

Information needed to set up a new website for an American Legion Post

Updated 10/21/2009

- Site will be created using the same template as: <http://free-reference.com/ALPOST24/>
- Initial setup fee is \$200 is to set your American Legion website site up with all your data for as many as 12 pages if necessary.
- Updates will be \$4 per instance monthly with a maximum of \$20 per month.
Example: Monthly flyer or page content Emailed in a Word document, text file, etc.
Invoice will be sent when updates reach \$20. With a monthly flyer or 1 change per month an invoice for \$20 will be sent every 5 months. 5-10 updates in a month, an invoice for \$20 will be sent monthly.

[Free-reference.com](http://free-reference.com) will host your site for \$25 a year with all data Emailed and you won't need your own domain name as your Post website address will be:

free-reference.com/ALPOST??? [*Your Post#*]

All Legion sites will have links pointing to each other on their American Legion page.

To get started review the <http://free-reference.com/alpost24> pages first.



Contact: **Roger Pheasant**

Email: [inbox @ free-reference . com](mailto:inbox@free-reference.com)

(Copy and paste Email address and delete spaces to prevent SPAM)

Voicemail Pager 24/7:

Leave a message: 314 268-3467

Items your American Legion Post needs to get started:

Photo of your Post.

Your Post number.

Post address, phone, fax number and related information.

Contact information.

Information, links or desired data for each of the pages on your site.

Sign into Google to create a custom free calendar for your site.

Go to <http://www.google.com/>

Click more

Click Calendar

Create Account

Complete Form

Options: Share Calendar (Public)

Once you have your Post **custom calendar** created send your username and password and it will be embedded into your website.

At this point, you can start entering data and your calendar will show updates on your American Legion Post Calendar as you make them.

If you have a monthly flyer, Email as a .PDF or a Microsoft Word document and it will be converted to a .PDF and will be published to your site.