

MYLEGION TRAINING

Adjutants, Commanders and Members Assigned Access by Commander or Adjutant Training Outline – Mid-Winter 2022

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THE AMERICAN LEGION

**MyLegion Registration
and
Management Administrative Tools
for
Post and Squadron Leadership
MYLEGION.ORG**



THE AMERICAN LEGION

Please know that just about everything is fixable.

You are viewing information that is already entered. You are not making any changes unless you purposefully hit “Edit”.

If you do make an incorrect entry or accidentally mark someone “Deceased”, call Department HQ. We can either show you how to fix it or we can fix it for you. If we can’t fix it, we can ask National IT to fix it.

Don’t be afraid to look around and click on things to see what happens. That’s how you learn.



THE AMERICAN LEGION

Register www.mylegion.org

**MyLegion is a secure website and requires
registration.**

**Using any device that provides internet access,
open your web browser then go to
www.myLegion.org**

**A link to MyLegion.org is also available on
The American Legion's national website, which is
www.Legion.org**



THE AMERICAN LEGION

Why Register a MyLegion Account



© Need Help? View MyLegion.org Help Documentation
Thank you for your patience as we complete our migration.
Please review known issues and their status.



- MyLegion is the Officer Management Resource for Posts and Squadrons – members can also create a login to view their own information.
- There are no longer paper rosters provided with Member Cards.
- MyLegion allows access to membership details and management
- District Officers can view the posts in their district



Register a MyLegion Account

Register using the email address already on your membership record

- All accounts are individual. Do not share your login.
- Post/Squadron Officers will access their Post or Squadron through their personal MyLegion account.
- The personal email must be on your membership record **BEFORE** you register for an account. If you are not sure, contact Department of Connecticut HQ.
- Registering with an email not already listed as your primary email will not provide access to membership details or leadership.
- Do not use the Post/Squadron email as your login.
- Do not use a personal email for the Post/Squadron in MyLegion.



THE AMERICAN LEGION

To Register Email
go to
www.mylegion.org

On the home page select
Register.

If you are not sure if you have already registered an account, go ahead and click **Register**. You will receive a message that the Email is already registered. Or you can call Department HQ during regular business hours to see if you have already created a login.

Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

LEGION.ORG SHOP ONLINE HELP LOGIN **REGISTER**

MyLEGION.ORG

DONATE JOIN

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

HONOR & REMEMBRANCE
Honor and remember those who have served.

Need Help? View MyLegion.org Help Documentation
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

Login
Register

* Please use the e-mail address associated with your member account during registration to allow data and access permissions to be assigned correctly.

MEMBERS DEPARTMENTS POSTS/DISTRICTS/COUNTIES



THE AMERICAN LEGION

Register a MyLegion Account

- Enter the email address on your membership record.
- Registering with an email address not on your member record will not provide correct member details or permissions.
- Contact Department of Connecticut HQ to verify or add your email prior to registering an account.

THE AMERICAN LEGION

Register

Email Address

Mobile No (Optional)

☐ Two Factor Authentication

Next Skip



THE AMERICAN LEGION

Register a MyLegion Account

- Do not enter Mobile Number. You can add it later if you wish, but at this time, it serves no purpose.
- **DO NOT** check the Two Factor Authentication box. Post officers who did check it couldn't wait to remove it. You can add it later if you wish.

The screenshot shows the 'Register' page of the The American Legion website. At the top is the organization's logo and name. Below the header, the word 'Register' is displayed. There are three input fields: 'Email Address', 'Mobile No (Optional)', and a checkbox for 'Two Factor Authentication'. The 'Mobile No (Optional)' field is highlighted with a rounded rectangle. At the bottom of the form, there are two buttons: 'Next' and 'Skip'.

THE AMERICAN LEGION

Register

Email Address

Mobile No (Optional)

☐ Two Factor Authentication

Next Skip

IF YOU SEE THIS SCREEN


Do Not Click Skip

Do Not Click Next

Just close your browser

Call Department HQ

- If you see this screen, chances are good your email is either not correct in MyLegion or is not there at all.
- Continuing will most likely result in you not being connected to your existing member record which contains your built-in permissions to access your Post or Squadron.
- If you do continue and are not able to see “MyGroups”, call Department HQ.
- You can also call National MyLegion support if you wish at 1-833-253-9995; wait times are in excess of 30 minutes.



THE AMERICAN LEGION

Register

myemail@gmail.com

Mobile No (Optional)

Last Name First Name

AddressType

Blank

☒ Granting consent for storage of my Personal info. ?

☒ Granting consent for storage of my Financial info. ?

☒ Granting consent for storage of my Technical info. ?

☒ Granting consent for storage of my Miscellaneous info. ?

☐ Two Factor Authentication

Next Skip

User Registered. A One Time Password has been sent to your email xxxxx@xxx.com to verify account.

- DO NOT close this window.
- Retrieve the One Time Password (OTP) from your personal email and enter it into this screen.
- Click Verify
- There is a 5-minute time limit to enter the OTP.



The screenshot shows a web interface for 'THE AMERICAN LEGION'. At the top is a dark header with the organization's logo on the left and the name 'THE AMERICAN LEGION' in white serif font on the right. Below the header, the page title 'Verify Account' is displayed. A light gray message box contains the text: 'User registered, An One Time Password has been sent to your email lvickers@legion.org to verify account'. Below this is a text input field with the placeholder 'OTP (One Time Password)'. At the bottom is a large dark button labeled 'Verify'.



I didn't receive OTP



Sometimes the OTP ends up in your Junk or Spam folder



THE AMERICAN LEGION

Login Credentials

Your login credentials are created during the Registration process.

There are ways to help if you forget or need to change your username or password.

Commanders and Adjutants be aware that changing your username might affect your ability to access MyLegion. You might not want to do this over a weekend when there is no one available to help if a problem arises.



THE AMERICAN LEGION

Forgot Username or Password

The login page provides links for forgotten usernames or passwords – or call Department HQ for help to reset a password.

Selecting either of the options will send a link to your email. Follow the prompts provided in that link.

Requesting a one-time password sends an email with a One Time Password to log into your account.

THE AMERICAN LEGION

Login Signup

Username

Password

Login

☐ Remember Me

Request OTP

Forgot Password?

Forgot UserName?

or

Microsoft

Google

LinkedIn

FaceBook



THE AMERICAN LEGION

MyLegion Home Page

After logging into MyLegion, you should see a screen that looks similar to the next page with your first and last name above the MyAccount yellow button

Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)



[LEGION.ORG](#) [SHOP ONLINE](#) [HELP](#) [LOGOUT](#)



My **LEGION.ORG**

Stacy Sample



MY ACCOUNT

[MEMBERSHIP](#)

[SUBSCRIPTIONS](#)

[GIVE](#)

[RESOURCES](#)

[SHOP](#)

[CONTACT](#)

ADVOCACY IN WASHINGTON

We advocate on behalf of veterans.



Need Help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

MY ACCOUNT



MEMBER DISCOUNTS



**WE
CAN
DO
THIS**



**COVID pushed us all to the
brink. Now, we push back.**
Get your COVID vaccine when it's your turn.

Thank you for your patience as we complete our migration.

[Please review known issues and their status.](#)



[LEGION.ORG](#) [SHOP ONLINE](#) [HELP](#) [LOGOUT](#)



MyLEGION.ORG

Stacy Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

OP

CONTACT

ADVOCACY IN WASHINGTON

We advocate on behalf of veterans.

FIND A POST

FIND A SERVICE OFFICER

HOW TO USE
MYLEGION.ORG



Need help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

MY ACCOUNT



MEMBER DISCOUNTS



Under RESOURCES, HOW TO USE MYLEGION.ORG you will find step-by-step instructions to help you use MyLegion.

Dashboard | Google Calendar - January 2022 | Microsoft Teams - Meeting | How to use mylegion.org

mylegion.org/PersonifyEbusiness/Resources/Help


PERSONIFY Web Log... Google Calendar... MSTEams-Nat'l Site... MyLegion/Personify... The American Legi... Home Page The A... Comcast Business j... Sign in - Mailjet... Membership Standi... Training Tuesdays j... Office of Radio & T... Other bookmarks

COUPON AVAILABLE [Activate coupon →](#)

NEED HELP?
[View Online Help](#)

f t i y o

LEGION.ORG SHOP ONLINE HELP LOGOUT

 **MyLEGION.ORG**

Sue Daigle
[MY ACCOUNT](#)

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

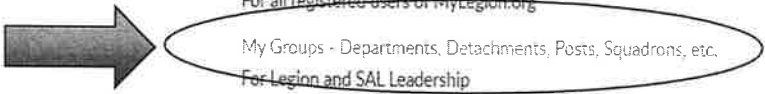
Home > Resources > How to Use MyLegion.org

RESOURCES

- Find a Post
- Find a Service Officer
- How to Use MyLegion.org

HOW TO USE MYLEGION.ORG

- Account Registration
Please read before registering an account
- Known Issues
A list of known issues and their status
- My Account
For all registered users of MyLegion.org
- My Groups - Departments, Detachments, Posts, Squadrons, etc.
For Legion and SAL Leadership**
- MyLegion.org Video Training Series
Video series to help users navigate and get the most out of the features and tools available at MyLegion.org
- Training Presentations
Presentations and videos ranging from account registration to membership processing



Look for the MyGroups option to find the step-by-step instructions to help you use MyLegion.

