

MyLegion.Org

EVERYTHING YOU THOUGHT YOU WANTED TO KNOW

DISCLAIMER: MyLegion.Org is a product of the National American Legion.
The product is still evolving and the information here is as current as of the
writing of the document. August 15, 2023

Registration

In order to get access to MyLegion.org, you need to be registered with the National site. **Please note** before registering make sure the email you will be registering with is the same email that is already on the National site. To do this, check with one of the following people

Your Post Commander

Your Post Adjutant

Your District Commander

Your District Adjutant

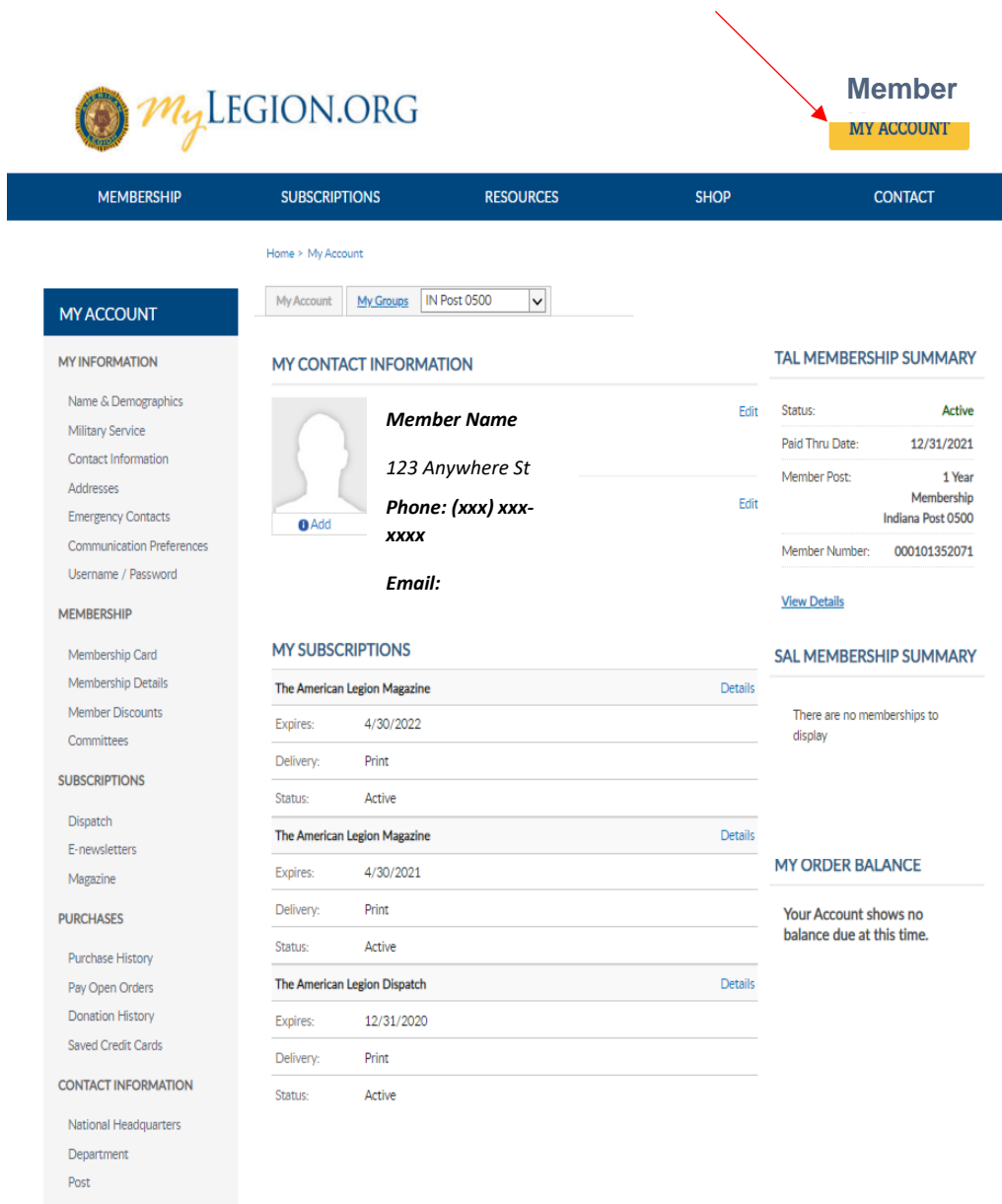
Your District MyLegion.org Training Rep

The Post Commander/Adjutant automatically get access to the Post, based on their position within the Post. The District Commander/Adjutant automatically get access to the District based on their position within the District. When the Post/District submits their report showing new leadership National changes the access.

The Post Commander/Adjutant are the only ones that can grant permission to the Post information. The District Commander/Adjutant are the only ones that can grant permission to the District Information. Getting District access does not authorize a person Post access.

MyLegion.org Basics

The Gold “My Account” button will always bring you back to your main page “My Contact Information”



The screenshot displays the MyLegion.org website interface. At the top, the logo and navigation bar are visible. The 'MY ACCOUNT' button is highlighted in gold. Below the navigation bar, the 'My Account' page is shown, featuring a sidebar with various account management options and a main content area with sections for contact information, subscriptions, and membership summaries.

MY ACCOUNT

Home > My Account

My Account My Groups IN Post 0500

MY INFORMATION

- Name & Demographics
- Military Service
- Contact Information
- Addresses
- Emergency Contacts
- Communication Preferences
- 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

Member Name [Edit](#)

123 Anywhere St

Phone: (xxx) xxx-xxxx [Edit](#)

Email:

TAL MEMBERSHIP SUMMARY

Status:	Active
Paid Thru Date:	12/31/2021
Member Post:	1 Year Membership Indiana Post 0500
Member Number:	000101352071

[View Details](#)

MY SUBSCRIPTIONS

The American Legion Magazine	Details
Expires:	4/30/2022
Delivery:	Print
Status:	Active

The American Legion Magazine	Details
Expires:	4/30/2021
Delivery:	Print
Status:	Active

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

SAL MEMBERSHIP SUMMARY

There are no memberships to display


MY ORDER BALANCE

Your Account shows no balance due at this time.

Any item in “Blue” is a hyperlink and opens that item.

Clicking on “Group Profile” brings you back to the Groups main page.

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

 **MyLEGION.ORG**

Member Name
[REDACTED]

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile > Members

[My Account](#) My Groups IN Post 0500

Details for: IN Post 0500

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

Add/Modify Transmittal

Displaying 1-20 of 1411

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

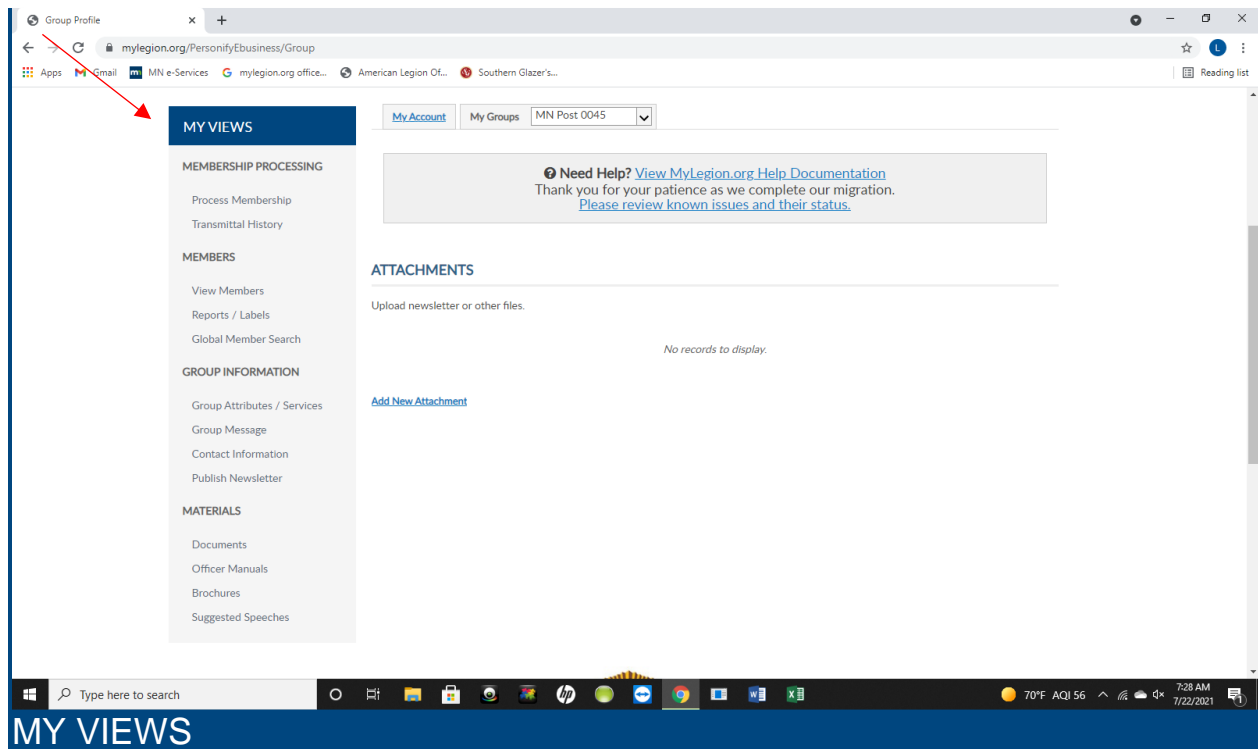
<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	000401850538	Aaron, Arthur	American Legion IN Post 0500	1073 E. Everton Rd Connersville, IN 47331			USA	OTHER	0	
<input type="checkbox"/>	000									2019
<input type="checkbox"/>	000									2020
<input type="checkbox"/>	000									2021
<input type="checkbox"/>	000101340381	Albers, Donald	American Legion IN Post 0500	6036 W 26th Pl		(317)281-1344		VIETNAM	0	2021

