

vFRG SETUP CHECKLIST

vFRGs are a Commander's responsibility. Before you begin the process of developing your vFRG Site, you MUST secure the approval and authorization by your Commander to act on their behalf for the setup of your vFRG Site.

STEP ONE: SUPPLY UNIT INFORMATION.

Please complete the following information, then cut and paste into your return email to me. Ensure that the information you send is written *exactly as you would like it to appear* on your unit website.

	REQUIRED	Description	vFRG Info
	<i>vFRG SITE NAME</i>	This is the vFRG site name that will be used in the URL shortcut for your Unit, Soldiers and families member to access your vFRG site directly.	
	<i>COMMANDER</i>	Please provide the name, email address and commercial telephone number of your Unit Commander who has authorized the setup of the vFRG and designated the below Primary vFRG System Administrator.	
	<i>PRIMARY vFRG SYSTEM ADMINISTRATOR</i>	Please provide the name, email address and commercial telephone number of the primary vFRG System Administrator who will be the POC for the development of the vFRG Site. If you have additional System Administrators, please include their name, email address and phone number (commercial and DSN w/DSN prefix-if OCONUS).	
	<i>UNIT MOTTO</i>	This is the motto associated with your unit, if applicable.	
	<i>UIC</i>	This is the Unit Identifier Code. If you do not know this code, please contact your Unit Commander.	
	<i>HOME INSTALLATION</i>	This is the City and State where your Unit is based from. If you are Active Army, please also include your installation name.	
	<i>DIVISION</i>	Spell out the full name of Division or Corps you are assigned to, or N/A if not applicable.	
	<i>BRIGADE</i>	Spell out the full name of Brigade you are assigned to, or N/A if not applicable.	
	<i>BATTALION</i>	Spell out the full name of Battalion you are assigned to, or N/A if not applicable.	

STEP TWO: PROVIDE CONTENT ITEMS VIA EMAIL.

Before we can release your vFRG site for registration, we need to ensure that each component of the site is populated with information. To help make this process go as smoothly as possible, we will not begin development of your vFRG site until **ALL** materials are received.

	REQUIRED	Description	Suggestions
	Download Center content <i>2 - 5 documents</i>	Word documents, PowerPoint presentations, Excel spreadsheets, or other information for your users to download from your site.	Deployment Handbook Training information Forms
	LINKS content <i>2 - 5 website links</i>	Website links for your users to access from your site	Installation website Division website Local Army services
	NEWS content <i>2 - 5 news articles</i>	Newsletters, articles, and other information for your users to read on your site.	Unit newsletters Public Affairs articles
	FAQ content <i>2 - 5 FAQs</i>	Frequently Asked Questions regarding your unit.	"Rumor control" questions and answers
	PHOTO GALLERY content <i>2 - 5 photos</i>	Photos of your Soldiers and families.	FRG meetings Events Soldiers and families

STEP THREE: SEND YOUR INFORMATION.

Please gather all of the information and materials identified in Step 1 and 2, and email to support@armyfrg.org. To expedite the development of your vFRG Site, requested information should be contained in a single email, and the Subject line of your email **MUST** identify your vFRG Site Name. Please also include your full name, phone number (commercial and DSN w/DSN prefix-if OCONUS), and email address so that we may contact you when necessary.

STEP FOUR: vFRG SYSTEM ADMINISTRATOR TRAINING

	REQUIRED	Description	Date
	Review System Administrator Guide	The System Administrator Guide is located on the Army FRG Home page under the Download Center.	
	Complete the Online Training courses	The Online Training courses are located on the Army FRG Home Page under the vFRG Training link on the left side navigation bar.	
	Sign Up for vFRG System Administrator Train-the-Trainer	The Calendar is located on the Army FRG Home Page on the left side navigation bar provides a listing of the available training dates and a POC to contact to sign up for the course, based on availability. This course is broken down into two skills levels, Beginner and Advanced. The training curriculum is the same for both courses. You should select the appropriate course based on your experience in creating/editing a web site.	

STEP FIVE: TECHNICAL SUPPORT

CONGRATULATIONS!! You have completed the process for establishing a vFRG site. All future inquiries regarding your vFRG Site should be sent using the Technical Support Module located on the left hand navigation bar. Using this mechanism will ensure that your inquiry is routed to the appropriate person to respond back to you.