 **COUPON AVAILABLE**

Activate coupon →

NEED HELP?
[View Online Help](#)



LEGION.ORG SHOP ONLINE HELP LOGOUT



Sue Daigle

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

SHOP

CONTACT

Home > Resources > How to Use MyLegion.org

RESOURCES

[Find a Post](#)

[Find a Service Officer](#)

[How to Use MyLegion.org](#)

HOW TO USE MYLEGION.ORG

Account Registration

Please read before registering an account

Known Issues

A list of known issues and their status

My Account

For all registered users of MyLegion.org

My Groups - Departments, Detachments, Posts, Squadrons, etc.
For Legion and SAL Leadership

MyLegion.org Video Training Series

Video series to help users navigate and get the most out of the features and tools available at MyLegion.org

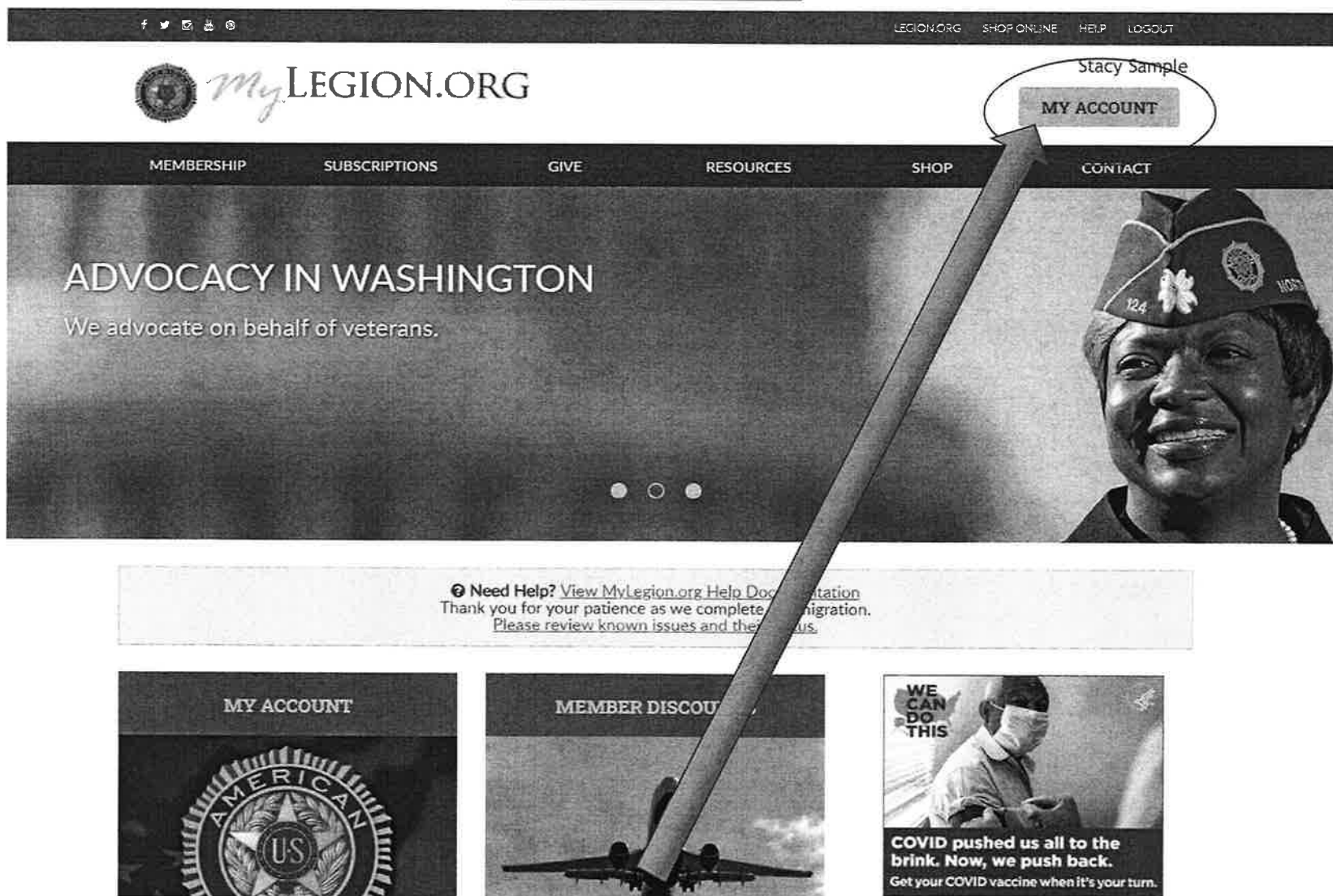
Training Presentations

Presentations and videos ranging from account registration to membership processing

There are also videos prepared by National available to help you use MyLegion.

Thank you for your patience as we complete our migration.

[Please review known issues and their status.](#)



Click on the yellow My Account button

Note: The MY ACCOUNT button is also your

“I don’t know where I am and need to get back to the beginning” button.



THE AMERICAN LEGION

My Account

Administrator Account

Commander/Adjutant/Members Assigned Access

Once you click on MY ACCOUNT, you will see your own information.

On the left of the screen is a gray column. The menu options are for your account only.

This is what any member will see if they register their email. They can print a member card, pay dues and manage their subscriptions.

The difference for a Commander or Adjutant is that they have access to My Groups.

The screenshot shows the 'My Account' page on the Legion.org website. The page has a dark header with the Legion.org logo and navigation links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The user is logged in as 'David Sample' with a 'MY ACCOUNT' button. A gray sidebar on the left contains a menu with categories: MY ACCOUNT, MY INFORMATION, MEMBERSHIP, SUBSCRIPTIONS, PURCHASES, and CONTACT INFORMATION. The main content area is titled 'Home > My Account' and includes a dropdown menu for 'My Account' (showing 'FL Post 0273'). The 'MY CONTACT INFORMATION' section shows a profile picture placeholder and contact details for David Sample, with an arrow pointing to the 'Edit' link. The 'TAL MEMBERSHIP SUMMARY' section shows membership details for David Sample, including status (Active), paid thru date (12/31/2021), member post (Honorary Life), and member number. The 'MY SUBSCRIPTIONS' section lists two subscriptions: 'The American Legion Magazine' and 'The American Legion Dispatch', both with expiration dates and delivery status. The 'MY ORDER BALANCE' section shows a balance due of \$0.00.

LEGION.ORG SHOP ONLINE LOGOUT

David Sample
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Account

My Account: My Group FL Post 0273

MY ACCOUNT

MY INFORMATION

- Name & Demographics
- Military Service
- Contact Information
- Addresses
- Emergency Contacts
- Username / Password

MEMBERSHIP

- Membership Card
- Membership Details
- Member Discounts
- Committees

SUBSCRIPTIONS

- Dispatch
- E-newsletters
- Magazine

PURCHASES

- Purchase History
- Pay Open Orders
- Donation History
- Saved Credit Cards

CONTACT INFORMATION

- National Headquarters
- Department
- Post

MY CONTACT INFORMATION

David Sample
700 N Pennsylvania St
Indianapolis, IN 46204-1129

Phone: (555)555-5555
Email: mylegioncontact@outlook.co

TAL MEMBERSHIP SUMMARY

Field	Value
Status	Active
Paid Thru Date	12/31/2021
Member Post	Honorary Life
Member Number	Florida Post 0273

MY SUBSCRIPTIONS

Subscription	Expires	Delivery	Status
The American Legion Magazine	3/31/2022	Print	Active
The American Legion Dispatch	12/31/2020	Print	Active

MY ORDER BALANCE

Your Account shows no balance due at this time.



THE AMERICAN LEGION

What is My Groups

- Administrative area of MyLegion for Adjutants, Commanders and members assigned access
- Membership Management
- Rosters
- Reports and Labels
- Membership Processing
- Group Attributes and contact information

The screenshot shows the MyLegion.ORG website interface. At the top, there's a navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The user is logged in as David Sample, with a 'MY ACCOUNT' button. The left sidebar contains a 'MY ACCOUNT' menu with options like Name & Demographics, Military Service, Contact Information, Addresses, Emergency Contacts, Username / Password, MEMBERSHIP, SUBSCRIPTIONS, PURCHASES, and CONTACT INFORMATION. The main content area is divided into sections: MY CONTACT INFORMATION (showing user details like Name, Address, Phone, Email), MY SUBSCRIPTIONS (listing 'The American Legion Magazine' and 'The American Legion Dispatch' with their expiration dates and delivery methods), and MY ORDER BALANCE (showing 'Your Account shows no balance due at this time.'). A red box highlights the 'My Groups' dropdown menu in the top right, and a red arrow points to it.

GROUP	ADMINISTRATIVE OFFICER
Post	Post Adjutant Post Commander
Squadron	Squadron Adjutant Squadron Commander
County	County Adjutant County Commander
District	District Adjutant District Commander
Detachment	Detachment Adjutant Detachment Commander
	Group Administrator Not a Member of a Group. These are members assigned a specific level of access by the Commander or Adjutant

Group is a new term used within the new membership system.
Groups are defined as post, squadron, county, district and detachment.

Commanders and Adjutants are Administrative Officers and have My Groups by default.

Commanders and Adjutants have ability to assign permission to others.