Membership Options

From your “My Account” page, select the post you wish to process membership for, NOT the Post Leadership and then click “My Groups”. This will bring up your Post/Sq/District.

The screenshot displays the MyLEGION.ORG website interface. At the top, the logo and navigation links (MEMBERSHIP, SUBSCRIPTIONS, RESOURCES, SHOP, CONTACT) are visible. The user is logged in as 'Membe' with a 'MY ACCOUNT' button. The 'My Account' page is active, showing a sidebar with links for MY INFORMATION, MEMBERSHIP, SUBSCRIPTIONS, PURCHASES, and CONTACT INFORMATION. The main content area shows 'MY CONTACT INFORMATION' with a profile picture placeholder and a list of groups. A dropdown menu is open under 'My Groups', listing various groups including 'IN Post 0500', 'IN Post 0500 Leadership', 'IN Sqdn 0500', 'IN Sqdn 0500 Leadership', and 'IN Squadron 0500 Leadership'. The right sidebar shows 'AL MEMBERSHIP SUMMARY' with details like Status (Active), Paid Thru Date (12/31/2021), Member Post (1 Year Membership), and Member Number (000101352071). Below this, it states 'There are no memberships to display'. At the bottom, 'MY ORDER BALANCE' shows 'Your Account shows no balance due at this time.'

On the left-hand side of the page, you will see



MEMBERSHIP PROCESSING

- **Process Membership** – Process your membership transmittals
- **Transmittal History** – look at your transmittal history (does not include online renewals)

MEMBERS

- **View Members** – View your members – this is where you will be able to make changes to members
 - information
- **Reports / Labels** – Labels, reports – including seeing those members that renewed online
- **Global Member Search** – find a member-will need either the members ID number or first and last name and post they belong to.
 - name and post they belong to.

GROUP INFORMATION

- **Group Attributes / Services** – You can select various options your past may offer
- **Group Message** – you can create a message for everyone in your post.
- **Contact Information** – contact information for your post, phone, email.
- **Publish Newsletter** – publish a newsletter for your members to read

MATERIALS

- **Documents** – various documents that the Department or National puts out
- **Officer Manuals** -most of the various manuals, (Officers Manual, Adjutants Manual, District Officers Guide, etc)
 - Guide, etc)
- **Brochures** – Most of the brochures that are downloadable and/or printable
- **Suggested Speeches** – suggested speeches for Memorial Day Veterans Day, Flag Day, etc


Membership Processing

To process a membership, click on “Process Membership” First item on the left-hand side under “Membership Processing”

LEGION.ORG

SHOP ONLINE

LOGOUT



MyLEGION.ORG

Member Name

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

RESOURCES

SHOP

CONTACT

Home > My Views > Group Profile > Members

My Account

My Groups

IN Post 0500

Details for: IN Post 0500

Last Name:

First Name:

Email:

Member ID:

City:

State/Province:

Country:

Paid Through Year:

Post/Squadron Number:

Member Status:

Search

Clear

Actions:

Export Full Roster

Go

Add/Modify Transmittal

Displaying 1-20 of 1411

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"/>	000401859538	Aaron, Arthur	American Legion IN	1073 E Everton Rd			USA	OTHER	0	
<input type="checkbox"/>	00000000									2019
<input type="checkbox"/>	00000000									2020
<input type="checkbox"/>	00000000									2021
<input type="checkbox"/>	000101345381	Akers, Donald	American Legion IN	6036 W 29th Pl		(317)291-1344		VIETNAM	0	2021

You will then click on the Add/Modify Transmittal button in Blue on the right-hand side.

You can either search for the member by name or ID **OR** you can select the desired member by checking on the small box on the left of the member’s name. **As a reminder**, if a person has not renewed for the past up to two years, they will show up for the years they have not renewed. Be sure to look to the far right to select the correct “Paid Through Year” you wish to renew the member for.

Home > Membership > Post Transmittal

My Account | My Groups | In Post 0510

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$16.50	\$16.50
Post :		\$5.00	\$5.00
Total amount due today :			\$35.00

Member First Name Member Last Name

Member Id

Search Clear All

Add New Member Transfer Member

List Selected | Export to CSV | Print

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input checked="" type="checkbox"/>	000204280880	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000205518581	Richard S Adcock	rsadcock@yahoo.com	(317)657-4450	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204444092	Wanda Adcock	wanda.adcock@gmail.com	(317)422-4000	5323 Sherman Dr Indianapolis, IN 46235-6007	2020
<input type="checkbox"/>	000204725240	Wanda Adcock	wanda.adcock@yahoo.com	(317)723-3940	5323 Sherman Dr Indianapolis, IN 46235-6007	2020
<input type="checkbox"/>	000203357555	Charles J Anderson	clanderson05@yahoo.com	(317)427-2175	9942 Hard Ray Cir Indianapolis, IN 46234	2020
<input type="checkbox"/>	000203207100	John S Anderson	johns@andersonfamily.com	(317)566-5024	8148 Goodwin Pl Indianapolis, IN 46255	2020

Members to renew listing.

Check box next to name to add to

- ☐ **New member**- never been a TAL member or SAL member (New Member)
- ☐ **Current or former member (Transfer)**

Home > Membership > AddMember

** Required*

* First Name:

Middle Initial:

* Last Name:

Suffix: ▼

Date of Birth: ▼ ▼ ▼

Gender: ▼

* Country: United States [Change](#)

* Address Type: ▼

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State: ▼

* Zip Code:

Phone: EXT

Email:

* Branch of Service: ▼

* Conflict: ▼

[Save](#) [Cancel](#)

For a Transfer, you will need the members Last Name and member ID Number, select Continue.

Home > Membership > TransferMember

Transfer-in Existing Member

* Member ID:

* Last Name:

[Continue](#) [Cancel](#)

You will then need to verify the information is correct. Make any corrections and SAVE

[Home](#) > [Membership](#) > [TransferMember](#)

Transfer-in Existing Member

** Required*

First Name
First Name:

Last Name
Middle Initial:
Last Name:
Suffix:

Date of Birth:

Gender:

* Country: [Change](#)

* Address Type:

Member Address Info

* Address Line 1:
Address Line 2:
Address Line 3:

* City:

* State:

* Zip Code:

Phone: EXT

Email:

* Branch of Service:

* Conflict:

[Cancel](#)

Once all you Renewals/Transfers/New Members are added to the Transmittal, you will select Finalize. Confirm all the members are listed and the Total Amount Due Today is correct, select Finalize again

Post Transmittal

mylegion.org/PersonifyEbusiness/Membership/Post-Transmittal

Home > Membership > Post Transmittal

My Account My Groups MN Post 0045


POST TRANSMITTAL

Status :	Not Saved	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$13.75	\$13.75
Post :		\$3.25	\$3.25
Total amount due today :			\$35.25

Please Confirm selected members, and click 'Finalize'

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
MEMBER ID	MEMBER NAME	MEMBER EMAIL ADDRESS	MEMBER PHONE	MEMBER ADDRESS	2022

Finalize Cancel



THE AMERICAN LEGION

If you have not set up your banking information, you will need to enter the Bank Routing Number, Bank Account Number, Type of Account and Account Holders full name. You will also need to check the box authorizing the American Legion to make a one-time charge to your bank account – the amount of the charge should be equal to your transmittal amount. You will not be able to process any additional membership until this transmittal has gone totally through the system.

