Registration Information for Americans All

We are a hybrid charity that raises money for schools and education nonprofits using our revenuegenerating, 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 and 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.

If a nonprofit provides educational outreach or community service benefits, it can re-enroll (see below) as a school using a different email address. For example, a church provides spiritual support for its members. Still, if it offers classes to the public or runs a Sunday School program, it would qualify as an education organization. It can, therefore, receive 77 percent of the Social Legacy Network fees paid by its members, friends, and associates who have subscribed to our Social Legacy Network. It can also receive 77 percent of our business's membership fee if it supports your entity.

On the school registration template, scroll under the "Category" field and click "Howard County Schools." Give the 6-digit ID code for this school registration to all the Americans All members and businesses affiliated with your entity so they will give you their support. Program members can post their stories on both landing pages to maximize their exposure even if they do not select your entity for their membership gift. Legacy Partners can remove any story it does not want to appear on its page.

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

- <u>Step-by-step instructions on how to register for Americans All as a Point of Contact for a nonprofit Legacy Partner</u>
 <u>Short version on how to register and create a Nonprofit Legacy Partner landing page</u>
- <u>Step-by-step instructions on how to register for Americans All as a Point of Contact for a school Legacy Partner</u>
 Short version on how to register and create a School Legacy Partner landing page

Click here 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. <u>www.americansall.org/node/xxxxxx</u>

<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 nonprofit 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: <u>https://americansall.org/node/548126</u> Landing pages take fewer steps to create than stories do.

Step 1: Visit <u>www.americansall.org</u> 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."

• 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."

• Fill in the required links and scroll down to select a "Category" for your nonprofit. Due to an error, the (*) has been left off. 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 landing page and "Create it in an additional language." Your
 6-Digit ID Number has now been created and added to your page.

• To later access your "Welcome Back Page," click on "Log Into My Account" tab at the top right of the Americans All home page.

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

has expired

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

 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. **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>).

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 <u>Mariano Vallejo</u> and <u>Marie-Claire Miller</u>).

Stories may include photos, logos, or other images. Some contain just one or two images (see stories on <u>The Alamo</u> and <u>Rihei</u> <u>Onishi</u>), while others have several, such as this <u>example.</u>

<u>Click here</u> 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.

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





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AK1 Allan Kullen, 1/29/2021

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 <u>Create a legacy story for the Heritage Honor Roll</u> 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 $\frac{1}{2}$ x 11 format. "Print Version Headlines" and "Photographs and Logos" will automatically transfer to this printable page (see example below).



An asterisk (*) India Click here for step	cates a required field. -by-step instructions on how to create a legacy st	ory for an individual. You may war
Use this template t Back" page to "Cre	o create your honoree's legacy story in English. C ate a legacy story in an additional language."	Once it is published in the Heritage
By capturing the te honoree's story. Fo This will enable out	xt in all fields—except "Middle Name" and (Maide r the listing in Americans All, please add a hyphe r "Search Engine" to add the hyphenated words a	n Name)—on this template, our "s n if the first or last name has more is a single name.
To ensure " App. If a w button. If tl	Help text	inappropriate langua error message at th and put an "x" for eac
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Note: Each time yo	u change your honoree's legacy story or a memo	rial announcement, you must clicl
Language		
	Information fig	lde
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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.

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Welcome Back	Heritage Honor Roll	Legacy Story,	Individuals or Groups	
Allan Kullen	Subject of Story	Published Status	Actions	
Edit my user account Download Social Legacy Network membership materials Join the Social Legacy Network after the free trial has expired	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	
Membership materials Businesses		ses and Nonprofit Legacy Partners		
Links to Additional Information and Benefits Find a school ID Number	Name	Published Status	Actions	
View registrations by state and Zip Code View the Americans All background resources Access the Homeschool Resource	Legacy Partner English version /node/000001	Yes	Edit my Legacy Partner landing page. Create a Legacy Partner landing page in an additional language.	

<u>Click here</u> to download an $8\frac{1}{2}$ " x 11" version of your Heritage Honor Roll legacy story.