	GROUP	ADMINISTRATIVE OFFICER IN THE GROUP
➔	Post Post Leadership	Post Adjutant Post Commander
➔	Squadron Squadron Leadership	Squadron Adjutant Squadron Commander
➔	County County Leadership	County Adjutant County Commander
➔	District District Leadership	District Adjutant District Commander
➔	Detachment Detachment Leadership	Detachment Adjutant Detachment Commander

With each group, adjutants and commanders will also have a Leadership group. Leadership group provides a listing of the officers reported. It is not the group to select to manage membership, view reports and process membership.

- Clicking on the drop-down arrow next to My Groups will show what you have access to.
- Post Commanders and Adjutants who have an SAL Squadron attached to their post can see the Squadron.
- Squadrons cannot see posts.
- You will work in the "Post" or the "Squadron", NOT the Leadership group

LEGION.ORG SHOP ONLINE LOGOUT

David Sample
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Account

My Account My Groups FL Post 0273

MY ACCOUNT

MY INFORMATION

- Name & Demographics
- Military Service
- Contact Information
- Addresses
- Emergency Contacts
- Username / Password

MEMBERSHIP

- Membership Card
- Membership Details
- Member Discounts
- Committees

SUBSCRIPTIONS

- Dispatch
- E-newsletters
- Magazine

PURCHASES

- Purchase History
- Pay Open Orders
- Donation History
- Saved Credit Cards

CONTACT INFORMATION

- National Headquarters
- Department
- Post

MY CONTACT INFORMATION

IN Post 0391

IN Post 0391 Leadership

IN Sqdn 0391

IN Squadron 0391 Leadership

MEMBERSHIP SUMMARY

Active

12/31/2021

Honorary Life Florida Post 0273

YOUR ACCOUNT SHOWS NO balance due at this time.



THE AMERICAN LEGION

Home > My Account

My Account My Groups FL Post 0273

MY ACCOUNT

MY INFORMATION

- Name & Demographics
- Military Service
- Contact Information
- Addresses
- Emergency Contacts
- Username / Password

MEMBERSHIP

- Membership Card
- Membership Details
- Member Discounts
- Committees

SUBSCRIPTIONS

- Dispatch
- E-newsletters
- Magazine


PURCHASES

- Purchase History
- Pay Open Orders
- Donation History
- Saved Credit Cards

CONTACT INFORMATION

- National Headquarters
- Department
- Post

MY CONTACT INFORMATION

 Add

David Sample
700 Pennsylvania St
Indianapolis, IN 46204-1129
Phone: 555-5555
Email: testingmbracct@outlook.co...

MY SUBSCRIPTIONS

The American Legion Magazine		Details
Expires:	3/31/2022	
Delivery:	Print	
Status:	Active	
The American Legion Dispatch		Details
Expires:	12/31/2020	
Delivery:	Print	
Status:	Active	

TAL MEMBERSHIP SUMMARY

Edit	Status:	Active
	Paid Thru Date:	12/31/2021
Edit	Member Post:	Honorary Life Florida Post 0273
	Member Number:	

[View Details](#)

SAL MEMBERSHIP SUMMARY

There are no memberships to display

MY ORDER BALANCE

Your Account shows no balance due at this time.

Click on My Groups to enter
Post and Member information



THE AMERICAN LEGION



LEGION.ORG SHOP ONLINE LOGOUT



MyLEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

SHOP

CONTACT

Home > My Views > **Group Profile**

MY VIEWS

MEMBERSHIP PROCESSING

Process Membership
Transmittal History

MEMBERS

View Members
Reports / Labels
Global Member Search

GROUP INFORMATION

Group Attributes / Services
Group Message
Contact Information
Publish Newsletter

MATERIALS

Officer Manuals
Brochures
Suggested Speeches

My Account

My Groups

F

0273



ATTACHMENTS

Upload newsletter or other files.

Records to display.

[Add New Attachment](#)

This screen is called Group Profile. To return to this screen to access the left menu, you can always click on the “navigation line” where the arrow is pointing.



Home > My Views > Group Profile

MY VIEWS

CONSOLIDATED REPORTS

View / Edit Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

Publish Newsletter

MATERIALS

Officer Manuals

Brochures

Suggested Speeches

Help ?

My Account

My Groups

IN Post 0391



Help ?

CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

Edit Reports

Group Profile screen for
an Adjutant
Only Adjutants see
Consolidated Reports

Help ?

ATTACHMENTS

Upload newsletter or other files.

No records to display.



David Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

SHOP

CONTACT

Home > MyViews > Group Profile

MY VIEWS

[My Account](#)

[My Groups](#)

FL Post 0273



MEMBERSHIP PROCESSING

[Process Membership](#)

[Transmittal History](#)

MEMBERS

[View Members](#)

[Reports / Labels](#)

[Global Member Search](#)

GROUP INFORMATION

[Group Attributes / Services](#)

[Group Message](#)

[Contact Information](#)

[Publish Newsletter](#)

MATERIALS

[Officer Manuals](#)

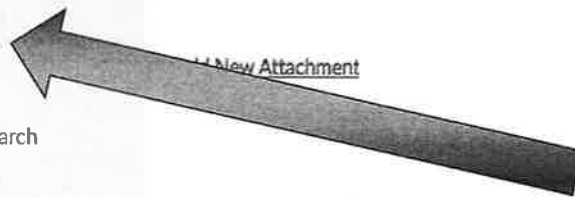
[Brochures](#)

ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)



Click on View Members to see a list of the post members

View Members

Home > My Views > Group Profile > Members

Help ?

My Account

My Groups

IN Post 0391

Help ?

Details for: IN Post 0391

Last Name:	<input type="text"/>	City:	<input type="text"/>	Post/Squadron Number:	<input type="text"/>
First Name:	<input type="text"/>	State/Province:	<input type="text"/>	Member Status:	<input type="text"/>
Email:	<input type="text"/>	Country:	<input type="text"/>	Undeliverable:	<input type="text"/>
Member ID:	<input type="text"/>	Paid Through Year:	<input type="text"/>		

Search

Clear

Actions: Export Full Roster

Go

Add/Modify Transmittal

<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	MISSING	51	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		PERSONAL	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	OTHER	3	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USAF	VIETNAM	31	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	City, ST Zip+4		Phone Email Address	USMC	PERSIAN_GULF	9	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	13	2023
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	WW_TERRORISM	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USA	VIETNAM	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street Add Line 2 City, ST Zip+4		Phone Email Address	USA	KOREA	12	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	OTHER	4	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	PANAMA	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	VIETNAM	7	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		WWII	33	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	1	2021

Displays current year minus 2.

This is A roster, but not THE roster.

Enter info into a field, Click Search.

PUFL members who purchased PUFL in 2022 show 2023 in Paid Through Year

Blue column headings allow you to sort on that heading.

Click on Member Name to view/edit that individual's information

View Members

Home > My Views > Group Profile > Members

Help ?

My Account

My Groups

IN Post 0391

Help ?

Details for: IN Post 0391

Last Name:

City:

Post/Squadron Number:

First Name:

State/Province:

Member Status:

Email:

Country:

Undeliverable:

Member ID:

Paid Through Year:

Search

[Clear](#)

Actions: Export Full Roster

Go

Add/Modify Transmittal

<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	MISSING	51	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	OTHER	3	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USAF	VETNAM	31	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	PERSIAN_GULF	9	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	13	2023
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	GW_TERRORISM	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USA	VETNAM	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street Add Line 2 City, ST Zip+4		Phone Email Address	USA	KOREA	12	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	OTHER	4	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	PANAMA	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	VETNAM	7	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		WWII	33	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	1	2021

To perform a new search, click the Clear button to the right of the Search button.

Once you search and find the list you are looking for, choose an Action then click GO. If you are given export options, PDF will print what you see and Excel will give you lists to work in.

To return to the Group Profile page to access the left side menu, click Group Profile on the navigation line.

Email Members

Using the “Send Email” feature may or may not work depending on how you have email set up on your computer. It only works if you have a default mail client, such as Outlook, set up on the computer.

Home > My Views > Group Profile > Members

My Account My Groups IN Post 0391

Help ?

Help ?

Details for: IN Post 0391

Last Name: City: Post/Squadron Number:
 First Name: State/Province: Member Status:
 Email: Country: Undeliverable:
 Member ID: Paid Through Year:

Search Clear

Member List

Add/Modify Transmittal

Actions: Export Full Roster Export Full Roster

Displaying 1-20 of 287

Export Full Roster
Export Selected Records
Print Roster
Send Email

	Member ID	Squadron	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	MISSING	51	2022
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		PERSIAN_GULF	1	2021
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	OTHER	3	2022
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USAF	VIETNAM	31	2021
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	PERSIAN_GULF	9	2022
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	13	2023
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	GW_TERRORISM	1	2021
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USA	VIETNAM	1	2019
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	KOREA	12	2021
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	OTHER	4	2022
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	PANAMA	1	2019
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	VIETNAM	7	2021
<input checked="" type="checkbox"/>	123456789	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		VVII	33	2022

View Individual Member

Home > My Views > Group Profile > Members

Help ?

My Account

My Groups

IN Post 0391

Help ?