PostTransmittalPayment

mylegion.org/PersonifyEbusiness/Membership/PostTransmittalPayment

Total Selected To Pay: \$35.25

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

300 Lexi
New Pra
2426, US

☐ * By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/22/2021 for the amount of 35.25.

Pay Now

Waiting for mylegion.org...

If you have already set up your banking information, you will select the account you wish the funds to come out of (there is a radio button in front of each account). You will also have to check the box authorizing the American Legion to make a one-time charge to your bank account – the amount of the charge should be equal to the amount of your transmittal.


On this screen you will also be able to change your banking information or add additional accounts if needed.

Once completed, click “Pay Now”, you will receive a “Thank You and an option to print a receipt. You will be able to print the receipt by clicking on “Print Transmittal Summary”

Transmittal History

Your receipt will show the names of the members in the batch-this comes out in Member Number ID order, not alphabetical. This is used to see the membership that has been processed by the Post via MyLegion.org or through the mail, it does not include those members that have renewed online.

Page: 1 of 1



MN Post 0045 [REDACTED]

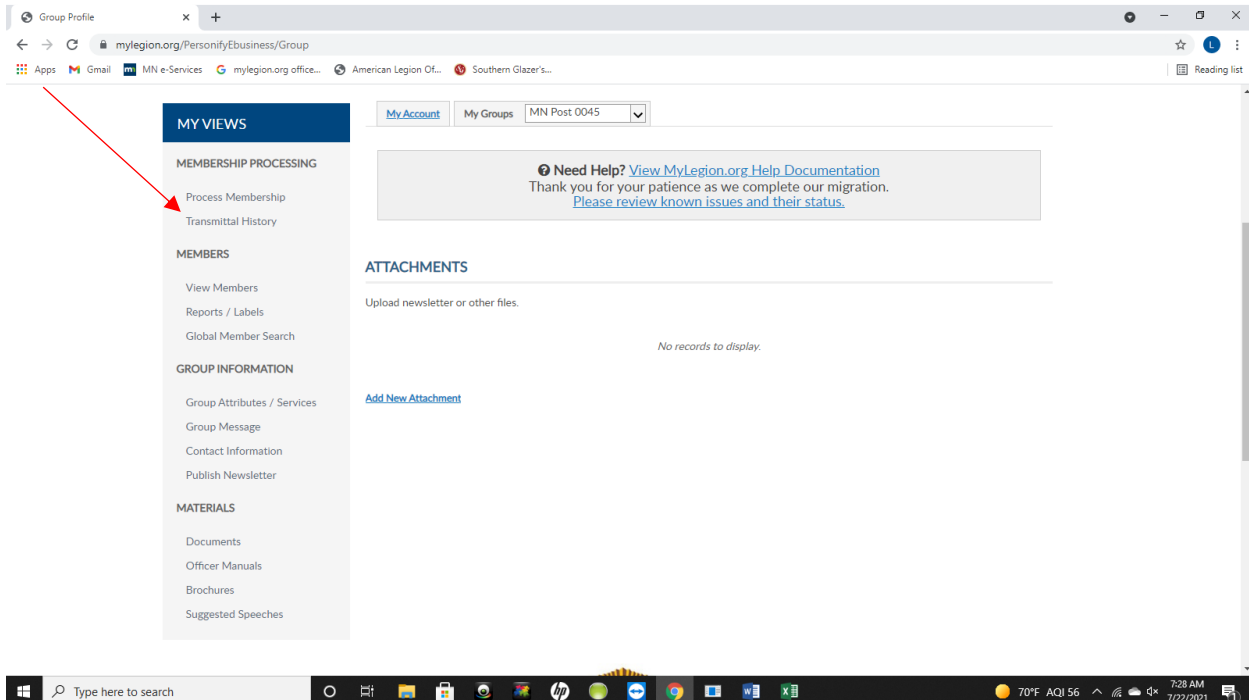
Cards: 1
Total Amount: \$35.25
Status: Posted
Charge per member: \$35.25
Date Submitted: 07/07/2021
Invoice #: 2107010137

Members in this Batch

Member ID#	Name	Membership Year
[REDACTED]	[REDACTED]	2022

Transmittal History

To look up a transmittal, select Transmittal History



The screenshot shows the MyLegion.org website interface. The left sidebar is expanded, showing the 'MY VIEWS' section. Under 'MEMBERSHIP PROCESSING', the 'Transmittal History' option is highlighted with a red arrow. The main content area displays a message about migration and a list of attachments, which is currently empty.

Group Profile x +

mylegion.org/PersonifyEbusiness/Group

My Account My Groups MN Post 0045

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

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

ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

Type here to search

7:28 AM 7/22/2021

Select the Year, Type (Online or Mail) and Range (Date Range)

Transmittal History

Home > Membership > Transmittal History

My Account My Groups MN Post 0045

Year Type Range From Date To Date

Search Clear

Transmittal Number	Membership Year	Transmittal Submitted	Transmittal Type	Processed Date	Stated # of Members	Stated Dollar Amount	Actual # of Members	Actual Dollar Amount
2104130070	2021	4/13/2021	Online	2021-04-29	0	\$0.00	1	\$35.25
2107010137	2021	7/1/2021		2021-07-07	0	\$0.00	1	\$35.25

If you leave the Year and Type blank you will get all your transmittals. You can select the transmittal you wish to review by selecting the transmittal number, which is blue under Transmittal Number. This will give you a copy of the receipt for that transmittal. Transmittal Submitted is the date you hit the Pay Now button, the Processed Date is the date it was processed at National.

View Members

Group Profile

mylegion.org/PersonifyEbusiness/Group

My Account My Groups MN Post 0045

MY VIEWS

- MEMBERSHIP PROCESSING
 - Process Membership
 - Transmittal History
- MEMBERS**
 - View Members
 - Reports / Labels
 - Global Member Search
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 - Group Attributes / Services
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Need Help? [View MyLegion.org Help Documentation](#)
Thank you for your patience as we complete our migration.
[Please review known issues and their status.](#)

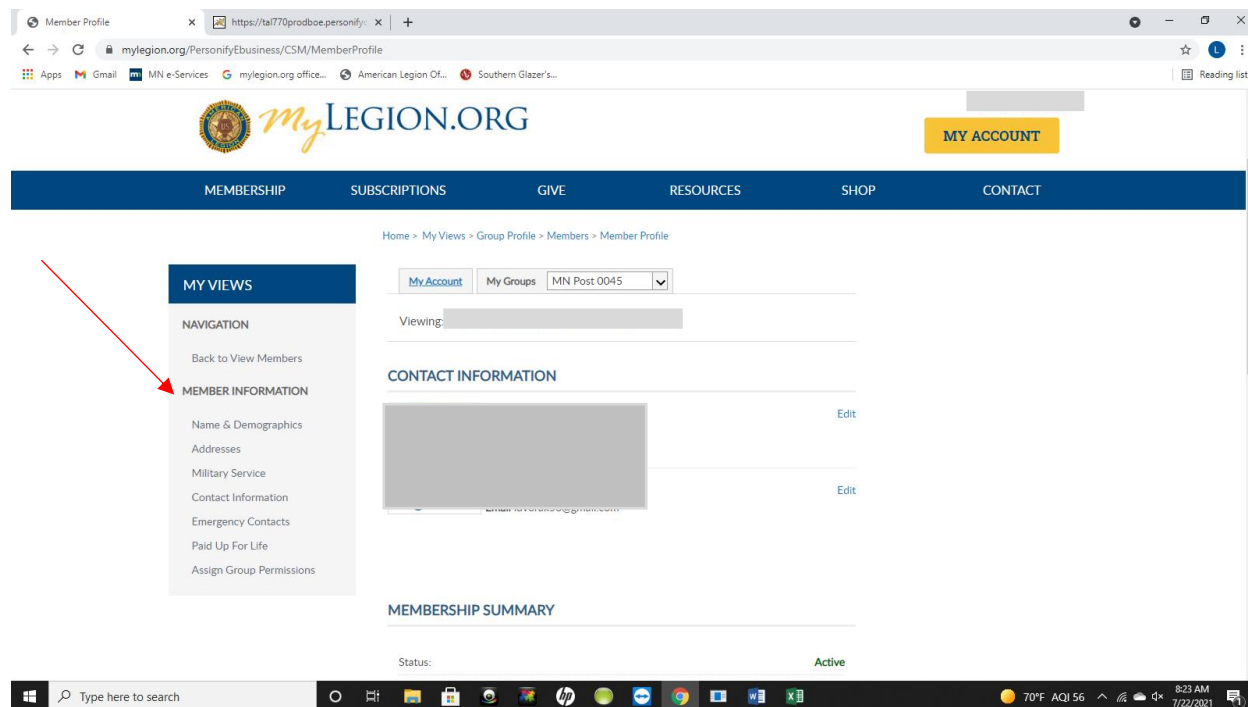
ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

