

# The American Legion of Iowa Boys State Post Reservation Instructions



To access the online Post Reservation Form, go to  
[www.ialegion.org/boysstate](http://www.ialegion.org/boysstate) and click on the Post Reservation button

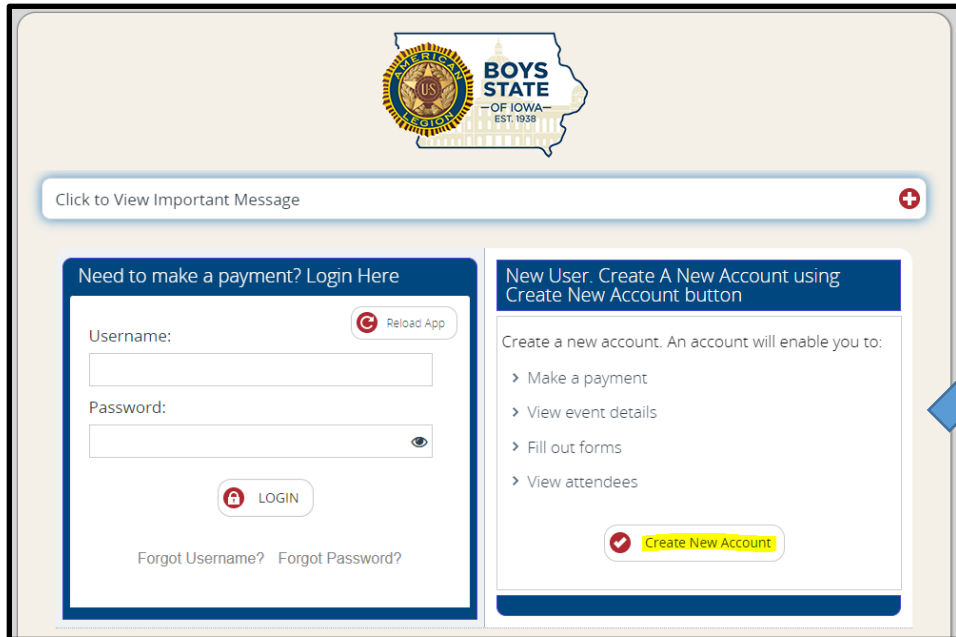
# Create New Account/Login:

ALL HIGHLIGHTED FIELDS will be required to complete this form.

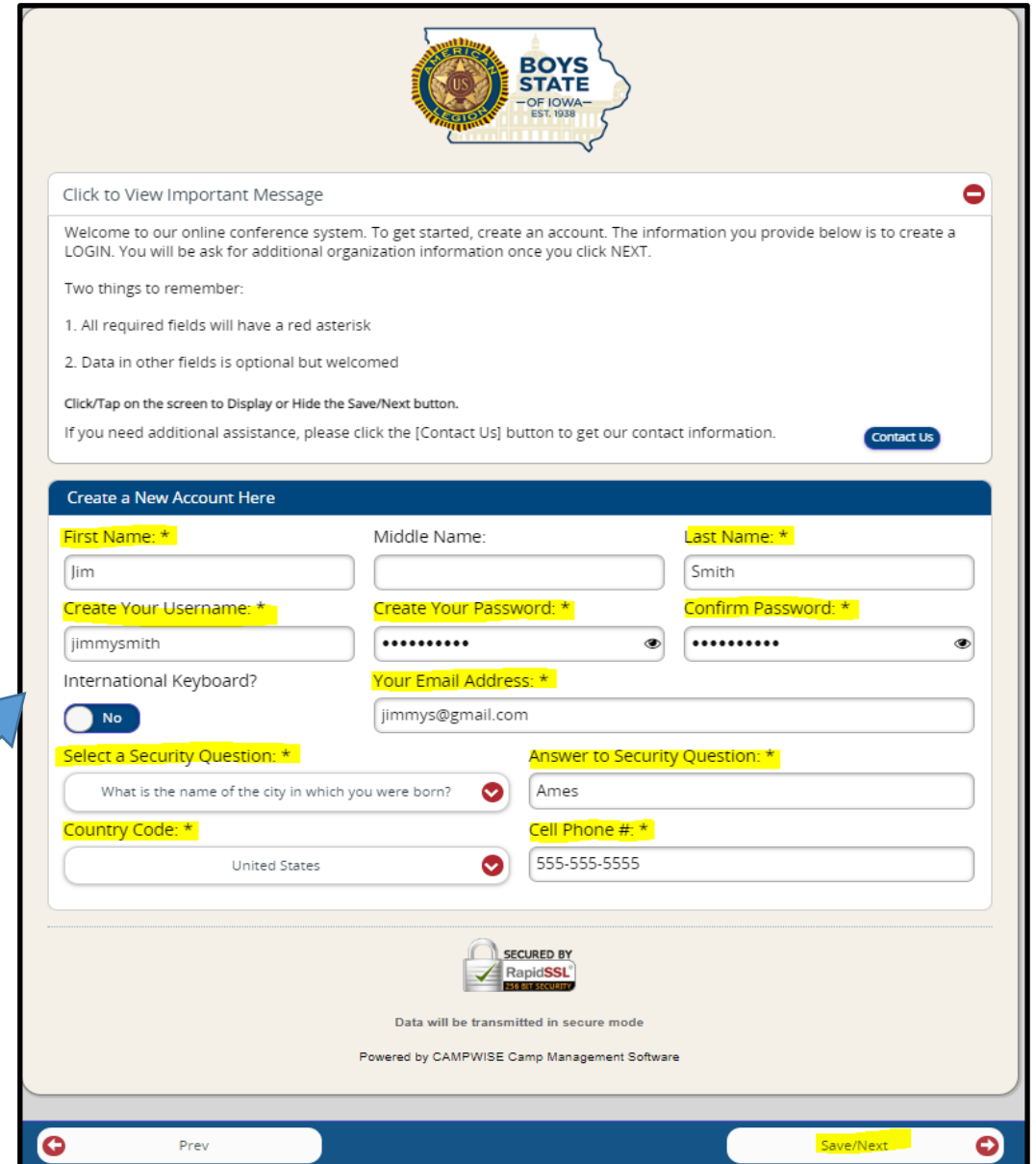
Click **Create New Account** to begin. Write down your username and password and save them in a secure location so you can log in later to update information, make payments, or download forms.

