# MYLEGION TRAINING

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


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- Resources – How to Use MyLegion.org Pg 16
- My Account – member vs commander/adjutant/assigned member Pg 20

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Contact Information
The American Legion Department of Connecticut Headquarters
860-436-9986

THE AMERICAN LEGION

# MyLegion Registration
# and
# Management Administrative Tools
# for
# Post and Squadron Leadership

# MYLEGION.ORG

MidWinter-2022

**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 accidently 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.**

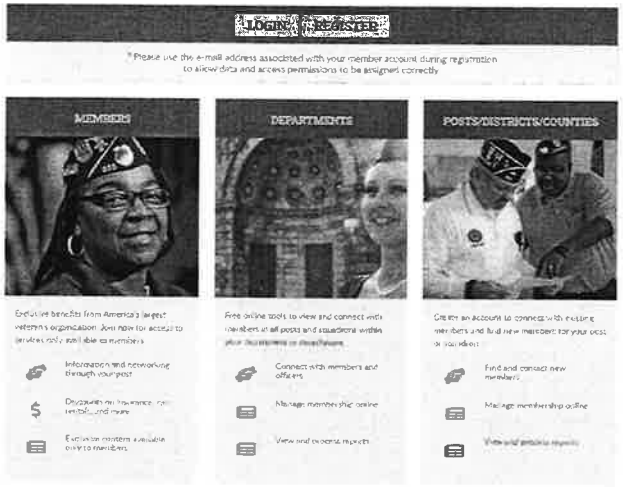
**Don't be afraid to look around and click on things to see what happens. That's how you learn.**

# 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**

# Why Register a MyLegion Account




- 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

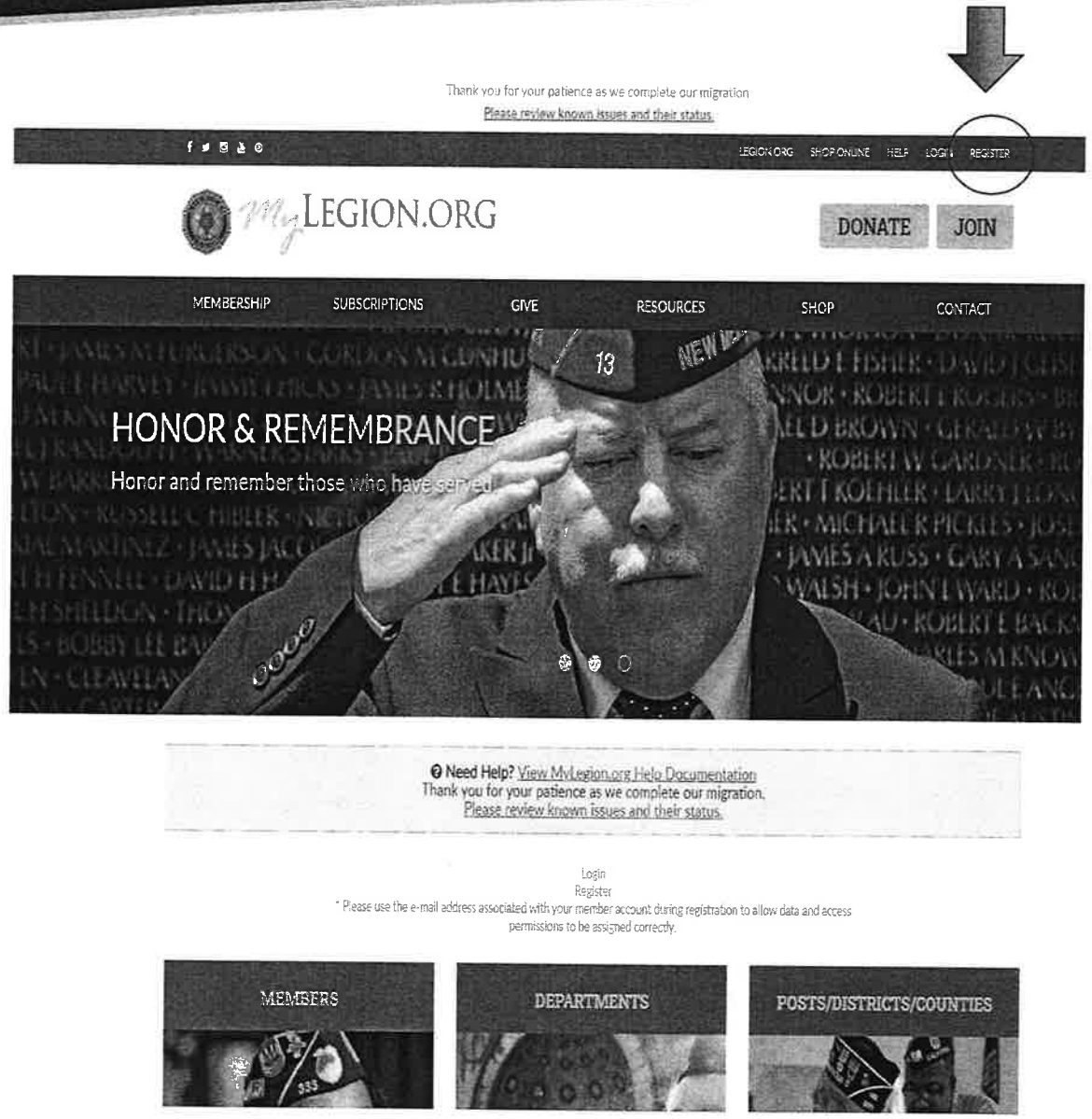
- **All accounts are individual. Do not share your login.**
- **Post/Squadron Officers will access their Post or Squadron through their personal MyLegion account.**
- **The personal email must be on your membership record BEFORE you register for an account. If you are not sure, contact Department of 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

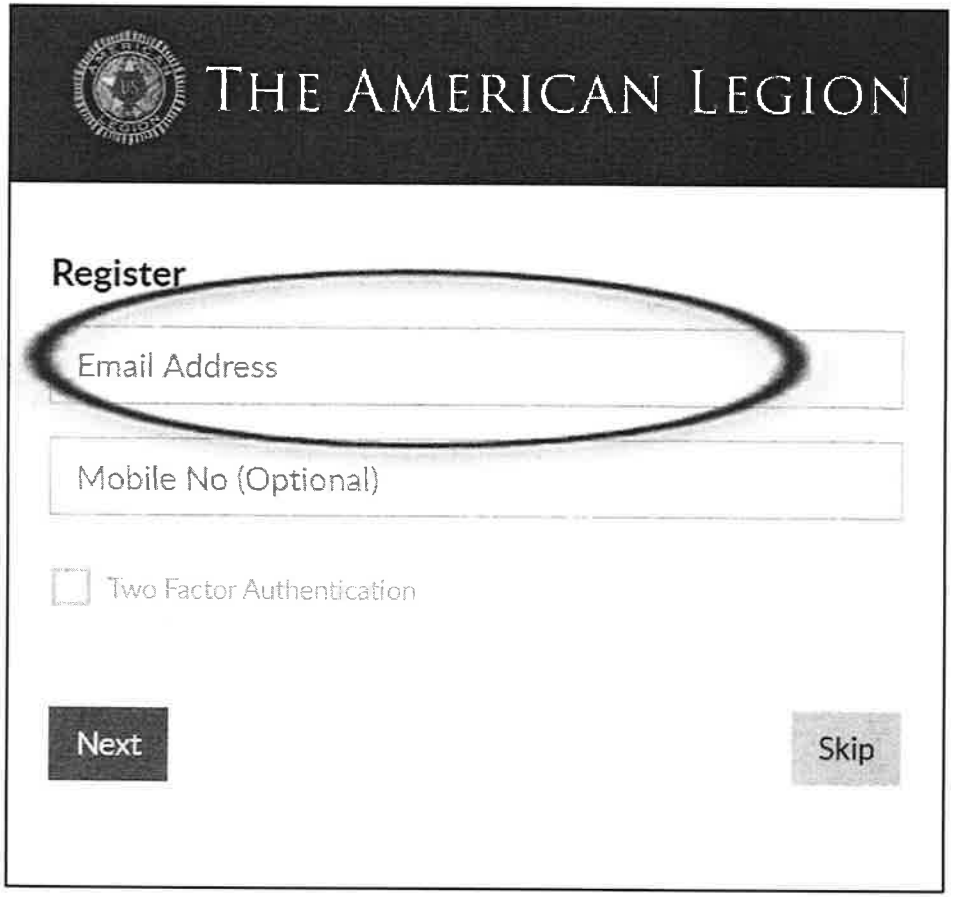
On the home page select **Register**.

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.



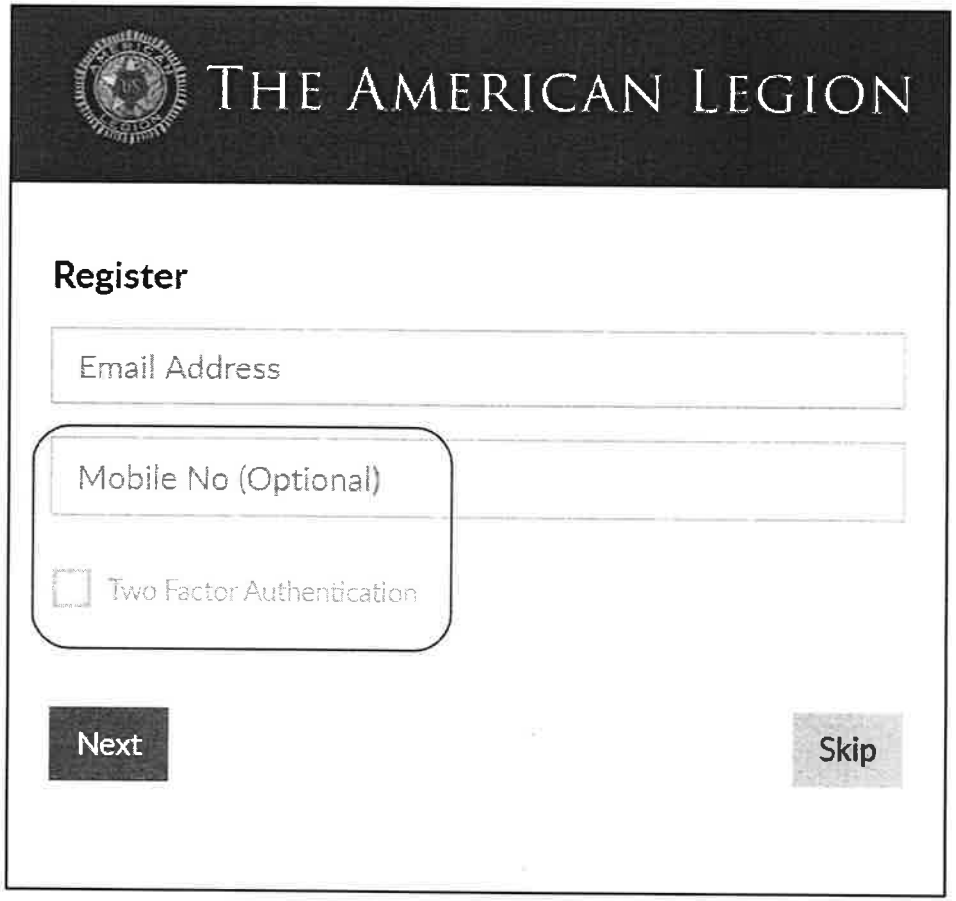
# Register a MyLegion Account

- 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.



# 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.



# IF YOU SEE THIS SCREEN

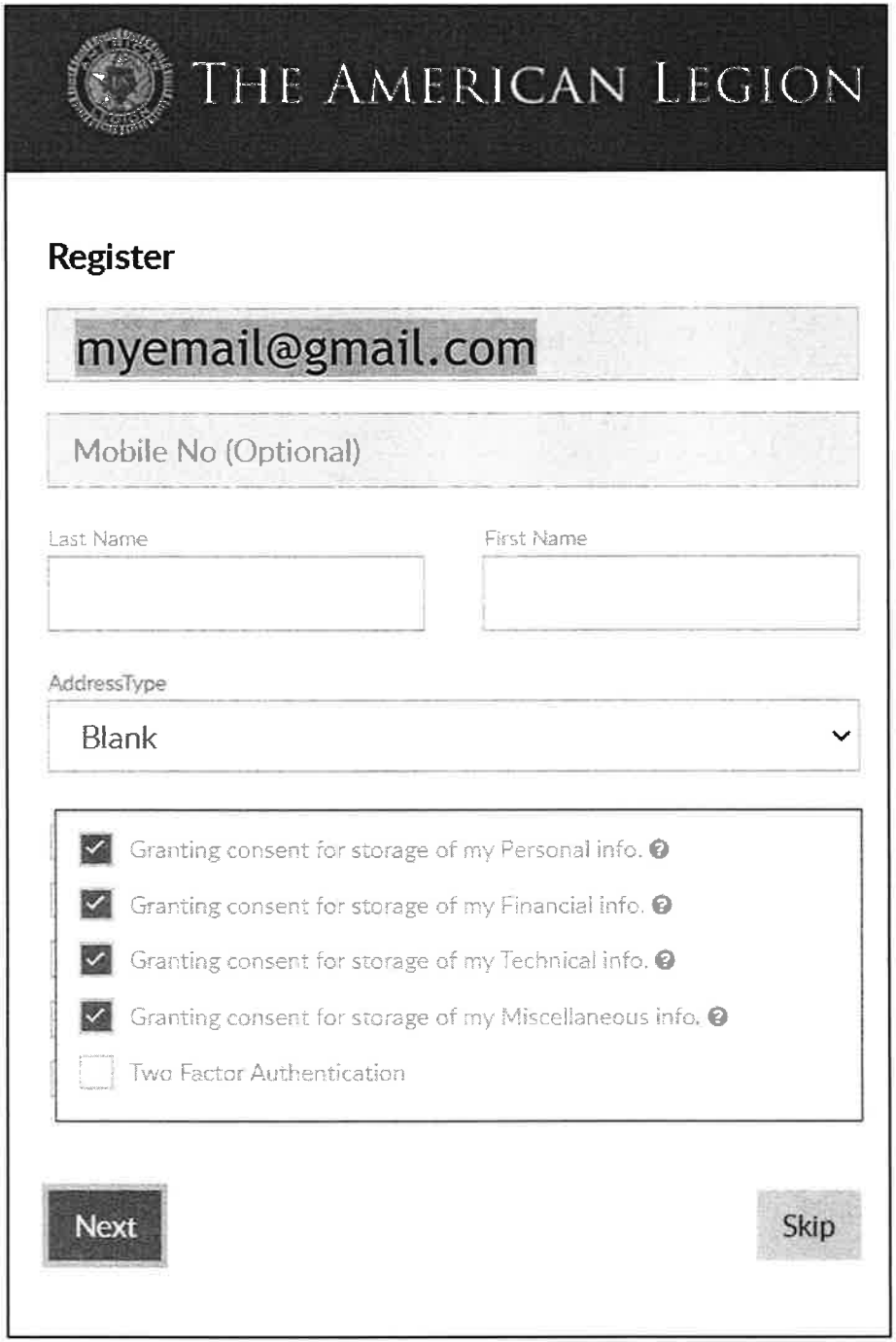
## Do Not Click Skip

## 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.



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.

