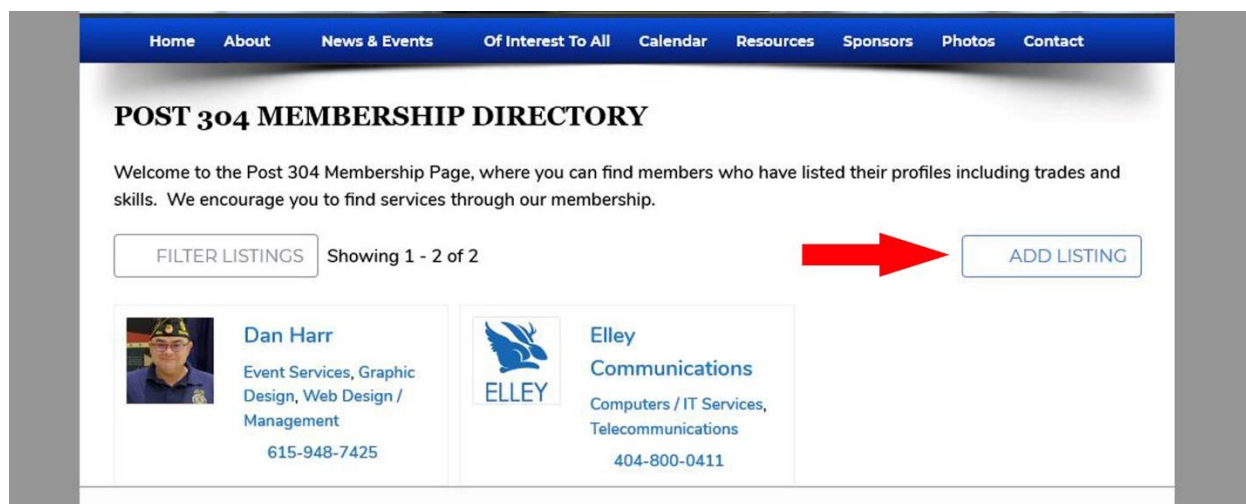


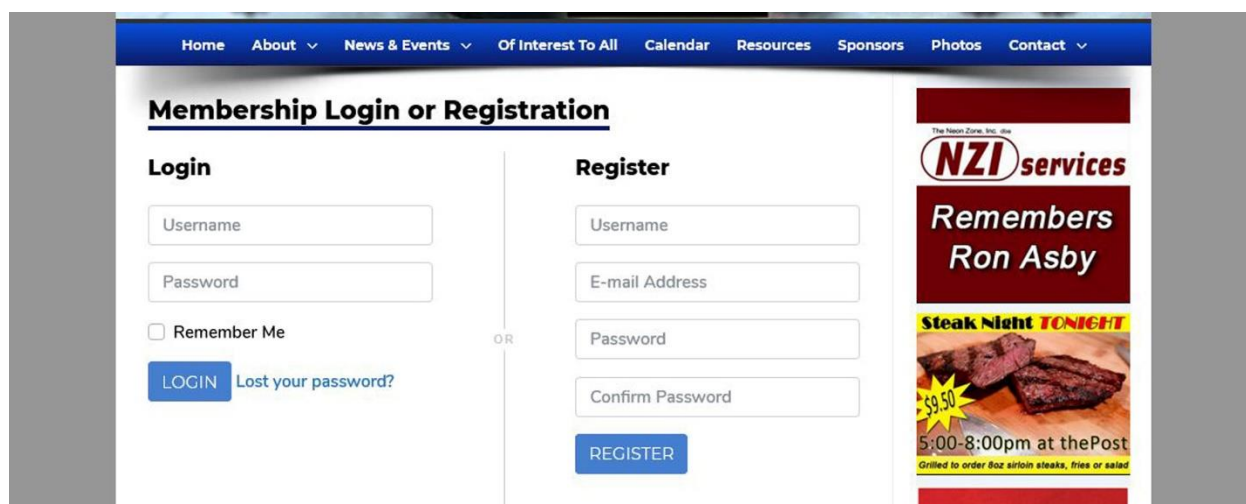
# Instruction Manual for Creating and Viewing a Profile on Post Membership Directory

You want to create a profile on our Membership Directory page, but you find yourself confused by how to do it correctly. The following is a step-by-step manual for you to follow. If you have any questions, you can always [email Dan Harr](mailto:dan.harr@post304.org) for answers.

