

The American Legion  
Department of Connecticut  
Electronic Media



Mid-Winter Conference  
January 27<sup>th</sup>, 2018



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# THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

## ELECTRONIC MEDIA

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### 1. DEPARTMENT WEBSITE – WWW.CTLEGION.ORG

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- Important Events and Information can be found on the main page
- Where are the monthly Bulletins located?
- Getting your post activities included in the monthly calendar, where is it found? What do I need to do?
- Forms: Where are these forms located; and under what section?
- Applications for Boys State, Oratorical, State Police Youth Week, Girls State
- TFA Applications, Changes, Guidelines

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### 2. SMART PHONE MOBIL APP

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- What is an app?
- Why have one on my smart phone?
- What can I do with this?
- App vs Website
- Where do I find the information to download the app onto my phone?
- The app won't work, what do I do now?

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### 3. POST EMAIL ADDRESS

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- Why do I need a post email address and how much does it cost?
- I am computer challenged, how hard is it to open a new email account?
- Which one is the best? What can I do with it?
- How hard is it to send an email?

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### 4. POST WEBSITES AND SOCIAL MEDIA

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- Why a Facebook Page? Why a Website? What is the difference?
- What is the cost for Facebook? Post Website?
- What can I do with Facebook?
- Maintaining your website and/or Facebook page
- Is there help available?

[www.ctlegion.org](http://www.ctlegion.org)

## DOCUMENTS AND FORMS



**CREATED BY:**

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**NATIONAL MEDIA RELATIONS AND COMMUNICATIONS COUNCIL MEMBER  
NATIONAL AMERICAN LEGION PRESS ASSOCIATION  
DEPARTMENT OF CONNECTICUT ELECTRONIC MEDIA CHAIR  
2017-2018**

## DOCUMENTS AND FORMS < DOCUMENT AND FORM INFO

FORM NAME	NOTES
American Legion Application	
Tri – Fold Application	
Auxiliary Application	
SAL Application	
2018 Boys State Application	
Boys State Fact Sheet	
What to bring (Boys State)	
ECSU Campus Map	
Oratorical Registration	
Chairman’s Oratorical Guide	
State Police Youth Week Application	
State Police Youth Week Announcement	

## DOCUMENTS AND FORMS < DEPT FORMS & DOCUMENTS

FORM NAME	NOTES
Department Constitution and Bylaws	
SSMF Special Bylaws	
Policy Manual	
Personnel Manual	
Organization and Purposes of Dept. Commissions and Committees	
Post Directory	
Department Office, Committee and Commission Directory	
DEC Activity Report	
Monthly Expense Report 2015	
Monthly Expense Report 2016	
Monthly Expense Report 2017	
2017-2018 Consolidated Post Report	
Notification of Post/Squadron Commanders and Adjutants	

# www.ctlegion.org Documents and Forms

## DOCUMENTS AND FORMS < POST/DISTRICT FORMS

FORM NAME	NOTES
<b>DISTRICT</b>	
District Officer Report	
District Chairman	
District Officer Sheet	
District Commander Post Visit	
District Sr. Vice Commander Post Visit	
<b>POST</b>	
Member Data Form	
Membership Transmittal Form	
Notice of Officer Election	
Awards Package	
Post Data Form	
<b>SAL</b>	
Notice of Officer Election	
SAL Transmittal Form	
Special Post Data Report – Dues Change	



## DOCUMENTS AND FORMS < POST/DISTRICT FORMS CONTINUED

FORM NAME	NOTES
<b>RIDERS</b>	
Legion Riders Election of Officers	
Resolution 35-American Legion Riders as a National Program	
Resolution 32 – Amendment to Resolution 35	
<b>GENERAL FORMS</b>	
Standard form 180 - Military Records Request	
Emblem Sales Order Form	
What the American Legion Does	

# www.ctlegion.org Documents and Forms

## DOUCUMENTS AND FORMS < INFORMATION AND GUIDES

FORM NAME	NOTES
Department Constitution and By-Laws	
ALR Constitution and By-Laws	
Chaplin's Manual	
Oratorical Chairman's Guide	
Post Adjutant Manual	
Post Officers Guide	
Post Service Officers Guide	
Protocol Manual	





## Dept of Connecticut

The American Legion Department App offers information about The American Legion, The Department and its programs. We also offer up to date information on what is happening in our Department...

