

## VFW12196 WEBSITE

### WHAT YOU NEED TO DO TO GET STARTED ON THIS WEBSITE!

3 THINGS: CONTENT – CONTENT – CONTENT!!!!!!!!!!!!

#### HOME PAGE:

1. Create content in the form of:
  - a. News articles
  - b. Events:
    - i. Announce the event
    - ii. Writeup after the event is over with photos
  - c. Meeting agendas
2. Changes to POST LEADERSHIP MESSAGES
3. Maintain your NEWS POSTS. Is something out of date like the announcement of a planned event or a meeting agenda? If so, go into POSTS and delete it

#### ABOUT PAGE:

1. Create NEWS articles for content in the following categories:
  - a. HISTORY
  - b. STATIC
2. What should be public know about your organization? ABOUT tells them

#### CALENDAR:

1. Need to keep this totally UP TO DATE using Google Calendar website

#### POST OFFICERS:

1. Annual update of new officers or as required

#### CONTACT US;

1. Only if you want text on the page changed. Dodge can do that

#### NEWS:

1. CONTENT CONTENT CONTENT!
2. All news articles for: NEWS, HISTORY, PROGRAMS, VETERAN related will show up here

#### PROGRAMS:

1. You need a PROGRAM NEWS article for EACH program THIS Post supports. This tells the world what you do and what you support.
2. You can also add PROGRAM articles for what the VFW overall does....

#### RESOURCES:

1. Develop a list of resource links that this VFW Post thinks are important to share with the world.
2. The 5 categories you see now were given to Dodge but Dodge never got the content to put in there.
3. The 5 categories can be changed to whatever you need them to be

#### PRIVACY POLICY

1. Review the policy and make any pen and ink changes the Post Staff Judge Advocate, Commander, Adjutant or webmaster feel need to be made.
2. This is a generic policy

#### ADMINISTRATIVE page:

1. This has been created as a convenience for the webmaster to access various functions within the website from updates, HOW TO articles or metrics.