**DarkSite Process:**

AKAMAI - NewSite 3.0

/203898/Web3/dgtlmktg/Dark/

**Initial Press Release:**

Remind Capcom to provide us with the following:  
Flight Number:

Date of the flight:

#1 Update the **date** : dark\_press\_releases.html

Update the **Flight Number** and **Date**: index.html

Upload to AKAMAI

#2 Update the copy in CMS with TEXT EDITOR, once copy is received from CorpComm

/dark-site/update-1-on-virgin-america-aircraft-incident

(DO NOT CHANGE THE URL AND TAB TITLE)

#3 Notify Jake and Corpcomm

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**Other Press Release:**

#1 Update the date and uncomment out press per release (2nd, 3rd, etc. ) in AKAMAI

dark\_press\_releases.html

#2 Update the copy in CMS with TEXT EDITOR, once copy is received from CorpComm

/dark-site/update-2-on-virgin-america-aircraft-incident

#3 Notify Jake and Corpcomm

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**NOTE**

AKAMAI - NewSite 3.0

/203898/Web3/dgtlmktg/Dark/

index.html

dark\_press\_releases.html

IT will re-direct the site to this html

<https://static.virginamerica.com/Web3/dgtlmktg/Dark>

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**If press release needs to be in the live site:**

Update CMS in text editor and activate:

/about-our-airline/press/2015/updates-on-virgin-america-aircraft-incident

For 2015 and Press Release pages, just cut/paste and alter copy below:

**November 18, 2015  |** [Updates on Virgin America Aircraft Incident](http://wwwcmsauthor.virginam.com/cms/about-our-airline/press/2015/updates-on-virgin-america-aircraft-incident.html)