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Process to Setup an AFGE Microsite

1. Fill out the Web Planning form located at <https://www.afge.org/webplanning> or email post@afge.org with any questions.
2. Once the form is completed and submitted to post@afge.org, AFGE's Microsite Coordinator will reach out to your listed web contacts to schedule a training session
3. Before the training session begins, the AFGE Microsite User Agreement must be returned and signed by the affiliate's lead officer (local president or council president) and both website administrators. Information regarding suggested defamation insurance will be sent as well.
4. After the training session has been completed, access to the Local's Microsite will be reviewed and made available for viewing on the internet.
5. Once your website is live and public on the internet, the affiliate will be responsible to manage regular website updates.
6. AFGE Microsite support will be available to you by emailing post@afge.org or submitting a ticket via the Microsite administrator support website.

Note: All users will begin with limited publishing abilities, which will be lifted after the Affiliate Website Administrators have completed the training and demonstrated an ability to manage the website. The limited account settings will be reapplied if an affiliate administrator violates any of the prohibited activity items explained in the AFGE Affiliate Website Program Participant Agreement.

Overview of User Agreement and Microsite Guidelines to Follow

- **Do Not Publish Pages With:**
 - Inappropriate content as outlined under Section 5 of the Affiliate Website Agreement
 - Non-AFGE products for sale or advertisements
 - Unverifiable information or rumors
- **Understand:**
 - The Hatch Act and lobbying communication *Do's and Don'ts*
 - Using proper warnings for restricted content
 - How to talk about PAC on your website
 - Rules for using non-AFGE content
- **Approved Content:**
 - Content found on the AFGE National portion of the website (www.AFGE.org)
 - Content found on any government website (addresses with .gov or .mil in the URL)
 - CBA's/ Other Relevant Government Documents
 - Council or Facility Policies

For questions or to report an issue email post@afge.org.

