## **Registration Information for Americans All**

We are a hybrid charity that raises money for schools and education nonprofits using our revenue-generating, multipurpose storytelling tool. Most charities request donations but do very little for their sponsors/ members. We are different. We are a hybrid because we provide an optional storytelling tool; have only one level of giving; two separate components; and do not produce, sell or send out merchandise. Rather, we offer our members multiple opportunities to benefit themselves and their families when they make their charitable gifts.

There are four major roles that Americans All members can have. A person (an individual or a group for which he/she is affiliated), a nonprofit organization, a school or education (a specific form of a nonprofit organization), and a business or professional service provider (and their respective offices and locations). A person can also be an agent (or Point of Contact) for a nonprofit or business member but must register separately using that organization's email address. Registration tutorials for each of the roles are below.

On the school registration template (which during the pilot is the same as the nonprofit template with changes), under the "Category" field, scroll down and click on "Howard County Schools." Give the 6-digit ID code for this registration to all the Americans All members so they will give their support to you. It may be different from the ID Number in our database. When we have rebuilt the new website and corrected the developers error, we will correct that situation.

Below are registration tutorials for a school nonprofit. A shorter version has been provided for people who are used to filling in website templates.

• Here are step-by-step instructions on registering for Americans All as a Point of Contact for a school Legacy Partner

A short version on how to register and create a School Legacy Partner landing page

**<u>Click here</u>** to view all website tutorials.

## Links to information pages related to the Howard County pilot

The links below can be accessed by using our URL and adding "/node/6-digit" at the end. <a href="https://www.americansall.org/node/xxxxxx">www.americansall.org/node/xxxxxx</a>

<u>Click here</u> for a tutorial on "How a point of contact can create a school landing page and its story for the Heritage Honor Roll. /node/566436

<u>Click here</u> to view a "Summary of benefits for Elementary and Middle Schools and letters of support, /node/566774

<u>Click here</u> to view a "Summary of benefits for high school students, benefits for students and letters of support, /node/566731

<u>Click here</u> to view a tutorial on "How to create a story on an individual (or group) for the Heritage Honor Roll. /node/566544

<u>Click here</u> for a tutorial on "How to create a Nonprofit Legacy Partner landing page for a school team or club. /node/566714

<u>Click here</u> to view a document that shows "Heritage Honor Roll stories in multiple languages" /node/566711.

<u>Click here</u> to learn "How to create the text for a legacy story and storytelling for younger children". /node/566545

<u>Click here</u> to view information on "How storytelling can benefit a student's positive mental health, wholeness and well-being. /node/566710

<u>Click here</u> to view the Heritage Honor Roll story about the Howard County Historical Society. /node/564992

<u>Click here</u> to view the Howard County Historical Society's Nonprofit Legacy Partner landing page. /node/566566.

<u>Click here</u> to view "A plan to fund the Americans All public-private partnership pilot program." /node/566416

# How to create a landing page for an Americans All school or education organization

The first step is registering to access your "Welcome Back" page, which contains links to all program functions and benefits. For tutorial assistance, visit: <a href="https://americansall.org/node/548126">https://americansall.org/node/548126</a> Landing pages take fewer steps to create than stories do.

**Step 1:** Visit <a href="www.americansall.org">www.americansall.org</a> and click on the "Create New User Account" tab at the top right of the home page to register for Americans All.

Create New User Account Log Into My Account FAQs LEGACY NETWORK / SOCIAL STUDIES RESOURCES / NEWS & EVENTSS / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS / AFFILIATES

- Fill in the name, email address, and Zip Code fields on the registration page.
- For security purposes, you will be sent a message to your email address so you can set up your password. The link on that page will then take you to the password create page.
- You will then be sent to your "Welcome Back Page," and once there, click on the link "Create a Legacy Partner landing page for a nonprofit or a business." We need to use this form during the pilot, see page 4 for a full explanation..
- That will take you to the "Become a Legacy Partner' page where you need to click on the link near the bottom of the page—Click here to become a point of contact for a nonprofit or a business."
- Fill in the required links and scroll down to select a "Category" for your nonprofit. Then click on Publish.
- On your "Welcome Back" page, you will find links to "Download your customized Legacy Partner membership materials," and under the "Actions" tab, how to "Edit" your page and "Create it in an additional language." Your 6-Digit ID Number has now been created.
- To later access your "Welcome Back Page," click on "Log Into My Account" tab at the top right of the Americans All home page.

Note: Before beginning, you may want to locate your school and get its ID Number from: https://americansall.org/node/566807

**Step 2**: To <u>Create a legacy story for the Heritage</u>
<u>Honor Roll</u>, click on that link on the "Welcome
Back Page" to begin your story.

