District 13 1st Vice Commander and Membership Office Training

John Carlson (District 1st Vice Commander)
Arturo Thiele-Sardina (District 3rd Vice Commander and Training Officer)
4 October 2025



Overview

- Course Objectives
- Getting started
- First Vice Commanders Duties
- Membership Management



COURSE OBJECTIVES

- Understand the importance of membership in your Post
- Understand the tools available for membership management
- Membership Retention



REQUIREMENTS

- Positive Attitude
- Initiative
- Motivate/Motivated
- Leader



FIRST VICE COMMANDER RESPONSIBILITIES

- Be fully involved in and responsible for all aspects of post membership
- Knowledgeable of myLegion (Legion & S.A.L.)
- Chairman of post membership committee
- Makes a membership report at all meetings
- Knowledgeable of the commander's duties
- Performs other duties as needed



Membership



MEMBERSHIP MYTHS

- Membership is only the responsibility of the membership officer
- All members will automatically renew each year
- All members read the monthly newsletter and are aware of the need to renew
- Most members renew on-line because it is easy
- Email communication is the preferred method to contact members



Types of Memberships

- Regular Member
- Paid up for Life (PUFL)
- Honorary Life



5 Key Membership Processing Terms to Understand

- Eligibility
- Direct Membership Solicitation (DMS)
- Renewal
- Cards
- Rosters



Eligibility-Who is Eligible

- The LEGION Act Let Everyone Get Involved in Opportunities for National Service Act – also redefines The American Legion's membership eligibility dates. The eligibility now spans from Dec. 7, 1941, until a time when the U.S. is no longer at war, as determined by Congress.
- Currently serving or have been honorably discharged



Eligibility-Continued

- There shall be no form or class of membership except an active membership card.
- Dues shall be paid annually or for life.
- No Legion member may be a member at any one time of more than one post.



Eligibility of National Guard & Reserve Components

- Must have served at least one day of federal active duty
- Meet same guidelines as active duty Veterans
- When determining if qualify, look on authority line of orders
- It must say Title 10, subsection 672 or 12301- which are official orders from the Sec. of Defense



Direct Membership Solicitation (DMS or 1000's)

- In the Dept. of California these are referred to as Post 1000
- Signed up through National Headquarters and then placed into Dept. Headquarters Post 1000
- Excellent way to increase post membership
- List can be found on the mylegion portal
- Currently there are 185 members in District 13 boundaries



Direct Membership-Continued

- For the DMS program to be truly effective, it is imperative these new members are personally contacted and invited to transfer into your post.
- Ultimately, it is the responsibility of every post receiving a transfer to verify the members eligibility by using a DD214 or other official proof of honorable military service.



Member Data Form (MDF)

- Deceased Member
- Address Change
- Telephone Number
- Email Address
- Branch of Service
- Continuous Years

- 1st War Era Served
- Date of Birth
- Name Correction
- Honorary Life Member
- Post Transfer



Member Data Form (MDF)-Continued

- Must use the mylegion portal, email or mail to Department
- Current paid year transfers still must email or mail to Department



Chairman of Post Membership Committee (3 R's)

Renew

Retain

Recruit



RENEW

- "Open Your Mail"
- Encourage your members to use myLegion
- Get dues (membership) cards to your members immediately once they've paid, include anniversary star patches for caps
- Thank them for renewing (example)
- Have membership renewal incentives



Retention Plan: Foster Loyalty and Increase Engagement

- Retention is just as important as recruiting if not more so!
- Having a plan to keep your Legionnaires engaged and active is the best way to keep them retained
- This starts when they first sign up. It takes a little more effort, but it effectively increases your recruiting numbers because you're not losing members through attrition



Retention- Emphasize Programs, not your Bar

- The American Legion has enough programs to ensure that there is basically something for everyone.
- However, if your post isn't providing and promoting programs, you're missing out on great opportunities. A list of programs can be found <u>here</u>:



Retention-How to Calculate Post Retention Rate

- Choose time period (30 June 2024 to 29 June 2025)
- Count number of members on 30 June 2024
- Count the number of retained members (those who were part of the starting # on 30 June 2024 and are still members as of 29 June 2025*
- Count the number or new members (Post 1000, inter-post transfers, newly joined Legion members)
- Subtract number of new members from the number of retained members
- Divide that result by the total number of members at the beginning of the period (30 June 2024)
- Multiply that number by 100 to express the result as a percentage
- * Deceased members remain on your rolls until the end of the year, you can keep them to calculate your retention # or delete them to get a more accurate retention #

FAMERICAN

Retention-How to Calculate Post Retention Rate (Continued)

- Post 642
- Total members 30 June 2024:66
- Total members retained as of 29 June 2025*: 62
- Total number of new members as of 29 June 2025: 4
- # Retained (62) # New (4) = 58
- 58/66 = **87.8%**,
- If deceased (4 members) are removed then 54/66 = 81.8%
- What does that mean?
- 58 Members X 87.8% = 51 Members at the end of this year unless we recruit new members, repeat for 2027 and we'll be down to 45 members.
- * Post had 4 members pass away during the year