# I didn't receive OTP

Sometimes the OTP ends up in your Junk or Spam folder

# 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.**

# 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.

# 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

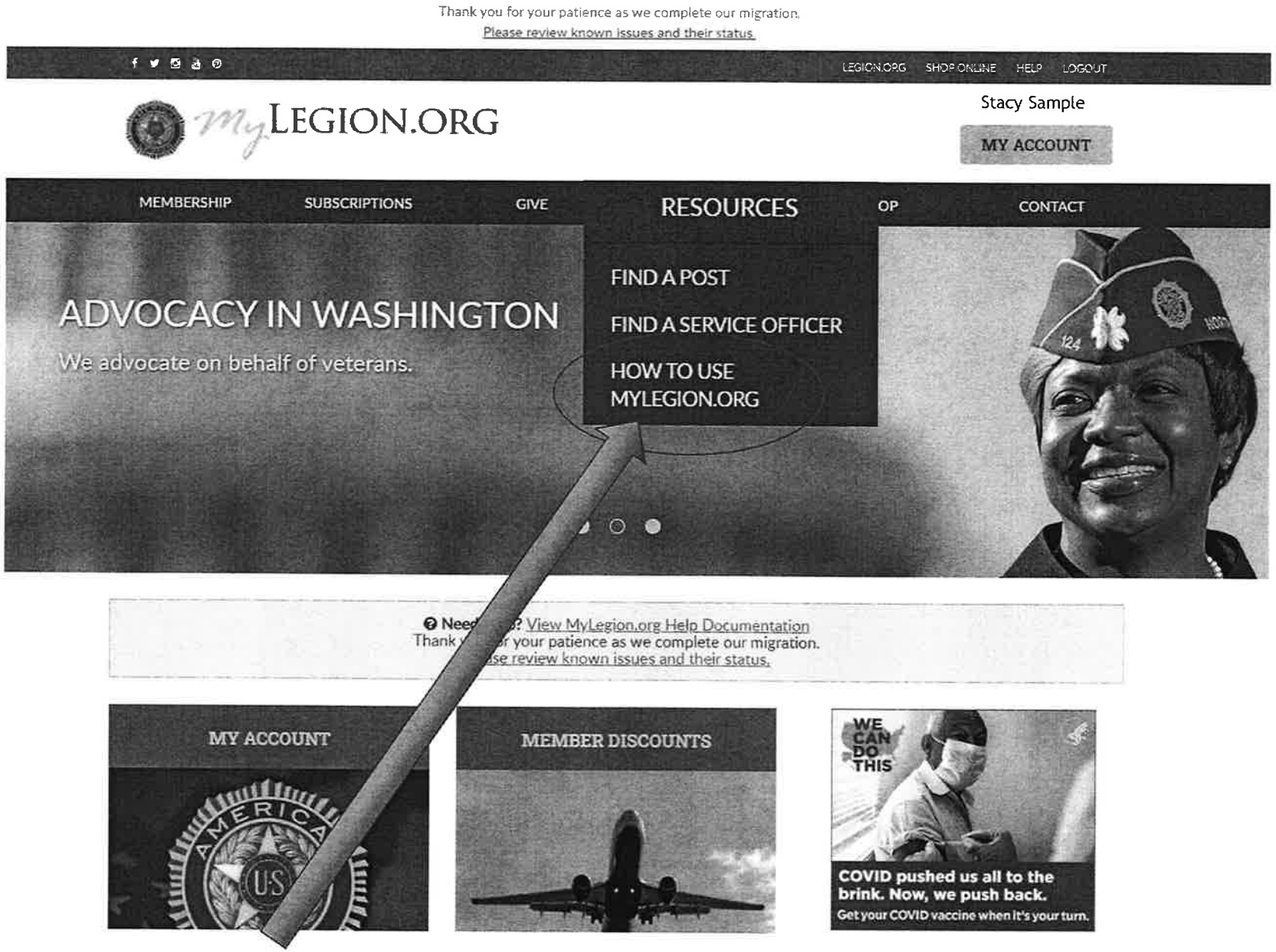
MyLEGION.ORG

Stacy Sample

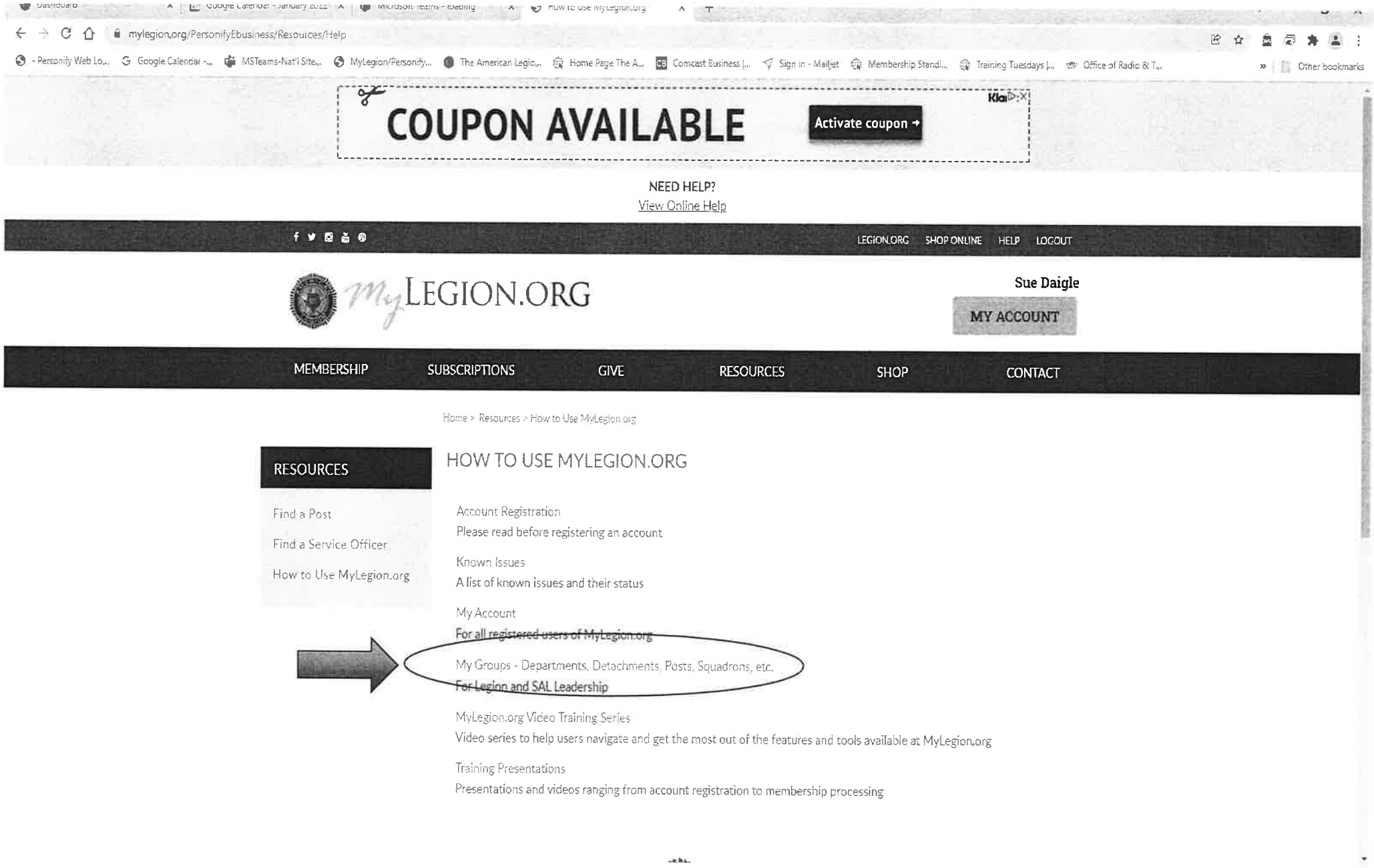
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

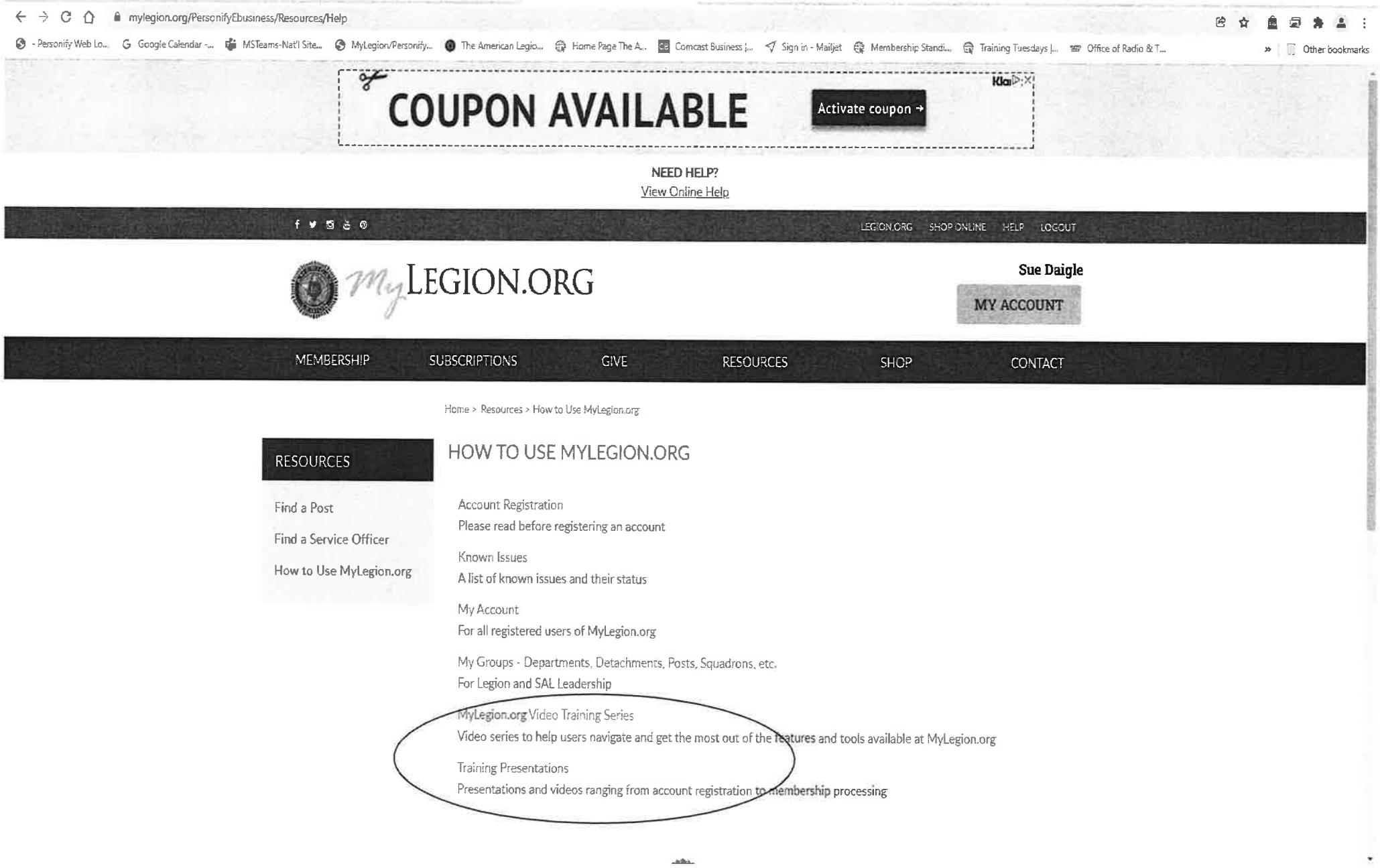
**Need Help?** View MyLegion.org Help Documentation
Thank you for your patience as we complete our migration.
Please review known issues and their status.




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




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




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

# 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.

# My Account

Administrator Account
Commander/Adjutant/Members Assigned Access

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

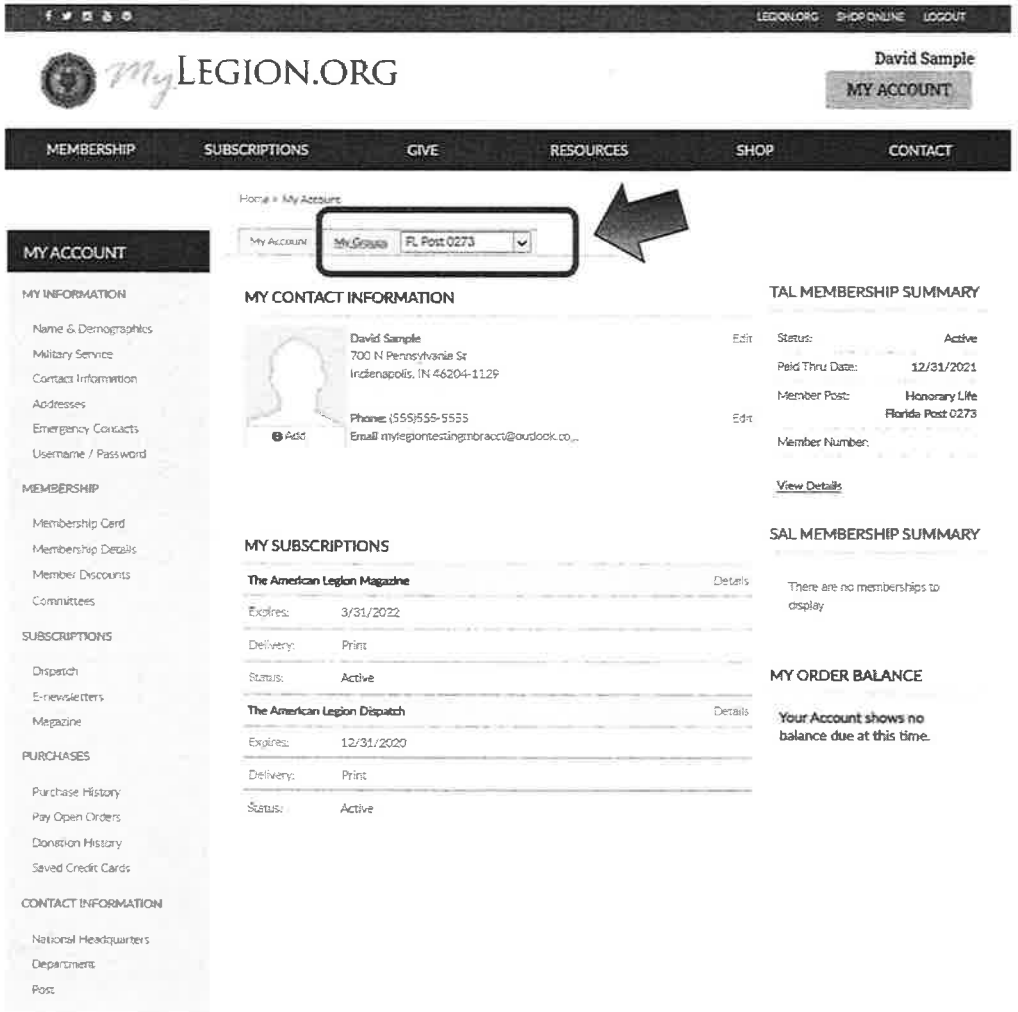
On the left of the screen is a gray column. The menu options are for your account only.

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.

# 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



| GROUP | ADMINISTRATIVE OFFICER |
|---|---|
| Post | Post Adjutant<br>Post Commander |
| Squadron | Squadron Adjutant<br>Squadron Commander |
| County | County Adjutant<br>County Commander |
| District | District Adjutant<br>District Commander |
| Detachment | Detachment Adjutant<br>Detachment Commander |
| | Group Administrator<br>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<br>Post Leadership | Post Adjutant<br>Post Commander |
| Squadron<br>Squadron Leadership | Squadron Adjutant<br>Squadron Commander |
| County<br>County Leadership | County Adjutant<br>County Commander |
| District<br>District Leadership | District Adjutant<br>District Commander |
| Detachment<br>Detachment Leadership | Detachment Adjutant<br>Detachment Commander |
| | |

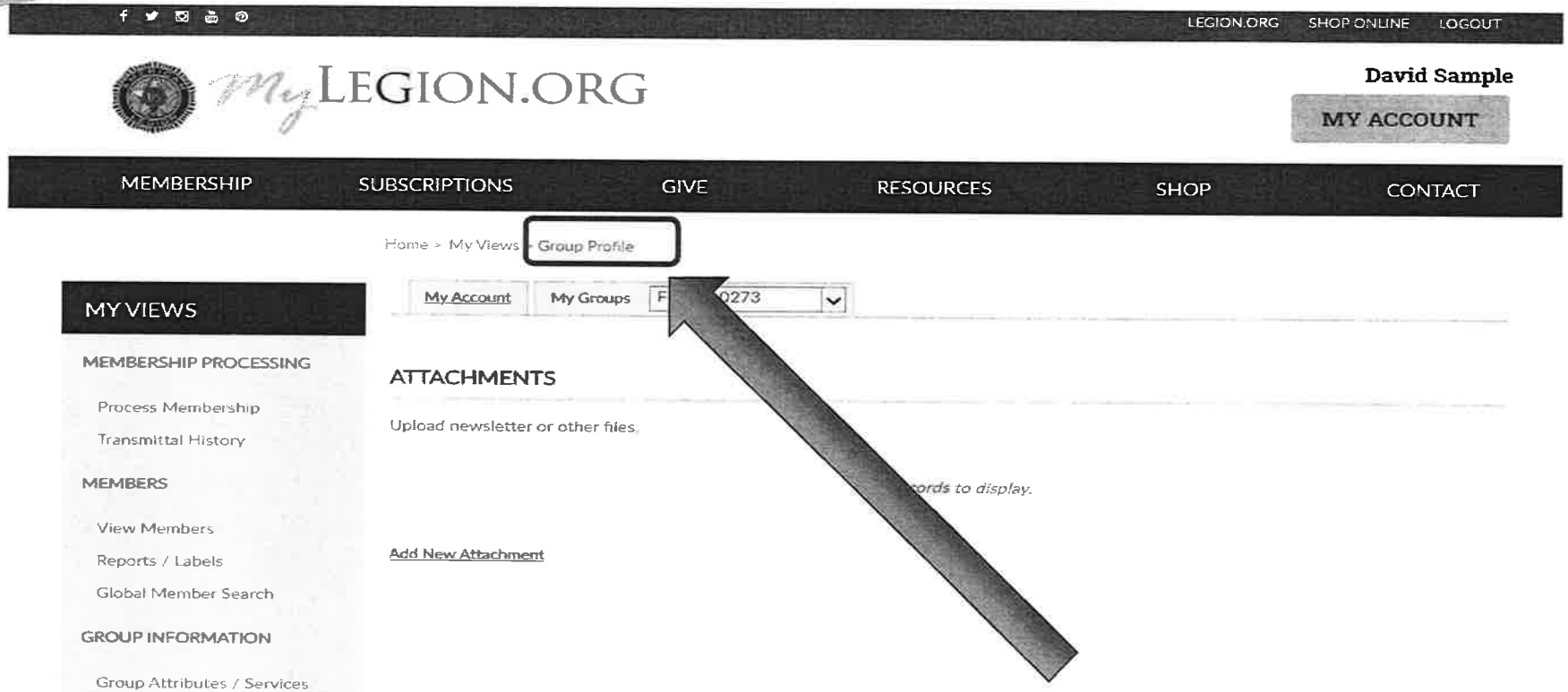
With each group, adjutants and commanders will also have a Leadership group. Leadership group provides a listing of the officers reported.
It is not the group to select to manage membership, view reports and process membership.