Details for: IN Post 0391

Last Name:

First Name:

Email:

Member ID:

City:

State/Province:

Country:

Paid Through Year:

Post/Squadron Number:

Member Status:

Undeliverable:

Search

Clear

Actions: Export Full Roster

Go

Add/Modify Transmittal

<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	MISSING	51	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	OTHER	3	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USAF	VIETNAM	31	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	PERSIAN_GULF	9	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	13	2023
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	GW_TERRORISM	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USA	VIETNAM	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street Add Line 2 City, ST Zip+4		Phone Email Address	USA	KOREA	12	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	OTHER	4	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	PANAMA	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	VIETNAM	7	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		WWII	33	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	1	2021

To view/edit a member, enter either a first or last name or ID then click **Search**

Or you can scroll through all your members until you find the one you want.

Click on their name

MY VIEWS

NAVIGATION

[Back to View Members](#)

MEMBER INFORMATION

[Name & Demographics](#)

[Addresses](#)

[Military Service](#)

[Contact Information](#)

[Emergency Contacts](#)

[Committees](#)

[Paid Up For Life](#)

[Assign Group Permissions](#)



Notice the menu above has changed. It is now all about this particular member.

[My Account](#)

[My Groups](#)

IN Post 0391



Viewing: Sample, Edward {Member ID 000111222333}

[Help ?](#)

MEMBER INFORMATION



Edward Sample
5745 Lee Road
Indianapolis, IN 46206

[Edit](#)

Phone: (317) 555-5555 Email: edwardsample@outlook.com

[Edit](#)

DEMOGRAPHICS

[Edit](#)

Birth Date: 05/23/1983

Gender: Male

Deceased:

MEMBERSHIP SUMMARY

Status: **Active**

Paid Thru Date: **12/31/2022**

Member Post: **PUFL renewal
Indiana Post 0391**

Member Number: **000111222333**

Member Since: **9/27/2011**

Cont Yrs. **11**

SAL MEMBERSHIP SUMMARY

Status: **Active**

Paid Thru Date: **12/31/2022**

Member Post: **1 Year
Membership
Indiana Squadron
0391**

Member Number: **000111222333**

Member Since: **3/2/2010**

Cont Yrs. **2**

MARK A MEMBER DECEASED

NAME AND DEMOGRAPHICS

Edit Demographics



DEMOGRAPHICS

Birthdate

Month:

Oct

Day:

19

Year:

1967

Gender:

Female

Job Function:

Select

Job Title:

Preferred Currency:

USD - United States Dollar



Deceased: ☐

Save

Cancel

MY VIEWS

NAVIGATION

[Back to View Members](#)

MEMBER INFORMATION

[Name & Demographics](#)

[Addresses](#)

[Military Service](#)

[Contact Information](#)

[Emergency Contacts](#)

[Committees](#)

[Paid Up For Life](#)

[Assign Group Permissions](#)

[My Account](#)

[My Groups](#)

IN Post 0391



Viewing: Sample, Edward {Member ID 000111222333}

Help ?

MAIN ADDRESS (HOME)

Edward Sample

5745 Lee Rd

Indianapolis, IN 46216-2063

Edit

☒ Include in Print Directory

☒ Include in Web/Mobile Directory

[Add Address](#)

If you need to update an address, choose Addresses from the left menu under My Views. Click on Edit. In the next screen, replace the old address with the new, then click Save.

We suggest not adding additional addresses and just having one Main address as multiple addresses will be difficult to keep updated.

MY VIEWS

NAVIGATION

[Back to View Members](#)

MEMBER INFORMATION

[Name & Demographics](#)

[Addresses](#)

[Military Service](#)

[Contact Information](#)

[Emergency Contacts](#)

[Committees](#)

[Paid Up For Life](#)

[Assign Group Permissions](#)

[My Account](#)

[My Groups](#)

IN Post 0391



Viewing: Sample, Edward {Member ID
000111222333}

BRANCH OF SERVICE

Military Branch: USA

[Edit](#) | [Delete](#)

[Add Branch of Service](#)

CONFLICT

Conflict: PERSIAN_GULF

[Edit](#) | [Delete](#)

[Add Conflict](#)

ARE YOU RETIRED MILITARY?

No records to display.

[Are you retired?](#)

MY VIEWS

NAVIGATION

[Back to View Members](#)

MEMBER INFORMATION

[Name & Demographics](#)

[Addresses](#)

[Military Service](#)

[Contact Information](#)

[Emergency Contacts](#)

[Committees](#)

[Paid Up For Life](#)

[Assign Group Permissions](#)

[My Account](#)

[My Groups](#)

IN Post 0391



Viewing: Sample, Edward {Member ID
000111222333}

PHONE

Phone

[Edit](#) | [Delete](#)

Home

(317) 555-5555

Main

Do Not Call

[Add New Phone Number](#)

EMAIL

Home

[Edit](#)

myemail@yahoo.com

Main

[Add New Email Address](#)

WEB/SOCIAL MEDIA SITES

No records to display.

[Add New Website Address](#)

FAX

No records to display.

[Add New Fax Number](#)

Phone and email can be Home and Main. Don't worry about home, cell or work; just make one entry for phone and one for email.



THE AMERICAN LEGION

PERMISSIONS

Post and Squadron Permissions

ADMINISTRATOR	PERMISSIONS
Post Adjutant* Post Commander	Group Profile: Post and Squadron View Member Current Listings Member Management & Payment Processing Reports and Labels Consolidated Reports*
Squadron Adjutant* Squadron Commander	Group Profile: Squadron View Member Current Listings Member Management & Payment Processing Reports and Labels
Group Administrator	Permissions assigned by Administrative officer. Minimum: View Members, print/export roster.

*2020-2021 Consolidated reports are only available for Adjutants.

District and County Permissions

ADMINISTRATOR	PERMISSIONS
District Adjutant District Commander	Group Profile: Posts in District View Member Current Listings Member Management Reports and Labels (in development) Consolidated Reports*
County Adjutant County Commander	Group Profile: Posts in County View Member Current Listings Member Management Reports and Labels (in development) Consolidated Reports*
Group Administrator	Permissions assigned by Administrative officer. Minimum: View Members, print/export roster.

*2020-2021 Consolidated reports are only available for Adjutants.

Detachment Permissions

ADMINISTRATOR	PERMISIONS
Detachment Adjutant Detachment Commander	Group Profile: All Squadrons in Detachment View Member Current Listings Membership Management Online Membership Processing Reports and Labels Consolidated Reports*
Group Administrator	Permissions assigned by Administrative officer. Minimum: View Members, print/export roster.

Manage a Member's Account

Group Profile > Members> Member Profile

ASSIGN GROUP PERMISSIONS

The screenshot displays the MyLEGION.ORG website interface. At the top, there is a navigation bar with links for LEGION.ORG, SHOP ONLINE, and LOGOUT. Below this is a header section featuring the MyLEGION.ORG logo and a user profile area with the text 'Member Name' and a 'MY ACCOUNT' button. A secondary navigation bar contains links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area is titled 'Home > My Views > Assign Group Permissions'. On the left, a 'MY VIEWS' sidebar lists various options, with 'Assign Group Permissions' circled. The main content area shows a breadcrumb trail 'Home > My Views > Assign Group Permissions' and a dropdown menu with 'My Account', 'My Groups', and 'IN Post 0495'. Below this, it says 'Viewing: Member's Name (Member ID: 123456789)'. The 'MANAGEMENT SETTINGS' section indicates 'You have not selected any management settings.' and includes an 'Edit' button with a large arrow pointing to it.



Group Administrator Permissions

Edit Manager Settings

Select the options this person can manage for IN Post 0500

☒ **Online Group Manager**
Allows a chapter member to manage this online group. This is a minimum requirement for any group manager.

☒ **Edit Individual Profile**
Allows a manager to update a chapter member's account information, e.g. update contact information or preferences. If this is not selected, the manager can view but not edit a chapter member's record.

☒ **Edit Group Profile**
Allows a manager to access the Chapter's account information, e.g. run reports or attach a file.

☐ **Register or Order for a Group**
Allows a manager to conduct a group registration or other group order on behalf of Chapter members in this group.

☐ **Identify Group Manager**
Can identify other Chapter members as group managers and modify existing permissions

Save Cancel

- Export and print electronic membership roster
- Quick link to email address. Click on the email address and opens email to send
- View and edit member information
- Online Membership Tools: View Members, Members Renewed Online, Registered Members, Global Member Lookup, Reports/Labels, Process Membership, CPR, Officer Materials

Manage a Member's Account

Group Profile > Members> Member Profile

ASSIGN GROUP PERMISSIONS

The screenshot displays the MyLegion.org website interface. At the top, there is a navigation bar with links for LEGION.ORG, SHOP ONLINE, and LOGOUT. Below this, the MyLegion.ORG logo is visible, along with a user profile for David Sample and a MY ACCOUNT button. A secondary navigation bar includes links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area shows a breadcrumb trail: Home > My Views > Assign Group Permissions. On the left, a sidebar contains a 'MY VIEWS' section with a 'NAVIGATION' link 'Back to View Members' and a 'MEMBER INFORMATION' section with links for Name & Demographics, Addresses, Military Service, Contact Information, Emergency Contacts, Paid Up For Life, and Assign Group Permissions. The main content area displays 'Viewing: Member's Name (Member ID: 123456789)' and a 'MANAGEMENT SETTINGS' section with three options: Online Group Manager, Edit Individual Profile, and Edit Group Profile. A large arrow points from the 'Back to View Members' link to the 'MANAGEMENT SETTINGS' section, and another arrow points from the 'Edit Group Profile' option to the 'MANAGEMENT SETTINGS' section.