RECRUITING

- Always be ready with a 2-3 minute 'elevator pitch' on the importance and benefits of Legion membership
- Keep a few membership applications handy.
- Build and maintain a relationship with military installations:
 - CA Air National Guard
 - CA Army National Guard
 - US Army Reserves
 - College ROTC (Army/Air Force) Departments



RECRUITING-CONTINUED

- Build and maintain a relationship with the person in charge of veteran admissions and/or veteran student organizations that may be on college campuses.
 - Student Veteran Centers
 - Student Veterans of America (SVA) Chapter
 - Iraq and Afghanistan Veterans of America (IAVA) Chapter
- Network with first responders, civic and community organizations, as well as other veteran service organizations to expand your pool of potential members



RECRUITING-CONTINUED

- Send a localized version of the post's CPR or Post Impact Report to the media outlets in your area.
- Make sure your post is actively participating in at least one program, and that it is done well.
- Make sure your post is an asset to the community; inform them of your post's programs, participation in parades, service activities, etc.



MY LEGION PORTAL

- Processing membership
- Member Data Changes
- Revitalization
- Reports

We will cover this later in the course!



BUDDY CHECKS

- The idea is to reconnect with veterans who may need assistance but don't know where to go or who to ask. These contacts may be made by a personal visit, phone or email, or a combination. The important part is to reach out to veterans in your community to let them know you care and can provide whatever assistance they may need. It's what we do for our battle buddies.
- Buddy Checks will also assist in Renewing, Retaining and Recruiting!



AWARDS

- 50, 60, or 70 Year Certificates
 - National HQ will send certificates to posts in February
 - Certificates usually mailed to Post PO Box or adjutant
 - •To be presented at Post Meeting
 - •Great photo op for Post website/FB Page and newsletter
- Recruiter Cards
- Annual Quota Awards and <u>Membership Awards</u>
 - •National Commanders 103% Membership Incentive Pin (achieve 103% of their membership goal)
- All Time High Awards
- Gold and Silver Brigade Awards



MEMBERSHIP TARGET DATES

- Can be found here
- Current Target Dates for 2025-26 are as follows:
 - Early bird/NEF kickoff: Sept. 10 50%
 - •Fall Meetings: Oct. 15 55%
 - •Veterans Day: Nov. 13 65%
 - •Pearl Harbor Day: Dec. 10 75%
 - •Mid-Winter: Jan. 14, 2026 80%
 - Presidents Day: Feb. 11 85%
 - •American Legion Birthday: March 11 90%
 - •Children & Youth Month: April 8 95%
 - •Armed Forces Day: May 13 100%



OTHER 1ST VICE RESPONSIBILITIES

- Be able to fill in for the Commander
- Be familiar with Roberts Rules of Order
- Know how to develop an agenda, run a meeting
- Work and communicate with other post officers



RESOURCES

- Current TAL Officer's <u>Guide & Manual</u> of Ceremonies
- Current TAL Post Adjutant's <u>Guide</u>
- www.Legion.org
- www.calegion.org
- Dept. Staff
- District Officers
- Current National Membership Awards Manual



End of First Session Break Time Be back in 10 minutes





MYLEGION: ONLINE MEMBERSHIP PROCESSING

Renew, transfer and add new members.

July 2024

MYLEGION.ORG



| Login | | Register |
|--------------------|--------|---------------------------|
| Username | | |
| Password | | |
| | Logir | า |
| Remember Me | | Request One Time Password |
| | | Forgot Password |
| | | Forgot Username |
| | – or – | |
| Microsoft | | G Google |
| in Linkedin | | f FaceBook |
| У Twitter | | |

