

**American Legion Auxiliary
2018 Chairman Web Page Set Up Form**

Hello Chairmen,

We are in the process of updating the alacolorado.com web page. We have set up a page for each Member Support and Mission Outreach Committee. As a start, each page has the following:

- The chairman and any members that appeared on the 2018 committee list
- A link to the corresponding program page on the National website
- A link to the Plan of Action for that specific program (downloadable pdf)
- Links to any documents listed on last year’s web page for your committee (downloadable documents)
- Anything else that appeared on last year’s web page that I thought might be of use to you
- Contact form with your email linked to it. I did this so we don’t publish your email on the website – hoping to hold down the spam you might get.

Please take a look at your webpage as it is now and submit any changes you would like made, any message you would like to add, any links you would like to include etc. Even though you can’t see them, I did save the pages from last year. If you would like a direct link to them to see what was done, just drop me an email or text me. I do not recommend phone calls, I rarely answer my phone.

Once you have your page set up, you may submit changes, additional documents, “What’s New” information, anything you would like to share with members. Send all information to me (Deb McBride). If I have any questions or concerns about what you send me I’ll let you know. On occasion I may consult with leadership just to confirm web content. Also, please be aware of copyrighted material – I will try to double check anything submitted. We can’t post copyrighted material without written permission from the author/creator (this includes photos, graphics, drawings as well as written word).

If you have any questions about this or need help with it, don’t hesitate to contact Deb McBride at dashissler@att.net or on her cell (text) at 720-320-5463.

Chairman Information

Please confirm I have your name and your committee members names correct. List any changes below:

1. _____
2. _____
3. _____
4. _____

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Web Page Content

Message

What message do you want on your web page? Please write or type it on a separate page and email to dashissler@att.net

Documents

Please Note: Copy Deb McBride when you send documents to Rhonda for things like the Fall Conference Packet and she will load it on your web page.

If you send a document(s) to Deb to add to the webpage, please be sure to include the title you want to appear for that document. If you don't, whatever you named your document will appear.

Just as a head's up, Deb will convert most documents to a pdf just to make it easier for membership to download.

Do you want to link to other websites? Yes No

Please note, Deb will test each link before adding it to the website.

If yes, list their addresses below: (example www.alacolorado.com)*

1.

2.

3.

4.

*If you need help with this, contact Deb McBride at dashissler@att.net and she'll be glad to help you.