



How to create your team's free page on www.Trumbull.americantowns.com

Go to Trumbull's page on the Internet: www.Trumbull.americantowns.com and click on the **Sports and Recreation** Channel.

Click on **"Click here to add your Organization"** on the left hand side of the page under the **"The Sport Zone Teams"** sub-section.

- Log in using your existing American Town Network password if you already have one or Register for free by clicking on the **"Click Here To Join Us"** in the gray box on the right hand side of the page. Complete the User Profile template and scroll down to the bottom of the page and click on **"Save Profile"**. You are now logged-in!
- Click on **"Add an Organization"** and simply follow the seven steps that our Wizard will take you through.

Wizard Step 1. Enter the information requested about your team.

- The "Organization Name" you enter will be what appears in the left-hand navigation list as well as the top of your new page.
- Be sure to enter a valid e-mail address so we can contact you if there are any questions about your club or organization or future news about your site.
- Fill in the address of your club or organization including a contact name, phone number, fax number (if applicable) and an e-mail address if you wish to be contacted by e-mail.

Wizard Step 2. All the Web pages on the American Town Network are organized and listed in categories. Scroll down and select a subcategory from the list that is appropriate for your organization. Click **"Save and Continue"** to go to the next step.

Wizard Step 3. Here you will enter text for your home page – for example this is where you can put a description of your team. When finished click **"Save and Continue"**.

Wizard Step 4. If you want to add calendar events that will appear on your page only – complete this screen*. When finished click **"Add Event"**. If you do not wish to enter any calendar events click on **"Add Events"** and you will move to Wizard Step 5. You may go back later to add your team's schedule.

Wizard Step 5. If you wish to instantly post news, announcements or articles about your team that will appear on your page only – complete this screen*. When you are ready for the next step (or wish to skip this step) click **"Add Announcement"** and you will move to Wizard Step 6.

***We recommend adding calendar events or news and announcements from your page.**

Wizard Step 6. This screen allows you to list additional contacts for your club or organization. Include your club or organization's Board members names and frequently needed phone numbers. Click **"Save and Continue"** to move to step 7.

Wizard Step 7. This screen allows you to add links to other websites that may be of interest to your club or organization. If you wish to leave this blank you may skip this step click on **"Add Link and Continue"**.

Congratulations, you will now see your completed page!

At this point there are many things you can do with your page. All of these functions have instructions on the top of the page. For simplicity's sake, start with a few basic things - you can always go back make changes.