

# AMERICAN LEGION ALBERT E. SCHWAB - POST 555

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## **MEMO: POST 555 FAMILY FORUM / GROUP**



### **PURPOSE:**

In an effort to improve communication among the members of the Post 555 Family, and within each branch of this family, American Legion Post 555 has created a Forum and Group.

This Forum/Group is intended to provide a single source, easy to use, location for members to communicate. Post Family members can exchange thoughts, ideas, questions, and comments. In this Forum and Group members can engage in conversation and thoughtful discussion with fellow Post Family members.



### **BENEFITS:**

This Forum does not require users to have a social media account. This forum does have customizable settings for individual users to adjust, including notifications, time zone, inter forum messages, and more.

There is a community Calendar, as well as individual groups broken out by Post Family Branch, Legionnaires, Auxiliary, SAL, ALR.



### **LOCATION:**

The forum is located at: <https://www.alpost555.org/>

### **GETTING STARTED:**

On the following pages are instructions on how to create a login, basic user settings, and a test location for users to practice, to get comfortable with the new format.

### **HELP:**

Users are welcome to set up individual user accounts. If assistance is required please email [555.marauder@gmail.com](mailto:555.marauder@gmail.com), or contact an admin at:

Kokoe Estrada: [Kokoe.Estrada@gmail.com](mailto:Kokoe.Estrada@gmail.com)

Kim Martin Adams: [kimby1525@yahoo.com](mailto:kimby1525@yahoo.com)

Text, phone calls, IM are also welcomed and appreciated.

### **GENERAL NOTE:**

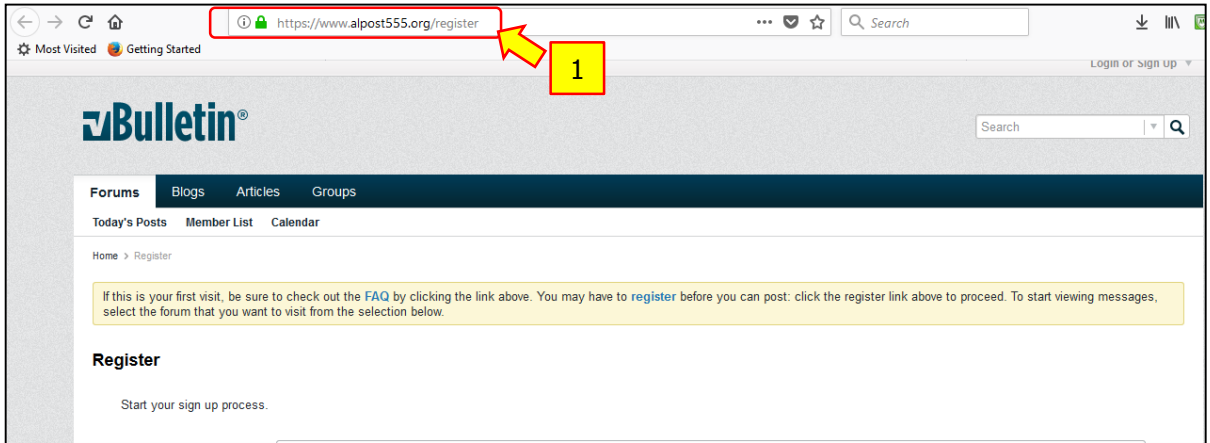
This forum is still very new and in it's early stages. As the forum develops, additional managers, admins, site managers, discussion topics, calendar events, etc. will be added. Please be patient as we transition into the forum, and please do check back regularly.

# REGISTERING FOR THE FORUM IS EASY

## HOW TO CREATE A FORUM LOGIN

FOLLOW THESE EASY STEPS TO GET STARTED:

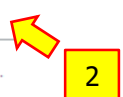
1) Go to <https://www.alpost555.org/register>



2) Fill in the fields for 'User Name':  
[Pick a name that you would like to be known as when you are on the site.]

User Name

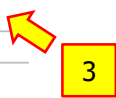
Please enter the name by which you would like to log-in and be known on this site.



3) Enter and confirm a password:  
[Pick a password that you will remember.  
For example, use your email password.]

Password

Confirm Password




4) Enter and confirm your email address:

Email

Confirm Email



5) a. Check the box "I'm not a robot"  
b. Agree to the house rules

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

I have read and agreed to the site's [terms and rules](#).



6) a. Click 'Complete Signup'  
b. Click OK

Complete Signup

Registration

Thank you, Commander Tim. Your registration is now complete.

You may now proceed to edit your Profile in order to fill in additional personal details about yourself, or you could modify your Options to customize your browsing experience of this site. If you would rather do these things later, you can do so by following the links around the site to your User Settings.

Alternatively, you can simply go back to the Forums and start posting in topics.

OK

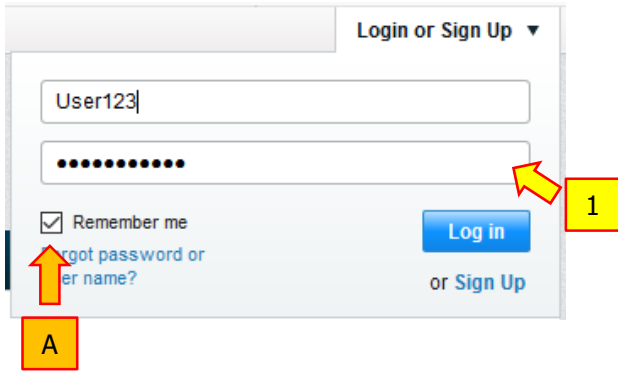


# CUSTOMIZE YOUR FORUM USER EXPERIENCE

## HOW TO ADJUST USER SETTINGS

FOLLOW THESE STEPS TO START YOUR CUSTOM SETTINGS:

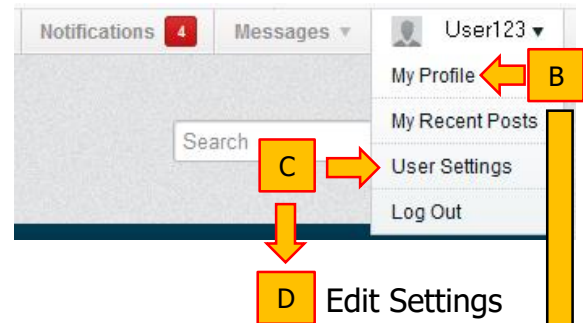
1) Go to <https://www.alpost555.org>. Click Login



The screenshot shows a login form with a 'Login or Sign Up' dropdown menu. Below it are input fields for 'User123' and a password. A 'Remember me' checkbox is checked. A blue 'Log in' button is visible, with a yellow arrow labeled '1' pointing to it. A yellow arrow labeled 'A' points to the 'Remember me' checkbox. A yellow arrow labeled 'B' points to the 'Log in' button.

A) Users can select 'Remember me' to bypass entering a password at each login.

2) The User Menu is in the upper Right hand corner. All user settings can be accessed here in this drop down menu.



B) Set up / change changes to your User Profile  
[Click: 'My Profile' **B** ]

In the resulting window users can select:

[**Edit Settings** **D** ] and [**Customize my style** **E** ]

In [**Edit Settings** **D** ] Users will find 4 tabs of items to customize:

*PERSONAL*- information such as birth date, contact information, hobbies

*ACCOUNT* – Login / Password info and changes

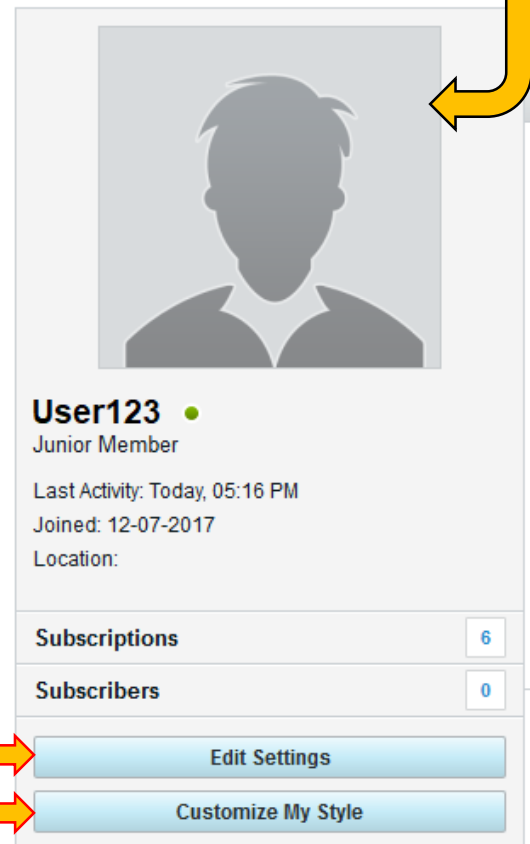
*PRIVACY* – what users want/don't want to share

*NOTIFICATIONS* – get emails / don't get emails when others post.

NOTE: Clicking on [ **User Settings** **C** ] takes users to [**Edit Settings** **D** ]

\* Once changes are made, remember to **SAVE CHANGES**, located at the bottom of each section!

### User Profile



The screenshot shows the user profile page for 'User123', a Junior Member. It includes a profile picture placeholder, a search bar, and a list of statistics: Subscriptions (6) and Subscribers (0). At the bottom, there are two buttons: 'Edit Settings' and 'Customize My Style'. A yellow arrow labeled 'B' points to the profile picture. A yellow arrow labeled 'C' points to the search bar. A yellow arrow labeled 'D' points to the 'Edit Settings' button. A yellow arrow labeled 'E' points to the 'Customize My Style' button.

### User Settings

◀ Back to Profile

Profile Account Privacy Notifications

Reset Fields

Save Changes

\*

# CUSTOMIZE YOUR FORUM USER EXPERIENCE

## HOW TO ADJUST USER SETTINGS

In [**Customize My Style** **E**] Users will find 3 vertical tabs that allow users to change color format of the user interface:

\* Once changes are made, remember to **SAVE CHANGES**, located at the upper right of each section!

Navigation Bar

Content

User Panel

Active Inactive Toolbar Buttons

Background  Color  Image

#ffff  Transparent

Text Color #343A3D

Border Color #BFC5C9

Revert Default Exit without Saving Save \*

### User Profile

User Profile

User123 ●

Junior Member

Last Activity: Today, 05:16 PM

Joined: 12-07-2017

Location:

Subscriptions 6

Subscribers 0

Edit Settings

Customize My Style E

## RECOMMENDED SETTINGS

1) Set Time Zone to PST: User Settings → Account → Date & Time Options → Time Zone → "(GMT -8:00 Pacific Time (US & Canada))" → Save Changes

Date & Time Options

Time Zone

(GMT -8:00) Pacific Time (US & Canada)

All timestamps displayed on the forums can be automatically corrected to show the correct time for your location in the world. Simply select

2) Receive Notifications when other users post

Automatic Subscriptions

Subscribe when posting ←

When you create or participate in a topic, you will automatically be subscribed to it.

Email Notifications

On ←

3) Join your Group: On the main page Click [**Groups**] → Example: ALR Chapter 555 → Join **ALR Chapter 555** → **JOIN**

\* Once changes are made, remember to **SAVE CHANGES!**