



THE AMERICAN LEGION  
*Centennial celebration*

---



*The American Legion  
Department of Florida*

**100 Years Centennial Celebration  
Website History Creation  
“How To” Manual**

**By: Shelli Romeu**  
**Department of Florida Historian, 2014-2015**  
*Version 1.0, July 2014*



# 100 YEARS CENTENNIAL CELEBRATION WEBSITE HISTORY CREATION “HOW TO” MANUAL

## Purpose:

The purpose for this “How To” manual is to provide a basic overview to the Post Officers and/or their appointed Centennial Celebration Representatives on how to create a “Centennial Site” on National’s website under the “Florida Index”, and how to update this site and/or add additional administrators of their individual sites as they require.

## References:

National’s Centennial Website: <http://centennial.legion.org/>

Florida’s Index: <http://centennial.legion.org/histories/florida>

Tools you can download:

- Legacy&Vision: <http://centennial.legion.org/legacy>
- Post Workbook: <http://centennial.legion.org/workbook>
- Video Tutorial:  
[http://www.youtube.com/watch?v=O8P27GxOPhc&feature=player\\_detailpage&list=UUIEg8BvcEH4ZVkJ6f9s\\_Z6Q](http://www.youtube.com/watch?v=O8P27GxOPhc&feature=player_detailpage&list=UUIEg8BvcEH4ZVkJ6f9s_Z6Q)

## My Contact Information:

Email: [shelli.romeu@gmail.com](mailto:shelli.romeu@gmail.com)

Cell: 386-290-5467

## NOTE:

\* Recommend downloading the “Post Workbook” above in the references to use for gathering needed information before creating a site – this workbook is very useful ! See next page for basic information it requests.



# How to Start

## The following is needed to start your site:

1. Post Number
2. Post City
3. Charter Date: Can provide both the Temporary and Permanent Dates, Month/Day/Year
4. Post Namesake: Name and tell the story of your namesake.
5. First Post Commander: Name
6. What makes your Post Unique? (this can be brief or elaborated!)
7. Need a digital photograph of your Post.
8. Name and email address of your Post Historian who will maintain your profile page (optional).

## This is additional information that would round out your Post's History:

1. Significant members – i.e, District/Area/Department Officers – names and dates.
2. Special timeline events – dates, description, and pictures (if available)
3. Historical facts/information about members or the Post itself.
4. Any additional digital photos of the Post (outside/inside/special events/members/etc.)

## How to setup your own Page:

1. Go to: <http://centennial.legion.org/>
2. Select “Share Your Post History”



3. Click on the down-arrow and select FLORIDA for Department, and enter your Post Number, then select “Search”
4. If your Post is not already listed, then you will have the option to “Yes, create post XXX in Florida”





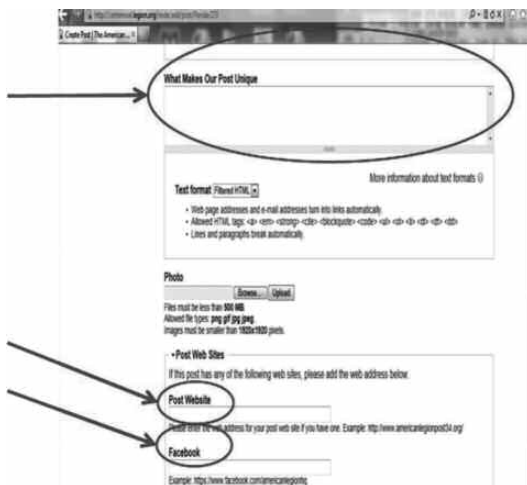
5. If you do not have an account, select “I want to create an account” and complete the information, and select the button “create new account”.

6. If you have an account, enter your credentials; Now you are on the “Create Post” information page; Enter the information needed, the information with an asterisk (\*) is required. The other information you can complete later if you do not have it immediately available.

7. The “Charter Date” is your actual “Permanent Charter Date”; You can enter your “Temporary Charter” on the Timeline portion... which you will see later.
8. For the Post Namesake, I recommend typing this in a word document so you can spell check, then copy and past it into the field.