#### Welcome Back Page Name of Member

Edit my user account

Download Social Legacy Network membership
materials

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

View tutorials to help create and enhance a
Heritage Honor Roll legacy story

Join the Social Legacy Network after the free trial has expired

- That will take you to a pop-up where you can select the type of story you want to create—an individual or a group.
- This will also begin the registration process for a free, lifetime membership in Americans All which enables you can create a story. You also receive a free 3-month trial in our Social Legacy Network (SLN) so that your point of contact can get benefits on goods and services from our business partners for your nonprofit.
- Although this membership is free, you will still need to fill in the fields on the "Checkout" form to continue.
- You do not have to create a story to be part of the SLN
- From your "Welcome Back" page, click again on the Create a legacy story for the Heritage Honor Roll link and confirm the type of story you selected is correct.
- That will take you to the template to create your story. More details on story creation are on the following pages.

## Changes to make the nonprofit template work for schools.

There are four major membership roles in Americans All: individuals, nonprofits, schools and businesses (which includes professional service providers). Schools are a special subset of nonprofits because they receive revenue from Americans All. **Unfortunately, due to a developer error in converting site to**meet our new needs, the "school" template was made unusable. However, we were able to modify that template so that it will work for schools. Once the new website is completed, we will transfer the data to the school format.

#### First modification of the nonprofit template

On the "Become a Nonprofit Legacy Partner" template, there is a field for "Legacy Partner Name\*". By way of background, 15 years ago, when we were active in supplying supplemental social studies resources and teacher training, we created a database, using information supplied by each state, and assigned a unique 6-digit code to each school.

It is likely that some of these schools have closed or merged, some have been renamed, and new schools have opened. To develop a list for Howard County, we added data from current Howard County web pages to our database. If a school was not on our original list, we assigned it a general code "20none."

When registering, please use this format on the template: school name + comma + code. You will be assigned a new 6-digit ID Code for your school. We will delete the old ID number (and the words "20none") when the new website is completed. You can find your school by <u>clicking here</u> or visiting <a href="https://americansall.org/node/566807">https://americansall.org/node/566807</a>

#### Second modification of the nonprofit template

There is a field called "Categories" which, due to a programmer error, does not have an (\*) because of a programmer error. We need that filled in for a school. In the field box below the title, scroll down and select "Howard County Schools." This will differentiate your school from other nonprofits.

The rest of the registration process is the same as for a non-school nonprofit.

## **Excerpts from the Howard County elementary school's database**

Atholton Elementary, 484361 6700 Seneca Drive, Columbia, MD 21046, (410) 313-6853

Bushy Park Elementary, 484325 14601 Carrs Mill Road, Glenwood, MD 21738, (410) 313-5500

Carrolltowne Elementary, 484076 6542 Ridge Road, Sykesville, MD 21784, (410) 751-3530

Centennial Lane Elementary, 484337 3825 Centennial Lane, Ellicott City, MD 21042, (410) 313-2800 Guilford Elementary, 484363 7335 Oakland Mills Road, Columbia, MD 21046, (410) 880-5930

Hammond Elementary, 484329 8110 Aladdin Drive, Laurel, MD 20723, (410) 880-5890

Hanover Hills Elementary School, 20none 7030 Banbury Dr, Hanover, MD 21076, (410) 313-8066 Rockburn Elementary, 484321 6145 Montgomery Road, Elkridge, MD 21075, (410) 313-5030

Running Brook Elementary, 484345 5215 West Running Brook, Columbia, MD 21044, (410) 313-6893

St. John's Lane Elementary, 484336 2960 St. Johns Lane, Ellicott City, MD 21042, (410) 313-2813

Stevens Forest Elementary, 484356 6045 Stevens Forest Road, Columbia, MD 21045, (410) 313-6900

Note: The school is blue is an example of a school that was not in our original database.

**Step 3**: Click on the Heritage Honor Roll tab at the top right of the page for examples of individual and group legacy stories. All stories include a summary that appears on the bottom of the Heritage Honor Roll landing page, because more than one person may share the same name.

Stories can be searched by last name or group name and, if needed, by language and state.

Stories cannot exceed 2,000 words and may not include photos, logos, or other images (see story on <u>Brendon Fitzgerald</u>).

Program Overview My Welcome Back Page Sign Out FAQs Contact HERITAGE HONOR ROLL / SOCIAL LEGACY NETWORK / / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS / AFFILIATES

About the	e Heritage Hon	or Roll		or		
	Last Name of Individual	First Name	of Individual	Group Na	me	
and	- Any -	√ and	- Any -	~	Search	Reset
	Language	9	State		-	
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An individual (or a group) can have more than one story on the Heritage Honor Roll because members have opted to recognize different individual or group contributions (see stories on Senator McCarthy and Polly Bemis). Stories can also appear in multiple languages (see stories on Mariano Vallejo and Marie-Claire Miller).

