# Checklist

## Recruitment

### Before confirmation is sent to the recruit:

* Review application
* Check against Alpha Company blacklist
* Check official forum for posts:
	+ By the user
	+ About the user
* Check for registration on Alpha Company Online Forums

### Upon confirmation:

* Add user to Orbat (Orbat section of the site)
	+ Picture
	+ Text Version
* Add user to Recruit Training Process table (Orbat section of the site)
* Generate password for new user
* Add username and password to password sheet (Officers Only section)
* Set up permission for user to use vent
* Send password information to user via PM on the forums.
* Add recruit to members list
* Create Avatar and Signature for new recruit.
* Set up page on the Personnel section
* Create html Biography page for user.
* Grant forum permissions
* Add recruit to the guild

### Upon completion of recruitment requirements:

* Set up access to members only section of the site.
* Make sure to add relevant information to the html and personnel section.

## Discharges

### If Honorable:

* Remove access from “member only” and “officers only” sections of the website
* Remove Ventrilo user id information
* Add member to “Veteran” forum user group
* Remove from Orbats
* Remove from member list
* Remove from guild

### If less than honorable:

* Add member to AWOL List

### If Dishonorable:

* Remove from the guild
* Ban from all guild buildings
* Add user to ban user group
* Ban user IP on the forum
* Ban user name on forum
* Ban user from Ventrilo

##  Upon medal being awarded

* Update Avatar
* Update biography page

## Upon Promotion

* Update Avatar
* Update signature
* Update biography page
* Update access to forums (if acceptable)
* Update access to vent (if acceptable)
* Update website access (if acceptable)