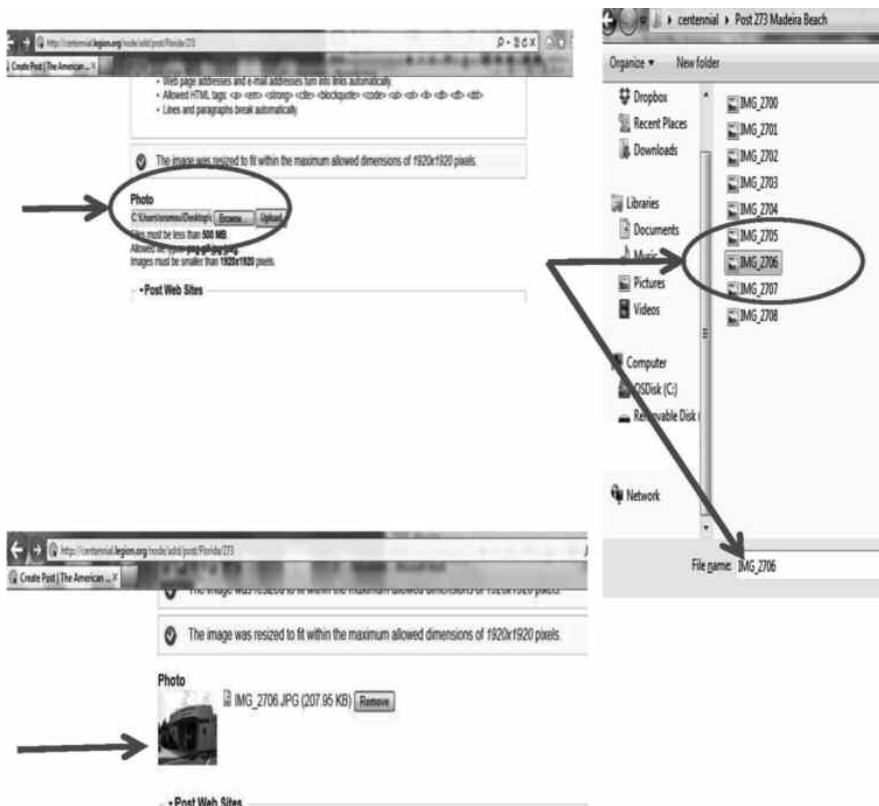


9. The “What Makes Our Post Unique” is where you can put anything you want. Some Posts have very interesting characteristics that others do not, so this is your area to “brag”!
10. Copy and paste or type in your Post’s web site if you have one, same for the “Facebook” or “Twitter” (not shown, but it is on page).





11. To add a photo of your Post, click on the “upload” button, then search your computer hard drives or CDROM, USB, etc. When you find the photo you want, select it and click “open”, then click on the “upload” button on the page; Note: This picture will be the One on the Post Index!



12. Scroll down to the bottom of the page and be sure to select the SAVE button!!!



13. Now that your initial page is saved and now in the "Post Index", you select the additional options below on this page to add additional pictures, timeline events, or upcoming events.



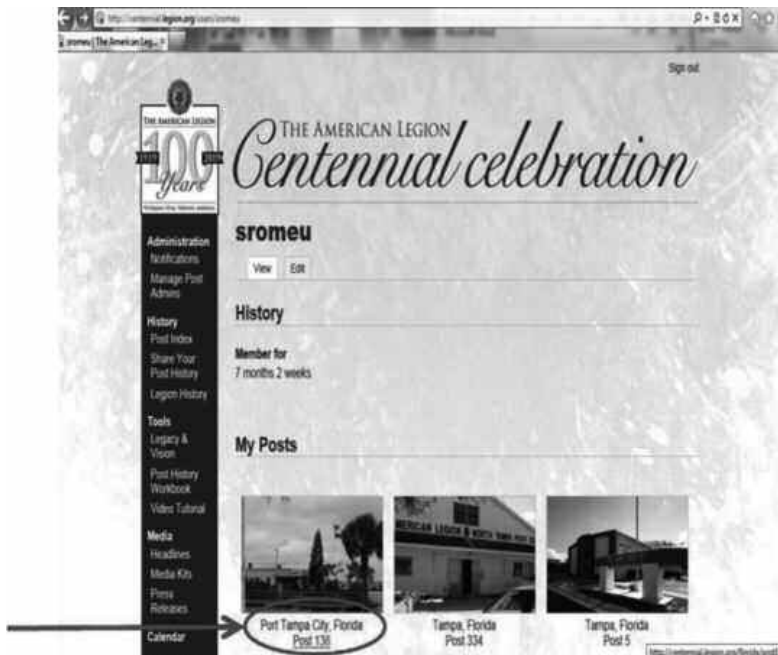




14. To edit at any time, click on “sign in” at the top left of the centennial.



15. When you are first logged on, you will see “My Posts” which should contain your Post. Click on your Post Name to select and open.



16. Now click on “Edit” to open up the page to enter additional information.

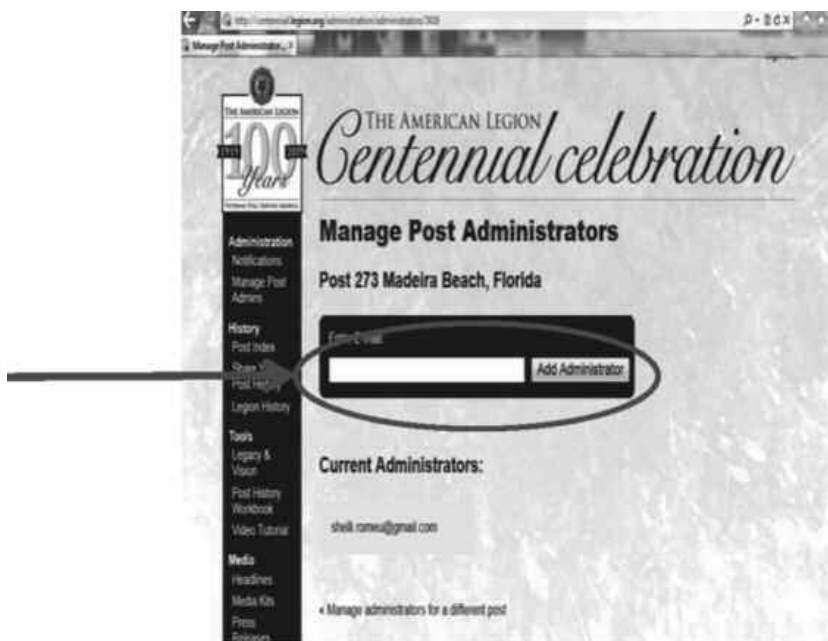


17. To manage the Post Admins (people who can update the page), select the option on the left to “Manage Post Admins”, then select your Post.





18. Enter the Email Address of the additional Administrator and select “Add Administrator”; This will allow for multiple people to administrator the site for your Post.





If you have any questions, feel free to contact  
me for assistance:

Email: [shelli.romeu@gmail.com](mailto:shelli.romeu@gmail.com)

Cell: 386-290-5467



**[www.floridalegion.org](http://www.floridalegion.org)**  
**800-393-3378**