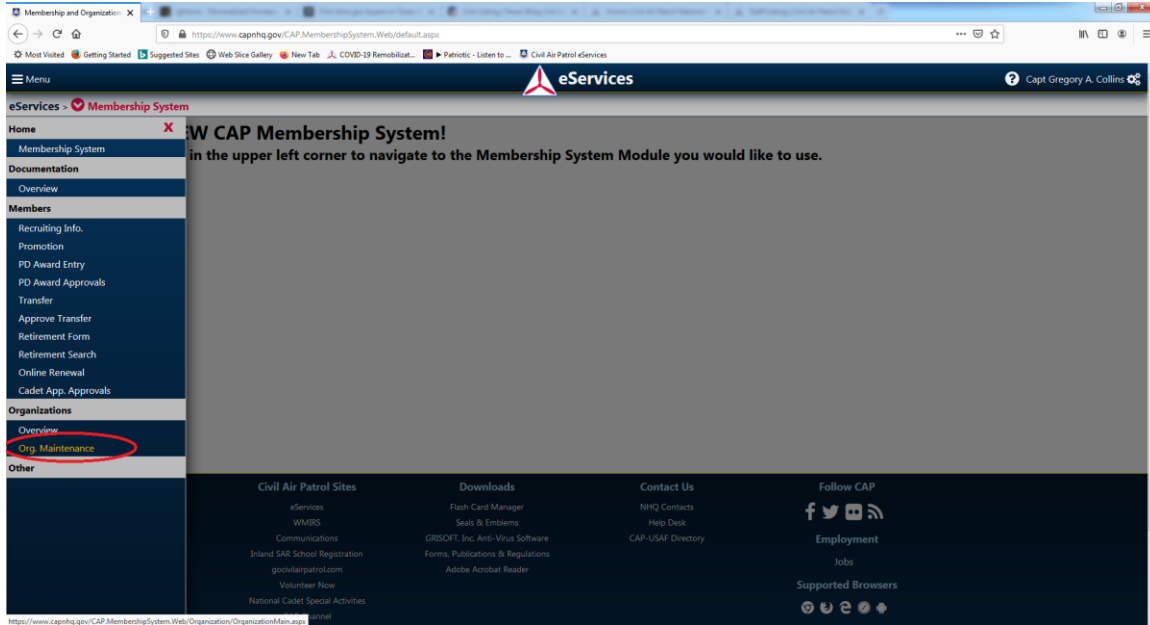
The Texas Wing, Civil Air Patrol website displays unit contact information at the page <https://www.txwgcap.org/about/units>. On that page the Unit name, mailing address, meeting address, commander's email, and unit email address are displayed. If the unit has a registered website, the Unit name is hyperlinked to that website URL. All of this information is pulled from Civil Air Patrol eServices and can only be updated in eServices. This document describes where this information can be updated.

1) Login to eServices and navigate to the Membership System from the Personnel menu.



If you do not have access to edit this information in the Membership System, contact your unit's Personnel Officer or Commander.