Stories may include photos, logos, or other images. Some contain just one or two images (see stories on <a href="The Alamo">The Alamo</a> and <a href="Rihei">Rihei</a>
<a href="Onishi">Onishi</a>), while others have several, such as this <a href="example.">example</a>.
<a href="Click here">Click here</a> for examples of different montage layouts.

To enable your unfinished story to be added to our website, individuals only need to fill in their name\*, date of birth\* (and passing, if appropriate), and a summary\* not to exceed 60 words on our template (see next page).

Legacy story text, hyperlinks, photographs, movies, and other audio and video media can be added over time.

**Step 4:** To begin working on your story, create a new folder on the home screen of your computer or tablet so that all the elements to create your story can be stored in one place. Inside the new folder, create additional folders to house all the images you may want to use for your story. You will also need to create a Word document (or equivalent) to prepare your text before you cut/paste it into our website.



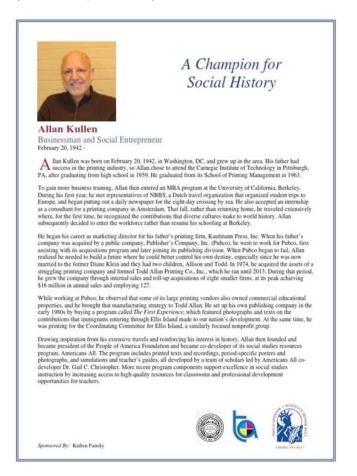


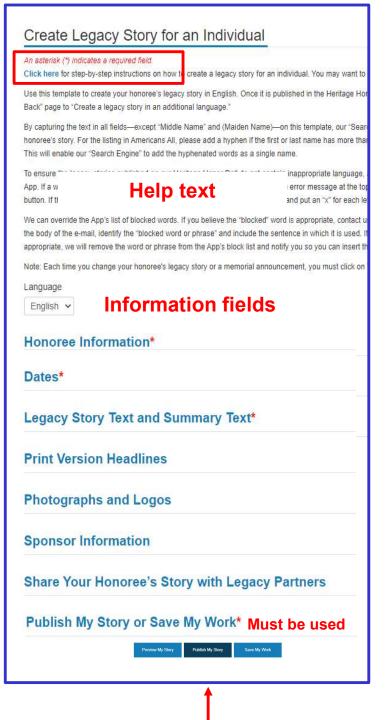
**Step 5**: After you have written your story and compiled your images in your computer or tablet folders, you are ready to enter this information on our website. Click on **Create a legacy story for the Heritage Honor Roll** on your "Welcome Back" page to do so.

To open an information field, click on its title and enter the information.

Under the information field "Legacy Story Text and Summary Text," four story boxes appear: one for summary text (which is required,) one for legacy story text, one for additional story text and, one for printable text.

This last story box can house an optional shortened version of your story that can be printed in an 8 ½ x 11 format. "Print Version Headlines" and "Photographs and Logos" will automatically transfer to this printable page (see example below).





**Note:** After you have finished working on any part of your story, you **MUST** click on "<u>Publish My Story</u> or <u>Save My Work</u>" and follow the instructions at the bottom of that page. If you forget to do so, all the changes you have made during that editing session will be lost.

When the pilot program is completed and our updated website is activated, you will be able to access your customized membership cards and posters, and a link to print out your shortened version of your story if you have created one.



### Americans All®

PROGRAM OVERVIEW



My Welcome Back Page Sign Out FAQs Contact
HOME / ABOUT / HE RITAGE HONOR ROLL / SOCIAL LEGACY NETWORK / RESOURCES / NEWS & EVENTS / DISCOUNTS / AFFILIATES
TUTORIALS / STORY SEARCH / INDIVIDUALS / SCHOOLS / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS & ISSUES/TOPICS INDEX

#### Welcome Back

#### Allan Kullen

Edit my user account

Download Social Legacy Network membership materials

Join the Social Legacy Network after the free trial has expired

Download Legacy Partner Alliance Membership materials

## Links to Additional Information and Benefits

Find a school ID Number

View registrations by state and Zip Code

View the Americans All background resources

Access the Homeschool Resource Center

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

Subject of Story	Published Status	Actions
Legacy Partner English version /node/000002	Yes	Edit my legacy story.  Create a legacy story in an additional language.  Share my legacy story with a Legacy Partner

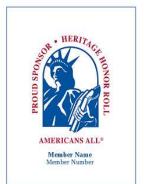
#### **Businesses and Nonprofit Legacy Partners**

Name	Published Status	Actions
Legacy Partner English version /node/000001	Yes	Edit my Legacy Partner landing page. Create a Legacy Partner landing
		page in an additional language.

## **Download Customized Social Legacy Network Membership Materials**

<u>Click here</u> to download your customized Social Legacy Network membership posters. <u>Click here</u> to download your customized Social Legacy Network membership card.

Click here to download an 8½ " x 11" version of your Heritage Honor Roll legacy story.







This image will appear after you have created the print version of your legacy story