- 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

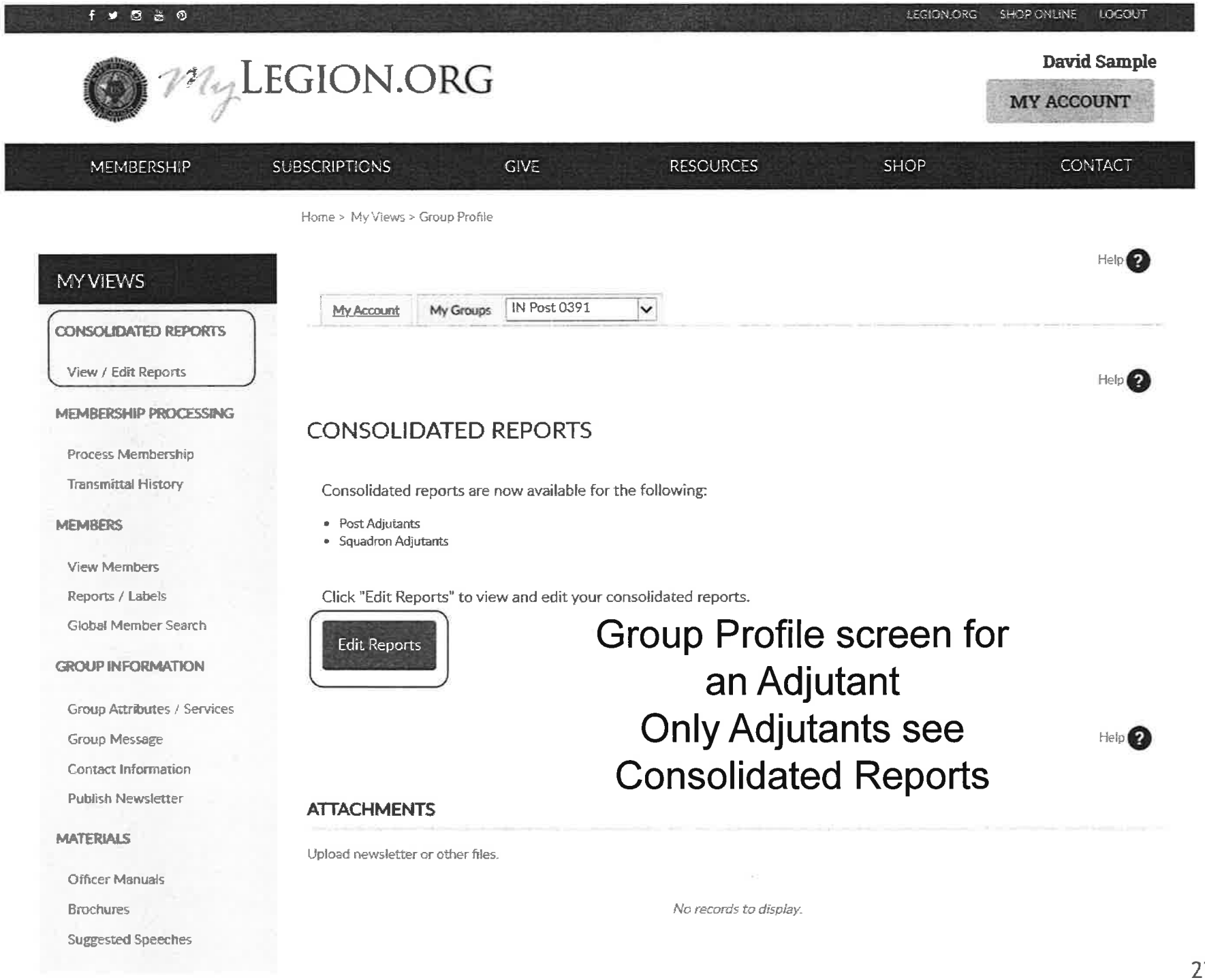
# THE AMERICAN LEGION

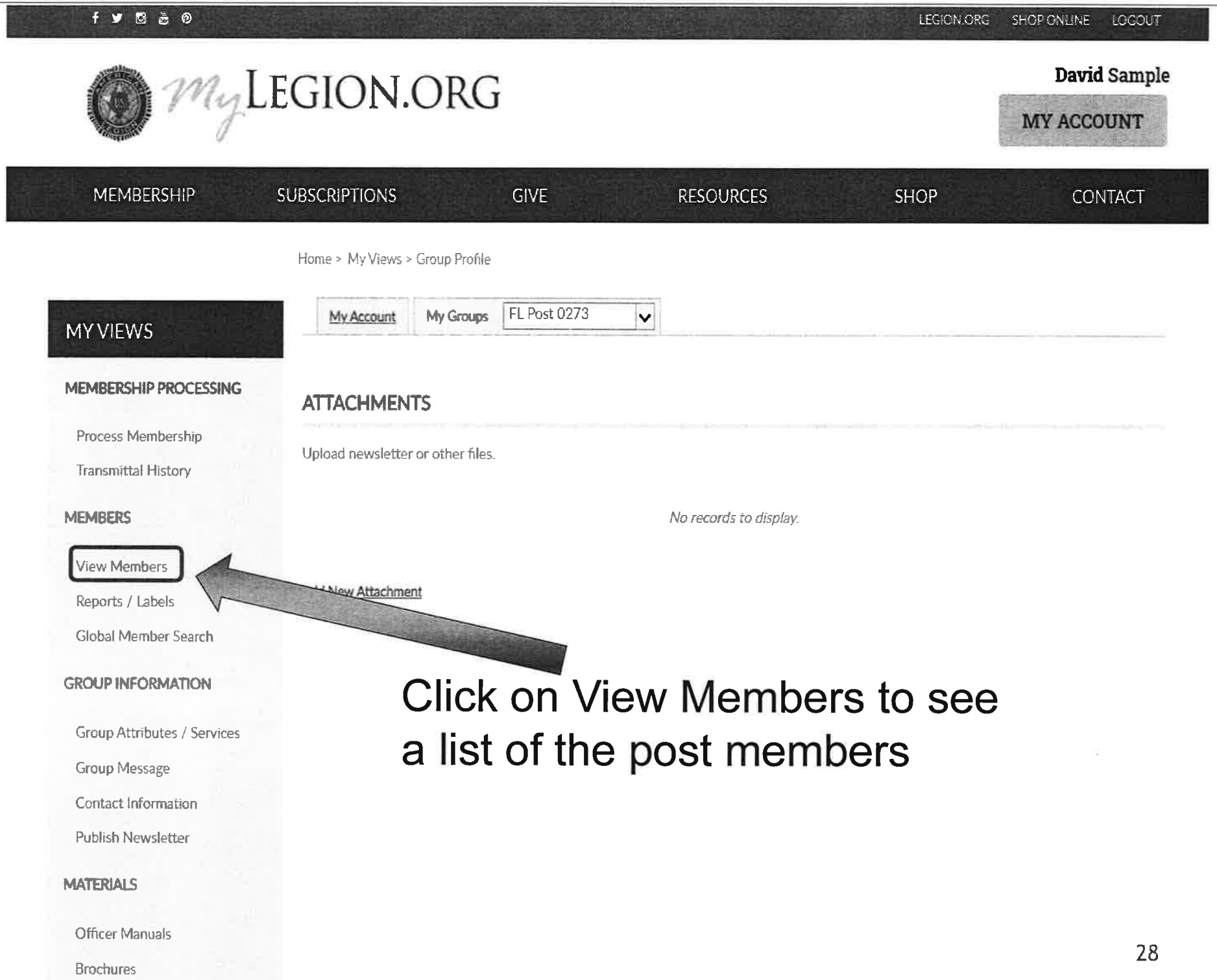
Click on My Groups to enter Post and Member information

# THE AMERICAN LEGION




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.


LEGION.ORG
SHOP ONLINE
LOGOUT
MyLEGION.ORG
David Sample
MY ACCOUNT
MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT
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.


LEGION.ORG
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David Sample
MY ACCOUNT
MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT
Home > My Views > 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.
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: | | 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

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

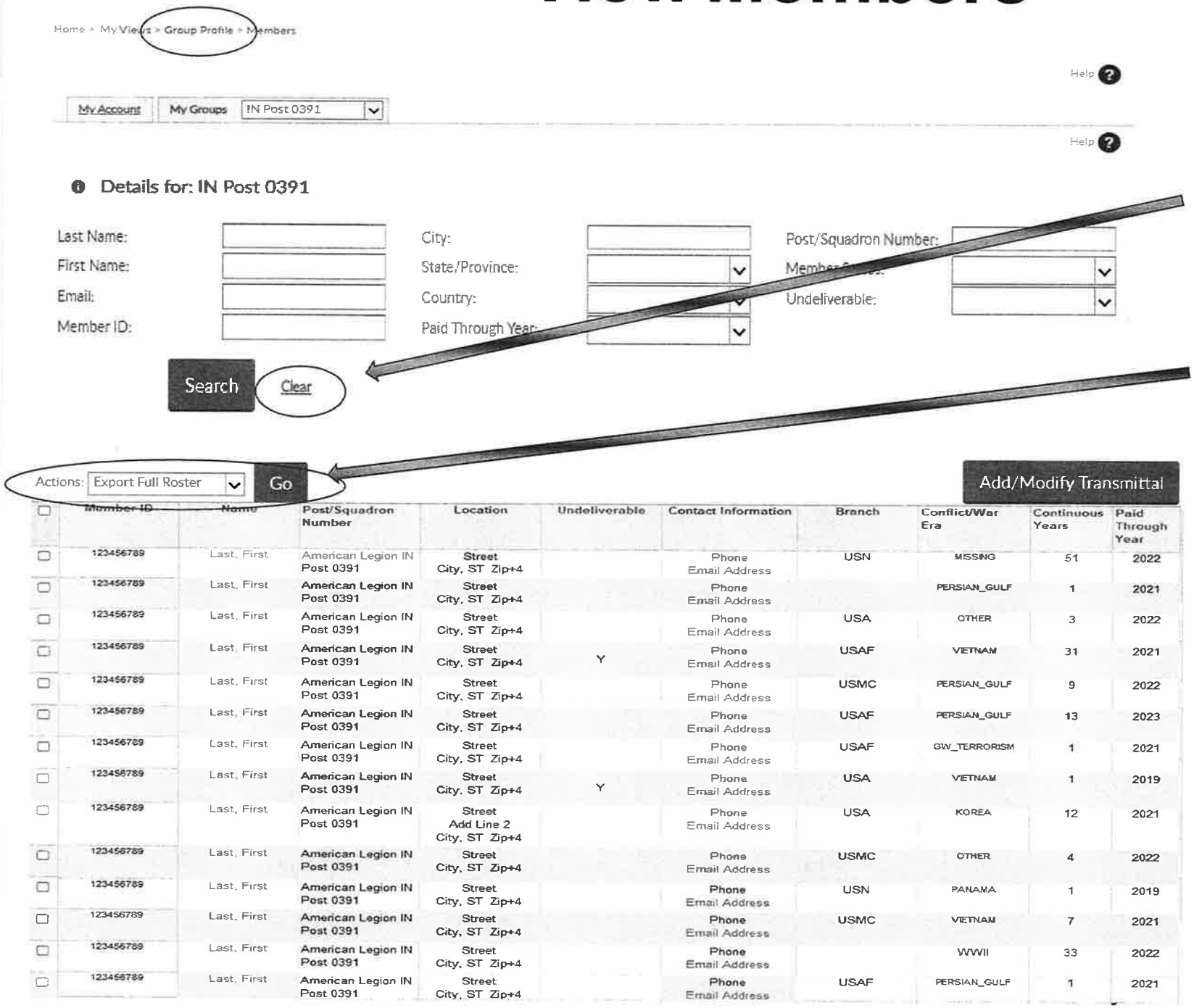
Enter info into a field, Click Search.

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




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

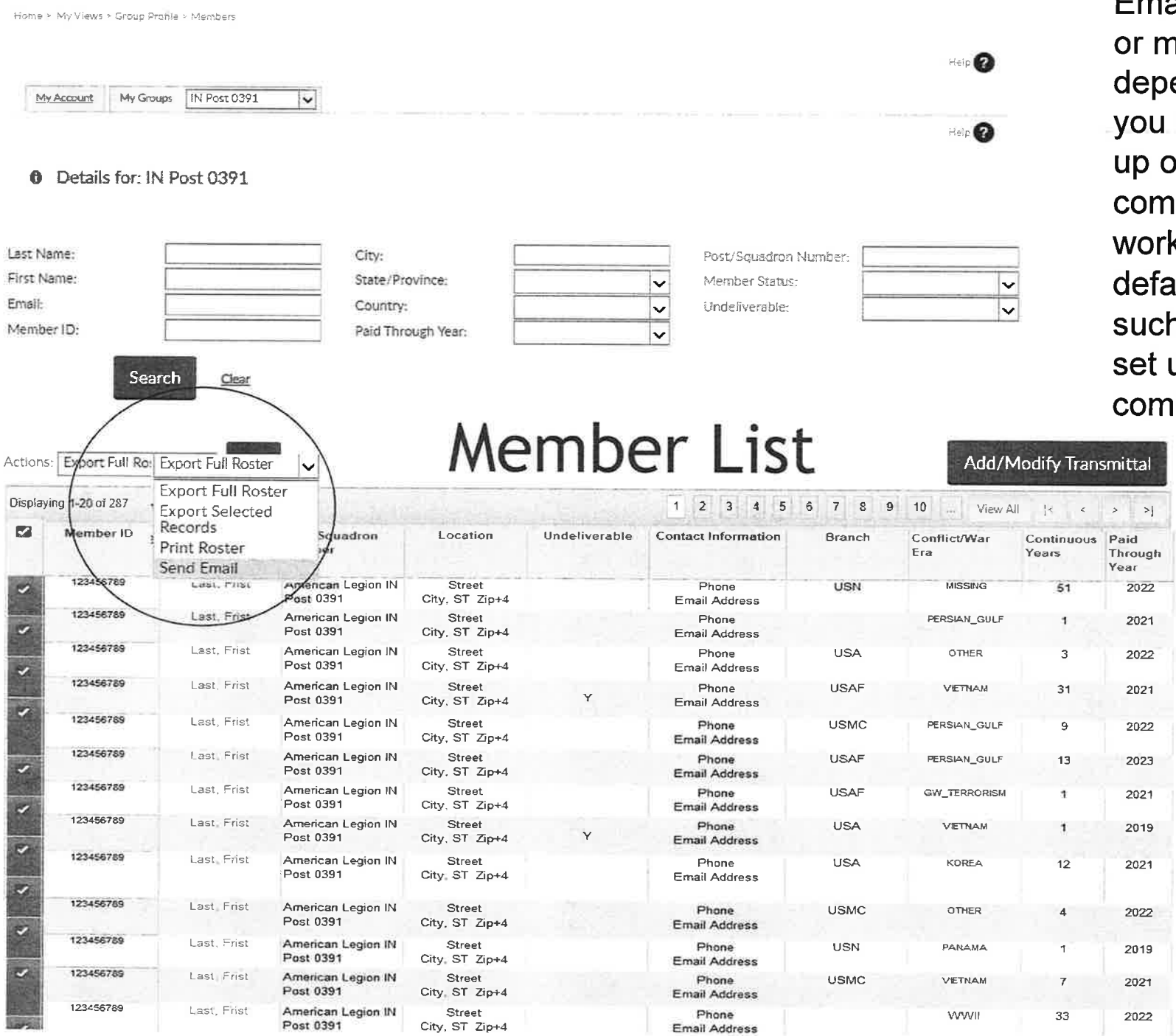
To perform a new search, click the Clear button to the right of the Search button.

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.

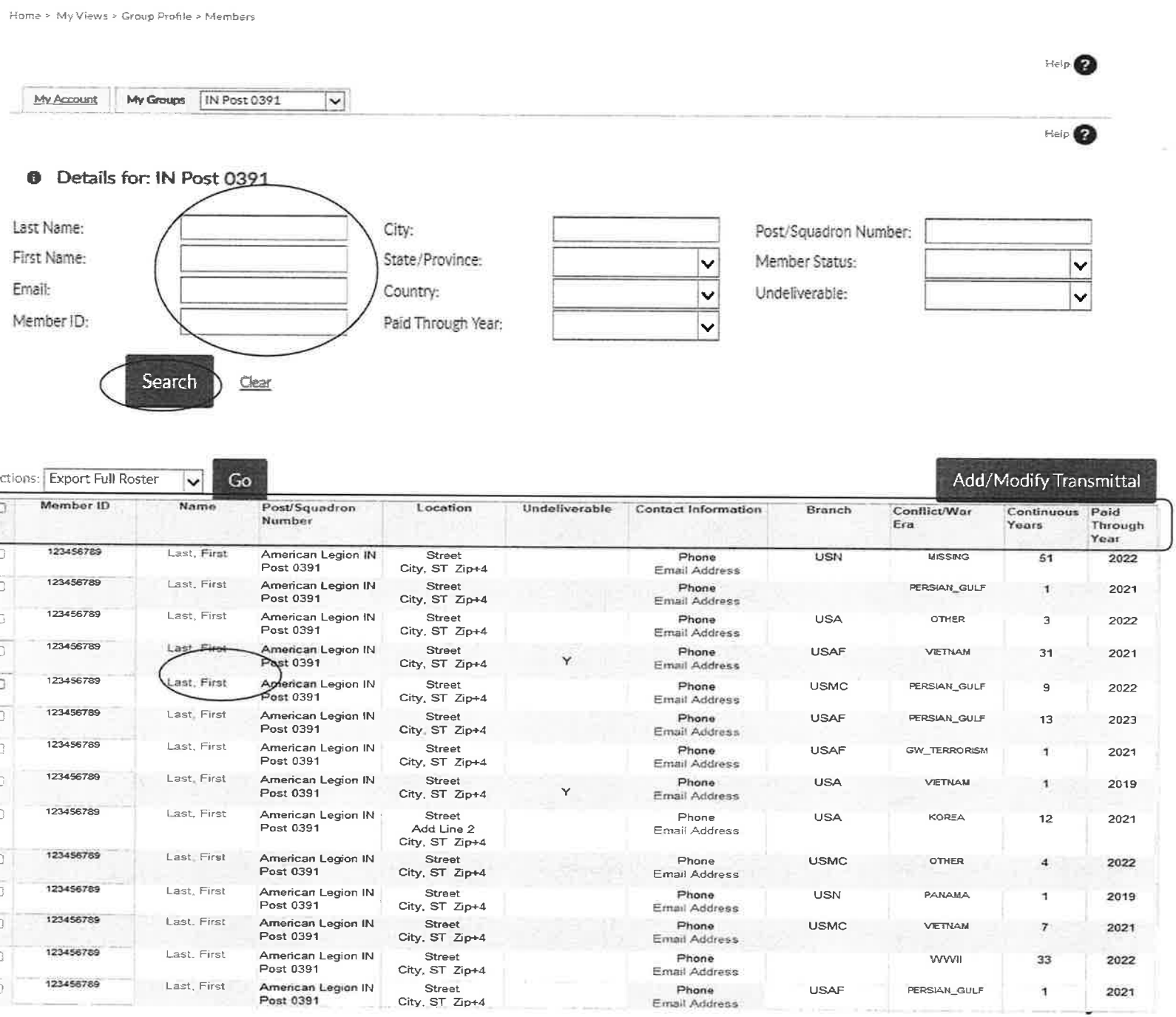
To return to the Group Profile page to access the left side menu, click Group Profile on the navigation line.