LEGION.ORG SHOP ONLINE LOGOUT

MyLEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Assign Group Permissions

My Account My Groups IN Post:0495

Viewing: Member's Name (Member ID: 123456789)

Back to View Members

MEMBER INFORMATION

- Name & Demographics
- Addresses
- Military Service
- Contact Information
- Emergency Contacts
- Paid Up For Life
- Assign Group Permissions

MANAGEMENT SETTINGS

- ☒ Online Group Manager
- ☒ Edit Individual Profile
- ☒ Edit Group Profile

Edit



Reports

- Consolidated Reports – CPR and CSR
- Labels
- Find Members In My Area
- Member Online Renewal
- Post /Squadron Current Roster
- Roster Updates

Reports and Labels

Home > My Views > Group Profile

Help ?

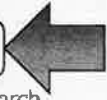
MY VIEWS

MEMBERSHIP PROCESSING

Process Membership
Transmittal History

MEMBERS

View Members
Reports / Labels
Global Member Search



GROUP INFORMATION

Group Attributes / Services
Group Message
Contact Information
Publish Newsletter

MATERIALS

Documents
Officer Manuals
Brochures
Suggested Speeches

My Account

My Groups

IN Post 0391



Help ?

ATTACHMENTS

Upload newsletter or other files.

No records to display.

Add New Attachment

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information
- Publish Newsletter

MATERIALS

- Documents
- Officer Manuals
- Brochures
- Suggested Speeches

My Account

My Groups

IN Post 0391



POST REPORTS



LABELS

- Legion 3x10 Labels

MEMBERSHIP

- Find Members in my Area
- Member Online Renewals
- Post / Squadron Current Roster
- Roster Updates

SQUADRON REPORTS



MEMBERSHIP

- Post / Squadron Current Roster
- Roster Updates

DISTRICT REPORTS



MEMBERSHIP

- Find Members in my Area
- Post Roster Listing
- Roster Updates

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information
- Publish Newsletter

MATERIALS

- Documents
- Officer Manuals
- Brochures
- Suggested Speeches

My Account

My Groups

IN Post 0391

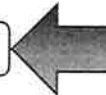


Mailing Labels

POST REPORTS

LABELS

- Legion 3x10 Labels



MEMBERSHIP

- Find Members in my Area
- Member Online Renewals
- Post / Squadron Current Roster
- Roster Updates

LEGION 3X10 LABELS

To print the labels, click the "Save" (Disk) icon and choose PDF. Save or open the PDF then print.

LGN 3x10 PRINT from PDF - Labels

Group: <Select a Value> Last Paid Year: <Select a Value>

Sum: <Select a Value>

View Report

SQUADRON REPORTS

MEMBERSHIP

- Post / Squadron Current Roster
- Roster Updates

DISTRICT REPORTS

MEMBERSHIP

- Find Members in my Area
- Post Roster Listing
- Roster Updates

Labels are preset for Avery 5150 or a store brand equivalent

Create Mailing Labels

Home > My Views > Group Profile > Reports / Labels > Legion 3x10 Labels

Help ?

LEGION 3X10 LABELS

To print the labels, click the "Save" (Disk) icon and choose PDF. Save or open the PDF then print.

LGN 3x10 PRINT from PDF - Labels

Group: <Select a Value> ▾	Last Paid Year: <input type="text"/> ▾		View Report
Sort: ▾			

You must select values for all 3 fields before clicking on View Report.

Create Mailing Labels

Home > My Views > Group Profile > Reports / Labels > Legion 3x10 Labels

Help ?

LEGION 3X10 LABELS

To print the labels, click the "Save" (Disk) icon and choose PDF. Save or open the PDF then print.

LGN 3x10 PRINT frm PDF - Labels

Group:	IN Post 0391	Last Paid Year:	2023,2022		View Report
Sort:	Name				

LEGION 3X10 LABELS

To print the labels, click the "Save" (Disk) icon and choose PDF. Save or open the PDF then print.

Notice this screen doesn't look like a label. It will after you choose PDF. You will have to open the file. It might be at the upper right or lower left corner of your screen depending on your computer.

Help ?

LGN 3x10 PRINT frm: PDF - Labels

Group: IN Post 0391 Last Paid Year 2023,2022 View Report

Sort: Name

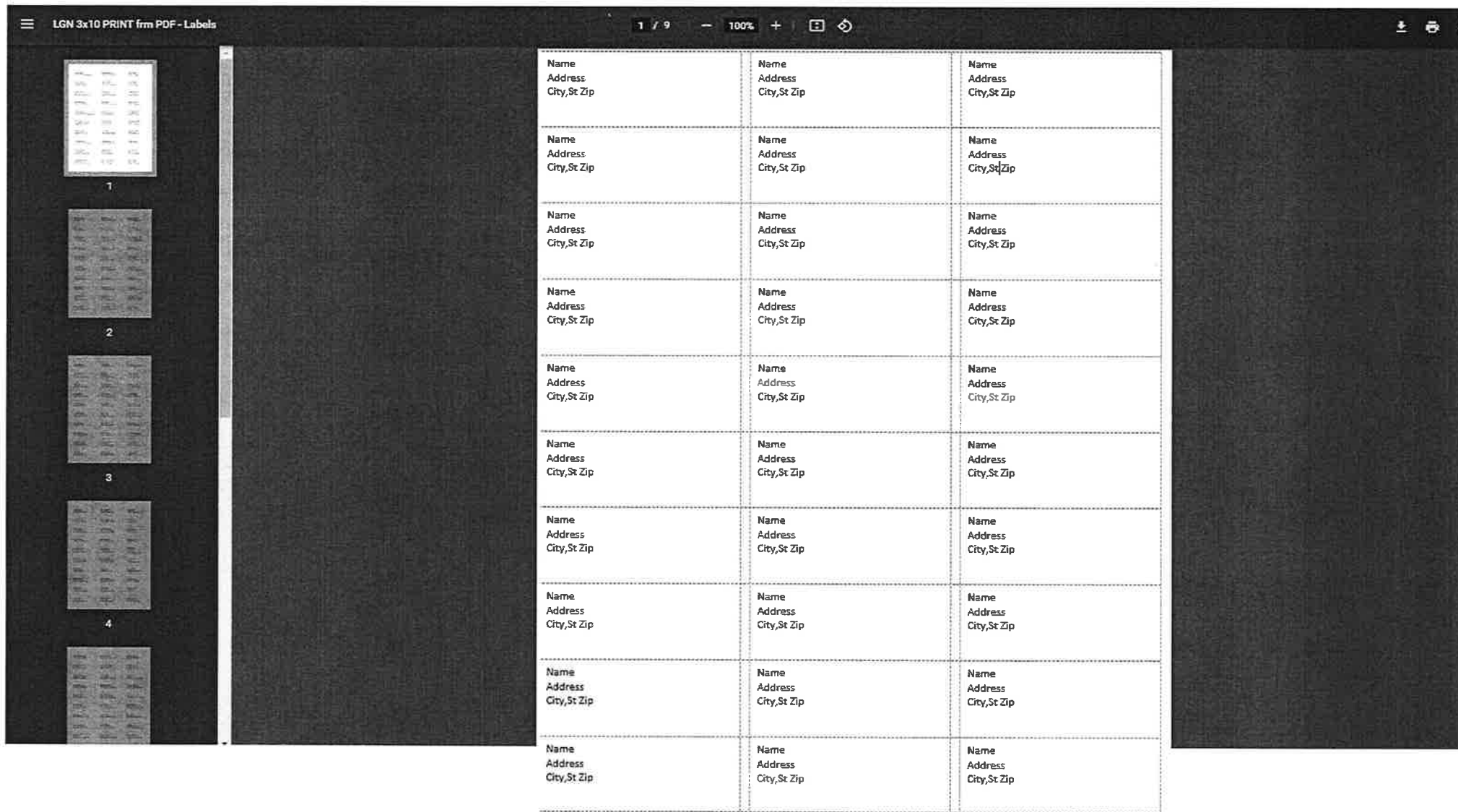
1 of 2 ? Page Width Save Find | Next

Name
Address
City, St, Zip



- Word
- Excel
- PowerPoint
- PDF
- TIFF file
- MHTML (web archive)
- CSV (comma delimited)
- XML file with report data
- Data Feed





This PDF file opens in a separate browser tab. Look at the tabs at the top of your browser window. Make sure you close the label tab and not your MyLegion window.

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information
- Publish Newsletter

MATERIALS

- Documents
- Officer Manuals
- Brochures
- Suggested Speeches

My Account

My Groups

IN Post 0391



Find HQ Members

Help ?