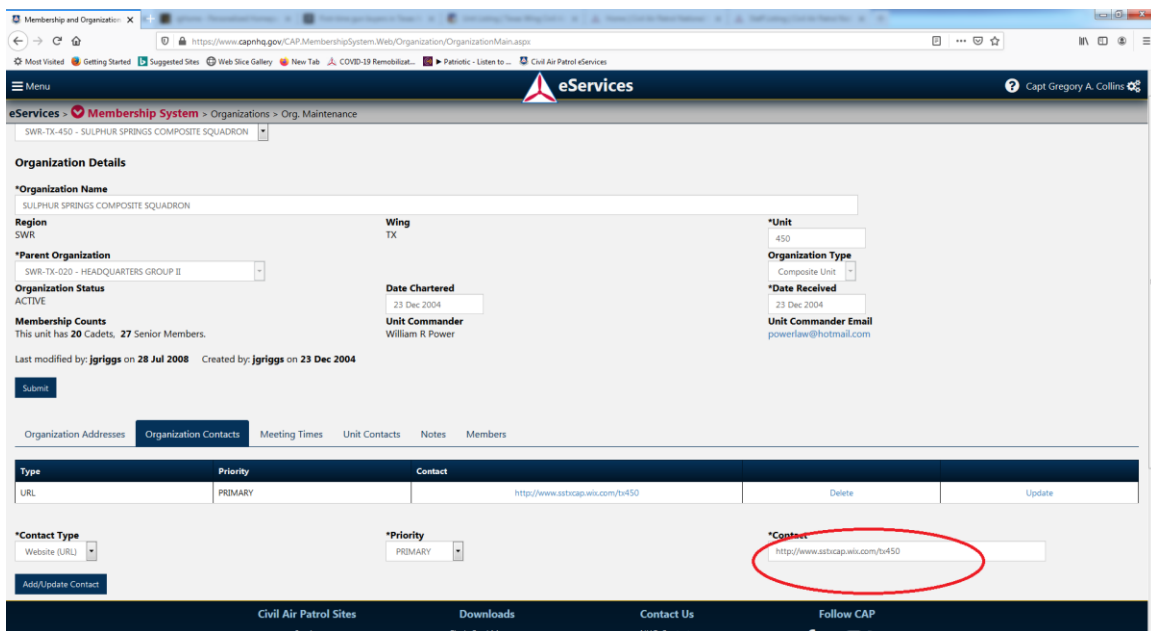
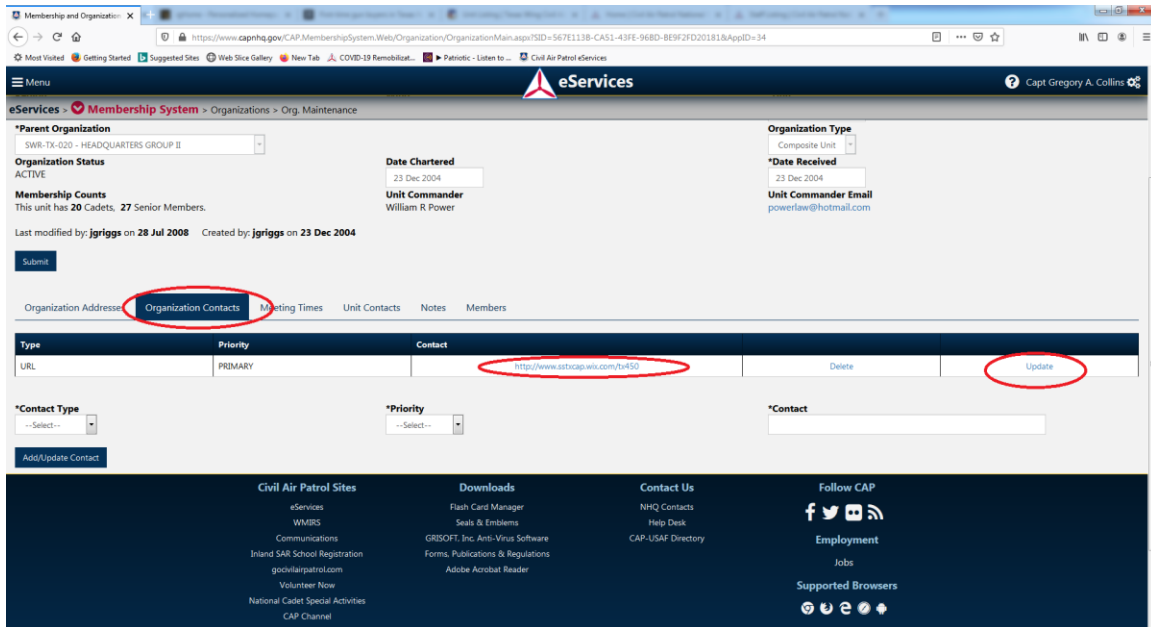
2) From the Membership System, navigate in the menu to the Org. Maintenance module.



3) In the Org. Maintenance module:

- From the Organization Addresses tab, the organization addresses (mail/meeting/shipping) addresses can be entered, updated, or deleted.
- From the Organization Contacts tab, the unit website and unit email address can be entered, updated, or deleted. NOTE that the unit email address is not necessarily the same as the commander's email address, and the unit email address is what is captured from eServices and displayed alongside the commander's email address on the Texas Wing website's Unit Listing webpage (<https://www.txwgcap.org/about/units>)
 - NOTE also that the NHQ "Find a local squadron" function (Step 1 of <https://www.gocivilairpatrol.com/join/active-adult-in-cap/active-adult>) will use this unit email address as the primary email contact if listed. If, and only if, the unit does not have a unit email address record entered, then the unit commander's email address appears to be used.

4) So to update the unit website record, select the “Update” link in the URL record of the Organization Contacts tab, enter the updated URL in the “Contact” field, and click “Add/Update Contact”.



5) The same method can be used to update the Unit Email address, selecting “Email” in the “Contact Type” drop-down, entering the unit email address in the “Contact” field, and clicking “Add/Update Contact”.