From the View Members area, you can make necessary changes to a member's profile. You can either search for a member or select the member from the list (click on the individual name in blue). From here you can edit the Name & Demographics, Address, Military Service, Contact Information, Emergency Contact, you can also apply for a PUFL. Any area that has a [blue Edit](#) button can be changed. Make sure to "SAVE" if you make any changes



Name & Demographics – Name, Nickname, Credentials, Birthdate, Gender, Employment, and if the member is Deceased

Addresses – Main Address. You can also add an additional address

Military Service – Branch, Conflict, Retired Status

Contact Information – Phone (you can list more than one), E-mail (you can list more than one), Web/Social Media sites, Fax Number

Emergency Contact – Self Explanatory

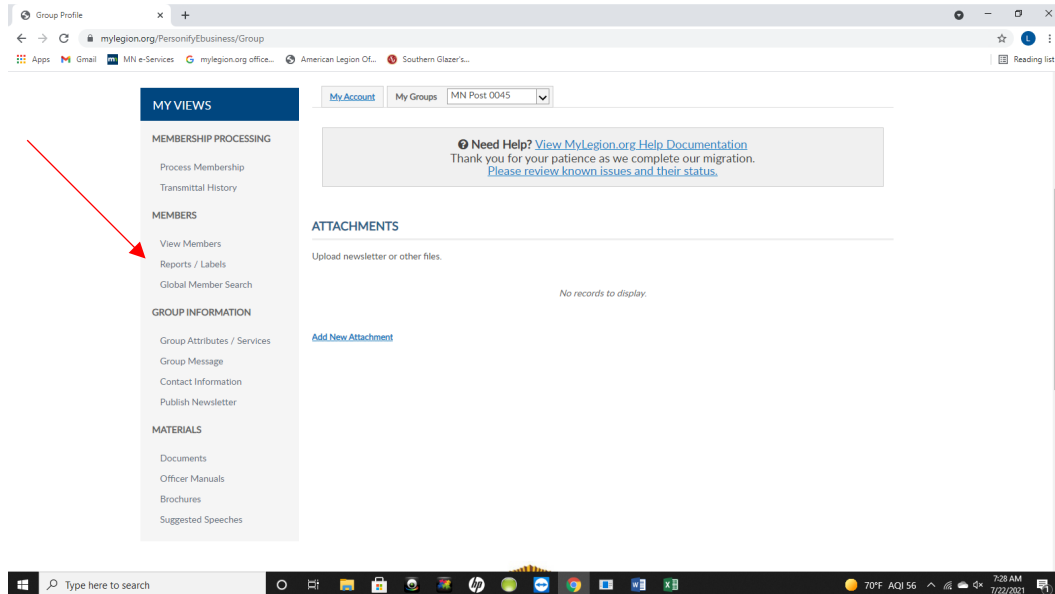
Committees – This lists all Past and Present Committees and Positions at the Post, District, Department or National level.

Paid Up for Life – If you are not a PUFL – you can apply here.

Assign Group Permissions – If you are the Commander or Adjutant of the Post or District you have the ability to give other members access to your Post or District here.

Reports and Labels

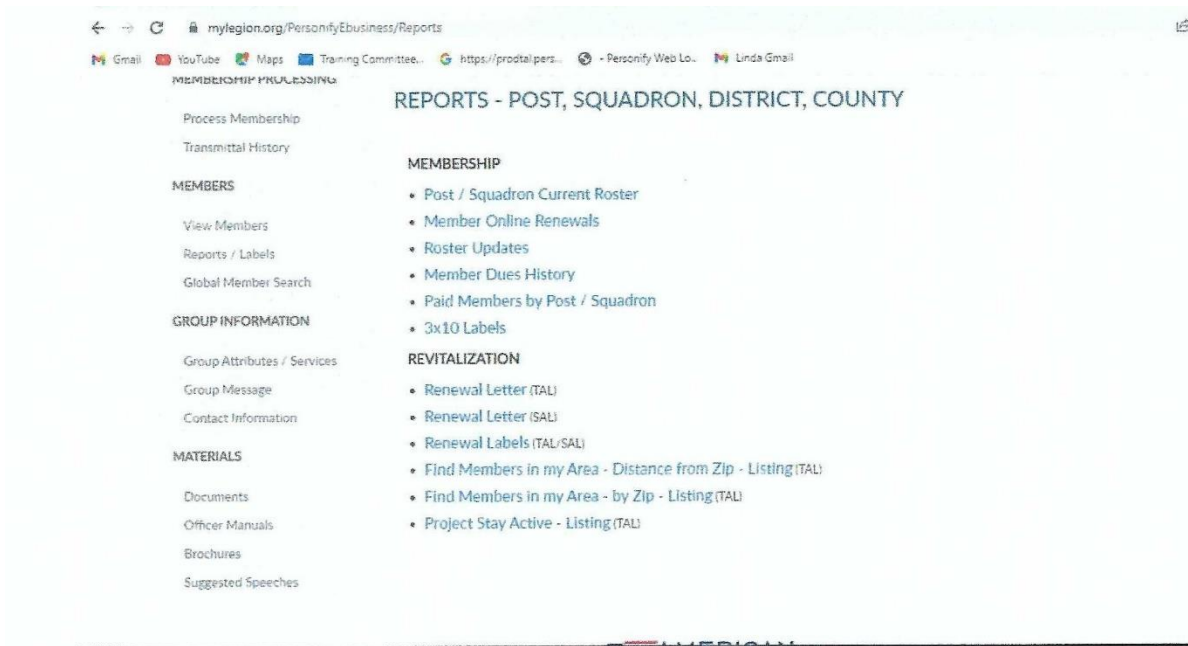
From here you can print mailing labels, find members in your area, review the list of members who renewed online and get a current post roster



In the reports area you will see Post, District and SAL, if you have the proper permissions for these areas. Each area has ten reports; Post Current Roster, Members Renewed Online, Roster Updates, Member Dues History, Paid Members by Post, Renewal Letter, Renewal Labels, Find Members in my Area, By Distance from Zip Code and by Zip Code, and Project Stay Alive.

We will look at each separately.