We suggest using this format for a username: **iapost###** (E.g., iapost729). Should the chairman change, their successor can access the account and change the point of contact for the post without losing its history.

Click **Save/Next** to continue.



The screenshot shows the mobile app interface. At the top is the Boys State of Iowa logo. Below it is a notification bar that says "Click to View Important Message". The main content area is split into two panels. The left panel is titled "Need to make a payment? Login Here" and contains fields for "Username:" and "Password:" with a "LOGIN" button. The right panel is titled "New User. Create A New Account using Create New Account button" and contains a list of benefits: "Make a payment", "View event details", "Fill out forms", and "View attendees". At the bottom of the right panel is a yellow "Create New Account" button with a checkmark icon.



The screenshot shows the "Create a New Account Here" form. At the top is the Boys State of Iowa logo. Below it is a notification bar that says "Click to View Important Message". The main content area contains a welcome message and instructions. Below that are two numbered instructions: "1. All required fields will have a red asterisk" and "2. Data in other fields is optional but welcomed". There is a "Contact Us" button. The form fields are: "First Name: \*" (Jim), "Middle Name:" (empty), "Last Name: \*" (Smith), "Create Your Username: \*" (jimmysmith), "Create Your Password: \*" (masked), "Confirm Password: \*" (masked), "International Keyboard?" (No), "Your Email Address: \*" (jimmys@gmail.com), "Select a Security Question: \*" (What is the name of the city in which you were born? Ames), "Answer to Security Question: \*" (Ames), "Country Code: \*" (United States), and "Cell Phone #: \*" (555-555-5555). At the bottom, there is a "Secured by RapidSSL" logo and a "Save/Next" button highlighted in yellow.

## Enter the American Legion Post information:

Include your post name and number in **Organization Name**.

Select Billing Address as **Primary Type** and input Post Mailing Address.

Enter your primary phone number (preferably mobile/cell) and your frequently checked email in **Phone** and **Email Type**.

Boys State communicates with email, so if you do not have an email address, find someone in the post who 1) has one, and 2) checks it frequently.

Click on **Save/Next** to continue.

### Create An Organization

**Organization Name:**  
Legion Post 11

Conf Org Type: American Legion Post  Donor Relation Type: Select...

Is Tax Exempt?  Accepts Match?

