Use this email template to communicate upcoming benefit hub redirects to stakeholders. See redirect process doc for more information: <https://github.com/department-of-veterans-affairs/va.gov-team/blob/master/teams/vsa/teams/public-websites/client-side-redirects>

========SAMPLE EMAIL TEMPLATE=========

Subject: Redirecting legacy URLs

To: [DEPENDS ON BENEFIT TYPE. TBC.]

Cc: [DEPO POC and (if applicable) CONTENT WRITER]

Hello,

This email is to let you know that we’re redirecting the below legacy page(s), and when this redirect will take effect.

**When do the redirect(s) start?**

MM/DD

**What pages are being redirected?**

|  |  |  |
| --- | --- | --- |
| **Legacy page** | **Will redirect to new page** | **Update your TeamSite page with** |
| [URL] | [NEW URL] | This page redirects to: [NEW URL] |
|  |  |  |

**Do I need to do anything?**

**1/ Immediately:**

* Let your relevant SMEs, teams, and partners know, and remind them that updates to Veteran-facing benefit information should now be made on the new benefit hub page(s).

**2/ Soon as you can schedule:**

* Update your nav links and print materials that are referencing the old URL.
* Replace the content on your old TeamSite page with the redirect text above. (This will help if someone is on a very slow connection, and initially when Google may continue to display the old page in search results.)

**==========**

**Why is this happening?**

This work is part of VA’s larger mission to execute on VA Digital Modernization. Digital Modernization includes consolidating and eliminating duplicative content, so that Veterans have a single source of truth for benefit information and tools on VA.gov.

See the attached FAQs and document for more information.

**What if I have updates I need to make, and my TeamSite pages are now redirecting to the new benefit hub?**

For now, please contact your administration’s central digital office to get updates made to the new benefit hub page(s).

* VHA Digital Media: [VHADigitalMedia@va.gov](mailto:VHADigitalMedia@va.gov)
* VBA Digital Strategy Team: [WEBADMIN.VBACO@va.gov](mailto:WEBADMIN.VBACO@va.gov)
* NCA Web Services: [NCAWebServices@va.gov](mailto:NCAWebServices@va.gov)
* OPIA: [newmedia@va.gov](mailto:newmedia@va.gov)

Note: The benefit hubs are for beneficiary-facing tier 1 benefit information. Marketing, program office, and non-beneficiary-facing content should continue to be updated on their existing TeamSite pages for the near future.