POST REPORTS

LABELS

- Legion 3x10 Labels

MEMBERSHIP

- Find Members in my Area
- Member Online Renewals
- Post / Squadron Current Roster
- Roster Updates

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Last Paid Year:

Zip Codes:

View Report

SQUADRON REPORTS

MEMBERSHIP

- Post / Squadron Current Roster
- Roster Updates

DISTRICT REPORTS

MEMBERSHIP

- Find Members in my Area
- Post Roster Listing
- Roster Updates

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Last Paid Year:

☐ (Select All)

☐ 2022

☐ 2021

☐ 2020

Zip Codes:

46001,46011,46015

View Report

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Zip Codes: ▼

Last Paid Year: ▼

[View Report](#)

◀
<
 of 2?
 >
▶
↺
Page Width ▼
📄 ▼
Find | Next

Find Members in My Area

Paid	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	BOS	Post
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	FL-0400_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USN	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	OTHER	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	WWII	USN	IN-0777_AD
2022	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	OTHER	USAF	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	LEBANON_GRENAD A	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	WWII	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	WWII	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777_AD
2022	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USN	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	MISSING	USAF	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USAF	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	KOREA	USA	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USMC	IN-0777
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2020	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	VIETNAM	USA	IN-0777_AD
2021	12345678	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	PERSIAN_GULF	USA	IN-0777_AD

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
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IN Post 0391



Member Online Renewal

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- Legion 3x10 Labels

MEMBERSHIP

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- Member Online Renewals
- Post / Squadron Current Roster
- Roster Updates

MEMBER ONLINE RENEWALS

Member Online Renewals

Group:

From Date:



To Date:



View Report

SQUADRON REPORTS

MEMBERSHIP

- Post / Squadron Current Roster
- Roster Updates

DISTRICT REPORTS

MEMBERSHIP

- Find Members in my Area
- Post Roster Listing
- Roster Updates


MEMBER ONLINE RENEWALS


Member Online Renewals

Group: IN Post 0391

From Date: 11/21/2021

To Date: 1/3/2022





View Report

July 2021

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Today is Tuesday, December 21, 2021

MEMBER ONLINE RENEWALS

Member Online Renewals

Group:IN Post 0391

From Date:7/1/2021

To Date:12/21/2021

View Report

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Member Online Renewals 01-Jul-21 to 21-Dec-21 (Count: 27)

Post pd	Amt Pd	Date Paid	MemYr	Member ID#	Member Name	address 1	address 2	address 3	city	state	post code
IN0391	\$45.00	2021-07-14	2022	123456789	Joe Apple	PO Box 123			Ind	IN	46216

MEMBER ONLINE RENEWALS

Page Navigation **Refresh** **Export** **Search**

Member Online Renewals

Group: IN P 0391 From: 7/1/2021 Date: 12/21/2021 [View Report](#)

1 of 1 Page Width Find | Next

Member Online Renewals 01-Jul-21 to 21-Dec-21 (Count: 27)

Post pd	Amt Pd	Date Paid	MemYr	Member ID#	Member Name	address 1	address 2	address 3	city	state	post code
IN0391	45.00	2021-07-14	2022	123456789	Joe Apple	PO Box 123			Ind	IN	46216

Slide Bar

MY VIEWS

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- Find Members in my Area
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POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Last Paid Year:

Group: *Select a value*

Status:

Mailing Status:


View Report

This is THE Roster. It is the new equivalent to the old "greenbar" computer printout

POST / SQUADRON CURRENT ROSTER


Post Current Roster - Listing


Post Current Roster - Listing


Last Paid Year:	<input type="text" value="2023,2022"/>	Group:	<input type="text" value="IN Post 0391"/>	 <input type="button" value="View Report"/>
	▼	Status:	<input type="text" value="Active,Deceased"/>	
Mailing Status:	<input type="text"/>			
	▼			
	<div><input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Deliverable <input checked="" type="checkbox"/> Undeliverable</div>			


POST / SQUADRON CURRENT ROSTER


Post Current Roster - Listing


Last Paid Year: 

Group: 

Status: 

Mailing Status: 



  1 of 2 ?    Page Width   

A	2022 ID#	LastName	LastName	Address	City	IN	Zip	Phone	email address	WWII	45	USAF	TRANSFER_PUFL
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	10	USAF	PUFL_RENEWAL
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	KOREA	7	USMC	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	4	USA	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	24	USAF	PUFL_RENEWAL
A	2022 ID#	LastName	LastName	Address	City	IN	zip	Phone	email address	LEBANON_GRENADA	10	USCG	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	5	USN	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	LEBANON_GRENADA	1	USMC	PUFL_PP
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	OTHER	3	USMC	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	7	USA	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	WWII	75	USA	HONORARY_LIFE
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	12	USA	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	PERSIAN_GULF	40	USA	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	zip	Phone	email address	PERSIAN_GULF	3	USA	PUFL
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	12	USN	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	5	USAF	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	12	USA	PUFL
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	5	USMC	TRANSFER
A	2022 ID#	LastName	LastName	Address	City	IN	zip	Phone	email address	KOREA	37	USAF	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	6	USAF	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	10	USMC	1YR
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	6	USA	PUFL_PP
A	2022 ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	33	USA	DEPT_LIFE

Current Roster : IN Post 0391

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	#Yrs	BOS	Type
A	2022	ID#	LastName	LastName	Address	City	IN	zip	Phone	email address	WWII	45	USAF	TRANSFER_PUFL
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	10	USAF	PUFL_RENEWAL
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	KOREA	7	USMC	1YR
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	4	USA	1YR
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	24	USAF	PUFL_RENEWAL
A	2022	ID#	LastName	LastName	Address					email address	LEBANON_GRENADA	10	USCG	1YR
A	2023	ID#	LastName	LastName	Address					email address	VIETNAM	5	USN	1YR
A	2022	ID#	LastName	LastName	Address					email address	LEBANON_GRENADA	1	USMC	PUFL_PP
A	2022	ID#	LastName	LastName	Address					email address	OTHER	3	USMC	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	7	USA	1YR
A	2022	ID#	LastName	LastName	Address					email address	WWII	75	USA	HONORARY_LIFE
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	12	USA	1YR
A	2022	ID#	LastName	LastName	Address					email address	PERSIAN_GULF	40	USA	1YR
A	2022	ID#	LastName	LastName	Address					email address	PERSIAN_GULF	3	USA	PUFL
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	12	USN	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	5	USAF	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	12	USA	PUFL
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	5	USMC	TRANSFER
A	2022	ID#	LastName	LastName	Address					email address	KOREA	37	USAF	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	6	USAF	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	10	USMC	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	6	USA	PUFL_PP
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	33	USA	DEPT_LIFE
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	8	USA	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	1	USA	1YR
A	2022	ID#	LastName	LastName	Address					email address	VIETNAM	9	USA	1YR
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	PERSIAN_GULF	4	USA	TRANSFER_PUFL
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	VIETNAM	12	USN	PUFL_RENEWAL
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	KOREA	37	USA	1YR
A	2022	ID#	LastName	LastName	Address	City	IN	ZIP	Phone	email address	WWII	71	USMC	HONORARY_LIFE
		Total Count : 32												

1 YR
DEPT_LIFE
HONORARY_LIFE
DEPT_LIFE
DMS
PUFL
PUFL_PP
PUFL_RENEWAL
TRANSFER
TRANSFER_PUFL

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Roster Updates

Group: <Select a Value>

From Date:

To Date:

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Roster Updates

Group: IN Post 0391 From Date: 7/1/2021 To Date: 1/18/2022 View Report

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Roster Updates 01-Jul-21 to 03-Jan-22 (Count: 173)

Member ID	Member Status	Update Type	Date	Last Name	First Name	Middle	Address 1	Address 2	City	State	Zip Code	Zip4	Country	transfer from
ID#	ACTIVE	Transfer In	7/2/2021	Last Name	First Name	L	Address 1		City	IN	Zip Code	Zip4	USA	IN0777
ID#	ACTIVE	Address	7/2/2021	Last Name	First Name	R	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	Address	7/12/2021	Last Name	First Name	W	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	Transfer In	7/13/2021	Last Name	First Name	P	Address 1		City	IN	Zip Code	Zip4	USA	IN0064
ID#	ACTIVE	Transfer In	7/13/2021	Last Name	First Name	D	Address 1		City	IN	47993		USA	IN0350
ID#	ACTIVE	Transfer In	7/13/2021	Last Name	First Name	A	Address 1		City	IN	46241	Zip4	USA	IN0064
ID#	ACTIVE	Address	8/4/2021	Last Name	First Name	L	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	Address	8/6/2021	Last Name	First Name	R	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	New Join	8/20/2021	Last Name	First Name	W	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	Address	8/26/2021	Last Name	First Name	R	Address 1		City	IN	Zip Code	Zip4	USA	
ID#	ACTIVE	Transfer Out	8/27/2021	Last Name	First Name	W	Address 1		City	IN	Zip Code	Zip4	USA	IN0145
ID#	ACTIVE	Transfer In	12/9/2021	Last Name	First Name	P	Address 1		City	IN	Zip Code	Zip4	USA	IN0355

This report helps identify members who have transferred in and out of your post or squadron, new joins and other updates made on the member record.

