

# These are the fields to create your legacy story.

## Required fields are marked with an (\*).



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## Create Legacy Story for an Individual

**[A different template is provided for a Group story]**

*An asterisk (\*) indicates a required field.*

[Click here](#) for step-by-step instructions on how to create a legacy story for an individual. You may want to print these instructions for future reference.

Use this template to create your honoree's legacy story in English. Once it is published in the Heritage Honor Roll, use the link under "Actions" on your "Welcome Back" page to "Create a legacy story in an additional language."

By capturing the text in all fields—except "Middle Name" and (Maiden Name)—on this template, our "Search Engine" will make it easier for members to locate your honoree's story. For the listing in Americans All, please add a hyphen if the first or last name has more than one word (e.g., Mary-Ann, Billy-Bob, Smith-Benson). This will enable our "Search Engine" to add the hyphenated words as a single name.

To ensure the legacy stories published on our Heritage Honor Roll do not contain inappropriate language, all text is filtered through a secure, third-party Profanity App. If a word or phrase used in your story is on its "block" list, you will receive an error message at the top of the template when you click on the "Publish My Story" button. If that occurs, replace the word or phrase by using its first and last letters and put an "x" for each letter in between, such as "sxxt" or "fxk you."

We can override the App's list of blocked words. If you believe the "blocked" word is appropriate, contact us by e-mail. Put the word "Profanity" in the subject line. In the body of the e-mail, identify the "blocked word or phrase" and include the sentence in which it is used. If our editorial board agrees that the word or phrase is appropriate, we will remove the word or phrase from the App's blocklist and notify you so you can insert the desired word or phrase in your story.

**Note:** Each time you change your honoree's legacy story, you must click on "Publish My Story" or "Save My Work."

Language

English ▾

## Honoree Information\*

## Dates\*

**Legacy Story Text and Summary Text\* [If you are not ready to complete your story, put the word "To come" in the text field to activate it.]**

## Print Version Headlines

## Photographs and Logos

## Sponsor Information

## Share Your Honoree's Story with Legacy Partners

## Publish My Story or Save My Work\* **[Must be used]**

When the form is completed, click on "Publish" (3) and a "Pop-up" will appear (4). Click on "OK".

## Add a Point of Contact for My School

- If your public or private school is new or not listed in our contact database, [click here](#) to add your school to Americans All, become its poc and create the school's Legacy Partner landing page.

## Get Social Studies Resources for a School

An asterisk (\*) indicates a required field.

Thank you for registering your school for the Americans All program.

By clicking on the "Create a legacy story for the Heritage Honor Roll" link on your "Welcome Back" page, now or at any time, your point of contact (poc) can create and permanently share two stories in English and as many that are translated into multiple languages as you desire. The stories can include text, photographs, movies and other audio and video media, and include hyperlinks to other Web sites. Part of the story can be password protected, if desired. The legacy story can be shared forever on our Web-based Heritage Honor Roll and on the Americans All landing page(s) of our Legacy Partners.

In addition, the poc can also create your school's Legacy Partner landing page(s), also in as many foreign languages you desire. You can host stories from our Heritage Honor Roll created by students, staff, friends and alumni on landing page. The poc can modify or update the school's Heritage Honor Roll legacy and its Legacy Partner landing page at any time and at no cost.

The school's clubs and teams can have the school's poc set up their individual Legacy Partner landing pages or that responsibility can be assigned to another permanent staff person, using the school's e-mail address. For sports teams (because of their size), it may be better to have the permanent coaching staff set up its own free Americans All account. That individual will need to register for Americans All using a different e-mail address, and then create the Legacy Partner landing page(s) for the team.

If your school's address has changed since it was originally created for our school database, you can update it on the Legacy Partner landing page template. That is the only address that will show up for your school on our site. Stories on our Heritage Honor Roll do not contain contact information unless it is supplied by the author of the story.

Official Name of Education Organization\*

Lyman High School

The name in this field indicates how your school is listed in your state's directory of schools. Examples are the "Francis School of the Holy Child" and the "Richard Rogers School of Arts & Technology."