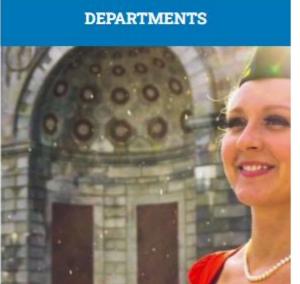


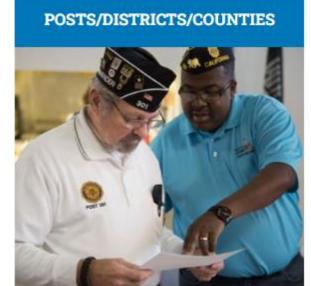


LOGIN REGISTER

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











HELP LOGOUT

Samuel Sample

LEGION.ORG SHOP ONLINE



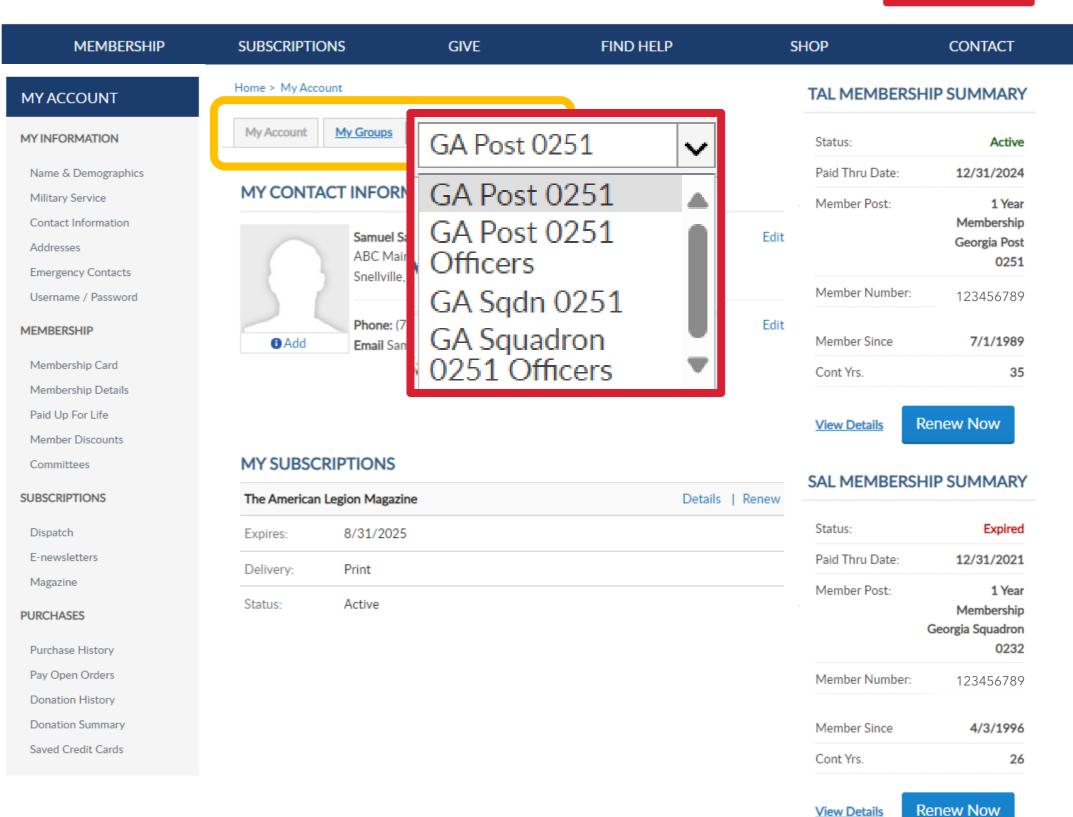
MY ACCOUNT

My Account

Personal Member Info

My Groups

- Adjutants & Commanders
- Post, Squadron
- District, County (View only)
- Department, Detachment
- Assigned Administrators



MEMBERSHIP PROCESSING



Samuel Sample

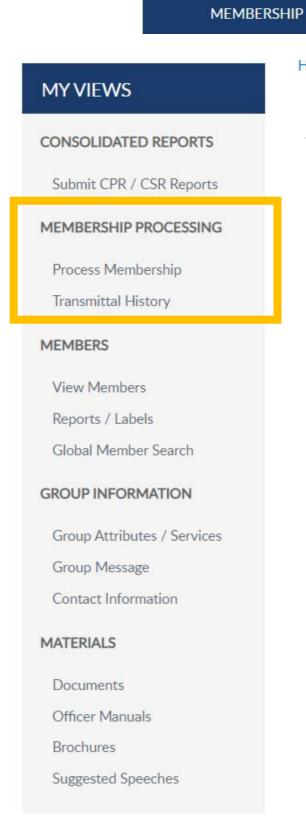
MY ACCOUNT

LEGION.ORG SHOP ONLINE HELP LOGOUT

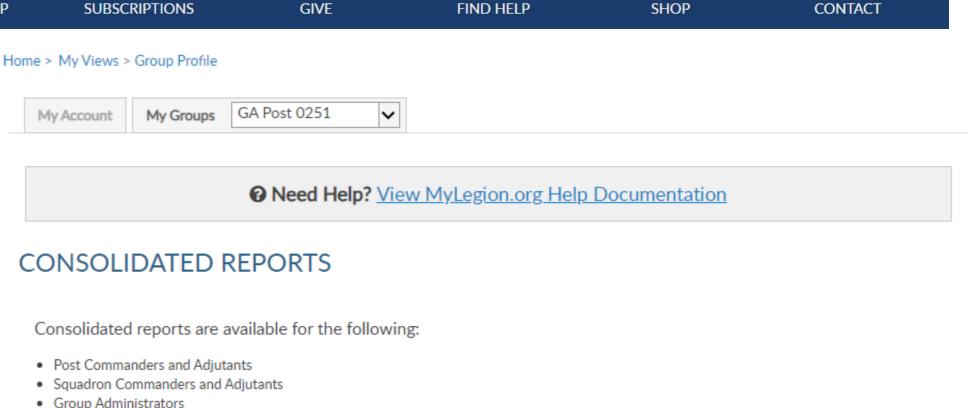
Process Membership

- Renew
- Add New Member
- •Transfer Renewing Mbr.

