

The American Legion  
2025 Department Mid-Winter Conference  
Friday, January 17, 2025  
Wisconsin Historians Association  
TRAINING

AGENDA

1. Presentation: Typical Historian Activities at TAL Post 501
2. Purpose: To examine the practices and tools used to retain post history and disseminate information to members.
3. Capture and Retain Post History and Activities.
  - a. Web site
    - i. Legionsites (\*\*\*)
    - ii. FaceBook (\*)
  - b. Photographs
    - i. Google Drive and Google Photos (\*)
    - ii. iPhotos (\*)
  - c. Yearbook
    - i. Microsoft Word (\*\*)
  - d. Buddy Checks
    - i. Yearbook (\*\*\*)
    - ii. Weekly Newsletter (\*\*\*)
  - e. Document Management Systems (\*\*\*)
  - f. Google Drive (\*)
4. Disseminate Post History
  - a. Weekly Newsletters
    - i. Mailchimp (\*\*)
    - ii. eMail, GMAIL (\*)
  - b. Monthly Newsletters
    - i. Microsoft Publisher (\*)
  - c. Yearbooks
    - i. Microsoft Word (\*\*)
  - d. Brochures
    - i. Microsoft Publisher (\*)
  - e. Postcards
    - i. Microsoft Word(\*\*)
    - ii. Microsoft Publisher(\*)
  - f. Website
    - i. Legionsites(\*\*\*)
    - ii. External links(\*\*)
    - iii. Internal links(\*\*)
  - g. Yearbook Competitions
    - i. Word(\*\*\*)
    - ii. Acrobat Reader(\*\*\*)

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5. Considerations

- a. “Ecosystem” can ease the process.
- b. What level of History capture is desired. How many members are in your post?
- c. Do you have enough resources for your choice?
- d. Have you selected software than can be transferred to another person when you’re done?
- e. Can your choice of software allow for more than one “editor,” that is, a backup person?
- f. Chose and train your successor.

6. Summary

- a. Decide what level you wish to pursue. From FaceBook, through Website software.
- b. Try to stay within one ecosystem. For example, all Apple, or all Windows.
- c. Asterisks indicate at which level these resources are often used.