# 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.



# View Individual Member




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

Add

Edward Sample
5745 Lee Road
Indianapolis, IN 46206

Edit

Phone: (317) 555-5555Email: 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

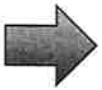
Year: 1967

Gender: Female

Job Function: Select

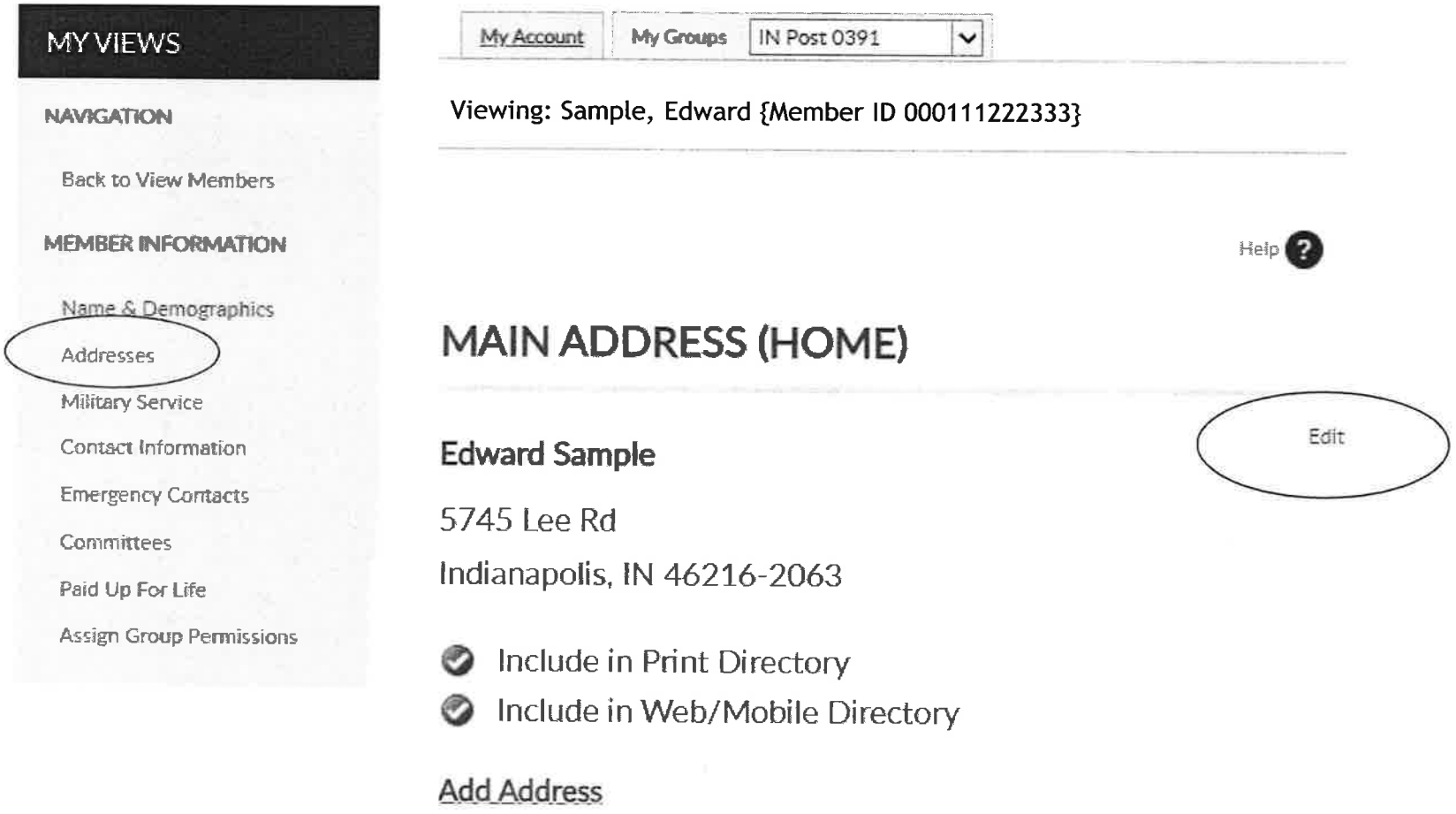
Job Title:

Preferred Currency: USD - United States Dollar



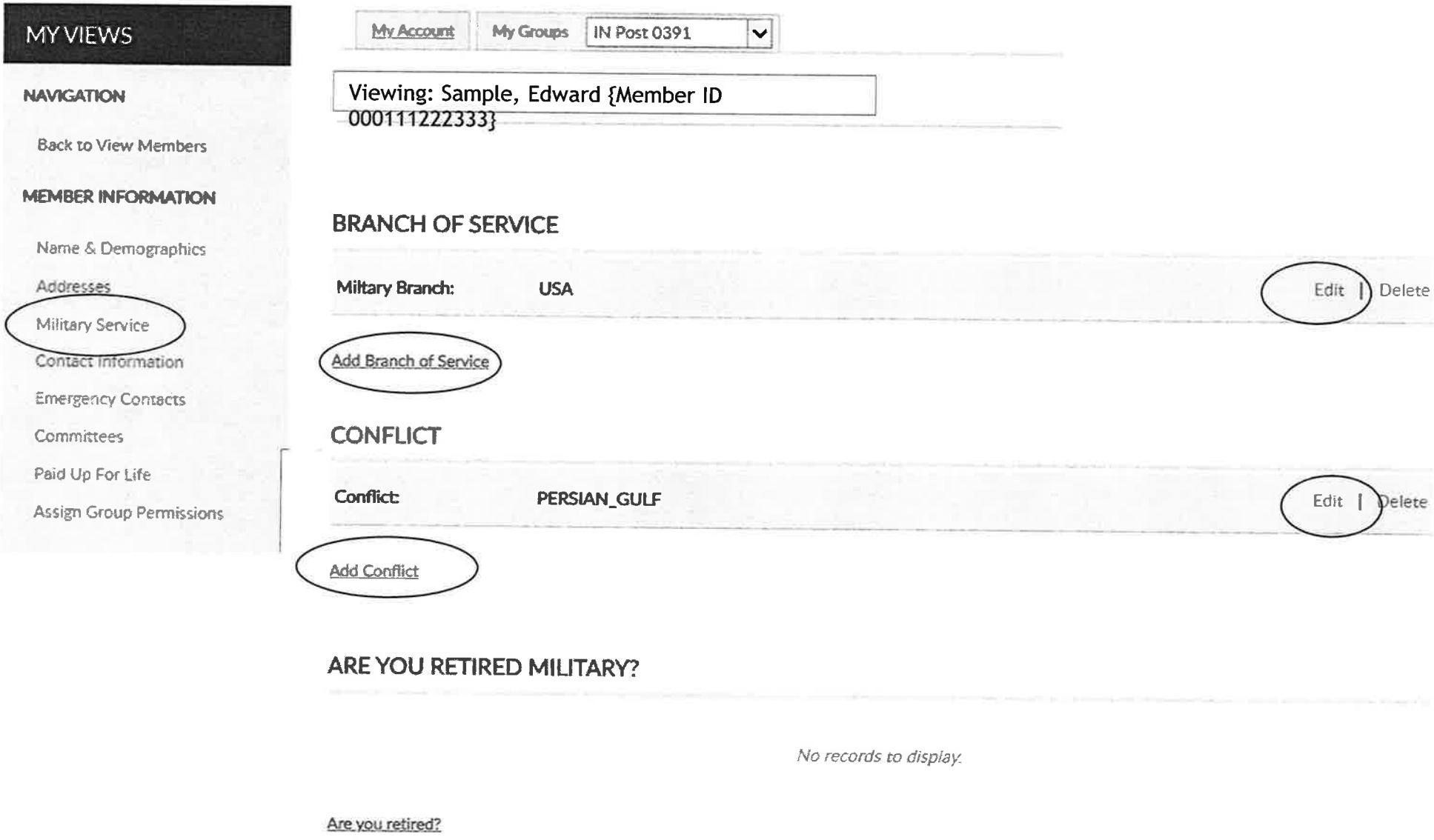
Deceased: ☐

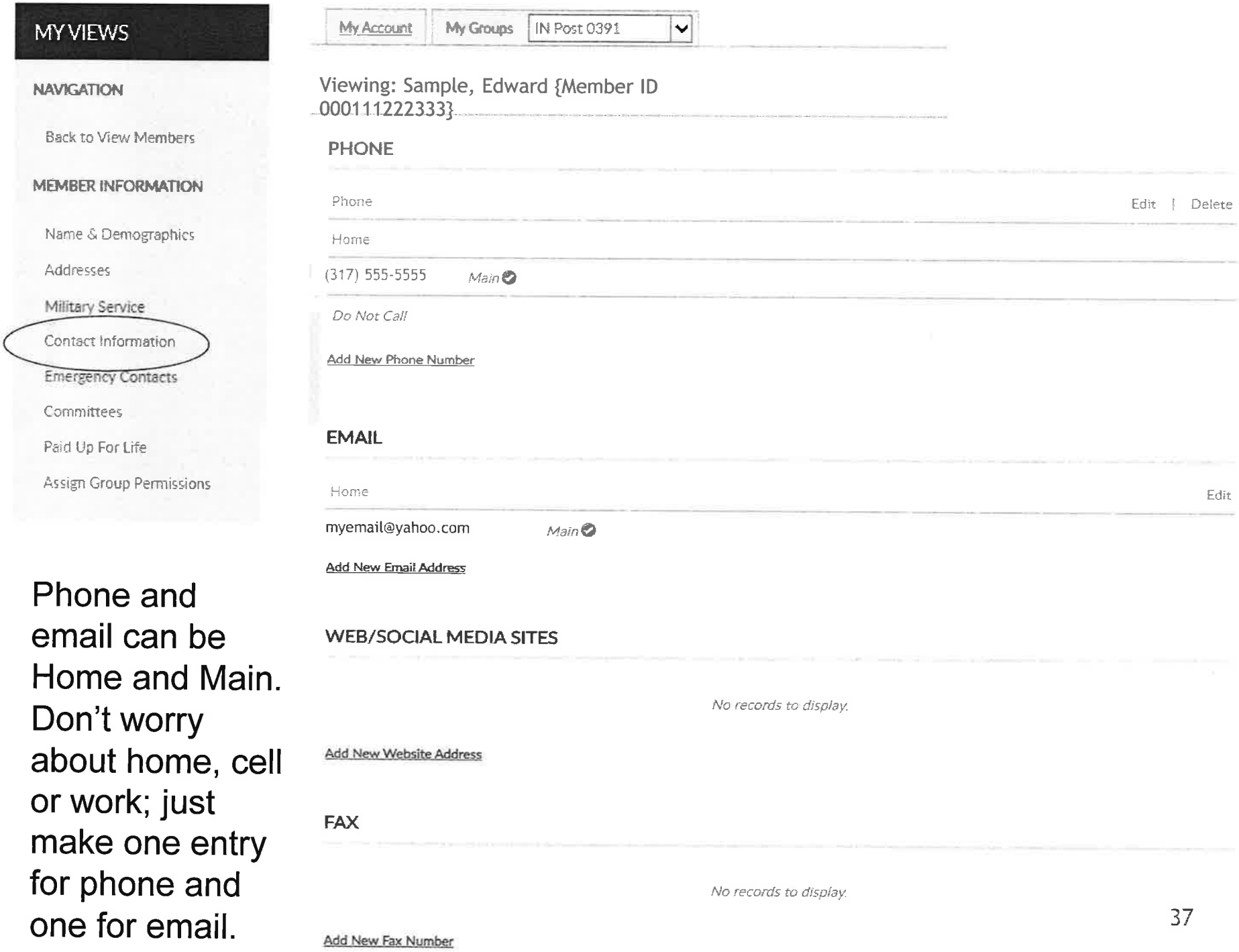
Save Cancel




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?




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.

# PERMISSIONS

# Post and Squadron Permissions

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

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

# District and County Permissions

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

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

# Detachment Permissions

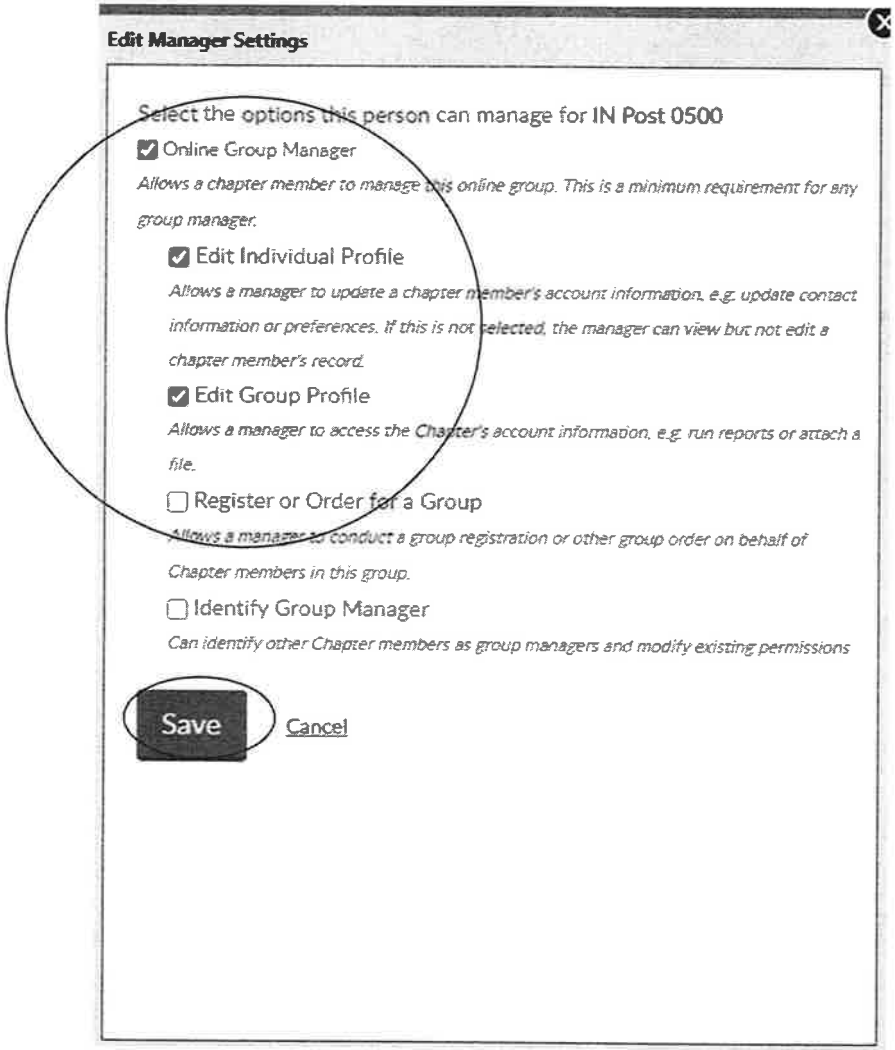
| ADMINISTRATOR | PERMISIONS |
|---|---|
| Detachment Adjutant<br>Detachment Commander | Group Profile: All Squadrons in Detachment<br>View Member Current Listings<br>Membership Management<br>Online Membership Processing<br>Reports and Labels<br>Consolidated Reports* |
| Group Administrator | Permissions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

# Manage a Member's Account

**Group Profile >** Members> Member Profile

ASSIGN GROUP PERMISSIONS

# Group Administrator Permissions




- 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

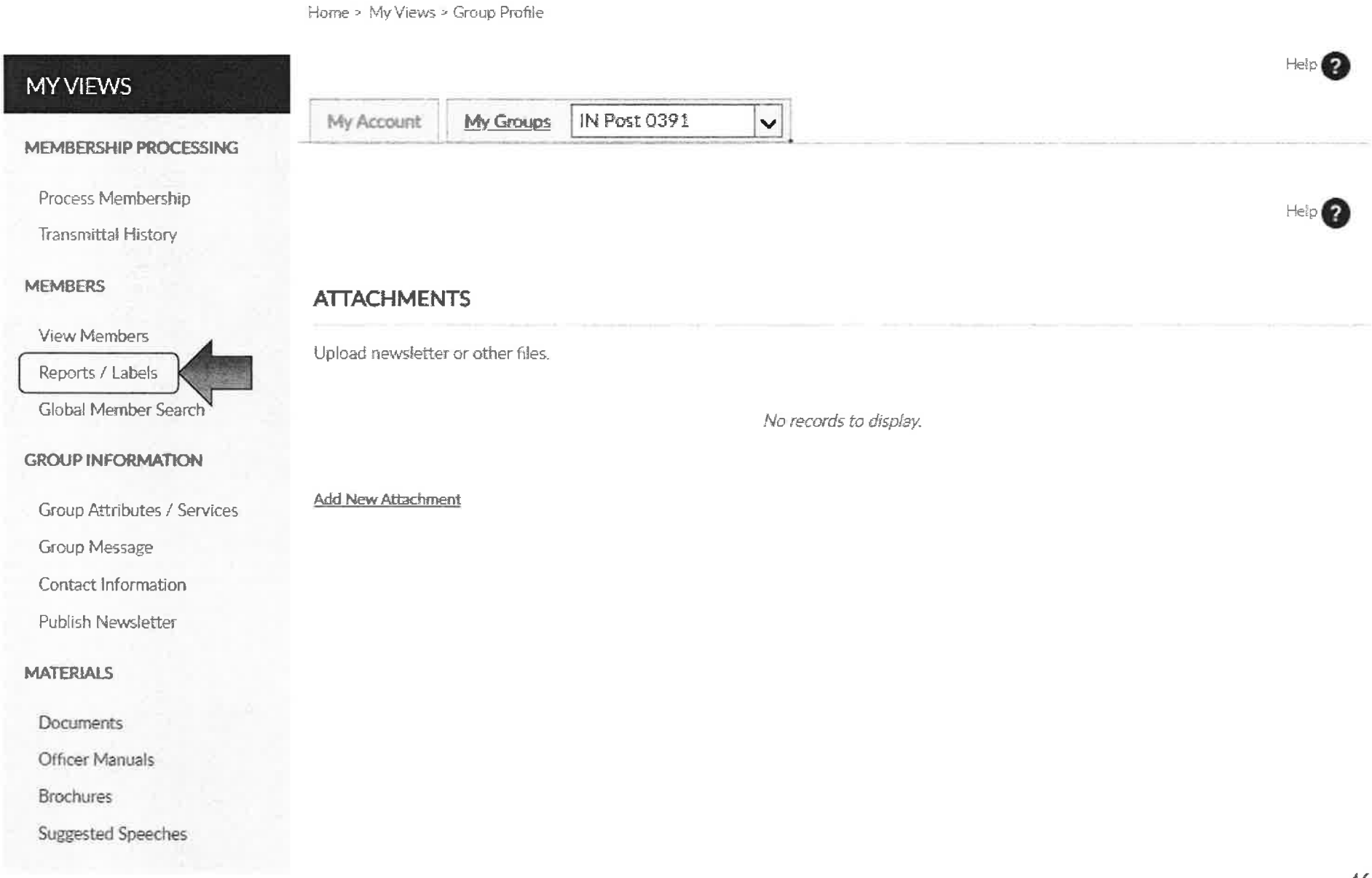
**Group Profile >** Members> Member Profile

ASSIGN GROUP PERMISSIONS

# 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 > Reports / Labels

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

## 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

Home > My Views > Group Profile > Reports / Labels

Help

# Mailing Labels

My Account | My Groups | IN Post 0391

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

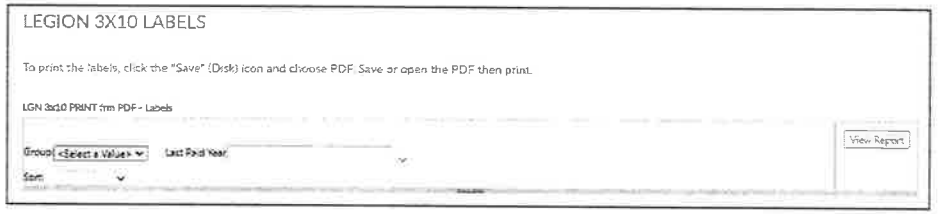
**MATERIALS**

- Documents
- Officer Manuals
- Brochures
- Suggested Speeches

## 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

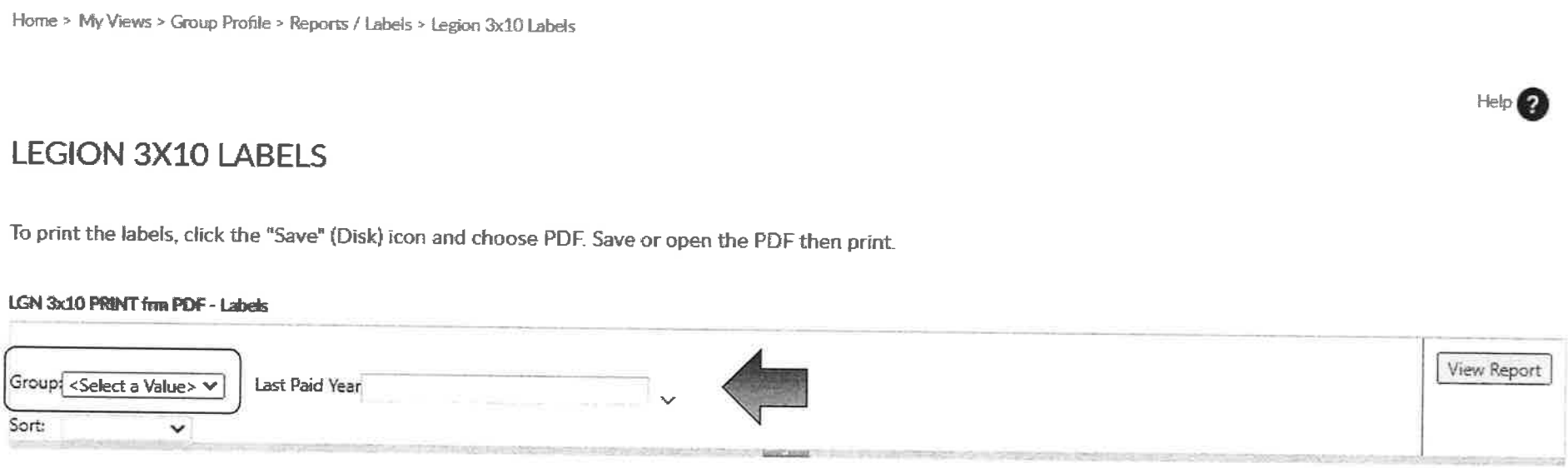
## DISTRICT REPORTS

**MEMBERSHIP**

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

Labels are preset for Avery 5150 or a store brand equivalent

# Create Mailing Labels




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**

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.