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THE AMERICAN LEGION

GLOBAL MEMBER SEARCH



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FL Post 0273



GLOBAL MEMBER SEARCH

Please choose one of the following:

Global Member Search by Member ID

Global Member Search by Last Name and Post Number





THE AMERICAN LEGION

PROCESS MEMBERSHIP



Home > My Views > Group Profile

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IN Post 0391



Need Help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

[Edit Reports](#)

ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

Home > My Views > Group Profile > Members

[My Account](#)

[My Groups](#)

IN Post 0391

Details for: IN Post 0391

Last Name:

City:

Post/Squadron Number:

First Name:

State/Province:

Member Status:

Email:

Country:

Member ID:

Paid Through Year:

Search

[Clear](#)

Actions: [Export Full Roster](#)

Go

Members List

Add/Modify Transmittal

Displaying 1-20 of 287

1 2 3 4 5 6 7 8 9 10 ... View All										
<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	MISSING	51	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address		PERSIAN_GULF	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USA	OTHER	3	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USAF	VIETNAM	31	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	PERSIAN_GULF	9	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	PERSIAN_GULF	13	2023
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USAF	GW_TERRORISM	1	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4	Y	Phone Email Address	USA	VIETNAM	1	2019
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street Add Line 2 City, ST Zip+4		Phone Email Address	USA	KOREA	12	2021
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USMC	OTHER	4	2022
<input type="checkbox"/>	123456789	Last, First	American Legion IN Post 0391	Street City, ST Zip+4		Phone Email Address	USN	PANAMA	1	2019

Quick Links: [Group Profile](#) - [View Members](#) - [Global Member Search](#)

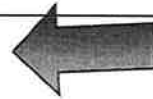
My Account

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IN Post 0391



POST TRANSMITTAL



Status :	Not Saved	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
Total amount due today :			\$0.00

Member Id

Scan Member Id

Member First Name

Member Last Name

Search

Clear All

Add/ Transfer Member

Save

Finalize

List Selected | Export to CSV | Print

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021

Search

Help ?

Quick Links: [Group Profile](#) - [View Members](#) - [Global Member Search](#)[My Account](#)[My Groups](#)

IN Post 0391



POST TRANSMITTAL

Status :	Not Saved	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
Total amount due today :			\$0.00

Member Id

Scan Member Id

Member First Name

Member Last Name

Search[Clear All](#)[Add/ Transfer Member](#)**Save****Finalize**[List Selected](#) | [Export to CSV](#) | [Print](#)

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021

POST TRANSMITTAL

Status :	Not Saved	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
Total amount due today :			\$0.00

Member Id

Scan Member Id

Member First Name

Member Last Name

Search

Add/ Transfer Member

Eligible renewal years:
Current and Previous Year

Transmittal List

Save

Finalize

☐ List Selected | |

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample F	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample G	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample H	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample I	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample J	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample K	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022

POST TRANSMITTAL

Renew

Status :	Not Saved	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$9.00	\$9.00
Post :		\$2.50	\$2.50
Total amount due today :			\$27.50

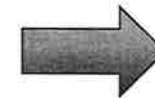
Member Id

Member First Name

Member Last Name

Search Clear All

Add/ Transfer Member



Save

Finalize

☐ List Selected ☐ Export to CSV ☐ Print

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input checked="" type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample F	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022

Add New Member

Your selection has been saved.

Status :	OPEN	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$9.00	\$9.00
Post :		\$2.50	\$2.50
Total amount due today :			\$27.50

Member Id

Scan Member Id

Member First Name

Member Last Name

Search Clear All

Add/ Transfer Member

Delete Transmittal

Save

Finalize

👁 List Selected | 📄 Export to CSV | 🖨 Print

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input checked="" type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022



THE AMERICAN LEGION

Add New Member

Home > Membership > AddorTransferMember

- ☒ New member- never been a TAL member or SAL member
- ☐ Current or former member

Continue

Cancel

Home > Membership > AddMember

** Required*

* First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	Select <input type="button" value="v"/>
Date of Birth:	Month <input type="button" value="v"/> Day <input type="button" value="v"/> Year <input type="button" value="v"/>
Gender:	Select <input type="button" value="v"/>
* Country:	United States Change
* Address Type:	Home <input type="button" value="v"/>
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
* City:	<input type="text"/>
* State:	Select <input type="button" value="v"/>
* Zip Code:	<input type="text"/>
Phone:	<input type="text"/> <input type="text"/> <input type="text"/> EXT <input type="text"/>
Email:	<input type="text"/>
* Branch of Service:	Select <input type="button" value="v"/>
* Conflict:	Select <input type="button" value="v"/>

Save

Cancel

Address Error?

www.zip-codes.com/state/va.asp or
https://tools.usps.com/go/ZipAction_input

** Required*

A customer exists with matching details.000351969454

Individual create an account prior to joining and was assigned this ID. No membership details are attached.

Individual's details match an existing record. Previous expired or member of another post or squadron.

POST TRANSMITTAL

Transfer

Status :	OPEN	Per Capitas	Actual
Card Count :			2
National :		\$18.50	\$37.00
Department :		\$9.00	\$18.00
Post :		\$2.50	\$5.00
Total amount due today :			\$55.00

Member Id

Scan Member Id

Member First Name Member Last Name

Search

Clear All


Add/ Transfer Member

Delete Transmittal

 List Selected

Save

Finalize

 Export to CSV  Print

Select	Member ID	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input checked="" type="checkbox"/>	123456789	Sample A	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample B	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample C	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021
<input type="checkbox"/>	123456789	Sample D	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample F	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2022
<input type="checkbox"/>	123456789	Sample G	email address	(xxx) xxx-xxxx	Street, City, ST Zip+4	2021



THE AMERICAN LEGION

Transfer Member

Member must renew in same transaction

Home > Membership > AddorTransferMember

- ☐ New member- never been a TAL member or SAL member
- ☒ Current or former member

Continue

Cancel



THE AMERICAN LEGION

Home > Membership > TransferMember

Transfer-in Existing Member

* Member ID:

* Last Name:

Continue

Cancel

Saves member to
the transmittal.

Home > Membership > TransferMember

Transfer-in Existing Member

* Required

First Name:

Member First Name

Middle Initial:

Last Name:

Member Last Name

Suffix:

Date of Birth:

Month

Day

Year

Gender:

Male

* Country:

United States Change

* Address Type:

* Address Line 1:

Member Address Info

Address Line 2:

Address Line 3:

* City:

Peoria

* State:

Indiana

* Zip Code:

46126

Phone:

()

EXT

Email:

* Branch of Service:

Select

* Conflict:

PERSIAN_GULF

Save

Cancel

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL

Home > Membership > Post Transmittal

[My Account](#)

[My Groups](#)

IN Post 0391



POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			3
National :		\$18.50	\$55.50
Department :		\$16.50	\$49.50
Post :		\$10.00	\$30.00
Total amount due today :			\$105.00

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
350000123	ADDED MBR	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2022
123456789	Sample, Mary	email@yahoo.com	(317) 555-5555	700 N Pennsylvania St Indianapolis IN 46204	2022
123456789	TRANSFERRED MBR	email@yahoo.com		700 N Pennsylvania St Indianapolis IN 46204	2022

[Go Back](#)

[Finalize](#)



THE AMERICAN LEGION

The American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans organization devoted to mutual helpfulness.



MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL PAYMENT

Home > Membership > PostTransmittalPayment

TRANSMITTAL PAYMENT

Total Selected To Pay: \$105.00

PAYMENT INFORMATION

▼ Add new eCheck

* Required

* Bank Routing Number: What's this

* Re-enter Bank Routing Number:

* Bank Account Number: What's this

* Re-enter Bank Account Number:

* Account Type: ▼

* Account Holders Full Name:

☐ * By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 3/6/2021 for the amount of 105.00.

Pay Now

ECheck information

DATE		1355
PAY TO THE ORDER OF	\$	<input type="text"/>
		DOLLARS
Memo		
<input type="text"/>		
⑆ 22220593⑆ 355-000558888⑆		
Routing Number	Check	Account Number

MEMBERSHIP PROCESSING

MEMBERSHIP > POST TRANSMITTAL PAYMENT

Home > Membership > PostTransmittalPayment

TRANSMITTAL PAYMENT

Total Selected To Pay: \$35.00

PAYMENT INFORMATION

▼ Select a Saved Bank Account



☐ Bank Routing Number: 074903670
Account Number: ****0414
Account Type : Checking



☐ * By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/7/2021 for the amount of 35.00.

[Update Account Information](#)

Pay Now



MyLEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

RESOURCES

SHOP

CONTACT

Home > Membership > ThankYou

THANK YOU! | RECEIPTS PROCESSED ARE: 4406098

Print Transmittal Summary



THE AMERICAN LEGION

The American Legion was chartered and incorporated by Congress in 1919 as a patriotic veterans organization devoted to mutual helpfulness.

Programs

BASEBALL

BOYS STATE / NATION

LEGION RIDERS

NATIONAL CONVENTION

NATIONAL EMERGENCY FUND

OPERATION COMFORT WARRIORS

ORATORICAL CONTEST

SCHOLARSHIPS

Services

BENEFITS CENTER

CAREER CENTER

EDUCATION CENTER

HEALTH CENTER

TROOP AND FAMILY SUPPORT

USAA FINANCIAL CENTER

WOMEN VETERANS

Members

JOIN THE AMERICAN LEGION

RENEW MEMBERSHIP

PAID UP FOR LIFE

MEMBER DISCOUNTS

MYLEGION.ORG

Media

THE AMERICAN LEGION MAGAZINE

BASIC TRAINING

DIGITAL ARCHIVES

DIGITAL DISPATCH

E-NEWSLETTERS

LEGIONTV / VIDEOS

PRESS CENTER

PUBLICATIONS



IN Post 0391 Legal Name

Cards: 3
Total Amount: \$105.00
Status: Marked For Posting
Charge per member: \$35.00
Date Submitted: 12/30/2021
Invoice #: 2110036001

Members in this Batch

Member ID#	Name	Membership Year
123456789	E. Sample (Renewal)	2022
123456789	New Member Name	2022
123456789	Transfer Member Name	2022

UPDATE PAYMENT INFORMATION

Home > Membership > PostTransmittalPayment

TRANSMITTAL PAYMENT

Total Selected To Pay: \$35.00

PAYMENT INFORMATION

▼ Select a Saved Bank Account

☐ Bank Routing Number: 074903670
Account Number: ****0414
Account Type : Checking

☐ * By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/7/2021 for the amount of 35.00.