Transmittal History



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 ${\it Click the "Submit CPR / CSR Reports" button to complete and submit your consolidated reports.}$

Submit CPR / CSR Reports

*** 2023-2024 Consolidated Reports are available.



ATTACHMENTS

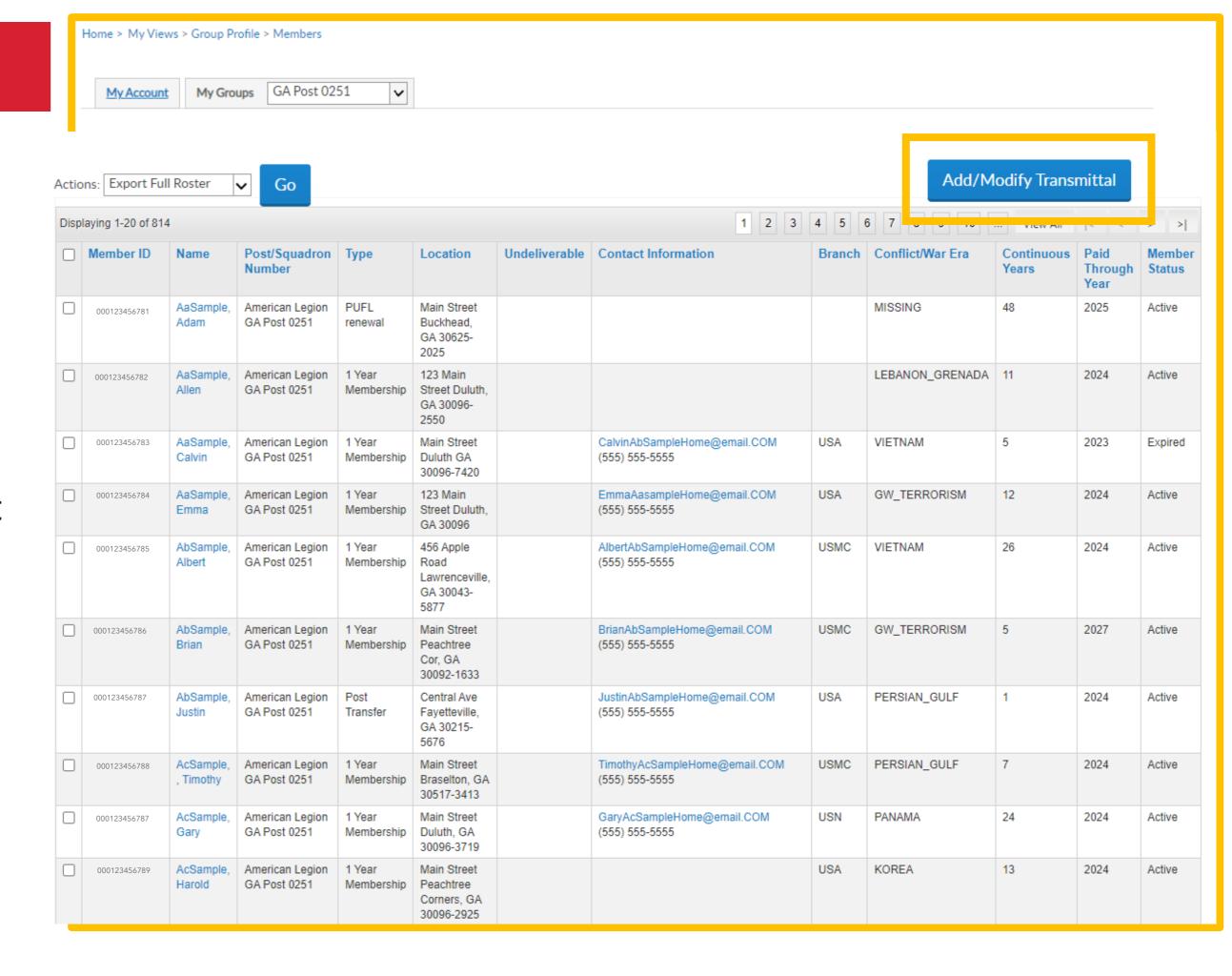
VIEW MEMBERS LIST

Group Profile > Members

- View / Edit Mbrs
- Paid Through Year

Add/Modify Transmittal

- Post/Squadron
- Department/Detachment



POST TRANSMITTAL

Transmittal Summary

- Status
- •Card Count
- Dues Allocations

Search

- Member ID
- Name

Renewal Year

Available Renewal Orders



| Status | : | Not Saved | Per Capitas | Actual | | |
|----------|--|---|---|--|---|--|
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| Depart | tment : | | \$0.00 | \$0.00 | | |
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| Searc | h Clear All | | | | | |
| Add/ Tra | ansfer Member | | | | Save | Finalize |
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| Select | Member Id | Member Name E | mail Address | Phone Addres | ss | Renewal Year |
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| | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2024 |
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RENEW MEMBERS