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

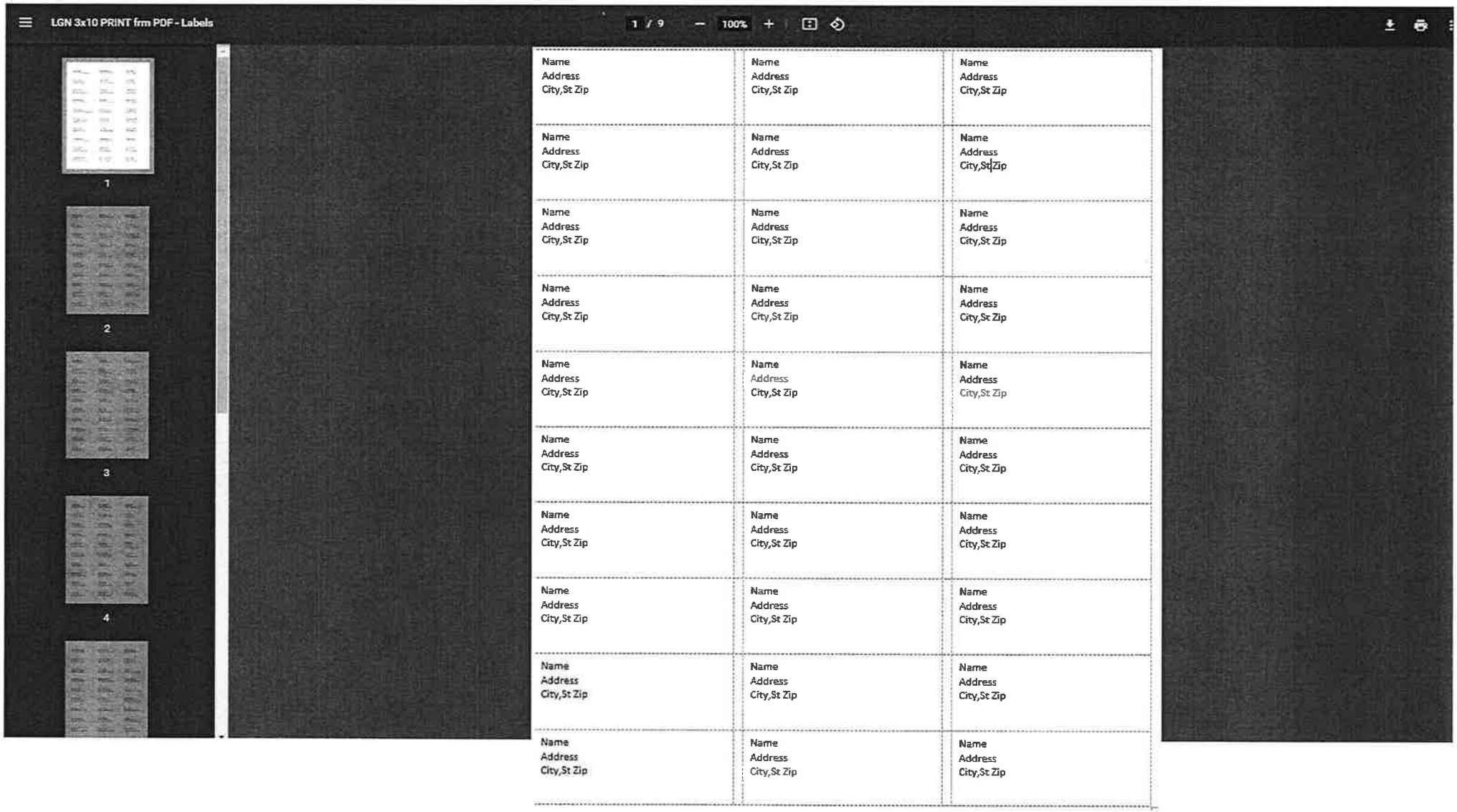
Sort: Name

1 of 2 ? Page Width Find | Next

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

Name
Address
City, St, Zip

_TAL-Reports_Post....pdf




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.

# Find HQ Members

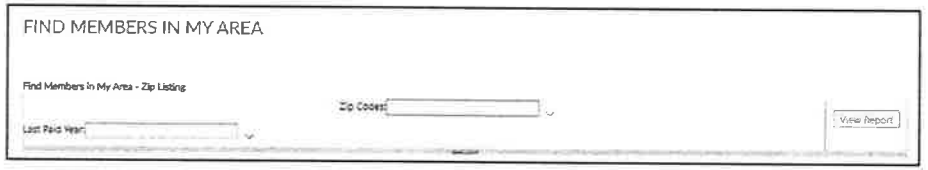
## POST REPORTS

### 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

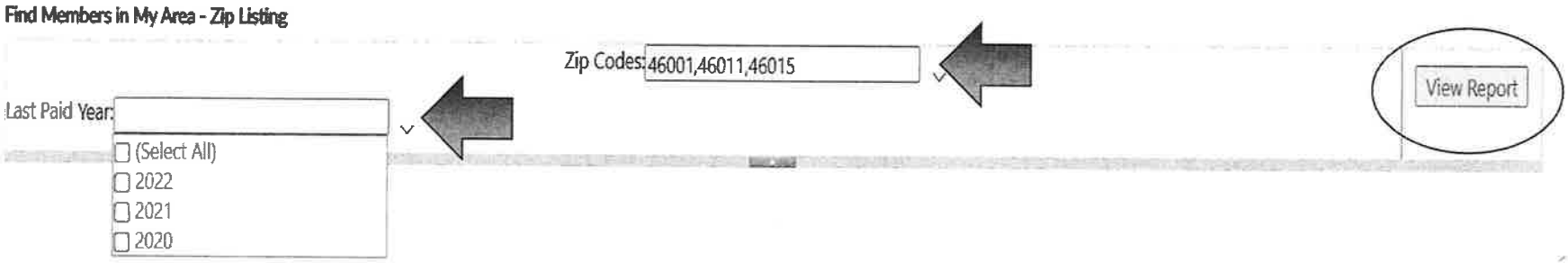
## DISTRICT REPORTS

### MEMBERSHIP

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

Home > My Views > Group Profile > Reports / Labels > Find Members in my Area

# FIND MEMBERS IN MY AREA



# FIND MEMBERS IN MY AREA

**Find Members in My Area - Zip Listing**

Zip Codes: 46001,46011,46015

Last Paid Year: 2021,2020,2019

View Report

1 of 2 ? Page Width Find | Next

***Find Members in My Area***

1

| 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_GRENADA | 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 |
| 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 | 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 |

# Member Online Renewal

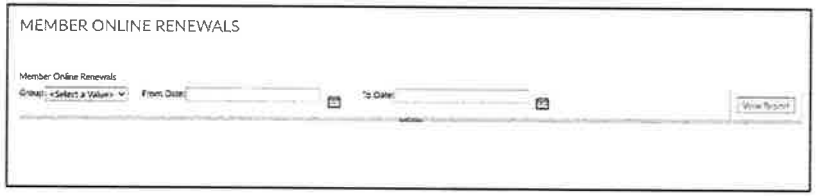
## POST REPORTS

### 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

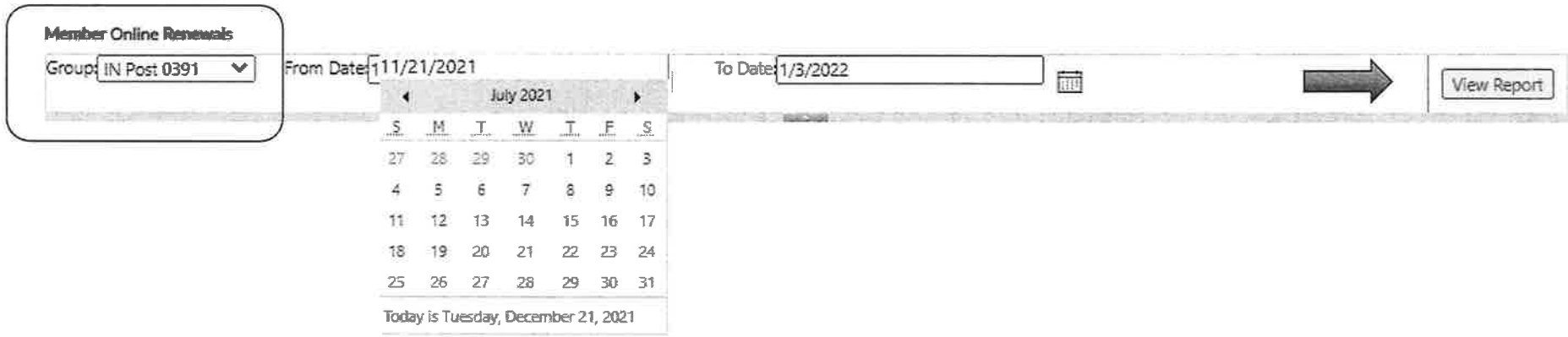
### MEMBERSHIP

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

Home > My Views > Group Profile > Reports / Labels > Reports - Member Online Renewals

Help

# MEMBER ONLINE RENEWALS



Help

# MEMBER ONLINE RENEWALS

**Member Online Renewals**

Group: IN Post 0391 From Date: 7/1/2021 To Date: 12/21/2021 View Report

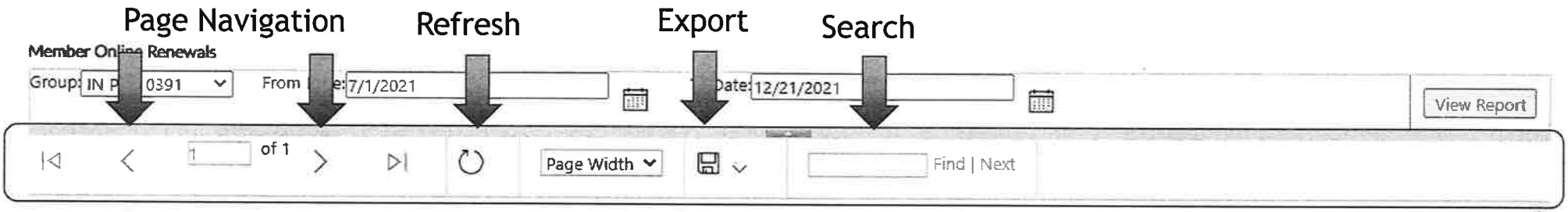
1 of 1 Page Width Find | Next

## 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 |

Help

# MEMBER ONLINE RENEWALS




## 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

Home > My Views > Group Profile > Reports / Labels

Help

My Account | My Groups | IN Post 0391

# Post/Squadron Current Roster

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

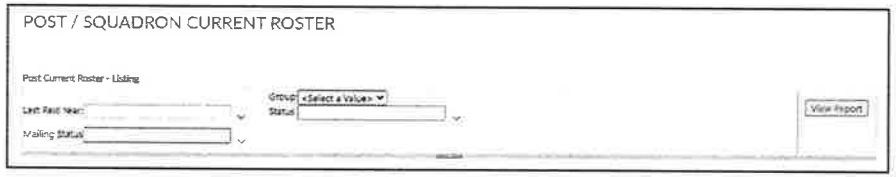
## POST REPORTS

**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

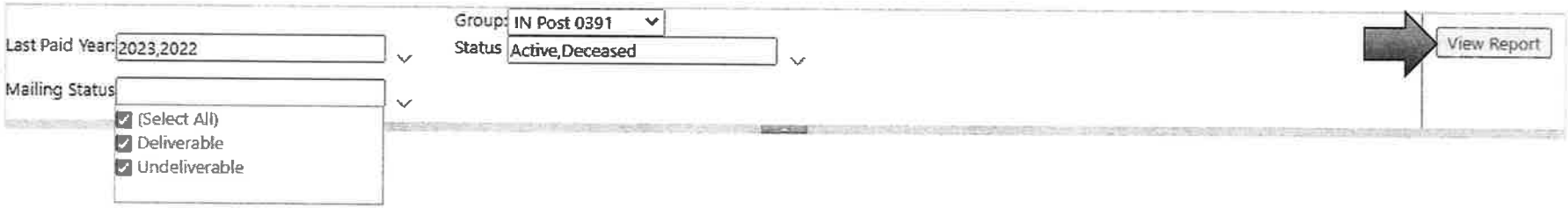
This is THE Roster. It is the new equivalent to the old "greenbar" computer printout

Help

# POST / SQUADRON CURRENT ROSTER

**Post Current Roster - Listing**

**Post Current Roster - Listing**



Help ?

# POST / SQUADRON CURRENT ROSTER

**Post Current Roster - Listing**

Last Paid Year: 2023,2022

Group: IN Post 0391

Status: Active,Deceased

Mailing Status: Deliverable,Undeliverable

View Report

1 of 2 ? Page Width Find | Next

| | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 | Cith | 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 | 2023 | ID# | LastName | LastName | Address | Cith | 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 | Cith | 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 | Cith | 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 | Cith | 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 | Cith | 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 | 2022 | ID# | LastName | LastName | Address | | | | | email address | VIETNAM | 5 | USN | 1YR |
| A | 2023 | 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 | | | | | 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