Language

English

Popular Name of Education Organization

If your school has a shorter or popular name, insert that name in this field. Examples are "Holy Child" for the "Francis School of the Holy Child" or "PS 100" for the "Richard Rogers School of Arts & Technology."

Education Organization ID Number:

Your education organization does not currently have an ID Number. One will be assigned when this form is completed.

## Education Organization Contact Information\*

## Education Organization Description\*

## Education Organization Image

## Remove or Reinstate a Legacy Story

Publish Unpublish

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Americans All

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## Become a Nonprofit Legacy Partner

An asterisk (\*) indicates a required field.

Click here for step-by-step instructions on "How to Create Your Legacy Partner Landing Page. You may want to print these instructions for future reference.

Language

English

Legacy Partner Name\*

Nonprofit Legacy Partner Sample Page

Your Legacy Partner name will be listed alphabetically by the first word in the field. If the partner's name is "The Make the World Better Organization," enter it as "Make the World Better Organization, The" unless you want it to appear under the letter "T" and not the letter "M." If the legal name contains the word "The," then enter it as "The Make the World Better Organization." However, the partner's name can be searched by any word in the field, even if it is hyphenated.

Group or Organization ID Number

Your group or organization does not currently have an ID Number. One will be assigned when this form is completed.

Categories

See examples on page 10

The categories appearing in this field are the most common ones used to describe businesses and service providers. If you want to recommend an additional category, [contact us](#) and enter "Category" in the e-mail subject line. We will notify you if we can add your recommended category to our database.

## Contact Information\*

## Organization Description\*

## Legacy Partner Image

Americansall.org says  
Please publish my Legacy Partner story on the Legacy Partner Alliance landing page.

(3)

(4)

OK

Cancel

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An individual must have an Americans All "User Account" to become an organization's point of contact (poc). There is no cost for an individual to create one, and Americans All does not share or publish poc information.

For continuity, the poc should be a permanent member or employee because he or she is the only person who can create a Legacy Partner's Americans All landing page. In addition, he or she can manage and update the nonprofit's account plus create a story on the organization for the Heritage Honor Roll.

Fill in the template and then select "Create My Business Membership" (7).



Americans All

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## Create Legacy Story for an Individual

An asterisk (\*) indicates a required field.

[Click here](#) for step-by-step instructions on how to create a legacy story for an individual in an additional language. You may want to print these instructions for future reference.

To assist you in creating your honoree's legacy story 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 from the English-language version will automatically be incorporated into your new legacy story.

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

Language

English for second story

## Honoree Information\*

## Dates\*

## Legacy Story Text and Summary Text\*

## Print Version Headlines

## Photographs and Logos

## Sponsor Information

## Share Your Honoree's Story with Legacy Partners

## Publish My Story or Save My Work\*



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## Create Business Legacy Partner

An asterisk (\*) indicates a required field.

[Click here](#) 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.

Language

English

Legacy Partner Name\*

Your Legacy Partner name will be listed alphabetically by the first word in the field. If the name is "The Johnson Company," enter it as "Johnson Company, The" unless you want it to appear under the letter "T" and not the letter "J." If the legal name contains the word "The," then enter it as "The Johnson Company." However, your name can be searched by any word in the field, even if it is hyphenated.

Business or Practice ID Number

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

Categories

- None -

The categories appearing in this field are the most common ones used to describe businesses and service providers. If you want to recommend an additional category, [contact us](#) and enter "Category" in the e-mail subject line. We will notify you if we can add your recommended category to our database.

## Contact Information\*

## Business or Practice Description\*

## Legacy Partner Image

## ID Number of Sponsored School or Education Organization\*

## Create My Business Membership\*

(7)

An individual must be registered with Americans All to become a business or practice point of contact. There is no cost for an individual to register, and Americans All does not share or publish point of contact information.

For continuity, the point of contact should be a permanent member or employee because he or she is the only person who can create or update Legacy Partner's Americans All landing page.

Please complete the form to become the point of contact for your business or practice.

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