REPORTS

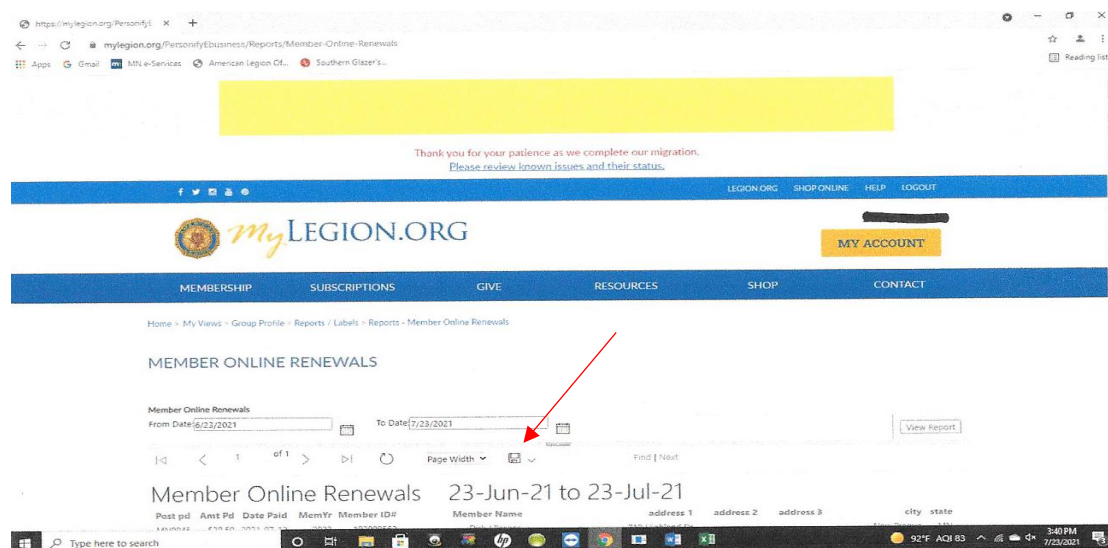


Post/Squadron Current Roster – This is a roster of the Post/Sq Members. Select the Group (Post, or Sq) last year paid, then the Status (Active or Deceased), Membership Type and mailing status (deliverable or Undeliverable), then View Report.

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	#Yrs	BOS	Type
A	2022	101011524	Adamek	Robert	27306 Zachary Ave	Elko	MN	55020-4528	(952)401-2925	kemadarobert@aol.com	VIETNAM	34	USA	1YR
A	2022	100105147	Adams	Eugene	1905 S 3rd Ave E	Newton	IA	50208-4128			MISSING	35		1YR
A	2022	103209414	Aman	Orville	420 Flag Blvd Ne	New Prague	MN	56071-2007	(952)758-2017	amanretired2001@yahoo.com	KOREA	68	USA	PUFL_RENEWAL
A	2022	102000549	Anderson	Lynn	24575 Cedar Point Rd	New Prague	MN	56071-7808			VIETNAM	38		1YR
A	2022	102000023	Barlage	Gilbert	608 4th St Ne	Montgomery	MN	56069-1412	(952)267-8433		VIETNAM	33	USA	1YR
A	2022	203343175	Bartusek	Benjamin	305 Sunrise Ave N	New Prague	MN	56071-2107	(952)755-3399	bartusek@bevcomm.net	VIETNAM	18	USA	1YR
A	2022	101005726	Bauer	Roger	19191 400th St	Le Center	MN	56057-4093	(952)999-9321	rbauer1052@gmail.com	VIETNAM	60	USA	1YR
A	2022	101955453	Bauer	William	206 Columbus Ave N	New Prague	MN	56071-1830	(952)758-5913	ssbauer@bevcomm.net	KOREA	71	USA	1YR

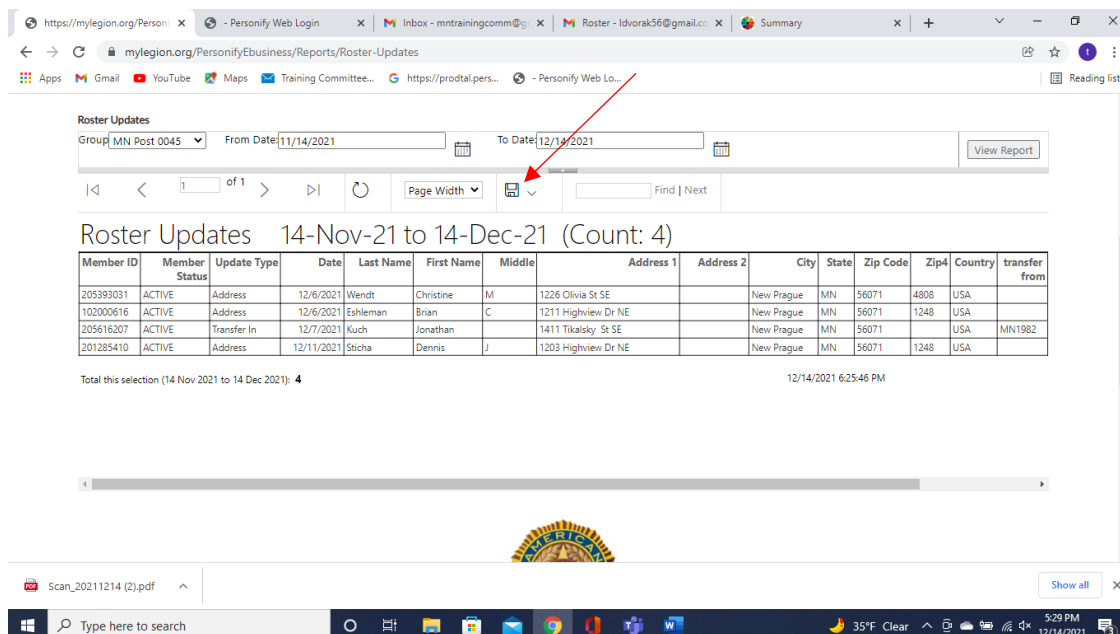
To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Members Online Renewals – Members that renew online are listed here. You can select the date range; the default is 30 days back from current date.



To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Roster Updates – This will give you a list of any member that has had a change to their record, to include transfer to your post and transfers out of your post. Select the Group (Post or Sq) and the from and to dates of your search, then View Report.



To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Member Dues History – This report will show you the history of a member's dues, it only goes back to 2011. You will need the members ID and if they are Legion or Sons of the American Legion.

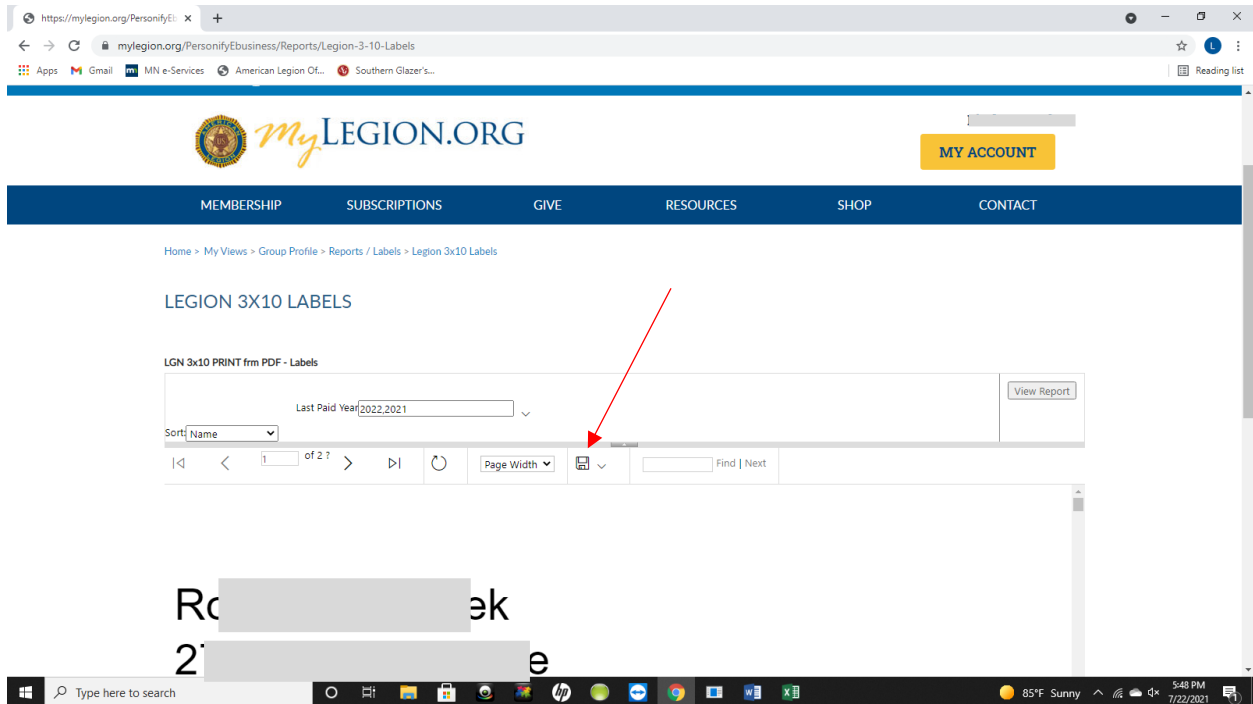
The screenshot shows the 'MEMBER DUES HISTORY' report page on myregion.org. The page has a blue header with navigation links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, SHOP, and CONTACT. Below the header, the breadcrumb trail is 'Home > My Views > Group Profile > Report > Member Dues History'. The main heading is 'MEMBER DUES HISTORY'. There are input fields for 'MemberID' and 'Organization' (with a dropdown menu showing 'TAL' and 'SAL'). A 'View Report' button is to the right. Below these fields is a pagination bar showing '1 of 1' and a 'Page Width' dropdown. The section 'Payment History for' is followed by a table with columns: Member ID, Member Name, Membership Year, Membership type, Status, Order Date, ORDER NO, Print, Begin Date, and End Date. The table is currently empty. At the bottom right of the table area, it says '8/18/2023 9:32:38 AM'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with '60°F Sunny' and '8:32 AM 8/18/2023'.