Home > My Views > Group Profile > Reports / Labels

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

# Roster Updates

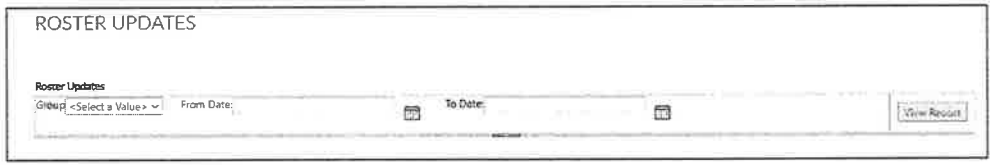
## POST REPORTS

**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

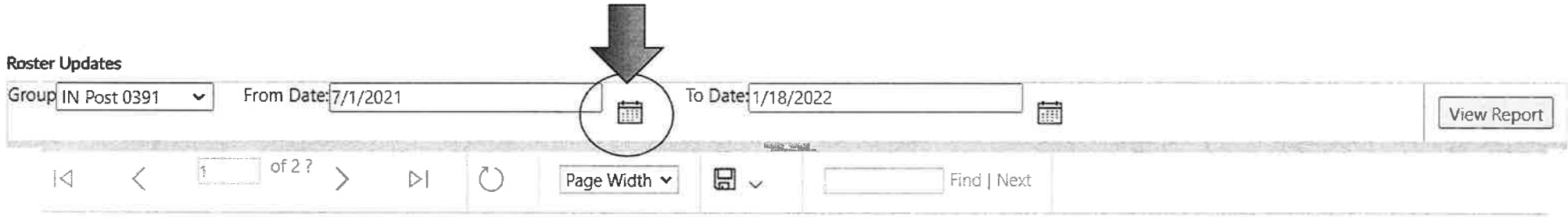
## DISTRICT REPORTS

**MEMBERSHIP**

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

Home > My Views > Group Profile > Roster-Updates

# ROSTER UPDATES




## 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.

**Squadron / District / County**



# POST REPORTS

### LABELS

- Legion 3x10 Labels

### MEMBERSHIP

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

# SQUADRON REPORTS

### MEMBERSHIP

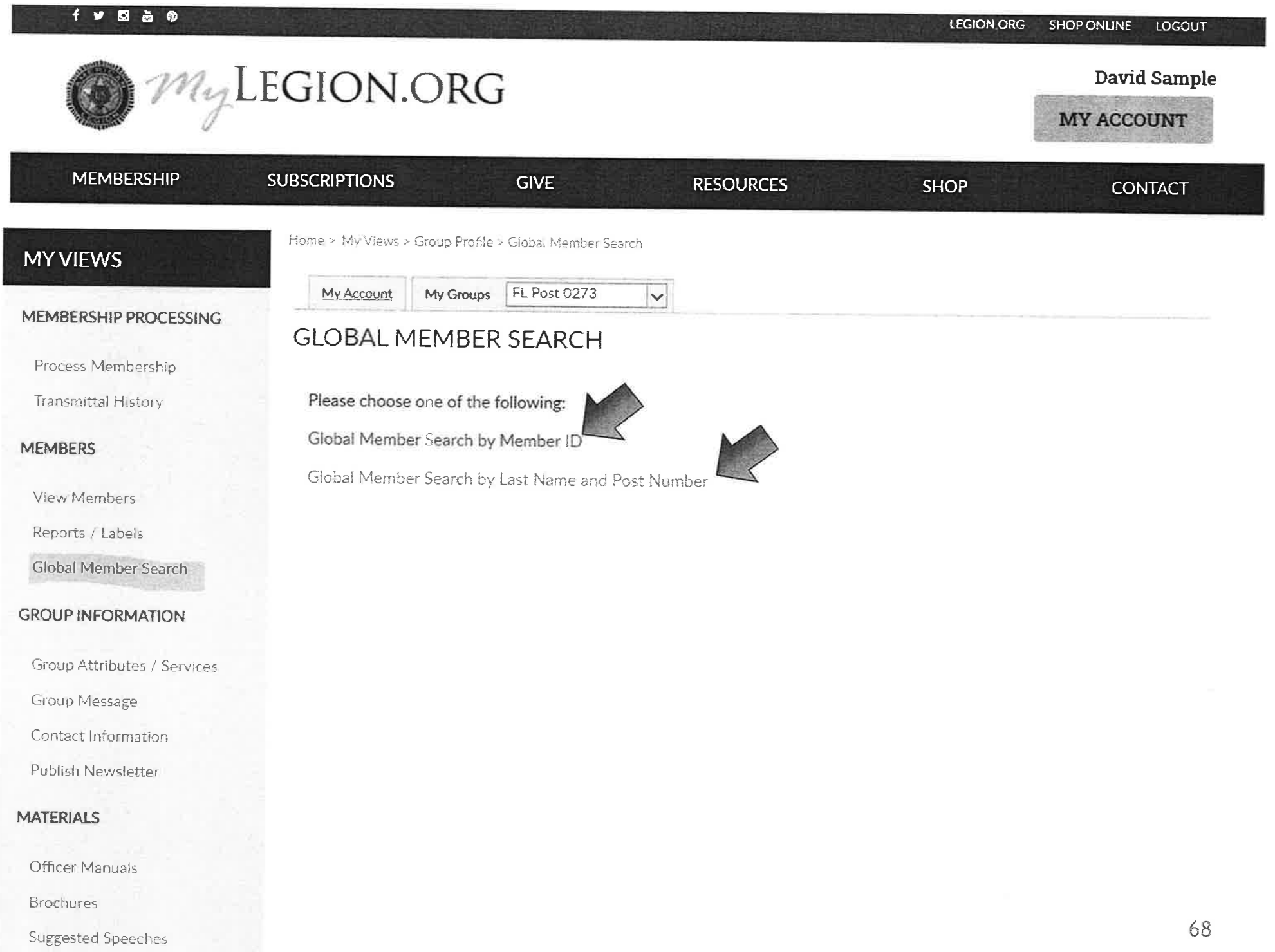
- Post / Squadron Current Roster
- Roster Updates

# DISTRICT REPORTS

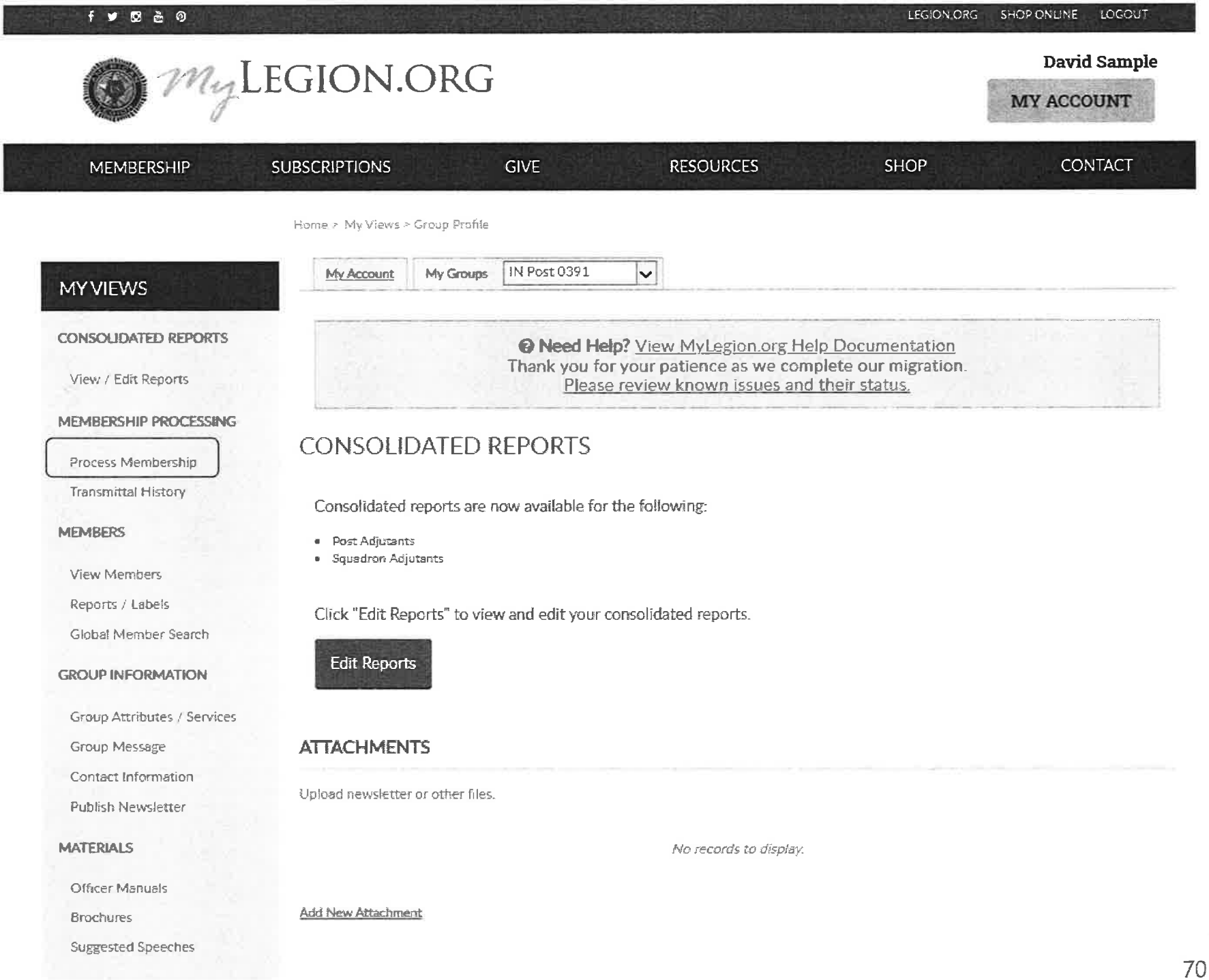
### MEMBERSHIP

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

# GLOBAL MEMBER SEARCH


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 > Global Member Search
My Account
My Groups
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

# PROCESS MEMBERSHIP


LEGION.ORG
SHOP ONLINE
LOGOUT
myLEGION.ORG
David Sample
MY ACCOUNT
MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT
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

Home > My Views > Group Profile > Members

My Account | My Groups: IN Post 0391

## Details for: IN Post 0391

Last Name: | First Name: | Email: | Member ID:

City: | State/Province: | Country: | Paid Through Year:

Post/Squadron Number: | Member Status:

Search | Clear

# Members List

Actions: Export Full Roster | Go

Add/Modify Transmittal

Displaying 1-20 of 287

1 2 3 4 5 6 7 8 9 10 ... View All

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

Home > Membership > Post Transmittal

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 |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |

Home > Membership > Post Transmittal

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

Member First Name

Member Last Name

Scan Member Id

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 |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | 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

Member First Name

Member Last Name

Scan Member Id

Search Clear All

Add/ Transfer Member

## Transmittal List

Eligible renewal years:
Current and Previous Year

Save Finalize

List Selected | Export to CSV | Print

| Select | Member ID | Member Name | Email Address | Phone | Address | Renewal Year |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample F | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample G | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample H | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample I | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample J | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 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 |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☑ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample E | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |

POST TRANSMITTAL

# Add New Member

Your selection has been saved.

| | | | |
|---|---|---|---|
| **Status :** | OPEN | **Per Capitas** | **Actu** |
| **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

Scan Member Id

Search Clear All

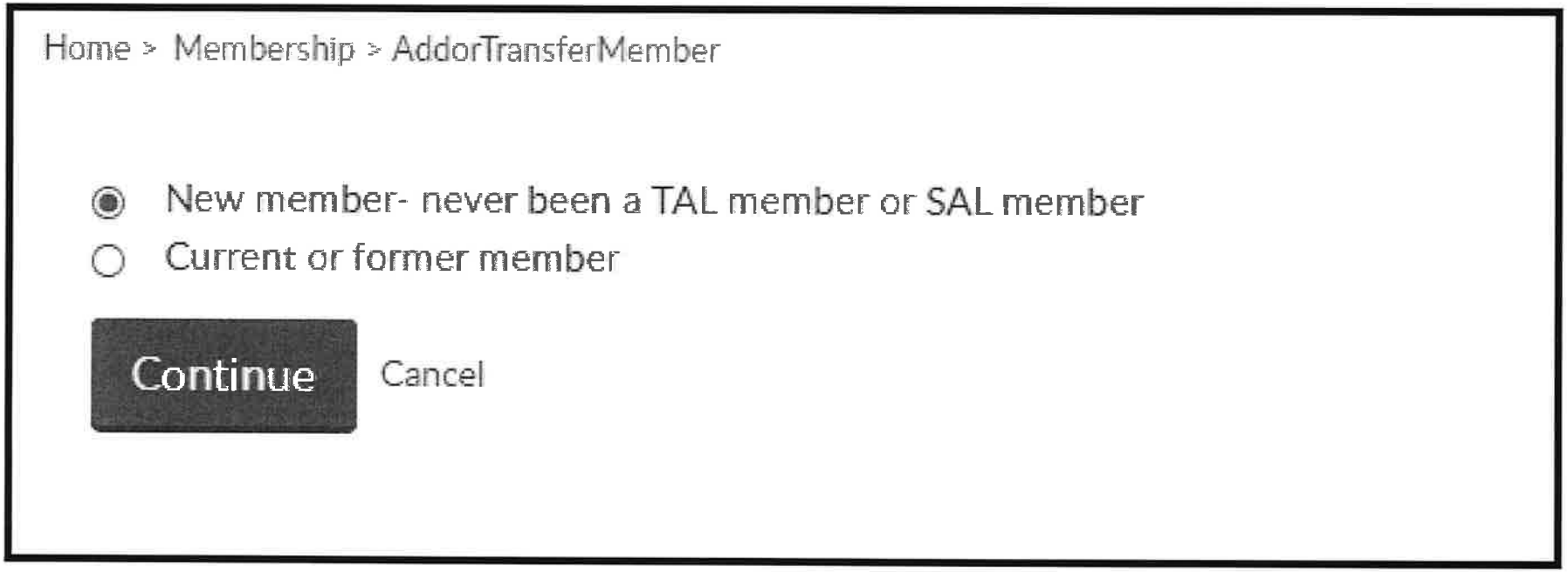
Add/ Transfer Member | Delete Transmittal

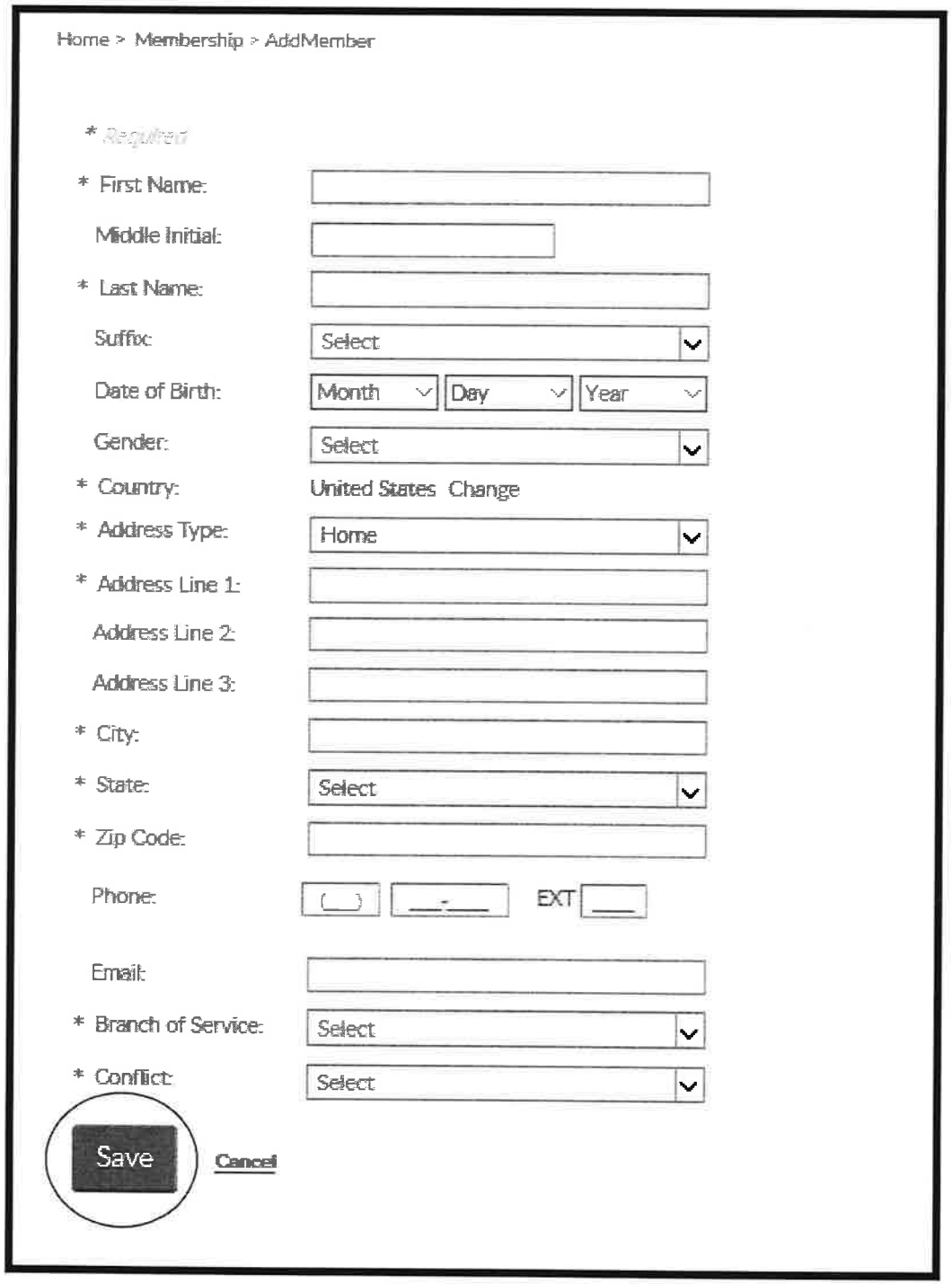
Save | Finalize

List Selected | Export to CSV | Print

| Select | Member ID | Member Name | Email Address | Phone | Address | Renewal Year |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☑ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |

# Add New Member






# 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

| | | Per Capitas | Actual |
|---|---|---|---|
| **Status :** | OPEN | | |
| **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

Member First Name

Member Last Name

Scan Member Id

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 |
|---|---|---|---|---|---|---|
| ☐ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☑ | 123456789 | Sample A | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample B | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample C | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |
| ☐ | 123456789 | Sample D | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample F | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2022 |
| ☐ | 123456789 | Sample G | email address | (xxx) xxx-xxxx | Street, City, ST Zip+4 | 2021 |

THE AMERICAN LEGION

# Transfer Member

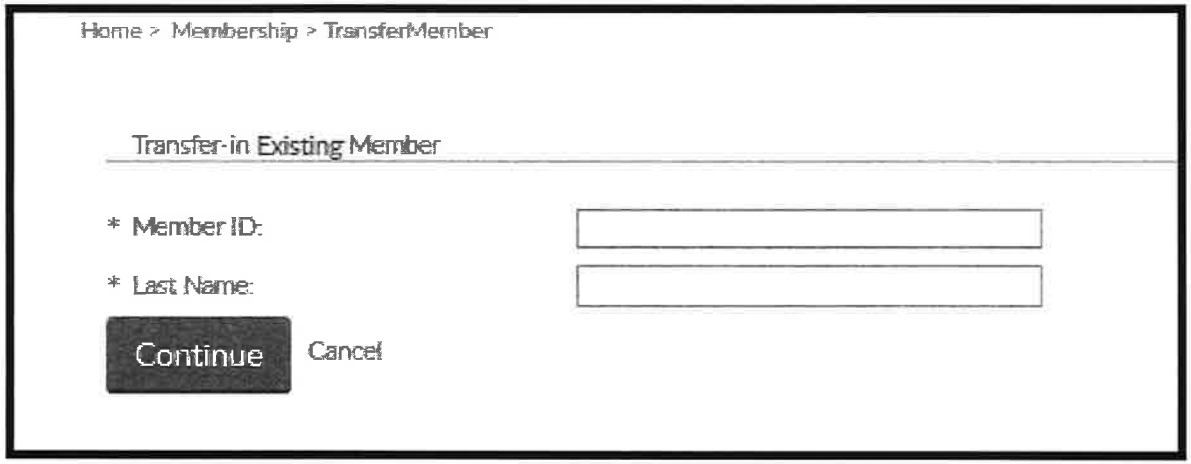
## Member must renew in same transaction

Home > Membership > AddorTransferMember

- ○ New member- never been a TAL member or SAL member
- ◉ Current or former member

Continue Cancel

# THE AMERICAN LEGION




Saves member to the transmittal.

# MEMBERSHIP PROCESSING

## MEMBERSHIP > POST TRANSMITTAL

Home > Membership > Post Transmittal

My Account | My Groups | IN Post 0391

### POST TRANSMITTAL

| | | Per Capitas | Actual |
|---|---|---|---|
| Status : | OPEN | | |
| 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

# 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:

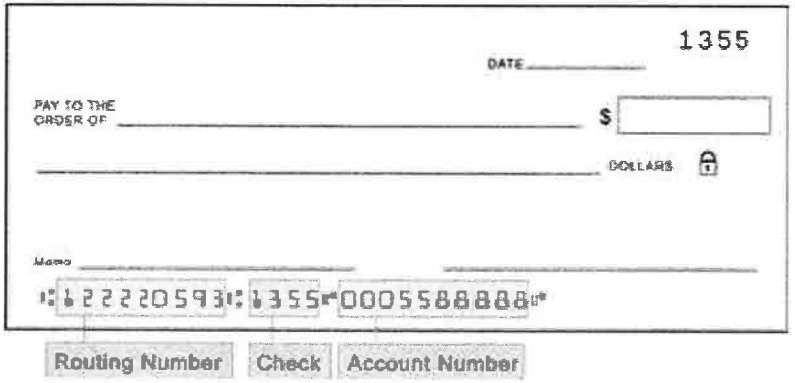
* Account Type: Checking

* 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.