Search

- Member ID
- Name
- •Scan Member ID (current campaign mbrshp year)

y Account My Groups GA Post 0251

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| Select | Member Id | Member Name E | Email Address | Phone Addres | ss | Renewal Year |
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| | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2025 |
| | 000123456785 | Albert AbSample | AlbertAbSampleHome@email.COM | (555) 555-5555 | 456 Apple Road Lawrenceville, GA 30043-5 | 877 2025 |
| | 000123456787 | Gary AcSample | GaryAcSampleHome@email.COM | (555) 555-5555 | Main Street Duluth, GA 30096-3719 | 2025 |
| | 000123456788 | Timothy AcSample | TimothyAcSampleHome@email.COM | (555) 555-5555 | Main Street Braselton, GA 30517-3413 | 2025 |
| | 000123456789 | Harold E AcSample | | | Main Street Peachtree Corners, GA 30096-2 | 2925 2025 |
| | 000123456790 | Dennis AdSample | DennisAdSampleHome@email.COM | (555) 555-5555 | Main Street Stone Mtn, GA 30088-3716 | 2025 |
| | 000123456791 | Grant AdSample | GrantAdSampleHome@email.COM | (555) 555-5555 | Main Street Suwanee, GA 30024-3547 | 2025 |
| | 000123456792 | Katrina AdSample | KatrinaAdSampleHome@email.COM | (555) 555-5555 | Main Street Lawrenceville, GA 30043-5687 | 2025 |
| | 000123456793 | Cody AeSample | | (555) 555-5555 | Main Street Duluth, GA 30096-6257 | 2025 |
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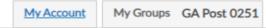
RENEW MEMBERS

Renewal List

- Available Renewal Orders
- •Expired Member (current dues rates apply)
- Back Dues (contact dept)

Not in the List?

- Already paid
- In a pending batch
- Transferred out
- Deeply exp, no renewal exists



| Status | 5: | Not Saved | Per Capitas | Actual | | |
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RENEW MEMBER

Check box to add to batch.

Batch Status

- Not Saved
- •Open
- Submitted

POST TRANSMITTAL

| Your selection has | been saved. | | | |
|----------------------|-------------|-------------|---------|--|
| Status : | OPEN | Per Capitas | Actual | |
| Card Count: | | | 1 | |
| National: | | \$23.50 | \$23.50 | |
| Department : | | \$6.50 | \$6.50 | |
| Post: | | \$10.00 | \$10.00 | |
| District : | | \$0.00 | \$0.00 | |
| County: | | \$0.00 | \$0.00 | |
| Total amount due too | day: | | \$40.00 | |
| | | | | |

Member Last Name

Search

Clear All

Add/ Transfer Member



| Select | Member Id | Member Name | Email Address | Phone | Address | Renewal Year |
|----------|--------------|-------------------|-------------------------------|----------------|--|--------------|
| | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2024 |
| | 000123456784 | Emma AaSample | EmmaAasampleHome@email.COM | (555) 555-5555 | 123 Main Street Duluth, GA 30096 | 2025 |
| | 000123456782 | Allen AaSample | | | 123 Main Street Duluth, GA 30096-2550 | 2025 |
| ✓ | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2025 |
| | 000123456785 | Albert AbSample | AlbertAbSampleHome@email.COM | (555) 555-5555 | 456 Apple Road Lawrenceville, GA 30043-5877 | 2025 |
| | 000123456787 | Gary AcSample | GaryAcSampleHome@email.COM | (555) 555-5555 | Main Street Duluth, GA 30096-3719 | 2025 |
| | 000123456788 | Timothy AcSample | TimothyAcSampleHome@email.COM | (555) 555-5555 | Main Street Braselton, GA 30517-3413 | 2025 |
| | 000123456789 | Harold E AcSample | | | Main Street Peachtree Corners, GA 30096-2925 | 2025 |
| | 000123456790 | Dennis AdSample | DennisAdSampleHome@email.COM | (555) 555-5555 | Main Street Stone Mtn, GA 30088-3716 | 2025 |
| | 000123456791 | Grant AdSample | GrantAdSampleHome@email.COM | (555) 555-5555 | Main Street Suwanee, GA 30024-3547 | 2025 |