### GET IT NOW

#### Download



#### Share with a friend

Enter friend's email address

Send link



Like 0

Tweet



Share 1

## The American Legion Department of Connecticut Electronic Media

FREE MAIL	WEB SITE ADDRESS
<b>AOL - America on Line</b>	<a href="http://www.aol.com">www.aol.com</a>
<b>Yahoo</b>	<a href="http://www.yahoo.com">www.yahoo.com</a>
<b>GMAIL - Google</b>	<a href="http://www.gmail.com">www.gmail.com</a>
<b>Hotmail</b>	<a href="http://www.hotmail.com">www.hotmail.com</a>
<b>Mail.Com</b>	<a href="http://www.mail.com">www.mail.com</a>
<b>Juno</b>	<a href="http://www.juno.com/freemail">www.juno.com/freemail</a>
<b>iCloud (Apple and Mac)</b>	<a href="http://www.icloud.com">www.icloud.com</a>
<b>Outlook</b>	<a href="http://www.outlook.com">www.outlook.com</a>
STARTING A WEB SITE	WEB SITE ADDRESS
<b>Wix</b>	<a href="http://www.wix.com">www.wix.com</a>
<b>Weebly</b>	<a href="http://www.weebly.com">www.weebly.com</a>
<b>Go Daddy</b>	<a href="http://www.godaddy.com">www.godaddy.com</a>
<b>Web.com</b>	<a href="http://www.web.com">www.web.com</a>
<b>SiteBuilder</b>	<a href="http://www.sitebuilder.com">www.sitebuilder.com</a>



The American Legion, Department of Connecticut  
@CTLegion

- Home
- About
- Photos
- Events
- Videos
- Website
- Calendar
- Posts
- Services
- Shop
- Groups
- Notes
- Offers
- Jobs
- Community
- Reviews

Promote  
Manage Promotions



# Find us on Facebook

5,0  
Always Open

- Get messages
  - Publish a job post
  - Help people find your business
  - Create an event
- [See All](#)

### This Week

250 Post Reach	0 Website Clicks	2 Contact Us
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Help People Find The American Legion, Department of Connecticut

Use a Get Directions button to lead them directly to 287 West St

[Promote Local Business](#)

[See All](#)

### Photos



### Our Story

+ Tell people about your business

### Page Tips

**What's a Boosted Post?**  
A boosted post is the easiest way to reach more people on Facebook.

**Try Posting a Short Video**  
Videos help engage people in News Feed and on your Page.

**How Do Facebook Ads Work?**  
Reach all the right people where they're active and engaged.

[See All Page Tips](#) 2

25% response rate, 5-hours response time  
Respond faster to turn on the badge

1,432 likes +4 this week  
Richard Linnon and 138 other friends

1,378 follows

**See Pages Feed**  
Posts from Pages you've liked as your Page

Boost "I would li..." for \$3    Search



## **The American Legion Department of CT Electric Media Committee is requesting your help!**

**The Committee has identified 55 Posts in Connecticut that have set up a Face Book page.**

**We would like to get information from all Posts who are currently using social media platforms as well as email addresses, current website addresses and contact info.**

**We are hoping to be able to build up a solid database for distribution to all Posts in the near future.**

**Please contact the Electronic Media Committee if you wish to be included.**

**Chairman: Mary Harris**

**(cell) 203-490-5105 or (work) 860-436-9986**

**admin@ctlegion.necoxmail.com or femaleveteran66@gmail.com**

**Committee Members:**

**Dennis Beauregard (Post 72) 860-202-6875 – beauregarddp@sbcglobal.net**

**Jim LaCoursiere (Post 112) 860-705-4173 – legionjim3@aol.com**

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**Steve Pinterich (Post 72) 860-877-2513 – stevepinterich@cox.net**

**Keith Golnik (Post 20) 860-705-4173 – golnik@yahoo.com**

**John Wright (Post 209) 860-798-7610 – blkrdking@gmail.com**





Does your Post have an email address?	YES	NO	If Yes, Please provide email address:
Does your Post have a website?	YES	NO	If Yes Please provide website address:
Does your Post have a Facebook Page?	YES	NO	If Yes please provide Name of page:
Do you have a Public Relations Officer?	YES	NO	If Yes please provide contact info:
Name:	Email:		
What Post are you representing	Contact #:		

# The American Legion Department of Connecticut

We, the Electronic Media Committee wish to thank you for attending today's session!

We are always here to help in any way we can!