## **Tutorial**

How to create and update an Americans All Business Legacy Partner landing page in multiple languages.



#### To Create a Business Legacy Partner landing page in an additional language(s), click on the highlighted link below.



#### Americans All®



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Welcome Back

#### **Point of Contact Name**

Edit my user account **Download Social Legacy Network** membership materials **Download Legacy Partner Alliance** membership materials

#### Create a legacy story for the **Heritage Honor Roll**

Get help on creating and enhancing a Heritage Honor Roll legacy story

Join the Social Legacy Network Join the Legacy Partner Alliance Add my location to a Business Legacy Partner account

Get help on creating and enhancing a Legacy Partner landing page

Invite schools, libraries and historical societies to get Americans All resources for free

Find a school ID number View the Americans All instructional resources

Access the Homeschool Resource Center

Gift an Americans All membership Invite family, friends, associates and schools to learn about Americans

View the state- and grade-level-specific resource databases

Download marketing templates and logos

#### Heritage Honor Roll Legacy Story, Individuals or Groups

Individuals join Americans All for free when they enroll using the 6digit ID Number of a K–12 public, private or alternative school that is registered for our program. Or they can enroll for \$24.50 using a Legacy Partner discount code. Members can create and publish a legacy story on an individual or a group and share it forever on our Web-based Heritage Honor Roll. Schools, students and students' families participate as lifetime members in Americans All at no cost. All members receive a free, 3-month trial to our Social Legacy Network to access discounts on goods and services offered by our program partners and additional educational resources from Americans All.

Americans All members will find it easy to start creating their legacy stories. Our template only requires individuals to fill in the . . .

#### Businesses and Nonprofit Legacy Partners

Name

**Published** 

**Actions** 

**Business Legacy Partner** Yes Sample Page.

**English version** /node/123456

Edit my Legacy Partner landing

Create a Legacy Partner landing page in an additional language.

#### **Schools**

A point of contact is required to act as an agent for a school, library or historical society so he or she can create a free legacy story on the education organization and share it on our Web-based Heritage Honor Roll. The education organization's legacy story can be published in multiple languages, if desired, and can be enhanced through photographs, movies and other audio and video media. Education organization Legacy Partners can access the existing Americans All education resources, including our ethnic and cultural texts, music publication, and period-specific photographs and . . .

#### Members can create as many new stories in foreign languages as they desire. However, they are limited to one additional story in each of the foreign language.



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#### Translations of Add My Location

Create this page in an additional language

Our Web site displays information using a standard Latin character set. At no additional cost, you can create your honoree's legacy story in an additional language besides English. To do so, locate the desired language and click on "Create a trai<mark>l</mark>slation" under the "Operations" tab. When the template appears, it will contain a copy of the English- language version of the legacy story. You can create your new story in two ways:

- If you can change your keyboard settings to the desired language, delete the English-language text and replate it with the new language text.
- If you cannot change your keyboard settings to the desired language, prepare your honoree's story in the desired language offline and cut and paste the new language text to replace into the template to replace the English-language text.

Text and image fields that are not modified will remain the same as in the English-language version. If you do not fi<mark>h</mark>d the additional language you desire listed below, please contact us and put the word "Additional Language" in the subject line.

Note: Many words and expressions do not have the same meaning in all languages. To ensure your honoree's legaty story in the new language carries the same meaning as the English-language version, we advise that you do not rely on an automatil; translation app.

Language	Title	Status	Operations
English for seco	ond story	Not translated	Create a translation
Arabic	n/a	Not translated	Create a translation
Bengali	n/a	Not translated	Create a translation
Burmese	n/a	Not translated	Create a translation
Chinese, Simplified	n/a	Not translated	Crea e a translation
English (source)	Add My Location Sample Page	Published	edit
French	n/a	Not translated	Create a translation
German	n/a	Not translated	Create a translation
Greek	n/a	Not translated	Create a translation
Hindi	n/a	Not translated	Create a translation
Italian	n/a	Not translated	Create a translation
Japanese	n/a	Not translated	Create a translation
Korean	n/a	Not translated	Create a translation
Navajo	n/a	Not translated	Create a translation
Polish	-1-	Not translated	Create a translation
Portuguese, International	This is a partial list of ou		Create a translation
Russian	If the language you wish	to use in not listed,	Create a translation
Spanish	contact us and we will a	dd it to the database.	Create a translation
Swedish	n/a	Not translated	Create a translation

To create your Business Legacy Partner landing page in an additional language, click on the appropriate fields, delete the English text and insert the new text. After this is completed, click on "Publish" to save the changes.



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#### Create Add My Location to a Business Legacy Partner Account Story

An asterisk (\*) indicates a required field.

<u>Click here</u> for step-by-step instructions on "How to Create Your Business Legacy Partner landing page." You may want to print these instructions for future reference.

To assist you in creating your landing page in an additional language, we have provided you with a copy of the English-language version fields that can be modified. Where the information is common, your text on the English-language version will be automatically incorporated into your new landing page.

For all provided fields, delete the English-language text and replace it with the new language text.

#### Language

Second Language ("French" will automatically be inserted)

Legacy Partner Name\*

Add My Location Sample Page (will be automatically inserted so it can be changed)

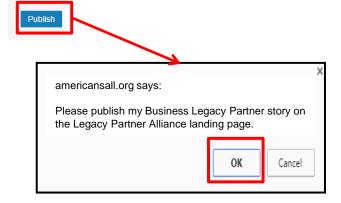
**Business or Practice ID Number** 

You will receive an ID Number once this form is completed.