First, visit the membership page located at [www.post304.org/membership-directory](http://www.post304.org/membership-directory). When you get there, you will see the following:



To view profiles of others on the site, click on their NAME (or business name). To CREATE a profile, click on the "ADD LISTING" button (see red arrow). When you click on the ADD LISTING button, you will be taken to the following page:



At this point, if you have already created a profile you can LOGIN using the username and password you registered with originally. If you have not yet registered, then fill out the information in the REGISTER section and then click the REGISTER blue button.

When you REGISTER, you will then be taken to the page where you will start entering your information as follows:

**Add Listing: Post 304 Directory**

1. First and Last Name \*

2. Service  
Add your military service

- U.S. Air Force
- U.S. Army
- U.S. Coast Guard
- U.S. Marine Corps
- U.S. Navy

3. Member Of

- Post 304
- Auxiliary
- ALR
- SAL

4. Categories \*  
Please select up to THREE (3) categories

— Select —

+ ADD MORE

**NZI services**  
Remembers  
Ron Asby

**Steak Night TONIGHT**  
\$9.50  
5:00-8:00pm at thePost  
Grilled to order 8oz sirloin steaks, fries or salad

**HAROLD'S PAWN SHOP**  
KENNESAW, GA 770-426-7615

**Culver's**  
Butter Biscuits & Frozen Custard

Fields with a red star “\*” behind them are REQUIRED fields and must be filled out.

In #1, enter your first and last name, or the name of your business if that is what you prefer to have registered.

In #2, check the box in front of the military service branch you were in – if in multiple branches, you can click up to three.

In #3, check the box in front of the Post 304 group in which you are a member. You can check up to all four boxes if members of each one.

In #4, you will choose the category of your business / job / skill. You add a new category, click the **+ADD MORE** button and choose your additional category(s).

Address

5.

Address Line 1

City  State / Province / Region

Postal / Zip Code  Country

Timezone

Phone Number \*

6.

Fax Number

7.

E-mail Address \*

8.

Website URL

9.

PGA TOUR  
SUPERSTORE

Georgia  
Funeral Care  
& Cremation Services

ARSENAL

SAFE  
THE  
SAFE  
HOUSE  
COMPANY

BAY EQUITY  
Jay White  
Area Sales Manager  
1000 S. CANTON ST. SUITE 4000  
ALPHARETTA, GA 30115  
Phone: 770-992-9888  
jwhite@bayeq.com

Fields with a red star “\*” behind them are REQUIRED fields and must be filled out.

In #5, please fill in your full address.

In #6, please fill in your phone number using the format XXX-XXX-XXXX (adding the dashes)

In #7, if you have a fax number, please add it in here using the format XXX-XXX-XXXX (adding the dashes)

In #8, please fill in your email address.

In #9, if you or your company has a website, please add it here using the format <http://example.com>

10. Social Accounts

11. Photos

12. Detailed Information \*

In #10, add any social media accounts you would like listed.

In #11, you can upload up to FIVE photos. Please keep them no larger than 300x300 px and, if possible, make them square so they will fill all spaces equally. (NOTE – if you upload a photo that is taller than wider, you may have part of the photo cut off when displaying)

In #12, please enter any information about you or your company that you would like to share. This is where you can fill in information in essay-style format, and even format the text with bold, underline, etc. using the format tools.

13. Videos

YouTube Enter video ID or URL

+ ADD MORE

14. Price Range

\$0 \$100

0 25 50 75 100

15. Opening Hours

— Select — -- --

+ ADD MORE

16. Date Established

Select date

17. Tags

SUBMIT

In #13, do you have any videos you would like to share? If so, add them here.

In #14, you can list the price range of products or services you provide.

In #15, you can list your business's hours of operation, or – if you're not a business – hours when you are okay with people contacting you.

In #16, you can add the date your business was established or, if an individual, the date when you joined the American Legion.

In #17, you can add search TAGS that will be used by search engines like GOOGLE to find your page on the internet. Tags do not need to be capitalized, and should be separated by a comma. Example tags are:

Your name – i.e. john doe

Your job or skill – i.e. accountant, painter, government (you can use your category selections as tags)

Anything else you think might describe you – i.e. American legion member, SAL member, biker, dog owner, etc.