Hawai'i Conservation Alliance
FOUNDATION

Request for Proposals - Website and Database Rebuild

Appendix 1

<u>Site / Program interface</u>

Any new site or program can be created by an existing user; it may be that a new user is easily able to create a new site or program after they have been created and authenticated. The interface to create and update a site should be similar, if not identical, and should perform expected validity checks as above. Specific data elements for a Site or Program are mostly demographic in nature, but must include:

- Entity name (this should be the primary key)
- Entity address
- Entity Type (State, Federal, Non-profit, Community Org) [filter]
- Entity Type Sub-category (Project Site, Program, Natural Area Reserve, Refuge, Park, Other, etc.) [not mandatory field] [filter]
- Entity purpose
- Entity Logo Upload (to be displayed on site profile page and on any opportunities posted by the entity)
- Entity Photos (limited to 3-4) [not mandatory field]
- Entity URL - this is a mandatory field
- Optional URLs (Facebook, Twitter, Instagram, etc.)
- Type of site/work (i.e. Mauka/Makai/Maoli - more than one okay) [filter]
- Island (including Statewide or Archipelago) [filter]
- Sites or Programs are automatically placed into a "Pending" status after generation, and until they are "Approved" (via an administrative screen, see below) are not displayed during any search by a site visitor.

The Site / Program interface is also used to generate new and update existing opportunities, which are displayed once the Site / Program is approved.

- Opportunity data must / should include:
  - Opportunity type (event, internship, research needs, job, volunteer, scholarship, internship); this list is not static in nature and HCAF must be able to edit as needed. [filter]
  - Date information [filter]
  - Location information
  - Recurrence information (with recurrence limitations and ease of editing recurring opportunities)
  - Contact data
  - Note that site / program managers also have the ability to delete future opportunities; they cannot delete past opportunities.
  - Optional for each opportunity: 3rd party URL - If the site / program uses a 3rd party to create a signup list - note that HCAF / CC / CCC does *not* manage these lists, nor can

a user sign up for an opportunity on this VMS - then a URL to said signup list (such as signupgenius.com or signup.com); if this field is populated, it displays on the opportunity display page
- ○ Optional for each opportunity: URL to liability waiver hosted by site / program with indication that such waiver is required for participation on opportunity display page.
- ○ Opportunity description
- ○ Opportunity category (list to be defined later and editable by HCAF)

To view the Request for Proposal please visit: https://www.hawaiiconservation.org/wp-content/uploads/Request-for-Interest_Website-Database-Rebuild.pdf