TRANSFER

Transfer Members

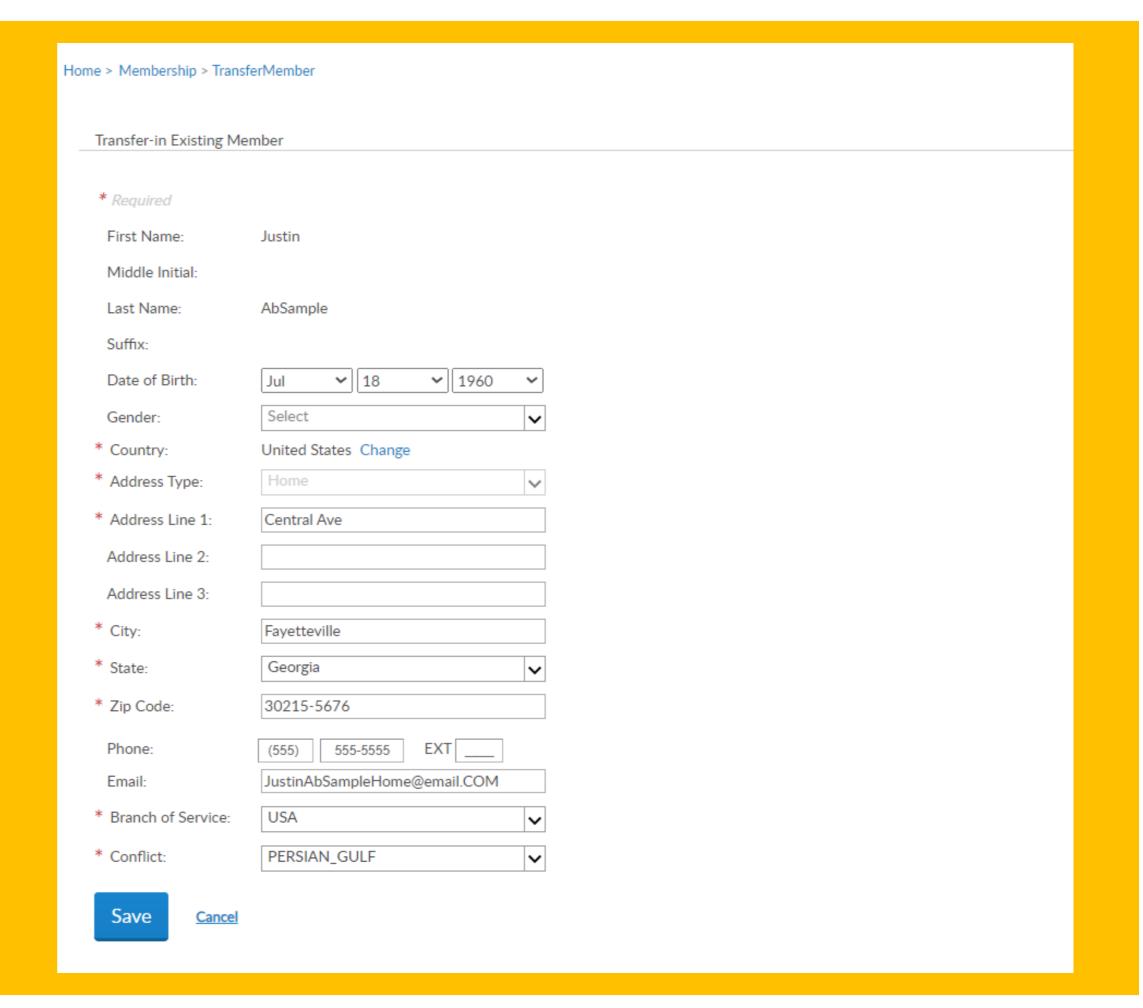
- Renewing
- Paid Mbrs Submit MDF

Add/Transfer Member

| Status | s: | Not Saved | Per Capitas | Actual | | |
|----------|------------------|-------------------|-------------------------------|----------------|--|----------------|
| Card | Count: | | | 1 | | |
| Natio | nal: | | \$23.50 | \$23.50 | | |
| Depa | rtment: | | \$6.50 | \$6.50 | | |
| Post: | | | \$10.00 | \$10.00 | | |
| Distri | ct: | | \$0.00 | \$0.00 | | |
| Coun | ty: | | \$0.00 | \$0.00 | | |
| Total | amount due today | ': | | \$40.00 | | |
| Memb | er ld | | | Scan Member Id | | |
| Momb | er First Name | | | | | |
| Memb | er First Name | | | | | |
| Memb | er Last Name | | | | | |
| Searc | ch Clear All | | | | | |
| Add/Tr | ransfer Member | | | | Save | Finalize |
| | | | | | | t to CSV Print |
| Select | Member Id | Member Name | Email Address | Phone | Address | Renewal Year |
| | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2024 |
| | 000123456784 | Emma AaSample | EmmaAasampleHome@email.COM | (555) 555-5555 | 123 Main Street Duluth, GA 30096 | 2025 |
| | 000123456782 | Allen AaSample | | | 123 Main Street Duluth, GA 30096-2550 | 2025 |
| V | 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2025 |
| | 000123456785 | Albert AbSample | AlbertAbSampleHome@email.COM | (555) 555-5555 | 456 Apple Road Lawrenceville, GA 30043-5877 | 2025 |
| | 000123456787 | Gary AcSample | GaryAcSampleHome@email.COM | (555) 555-5555 | Main Street Duluth, GA 30096-3719 | 2025 |
| | 000123456788 | Timothy AcSample | TimothyAcSampleHome@email.COM | (555) 555-5555 | Main Street Braselton, GA 30517-3413 | 2025 |
| | 000123456789 | Harold E AcSample | | | Main Street Peachtree Corners, GA 30096-2925 | 2025 |
| | 000123456790 | Dennis AdSample | DennisAdSampleHome@email.COM | (555) 555-5555 | Main Street Stone Mtn, GA 30088-3716 | 2025 |
| | | Grant AdSample | GrantAdSampleHome@email.COM | (555) 555-5555 | Main Street Suwanee, GA 30024-3547 | 2025 |