Contact Information\* (will be automatically inserted so it can be changed)

Business or Organization Description\* (will be automatically inserted so it can be changed)

Legacy Partner Image (will be automatically inserted so it can be changed)



A "pop-up" will appear for you to confirm your instruction regarding your story.

#### Remove or Reinstate a Legacy Story

#### Add my Location Sample Page

(M) Edit (N) Create this page in an additional language

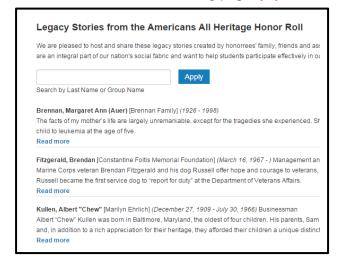
#### "View" landing page (M)

Americans All members can select Legacy Partners with which they or their honoree are affiliated to host their story on a Legacy Partner's Americans All landing page. However, Legacy Partners maintain the right to accept or remove a legacy story. By clicking on the "Edit" button at the top of your Americans All landing page, (N) you will be taken to a page to remove or reinstate a legacy story as well as update your Legacy Partner landing page.

If your landing page is open when a legacy story is added, the page must be refreshed in order for it to appear. Otherwise, it will automatically appear when you log in again.

To remove a story from a Legacy Partner landing page, uncheck the box in front of the honoree's name (O) and click on the "Publish" button at the bottom of the page. The honoree's legacy story will remain in the Americans All electronic database and the honoree's name will remain on the Legacy Partner's "Edit" page. The legacy story will not be visible to the public on this landing page. A notice of removal will be automatically sent to the creator of the honoree's legacy story.

If the legacy story was removed in error and should continue to be included on this landing page, place a check in the box in front of the honoree's name (O) and click on the "Publish" button at the bottom of the page. A notice of reinstatement will be automatically sent to the creator of the legacy story.



#### "Edit" landing page (N)

Search by Last Name	
Apply	
€	Margaret Brennan
€	Brendan Fitzgerald
(O)	Kenneth Hedrick
€	Albert Kullen
€	Chief Plenty Coups
€	Jack Robinson
€	Ketia Stokes
•	Mia Sutphin
10 ▼	

# Both stories now appear on your "Welcome Back" page. To "Edit" either Busines Legacy Partner landing page, click on the appropriate link and follow the instructions.



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#### Welcome Back

## Add My Location Sample Page

Edit my user account

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Download Legacy Partner Alliance membership materials

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Join the Legacy Partner Alliance
Add my location to a Business
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landing page

Invite schools, libraries and historical societies to get Americans All resources for free

Find a school ID number

View the Americans All instructional resources

Gift an Americans All membership

Invite friends, associates, groups and organizations to learn about Americans All

View the state- and grade-levelspecific resource databases

Access the Homeschool Resource Center

Download marketing templates and logos

#### Heritage Honor Roll Legacy Story, Individuals or Groups

Individuals join Americans All for free which they enroll using the 6-digit ID Number of a K–12 public, private or alternative school that is registered for our program. Or, they can enroll for \$24.50 using a Legacy Partner discount code. Members can create and publish a legacy story on an individual or a group and share it forever on our Web-based Heritage Honor Roll. Schools, students and students' families participate as lifetime members in Americans All at no cost. All members receive a free, 3-month trial to our Social Legacy Network to access discounts on goods and services offered by our program partners and additional educational resources from Americans All.

Search

Americans All members will find it easy to statt creating their legacy stories. Our template only requires individuals to fill in the Ponoree's name, date of birth (and date of passing, if appropriate) and a summary not to exceed 60 words. Legacy story text, hyperlinks, photographs, movies and other audio and video media can be added over time. The story can be updated for free, published in multiple languages and a shortened version can be printed on an 8½" x 11" template. To ensure privacy, part of . . .

#### Businesses or Nonprofit Legacy Partners

**Published** Name Actions **Business Legacy Partner** Yes Edit my Legacy Partner landing page. Create a Legacy Partner landing page in Sample Page **Enalish version** an additional language. /node/123456 **Business Legacy Partner** Yes Edit my Legacy Partner landing page. Sample Page Create a Legacy Partner landing page French version an additional language. /node/123457

#### **Schools**

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## Your "Welcome Back" page contains links to all program benefits. Click on this link to "Register for Americans All" (4).



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Americans All members will find it easy to start creating their legacy stories. Our template only requires individuals to fill in the honoree's name, date of birth (and date of passing, if appropriate) and a summary not to exceed 60 words. Legacy story text, hyperlinks, photographs, movies and other audio and video media can be added over time. The story can be updated for free, published in multiple languages and a shortened version can be printed on an 8½" x 11" template. To ensure privacy, part of the legacy story can be password protected. To provide additional exposure for the story, members can ask as many of our Legacy Partners as desired to host the story on their Americans All landing page(s). Where applicable, students can earn service-learning credits by participating in our program.

Americans All members gain access to our existing education resources, including our ethnic and cultural texts, music publication, and period-specific photographs and posters—all highlighting the activities of groups who helped our nation grow (a \$500+ value). Moreover, members and their families can maintain their Social Legacy Network program benefits by continuing their subscription for just \$4 per month after their free, 3-month trial ends. This enables them to continue to access to discounts on goods and services offered by our program partners and additional education and other resources from Americans All.

#### **Businesses and Nonprofit Legacy Partners**

After designating a point of contact to manage their user account, businesses and nonprofit organizations participate in our program as Legacy Partners. They can generate landing page(s)—in multiple languages, if desired—for each location or chapter/district on our Web site to share information about themselves, better connect with their clients and members and demonstrate their commitment to strengthening communities. They can use their landing page(s) to host legacy stories published on our Heritage Honor Roll by . . .

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