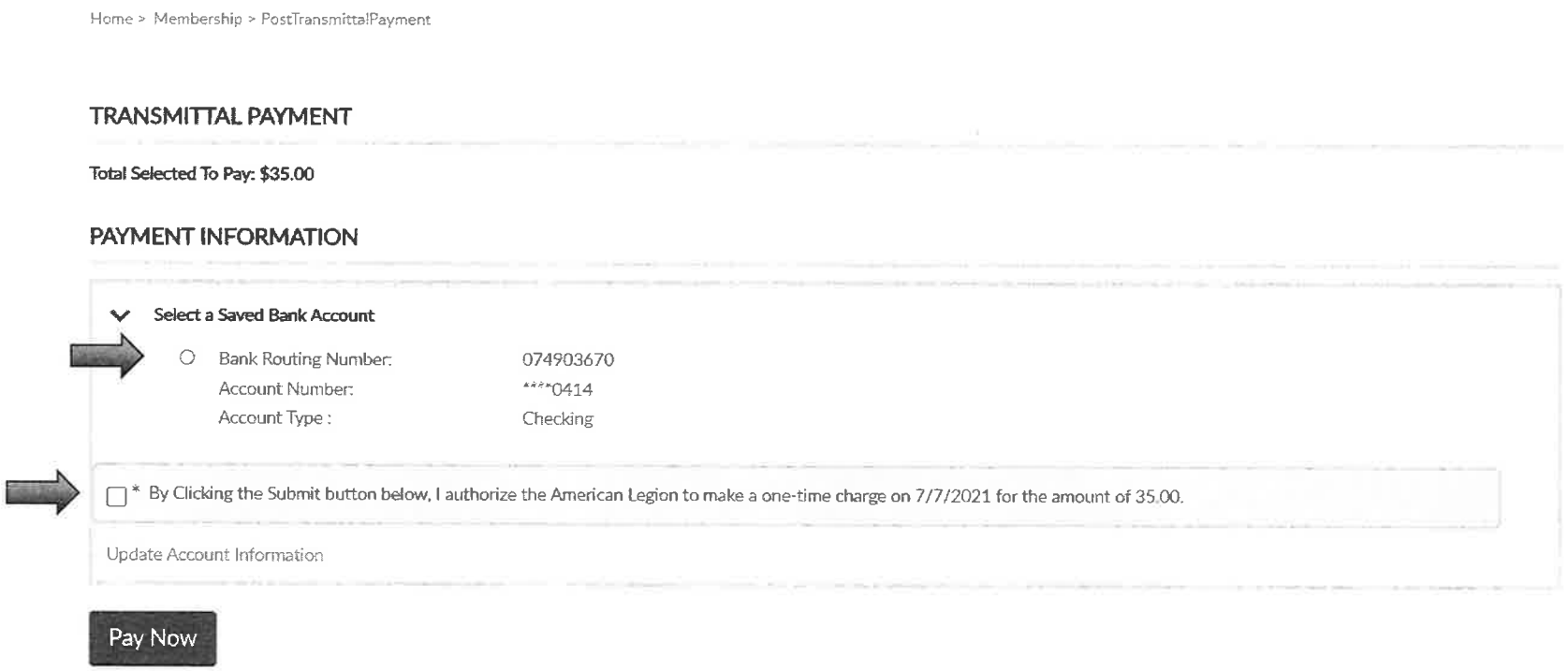
Pay Now

**ECheck information**



# MEMBERSHIP PROCESSING

## MEMBERSHIP > POST TRANSMITTAL PAYMENT



## 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**

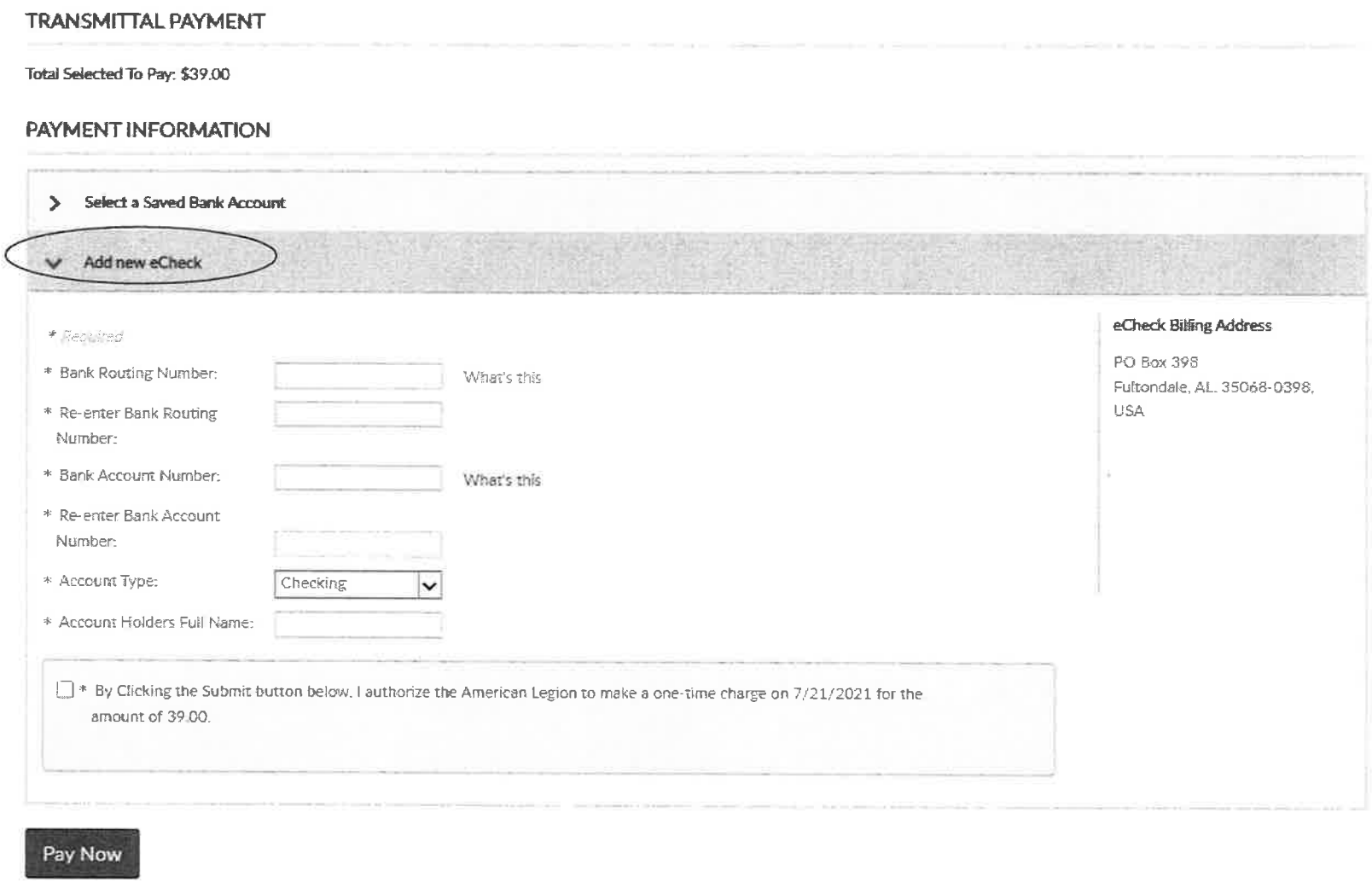
| | |
|---|---|
| Bank Routing Number: | 074903670 |
| Account Number: | ****0414 |
| Account Type : | Checking |

* 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.

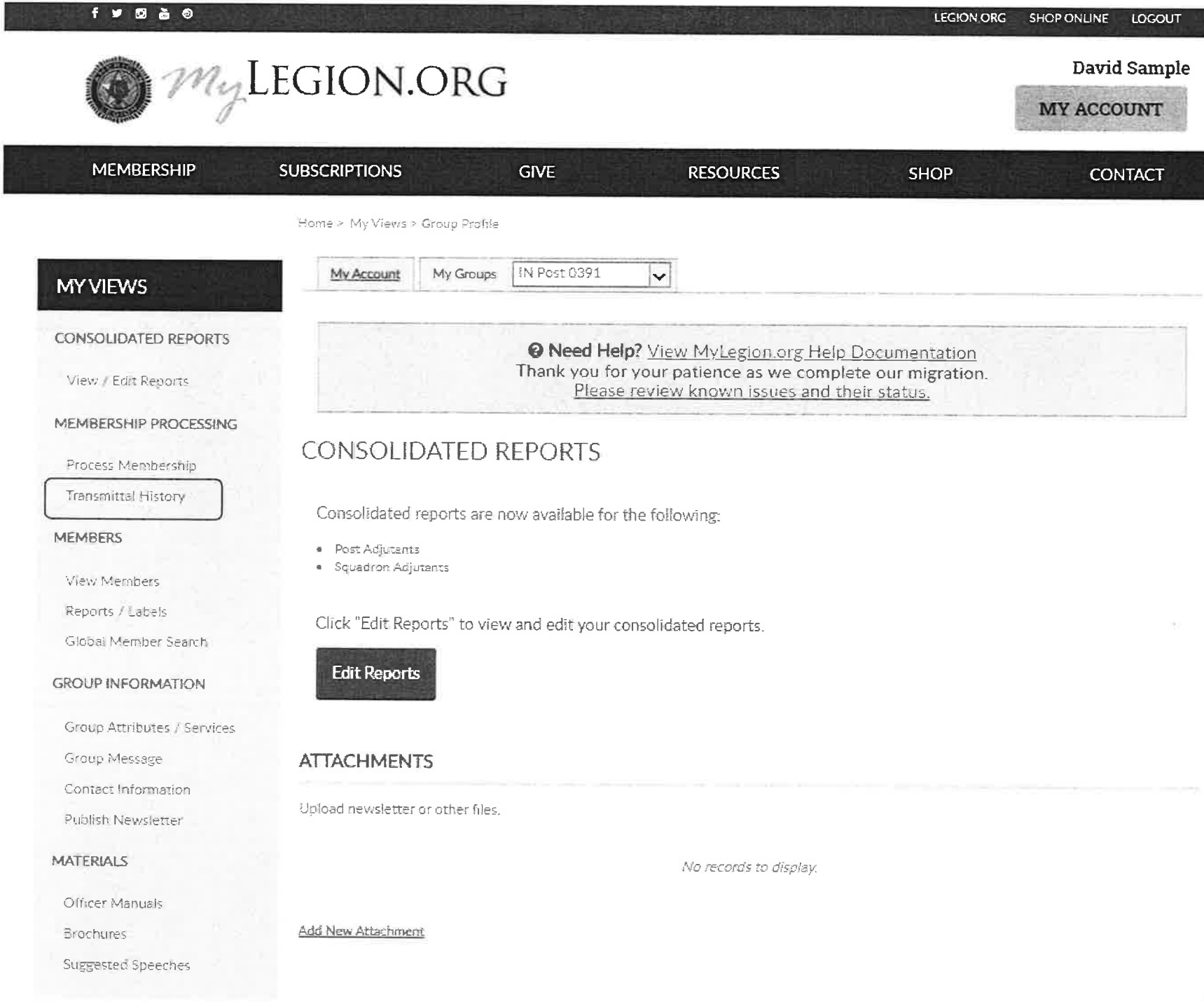
Update Account Information

Pay Now

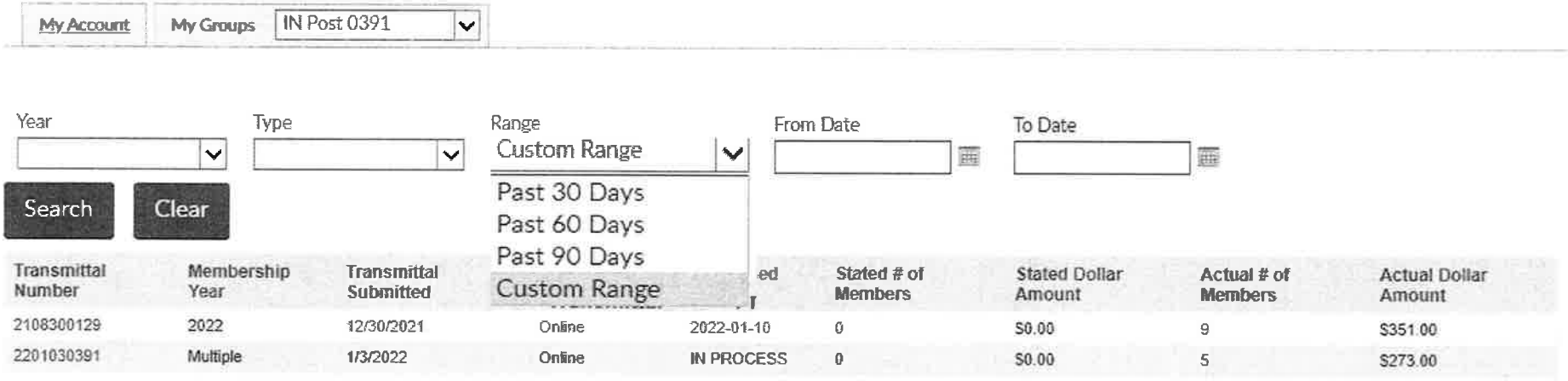
# UPDATE PAYMENT INFORMATION



# Transmittal History
# April 1, 2021 to present


LEGION.ORG
SHOP ONLINE
LOGOUT
MyLEGION.ORG
David Sample
MY ACCOUNT
MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT
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