TRANSFER

Current or former member
ID# and Last Name
Update / Save



| Status : | | OPEN | Per Capitas | Actual | |
|--|--------------------|-------------------------------|----------------|---|------------------|
| Card Count : | | | | 2 | |
| National : | | | \$23.50 | \$47.00 | |
| Department : | | | \$6.50 | \$13.00 | |
| Post: | | | \$10.00 | \$20.00 | |
| District : | | | \$0.00 | \$0.00 | |
| County: | | | \$0.00 | \$0.00 | |
| Total amount du | e today : | | | \$80.00 | |
| Search Clear All Add/ Transfer Member | Delete Transmittal | | | List Selected | Save Finalize d |
| Select Member Id | Member Name | Email Address | Phone | Address | Renewal Year |
| 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2024 |
| 000123456784 | Emma AaSample | EmmaAasampleHome@email.COM | (555) 555-5555 | 123 Main Street Duluth, GA 30096 | 2025 |
| 000123456782 | Allen AaSample | | | 123 Main Street Duluth, GA 30096-2550 | 2025 |
| 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2025 |
| 000123456777 | Justin AbSample | JustinAbSampleHome@email.COM | (555) 555-5555 | Central Ave Fayetteville, GA 30215-5676 | 2025 |
| 000123456785 | Albert AbSample | AlbertAbSampleHome@email.COM | (555) 555-5555 | 456 Apple Road Lawrenceville, GA 30043 | -5877 2025 |
| 000123456787 | Gary AcSample | GaryAcSampleHome@email.COM | (555) 555-5555 | Main Street Duluth, GA 30096-3719 | 2025 |
| 000123456788 | Timothy AcSample | TimothyAcSampleHome@email.COM | (555) 555-5555 | Main Street Braselton, GA 30517-3413 | 2025 |
| 000123456789 | Harold E AcSample | | | Main Street Peachtree Corners, GA 30096 | 5-2925 2025 |

ADD NEW MEMBER

Add/Transfer Member

| Sta | atus: | OPEN | Per Capitas | Actual | | |
|-------|--|--|--|--|---|--|
| Car | rd Count : | | | 2 | | |
| Nat | tional: | | \$23.50 | \$47.00 | | |
| Dep | epartment : | | \$6.50 | \$13.00 | | |
| Pos | st: | | \$10.00 | \$20.00 | | |
| Dis | strict : | | \$0.00 | \$0.00 | | |
| Cou | unty: | | \$0.00 | \$0.00 | | |
| Total | tal amount due today | : | | \$80.00 | | |
| | mber ld mber First Name | | | Scan Member Id | | |
| | mber Last Name | | | | | |
| Sea | arch Clear All | ı | | | | |
| Add/ | / Transfer Member | Delete Transmittal | | | Save | Finalize |
| | | | | | List Selected | to CSV APrint |
| Selec | ct Member Id | | | | | |
| _ | | Member Name | Email Address | Phone | Address | Renewal Year |
| | 000123456783 | Member Name Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Address Main Street Duluth GA 30096-7420 | Renewal Year 2024 |
| | 000123456783 | | | | | |
| | | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2024 |
| | 000123456784 | Calvin C AaSample Emma AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 123 Main Street Duluth, GA 30096 | 2024 |
| | 000123456784 | Calvin C AaSample Emma AaSample Allen AaSample | CalvinAbSampleHome@email.COM EmmaAasampleHome@email.COM | (555) 555-5555 (555) 555-5555 | Main Street Duluth GA 30096-7420 123 Main Street Duluth, GA 30096 123 Main Street Duluth, GA 30096-2550 | 2024 2025 2025 |
| | 000123456784 000123456782 000123456783 | Calvin C AaSample Emma AaSample Allen AaSample Calvin C AaSample | CalvinAbSampleHome@email.COM EmmaAasampleHome@email.COM CalvinAbSampleHome@email.COM | (555) 555-5555 (555) 555-5555 (555) 555-5555 | Main Street Duluth GA 30096-7420 123 Main Street Duluth, GA 30096 123 Main Street Duluth, GA 30096-2550 Main Street Duluth GA 30096-7420 | 2024 2025 2025 2025 |
| | 000123456784 000123456782 000123456783 000123456777 | Calvin C AaSample Emma AaSample Allen AaSample Calvin C AaSample Justin AbSample | CalvinAbSampleHome@email.COM EmmaAasampleHome@email.COM CalvinAbSampleHome@email.COM JustinAbSampleHome@email.COM | (555) 555-5555 (555) 555-5555 (555) 555-5555 (555) 555-5555 | Main Street Duluth GA 30096-7420 123 Main Street Duluth, GA 30096 123 Main Street Duluth, GA 30096-2550 Main Street Duluth GA 30096-7420 Central Ave Fayetteville, GA 30215-5676 | 2024 2025 2025 2025 2025 |
| | 000123456784 000123456782 000123456783 000123456777 | Calvin C AaSample Emma AaSample Allen AaSample Calvin C AaSample Justin AbSample Albert AbSample | CalvinAbSampleHome@email.COM EmmaAasampleHome@email.COM CalvinAbSampleHome@email.COM JustinAbSampleHome@email.COM AlbertAbSampleHome@email.COM | (555) 555-5555 (555) 555-5555 (555) 555-5555 (555) 555-5555 | Main Street Duluth GA 30096-7420 123 Main Street Duluth, GA 30096 123 Main Street Duluth, GA 30096-2550 Main Street Duluth GA 30096-7420 Central Ave Fayetteville, GA 30215-5676 456 Apple Road Lawrenceville, GA 30043-5877 | 2024 2025 2025 2025 2025 2025 |