Update Account Information

Pay Now

UPDATE PAYMENT INFORMATION

TRANSMITTAL PAYMENT

Total Selected To Pay: \$39.00

PAYMENT INFORMATION

> Select a Saved Bank Account

▼ Add new eCheck

* Required

* Bank Routing Number: What's this

* Re-enter Bank Routing Number:

* Bank Account Number: What's this

* Re-enter Bank Account Number:

* Account Type: ▼

* Account Holders Full Name:

eCheck Billing Address

PO Box 398
Fultondale, AL 35068-0398,
USA

☐ * By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/21/2021 for the amount of 39.00.

Pay Now



THE AMERICAN LEGION

Transmittal History

April 1, 2021 to present

[Home](#) > [My Views](#) > [Group Profile](#)

MY VIEWS

CONSOLIDATED REPORTS

[View / Edit Reports](#)

MEMBERSHIP PROCESSING

[Process Membership](#)[Transmittal History](#)

MEMBERS

[View Members](#)[Reports / Labels](#)[Global Member Search](#)

GROUP INFORMATION

[Group Attributes / Services](#)[Group Message](#)[Contact Information](#)[Publish Newsletter](#)

MATERIALS

[Officer Manuals](#)[Brochures](#)[Suggested Speeches](#)[My Account](#)[My Groups](#)

IN Post 0391

**Need Help?** [View MyLegion.org Help Documentation](#)

Thank you for your patience as we complete our migration.

[Please review known issues and their status.](#)

CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

[Edit Reports](#)

ATTACHMENTS

Upload newsletter or other files.

No records to display.[Add New Attachment](#)



THE AMERICAN LEGION

Transmittal History

My Account My Groups IN Post 0391 ▼

Year ▼

Type ▼

Range ▼
Custom Range
Past 30 Days
Past 60 Days
Past 90 Days
Custom Range

From Date

To Date

Search Clear

Transmittal Number	Membership Year	Transmittal Submitted	ed	Stated # of Members	Stated Dollar Amount	Actual # of Members	Actual Dollar Amount	
2108300129	2022	12/30/2021	Online	2022-01-10	0	\$0.00	9	\$351.00
2201030391	Multiple	1/3/2022	Online	IN PROCESS	0	\$0.00	5	\$273.00

Online transmittal history prior to April 1, 2021 will be available for review.



THE AMERICAN LEGION



Page: 1 of 1

IN Post 0391 Legal Name

Cards: 3
Total Amount: \$105.00
Status: Marked For Posting
Charge per member: \$35.00
Date Submitted: 12/30/2021
Invoice #: 2110036001

Members in this Batch

Member ID#	Name	Membership Year
123456789	A. Sample (Renewal)	2022
123456789	New Member Name	2022
123456789	Transfer Member Name	2022



THE AMERICAN LEGION

MEMBERSHIP PROCESSING

IMPORTANT INFORMATION

- 1st transmittal hold
- Declined Transmittals
- Processing time, 7 business days
- \$10,000 batch limit
- Finalize in 14 days
- Transmittal Corrections



THE AMERICAN LEGION

GROUP INFORMATION

Group Information



LEGION.ORG SHOP ONLINE LOGOUT



My LEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

SHOP

CONTACT

MY VIEWS

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

Publish Newsletter

MATERIALS

Officer Manuals

Brochures

Suggested Speeches

Home > My Views > Group Profile

My Account

My Groups

FL Post 0273

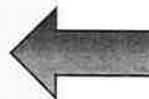


ATTACHMENTS



Upload newsletter or other files.

No records to display.

[Add New Attachment](#)



Group Attributes and Services



LEGION.ORG SHOP ONLINE LOGOUT

 **My**LEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

MY VIEWS

MEMBERSHIP PROCESSING

Process Membership
Transmittal History

MEMBERS

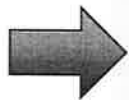
View Members
Reports / Labels
Global Member Search

GROUP INFORMATION

Group Attributes / Services
Group Message
Contact Information
Publish Newsletter

MATERIALS

Officer Manuals
Brochures
Suggested Speeches



Home > My Views > Group Profile > Post Services

[My Account](#) [My Groups](#) IN Post 0495

INSTRUCTIONS

Please click **"Edit"** on the right to update attributes / services.

ATTRIBUTES / SERVICES

Edit

I am interested in receiving information on the following topics:

Post Additional Info

You have not selected any options

Post programs

- ☒ Legion Riders
- ☒ Sons of The American Legion

INSTRUCTIONS

Please click **"Edit"** on the right to update attributes / services.

ATTRIBUTES / SERVICES

I am interested in receiving information on the following topics:

☐ Post Additional Info

- ☐ Canteen
- ☐ Funeral Services
- ☐ Hall Rental
- ☐ Smoking Allowed

☐ Post programs

- ☐ Auxiliary
- ☐ Legion Riders
- ☒ Sons of The American Legion

Save

Cancel

Group Message



MY ACCOUNT

CONTACT

[My Account](#) [My Groups](#) [IN Post 0495](#)

Please enter a post message for members to view.

Upload a photo if you would like it to appear in your profile








Edit

You have not created a Message


Suggested Speeches

Supported files are gif, jpeg, jpg and png.

Group Message - Photo



LEGION.ORG SHOP ONLINE LOGOUT

 MyLEGION.ORG

David Sample

MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

MY VIEWS

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS


View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

 Group Message

Contact Information

Publish Newsletter

MATERIALS

Officer Manuals

Brochures

Suggested Speeches


Home > My Views > Group Profile > Post Message


My Account My Groups IN Post 0495

ENTER MESSAGE

Please enter a post message for members to view.

PHOTO

Upload a photo if you would like it to appear in your profile 



Add

MESSAGE

You have not created a Message

Edit Photo

Upload a new file to replace the existing photo




Choose File Remember Vets image.PNG Upload

Supported: gif, jpeg, jpg, png

Save Cancel

Edit Photo

Upload a new file to replace the existing photo



Choose File No file chosen Upload

Supported: gif, jpeg, jpg, png

Save Cancel

Group Contact Information

The screenshot displays the MyLEGION.ORG website interface. At the top, there is a navigation bar with social media icons, the text "LEGION.ORG SHOP ONLINE LOGOUT", and a user profile for "David Sample" with a "MY ACCOUNT" button. Below this is a secondary navigation bar with links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT.

The left sidebar, titled "MY VIEWS", contains several categories of links:

- MEMBERSHIP PROCESSING**
 - Process Membership
 - Transmittal History
- MEMBERS**
 - View Members
 - Reports / Labels
 - Global Member Search
- GROUP INFORMATION**
 - Group Attributes / Services
 - Group Message
 - Contact Information** (highlighted with a large arrow)
 - Publish Newsletter
- MATERIALS**
 - Officer Manuals
 - Brochures
 - Suggested Speeches

The main content area shows the "Home > My Views > Group Profile > Contact" breadcrumb trail. It features three tabs: "My Account", "My Groups", and "IN Post Office". The "PHONE" section contains a form with fields for "Phone" and "Home", both with "Edit" and "Delete" links. The "EMAIL" section has a "Home" field with an "Edit" link. The "WEB SITE" section displays "No records to display." and an "Add New Website Address" link. The "FAX" section has a "Work" field with "Edit" and "Delete" links.

Group Message Info / Post Locator

The screenshot displays the MyLegion.org website interface. At the top, there is a navigation bar with social media icons, the site logo, and links for LEGION.ORG, SHOP ONLINE, and LOGOUT. Below this is a user profile section for David Sample with a MY ACCOUNT button. A main navigation bar contains links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The RESOURCES sidebar is highlighted with a large arrow pointing to it from the main content area. The main content area shows a post titled 'IN POST 0495' with a placeholder for a message, the post address (8725 E 38th St, Indianapolis, IN 46226-6070), and the post type (TRAD). Below the post information, there are sections for Post Leadership (Commander: Member Name, Adjutant: Post Adjutant), DUES (\$43.00), To Contact (vickers.lobby@yahoo.com, phone numbers, and website), Family (Auxiliary), and Post Amenities (Funeral Services, Hall Rental).

Home > Post Detail

<< Back To Results

IN POST 0495

Post a message here.

Post Address
8725 E 38th St Indianapolis, IN 46226-6070

Post Type
TRAD

Post Leadership
Commander: Member Name
Adjutant: Post Adjutant

DUES
\$43.00

To Contact
vickers.lobby@yahoo.com
(317)860-3131
(317)402-6892
www.legion.org

Family
Auxiliary

Post Amenities
Funeral Services
Hall Rental

RESOURCES

- FIND A POST
- FIND A SERVICE OFFICER
- HOW TO USE MYLEGION.ORG