Tax Exempt#: Federal EIN:

### Primary Address

**Primary Address Type:**  
Billing Address

**Address Line 1:** 4 Center St **Address Line 2:**

**Country:** United States  **Postal Code:** 50047

**City:** Carlisle

**County/Township:** **State/Province:** Iowa

### Primary Phone & Email

**Phone Type:** Work Phone  **Email Type:** Work

International Phone **Email:** jimmys@gmail.com

**Phone Number:** 222-222-2222 **Phone Extension:**

Save/Next

## Create the Contact for the Organization:

Be sure to choose the proper **Gender** and **Designation** (Post Role).

Choose the Billing Address and, to use the same address as the Organization, click **Use Org Address, Phone and Email** and it will populate from the previous screen in **Primary Address Type**.

Click on **Save/Next** to continue.

### Create Contact for the Organization

Prefix:	Suffix:
<input type="text"/>	<input type="text"/>
First Name:	Last Name:
<input type="text" value="Jim"/>	<input type="text" value="Smith"/>
Middle Name:	Date of Birth:
<input type="text"/>	<input type="text"/>
Gender:	Designation:
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text" value="Post Commander"/>

### Primary Address

Primary Address Type:	<input checked="" type="checkbox"/> Use Org Address, Phone & Email
<input type="text" value="Billing Address"/>	
Address Line 1:	Address Line 2:
<input type="text" value="4 Center St"/>	<input type="text"/>
Country:	Postal Code:
<input type="text" value="United States"/>	<input type="text" value="50047"/>
	City:
	<input type="text" value="Carlisle"/>
County/Township:	State/Province:
<input type="text"/>	<input type="text" value="Iowa"/>

### Primary Phone & Email

Phone Type:	Email Type:
<input type="text" value="Work Phone"/>	<input type="text" value="Work"/>
<input type="checkbox"/> International Phone	Email:
	<input type="text" value="jimmys@gmail.com"/>
Phone Number:	Phone Extension:
<input type="text" value="222-222-2222"/>	<input type="text"/>

← Prev Save/Next →

## Create an Event and Session:

Select the current Boys State Session and the Boys State Delegate Program in **Session** and **Program**. There will only be one option.

Then indicate the **# of Holds** you would like. These will be the number of Delegate spots you would like to RESERVE.

Click **Paying Full?** box. By clicking this, you will ensure that the sponsoring post is billed and not the delegate.

Finally, choose your name as **Primary** and **Billing Contact**.

Click on **Save/Next** to Continue

Please use this screen to Add a new Group Hold Registration Event. Please enter all the required fields and then click the [Next] button, to go back to the dashboard without adding click the [Prev] button.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

### New GHR Event

**Select Session:\*** 2023 Boys State Program- (06/11/2023-06/16/2023)

**Select Program:\*** Boys State Delegate- (\$250.00)

**# of Holds:\*** 3  **Paying Full?**

Amount per Hold: \$0.00 Hold Status: Requested

Discount Type: Select a Discount Type...  Discount Amt: \$0.00 Additional Charge Type: Select a Charge Type...  Additional Charge Amt: \$0.00

Group Reg ID: 7021105420  **Been Here Before**  **Min Deposit Req?** Hold Expiration Date:

Signup Date: 08/10/2022 Date Inquired: Contract Sent On: Contract Received On:

Materials Sent On: Notes:

Primary Contact: Jim Smith  Billing Contact: Jim Smith

Prev Save/Next

## Logout:

If you are done, you can click **Logout**.

You can log back in at any time to **Make Payment** for Delegate Registrations once those have been completed.

You will be able to click **Edit** to recall your **Group Hold Reg ID number (GHR)** or to see the registration status of your delegate(s).

The screenshot displays the user interface for the Boys State of Iowa website. At the top center is the logo for the American Legion Boys State of Iowa, established in 1938. Below the logo is a notification bar with a red plus icon and the text "Click to View Important Message".

The dashboard is divided into several sections:

- Account:** Displays user information for Jim Smith (jimmys@gmail.com) and includes an "Edit Account" button.
- Quick Access:** Features two buttons: "Make Payment" and "Logout". The "Logout" button is highlighted with a yellow circle.
- Group Hold Events:** A table listing events with columns for Event Name, Status, and Attendees. The first event is "2023 Boys State Program-Boys State Delegate" with a status of "Requested" and a date range of [06/11/2023-06/16/2023]. It includes an "Edit" button and an "Add Event" button.
- Financial:** A table showing the balance for the "2023 Boys State Program-Boys State Delegate" event, which is \$0.00. It includes a "Make Payment" button.
- Forms:** A section with buttons for "Download Forms", "Upload Forms", and "Upload History". A red message states: "You have no Forms to download at this time!".