Paid Members by Post/Squadron – This report will show when a members paid their dues. It only goes back to 2011.

The screenshot shows the 'PAID MEMBERS BY POST' report page on myregion.org. The page has a blue header with navigation links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, SHOP, and CONTACT. The American Legion logo is in the top right, along with a 'Mark Dvorak MY ACCOUNT' button. The breadcrumb trail is 'Home > My Views > Group Profile > Reports > Labels > Reports > Paid Members by Post'. The main heading is 'PAID MEMBERS BY POST'. A note states: 'Note: This report may be very slow to return data. We are aware of the issue and are working to optimize this report. Thank you for your patience as we research this issue.' There are input fields for 'TAL/SAL' (with a dropdown), 'Post/Squad' (with a dropdown showing 'MY Post 0045'), and 'Last Paid Year' (with a dropdown showing '2023'). A 'View Report' button is to the right. Below these fields is a pagination bar showing '1 of 1' and a 'Page Width' dropdown. The section 'Paid Members By Post' is followed by a table with columns: Member ID, Member Name, Membership Year, Membership type, Status, Order Date, ORDER NO, Print, Begin Date, and End Date. The table is currently empty. At the bottom right of the table area, it says '8/18/2023 9:32:38 AM'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with '63°F Sunny' and '8:32 AM 8/18/2023'.

Labels

Labels will be printed on Avery 5160/8160 or equivalent. Select Last year paid, you can select more than one year, then select the way you want the labels sorted (alpha by name or zip code), Select View Report. The names will appear very large on your screen, select the drop down next to the little disc to choose the format you wish the labels to be printed in (I always choose PDF). The labels will be downloaded to your computer.



Revitalization

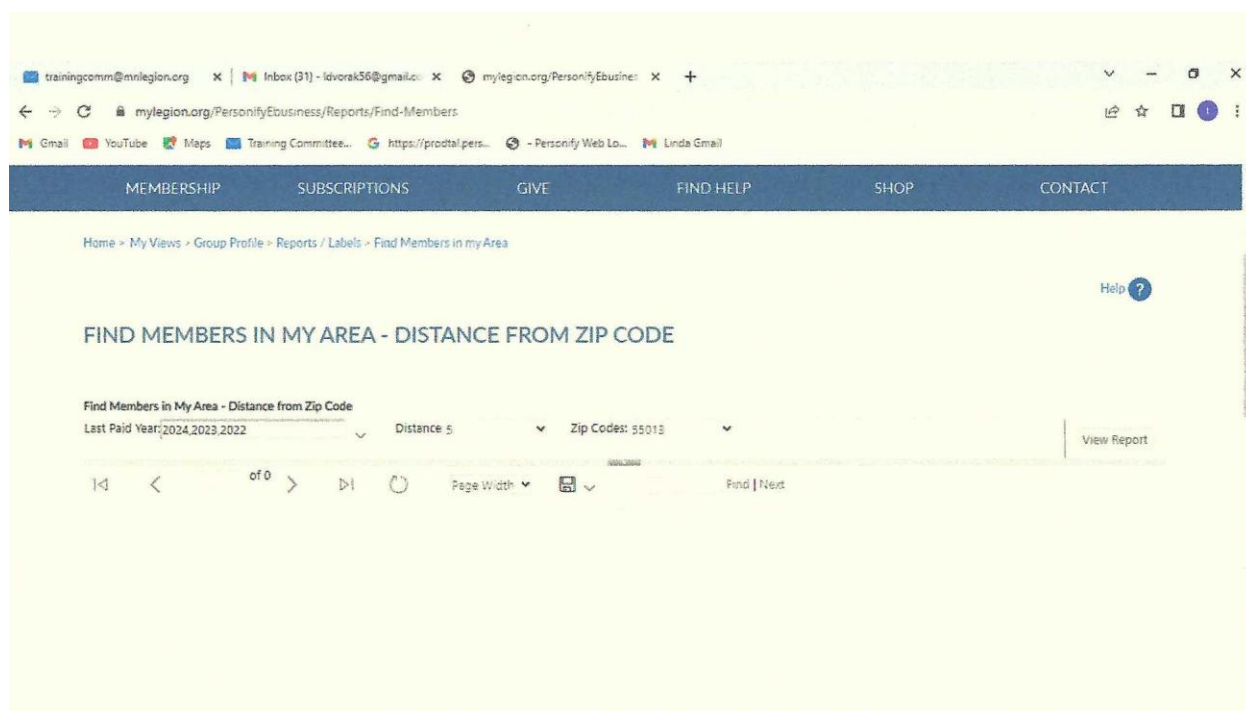
Renewal Letter (TAL)-This will create a letter that you can send to all the members of our post to get them to renew their membership.

You select the Post, and the last year paid. The Post Commander will automatically populate, based on your Officer Report. Select the way you want the report sorted and View Report. You will get all the letters, in order to print them, select the little disc and select the format you wish to print them in (Word or PDF). They will download to your computer.

Renewal Letter (SAL)-The is the same as the Renewal Letter (TAL), except it is for the SAL members. Follow the same procedure.

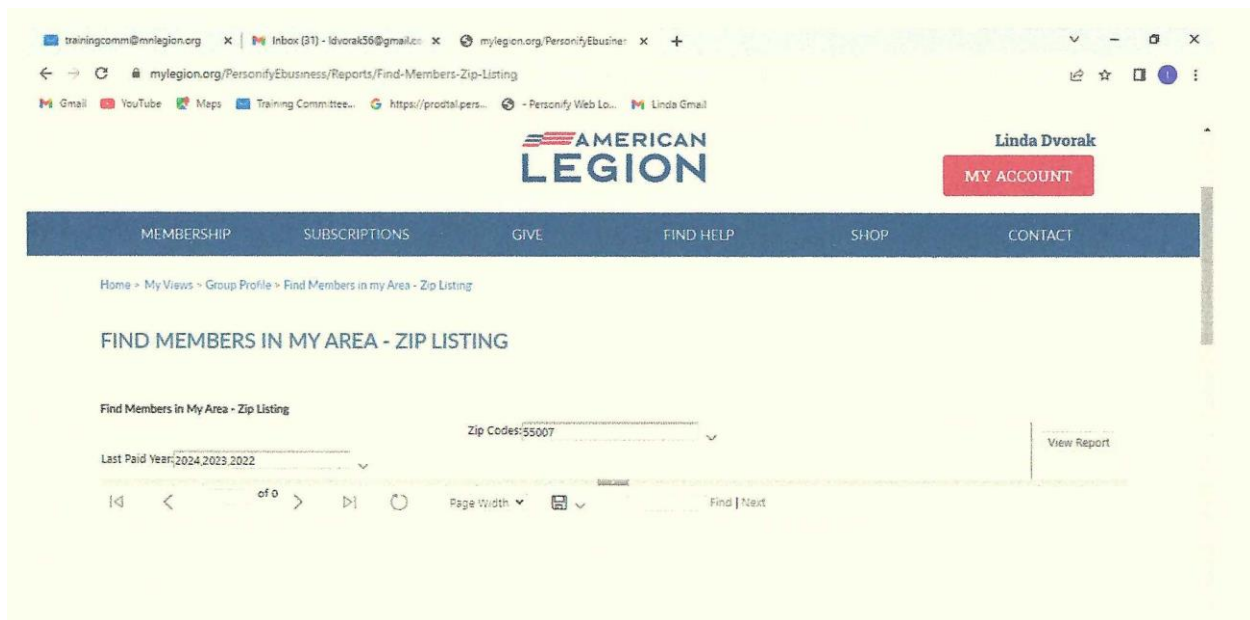
Renewal Labels (TAL/SAL)- This is the same as printing the labels from the Reports menu.