# Transmittal History




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

# THE AMERICAN LEGION



## 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 |

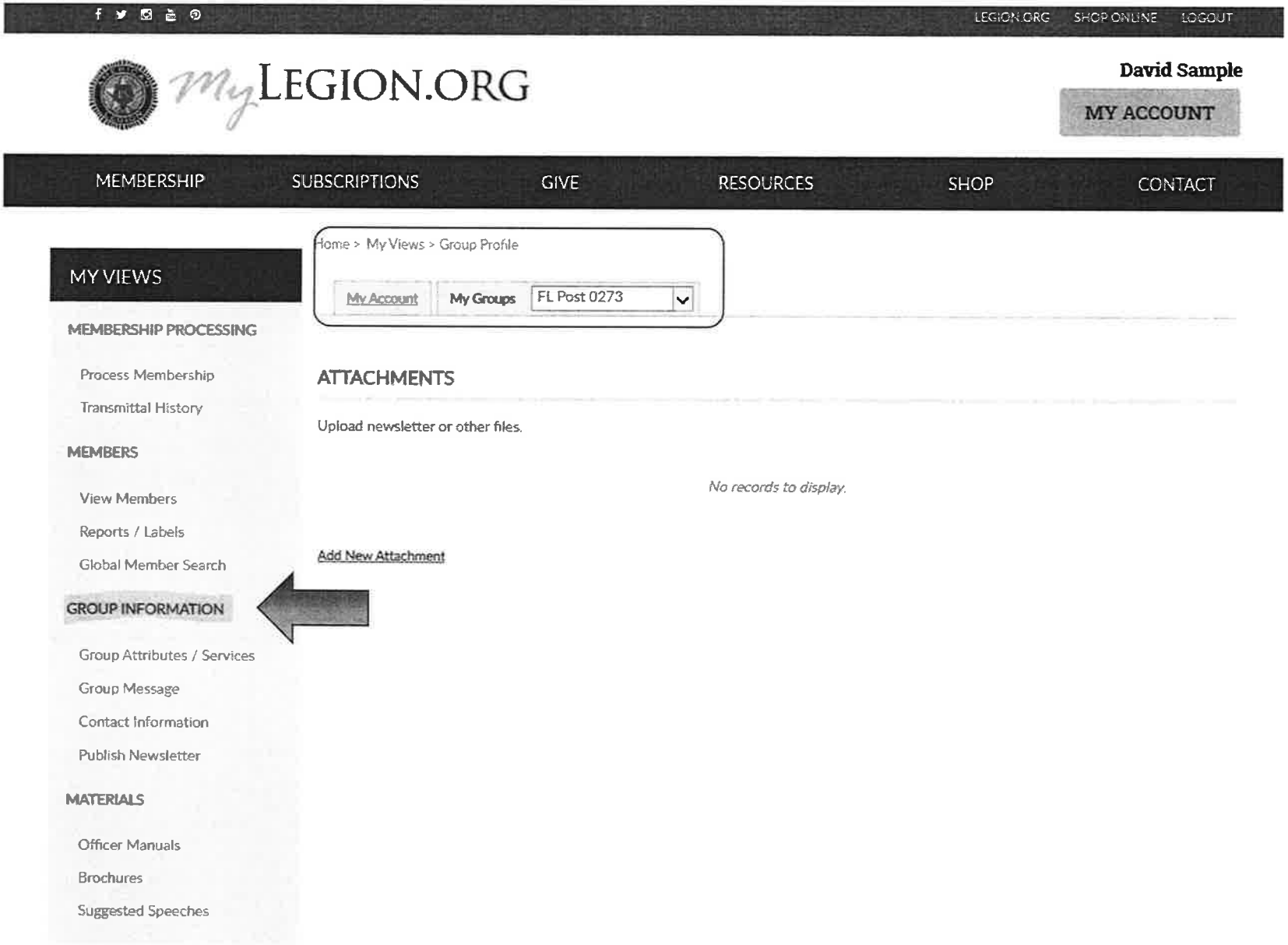
# MEMBERSHIP PROCESSING

## IMPORTANT INFORMATION

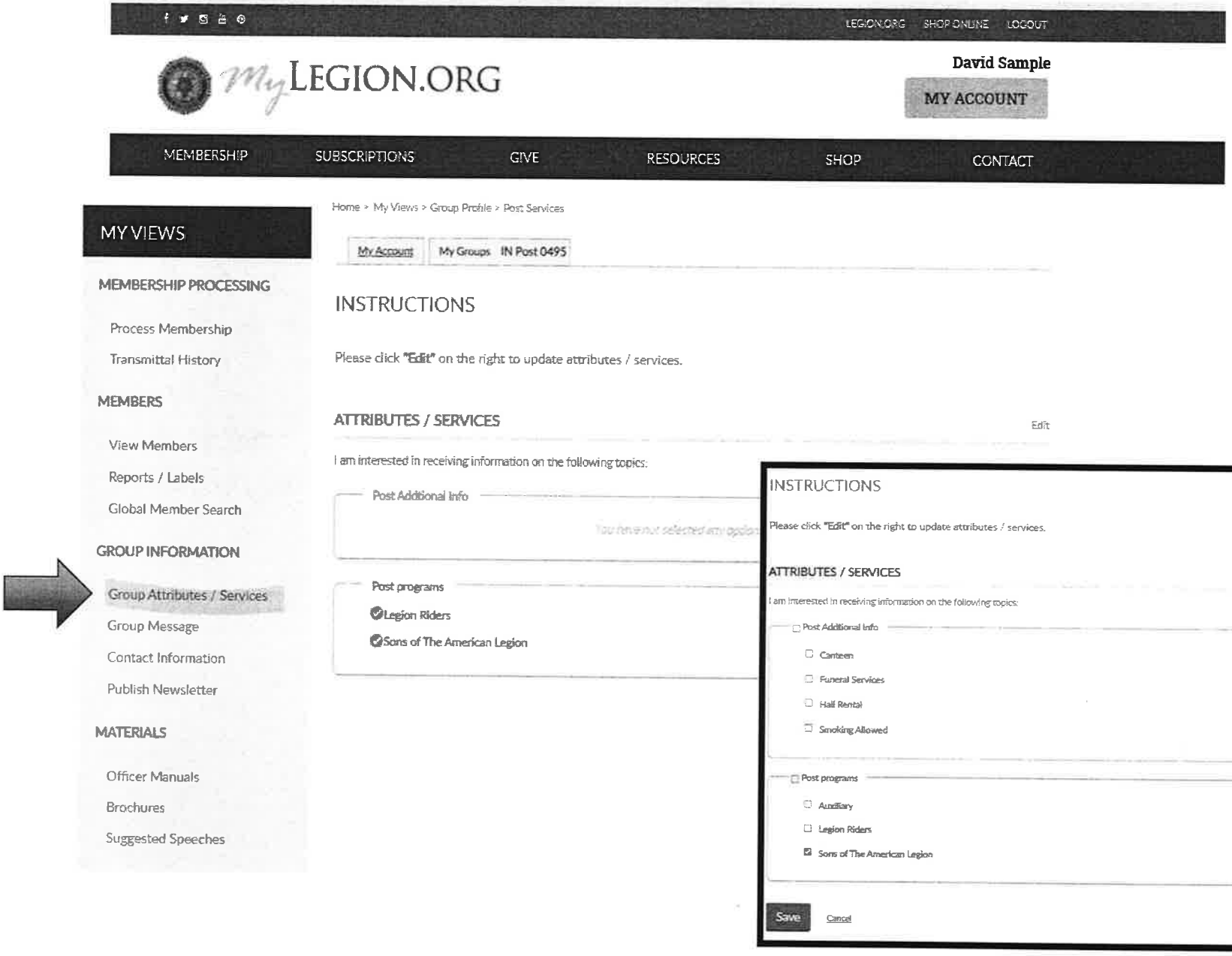
- 1st transmittal hold
- Declined Transmittals
- Processing time, 7 business days
- $10,000 batch limit
- Finalize in 14 days
- Transmittal Corrections

# GROUP INFORMATION

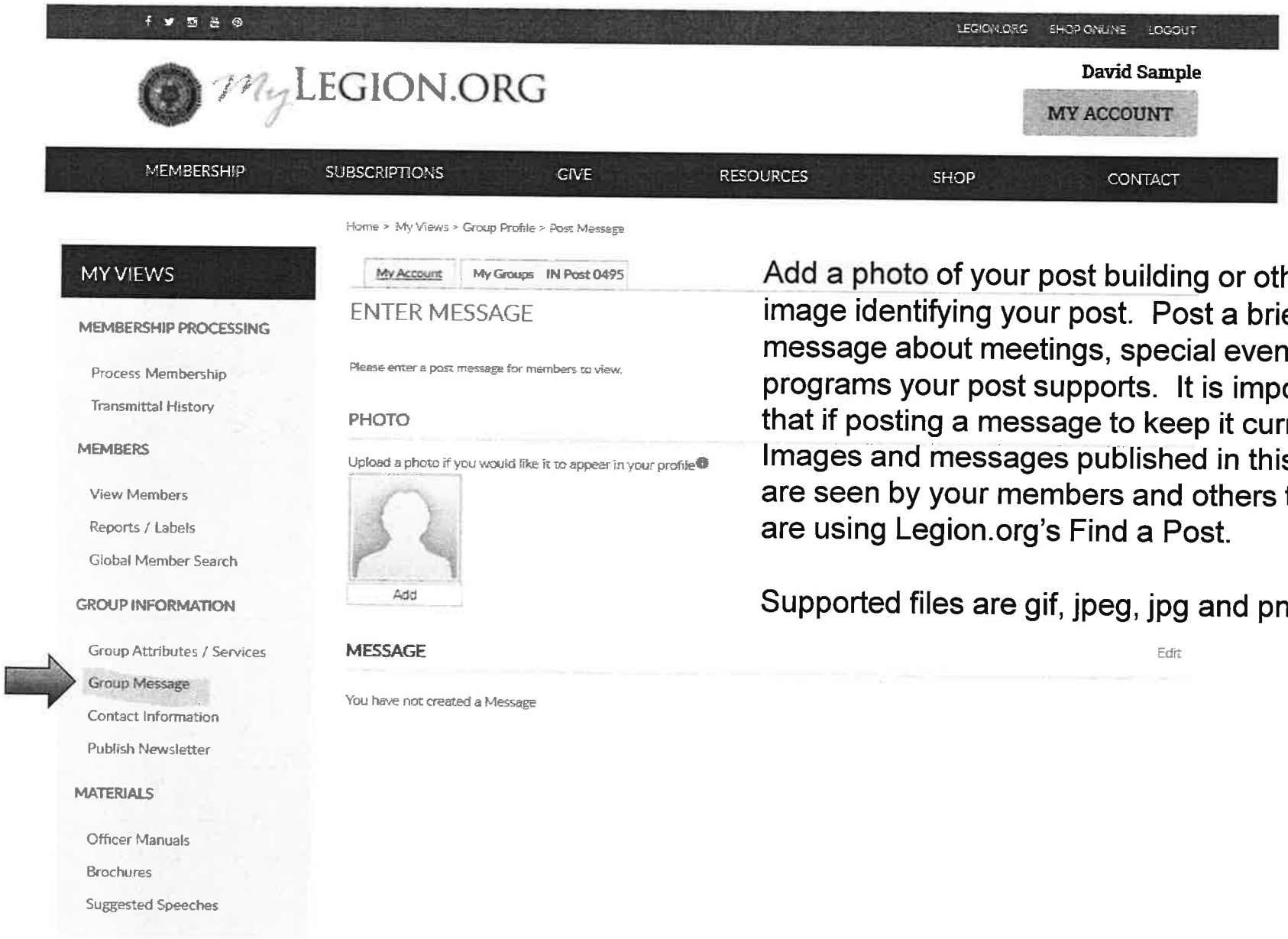
# Group Information



# Group Attributes and Services



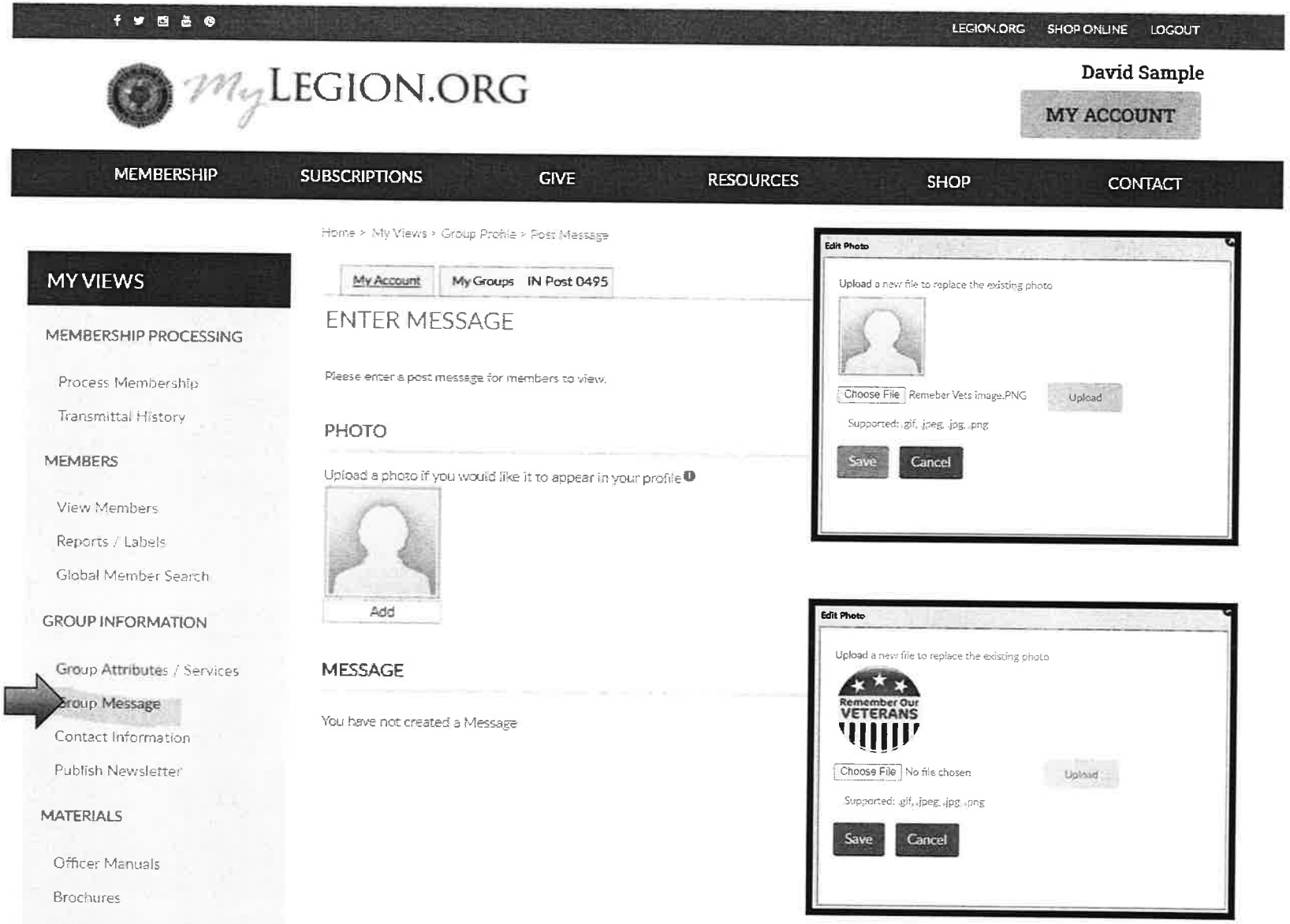
# Group Message



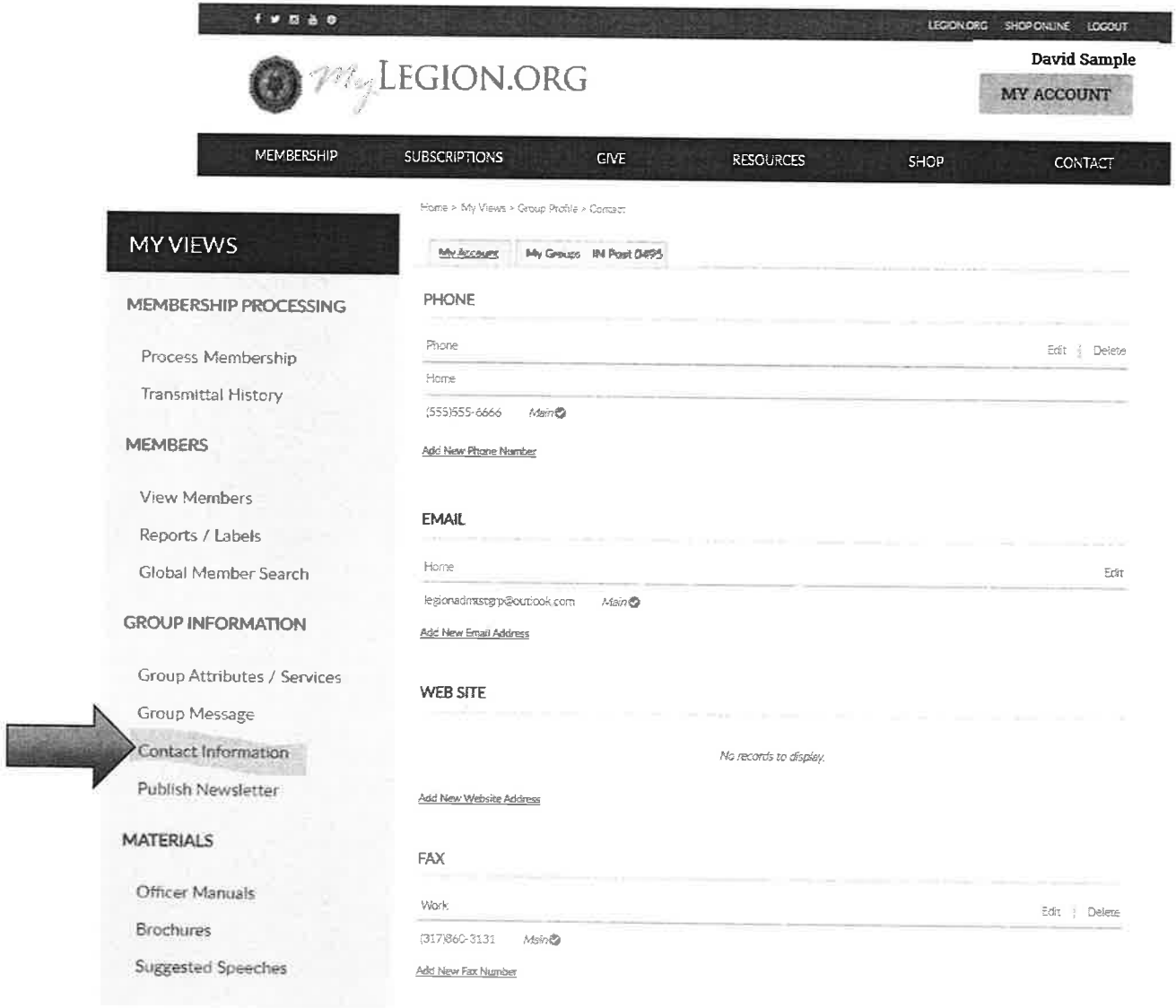
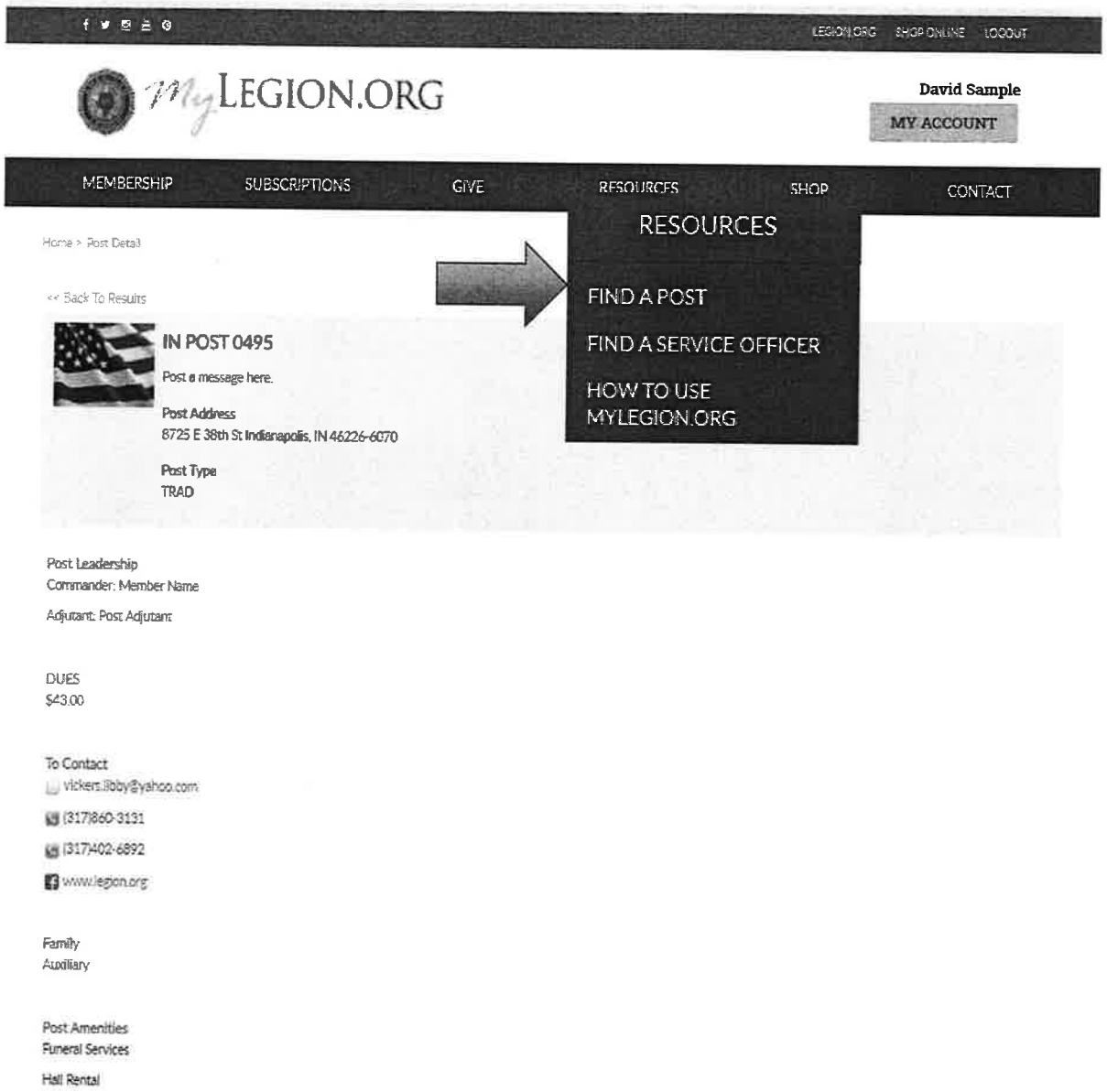

Add a photo of your post building or other image identifying your post. Post a brief message about meetings, special events or programs your post supports. It is important that if posting a message to keep it current. Images and messages published in this area are seen by your members and others that are using Legion.org's Find a Post.

Supported files are gif, jpeg, jpg and png.

# Group Message - Photo



# Group Contact Information



# Group Message Info / Post Locator