Find Members in My Area-Distance from Zip - Listing – Members that are not current on their membership and live in the area of a post (based on a specified distance from a Zip Code) are listed here. These are members the post can try and get to transfer to their post. This will include all 1982AD and 1982MN members.

The screenshot shows a web browser window with multiple tabs. The active tab is 'mylegion.org/PersonifyEbusiness/Reports/Find-Members'. The browser's address bar shows the URL. Below the browser window, there is a navigation bar with links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, SHOP, and CONTACT. Below the navigation bar, there is a breadcrumb trail: Home > My Views > Group Profile > Reports / Labels > Find Members in my Area. The main content area is titled 'FIND MEMBERS IN MY AREA - DISTANCE FROM ZIP CODE'. Below the title, there is a form with the following fields: 'Find Members in My Area - Distance from Zip Code', 'Last Paid Year: 2024, 2023, 2022', 'Distance: 5', and 'Zip Code: 55013'. There is a 'View Report' button to the right of the form. Below the form, there is a pagination bar showing 'of 0' and 'Find | Next'.

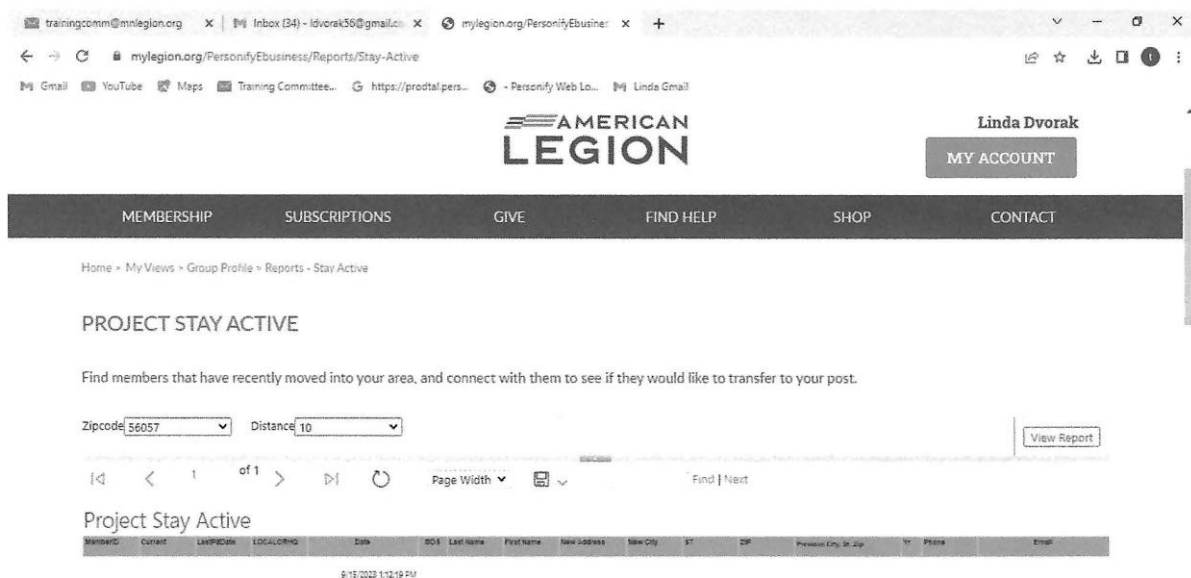
Enter the Last Paid Year, Distance from a Zip Code and the Zip Code you are interested in (you can only one), and View Report. This report gives you name, address, email, phone number. Contact these members and see if they would like to transfer. To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Find Members in My Area-Zip - Listing – Members that are not current on their membership and live in the area of a post (based on a specified a Zip Code) are listed here. These are members the post can try and get to transfer to their post. This will include all 1982AD and 1982MN members.



Enter the Zip Code you are interested in (you can select more than one), and Last Year Paid, then View Report. This report gives you name, address, email, phone number. Contact these members and see if they would like to transfer. To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Project Stay Active-This is a report that will give you members that have recently moved into your area. They are already Legion members from another post.



Select the zip code you want to look up and the distance away from the zip code.

Global Member Search

In this section you are able to find members that are not in your post but wish to transfer to your post. There are two options: Search by Member ID and Search by Name and Post Number.

The screenshot shows a web browser window with the URL <https://mylegion.org/PersonifyE/My-Views/Group-Profile/Global-Member-Search/Search-By-ID>. The page features a blue header with the MyLegion.ORG logo and navigation links: LEGION.ORG, SHOP ONLINE, HELP, and LOGOUT. Below the header is a dark blue navigation bar with links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area is titled "GLOBAL MEMBER SEARCH BY ID" and contains a search form with a "Member ID" input field and a "View Report" button. A yellow banner at the top of the page reads: "Thank you for your patience as we complete our migration. Please review known issues and their status."

Search by Member ID- After the ID is entered and you select View Report you will get the individuals Name, Location (State/Zip Code) Type of Membership (Individual, PUFL, etc) Last Transaction, Last Year Paid

The screenshot shows a web browser window with the URL <https://mylegion.org/PersonifyE/My-Views/Group-Profile/Global-Member-Search/Search-By-Last-Name>. The page features a blue header with the MyLegion.ORG logo and navigation links: LEGION.ORG, SHOP ONLINE, HELP, and LOGOUT. Below the header is a dark blue navigation bar with links: MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area is titled "GLOBAL MEMBER SEARCH BY LAST NAME AND POST NUMBER" and contains a search form with fields for "Last Name", "First Name", and "Post Number (ex. AZ0001, AKGU01)" and a "View Report" button. A yellow banner at the top of the page reads: "Thank you for your patience as we complete our migration. Please review known issues and their status."

Search by Last Name and Post Number – You will need Last name and First Name and Post Number (ex MN0001), select View Report, you will get the individuals Name, Location (State/Zip Code) Type of Membership (Individual, PUFL, etc) Last Transaction, Last Year Paid

Group Information

The Group Information is self-explanatory

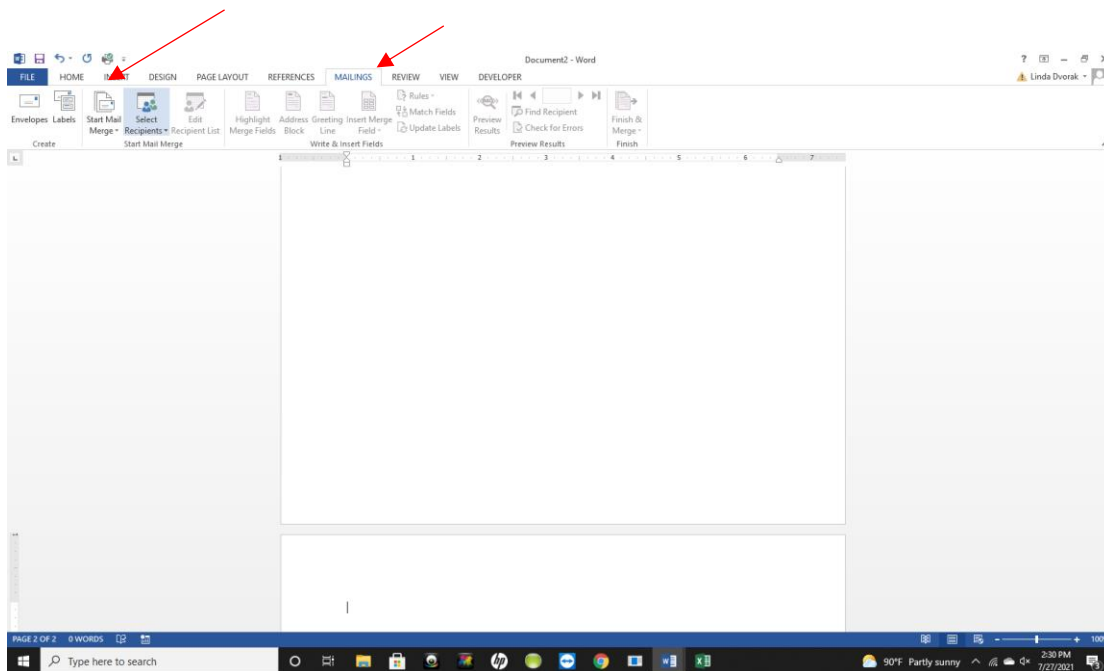
Materials

The Materials area is self-explanatory

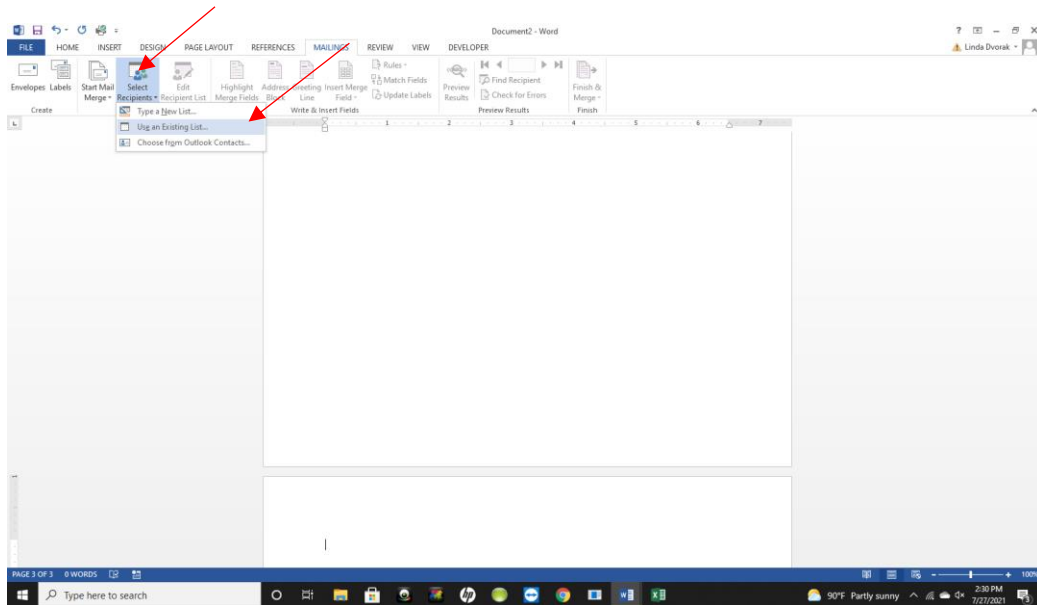
Mail Merge (Labels)

To do a Mail Merge to produce mailing labels you will need a spreadsheet (excel) with the info you want to merge (name, address, City, State & Zip Code). Save the Spreadsheet to a known location.

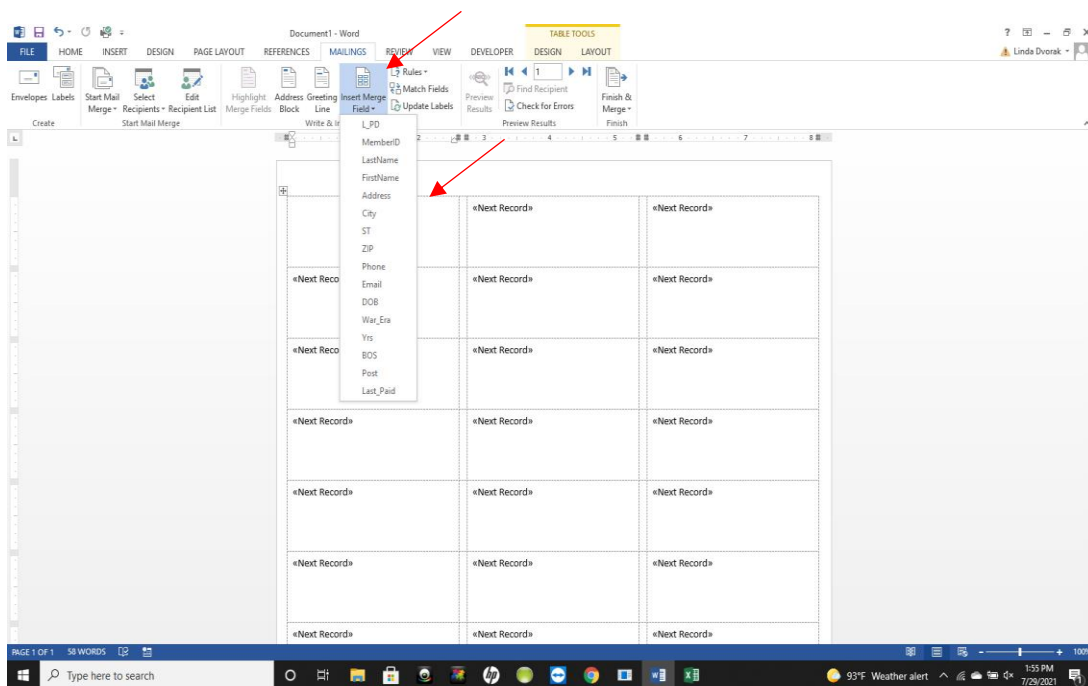
Open a Word document, click on Mailings, Start Mail Merge and select Labels. Select the labels you are using, once selected the labels will come up on your screen.



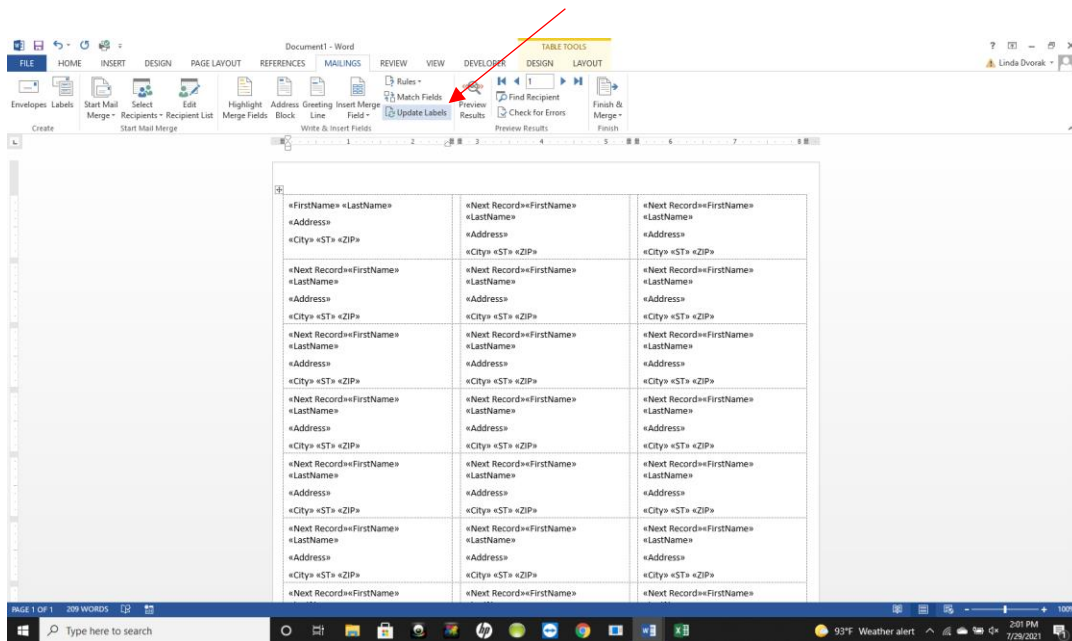
Click on “Select Recipients” then “Use and Existing List” and locate the Excel Spreadsheet with the information you want on the labels. You will get a pop-up window asking what page of the spreadsheet you want to use. If you only have one sheet in your spreadsheet, just click ok. If you have more than one sheet, make sure you select the correct sheet.



Select the “Insert Merge Field”, select the first name on your label and enter a space, select Insert Merge Field again, then the last name and click on the enter button, your cursor will go to the second line, select Insert Merge Field again, and add the street address and enter. On the third line you will again select Insert Merge Field and the City, then space, select Insert Merge Field and then State, then again select Insert Merge Field space and lastly the Zip Code.



Once this is complete select “Update Labels” all your labels should populate with the merged info. Select “Preview Results” to see that your labels are formatted correctly.



You can then select “Preview Results” to view the first page to make sure the formatting is correct.

“Finish and Merge” is the last step. Select “Print Documents”, select “all” from the pop-up window. Make sure you have the label loaded in the printer.