ADD NEW MEMBER

New member – never been a TAL or SAL member

| * First Name: | Elizabeth | |
|----------------------|----------------------|----|
| | Elizabeth | |
| Middle Initial: | | |
| * Last Name: | AcSample | |
| Suffix: | Select | |
| Date of Birth: | Jul • 18 • 197 | 'O |
| Gender: | Select | |
| * Country: | United States Change | |
| * Address Type: | Home | |
| * Address Line 1: | Central Ave | |
| Address Line 2: | | |
| Address Line 3: | | |
| * City: | Senoia | |
| * State: | Georgia | |
| * Zip Code: | 30276 | |
| Phone: | EXT | |
| Email: | | |
| * Branch of Service: | USAF | |
| * Conflict: | PERSIAN_GULF | |

Home > Membership > AddMember

OPEN BATCH

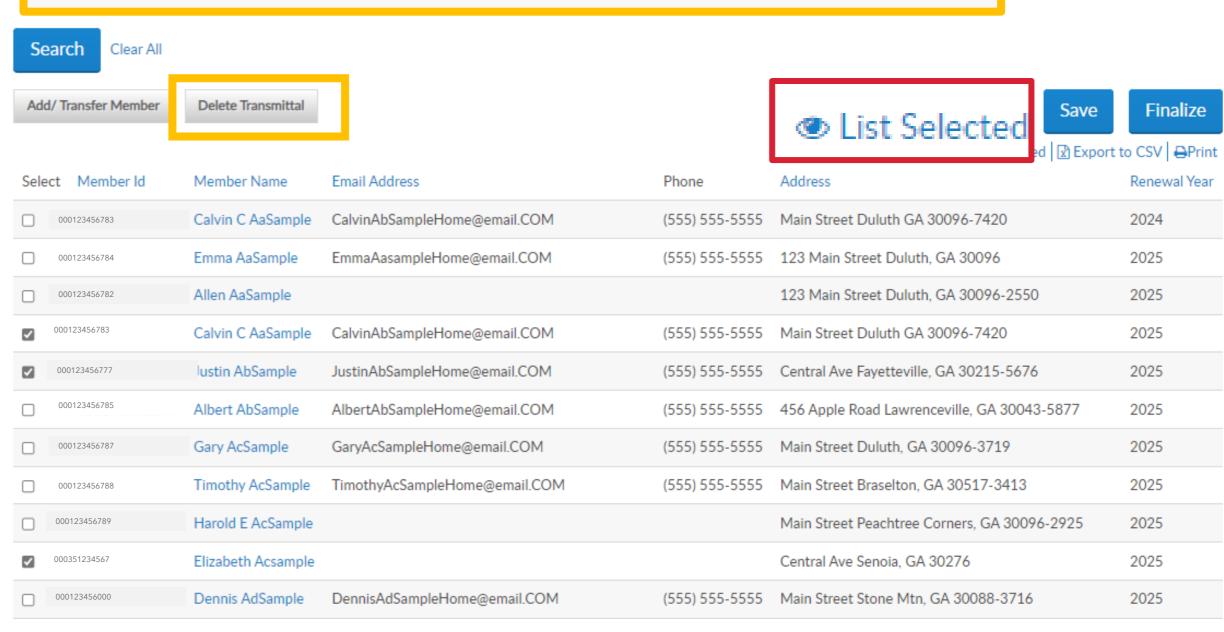
Continue with renew/add/transfer until all members are entered and finalize.

Remove Members

Delete Transmittal

List Selected

| Status : | OPEN | Per Capitas | Actual |
|--------------------------|------|-------------|----------|
| Card Count : | | | 3 |
| National: | | \$23.50 | \$70.50 |
| Department : | | \$6.50 | \$19.50 |
| Post: | | \$10.00 | \$30.00 |
| District : | | \$0.00 | \$0.00 |
| County: | | \$0.00 | \$0.00 |
| Total amount due today : | | | \$120.00 |



REVIEW TRANSMITTAL

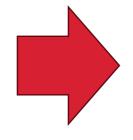
My Account

My Groups GA Post 0251

POST TRANSMITTAL

| Status : | OPEN | Per Capitas | Actual |
|-----------------------|------|-------------|----------|
| Card Count : | | | 3 |
| National: | | \$23.50 | \$70.50 |
| Department : | | \$6.50 | \$19.50 |
| Post: | | \$10.00 | \$30.00 |
| District : | | \$0.00 | \$0.00 |
| County | | ¢∩ ∩∩ | ¢∩ ∩∩ |
| Total amount due toda | iy: | | \$120.00 |

| Member Id | Member Name | Email Address | Phone | Address | Renewal Year |
|--------------|--------------------|------------------------------|----------------|---|--------------|
| 000123456783 | Calvin C AaSample | CalvinAbSampleHome@email.COM | (555) 555-5555 | Main Street Duluth GA 30096-7420 | 2025 |
| 000123456777 | Justin AbSample | JustinAbSampleHome@email.COM | (555) 555-5555 | Central Ave Fayetteville, GA 30215-5676 | 2025 |
| 000351234567 | Elizabeth Acsample | | | Central Ave Senoia, GA 30276 | 2025 |



Go Back

Finalize

PAYMENT INFORMATION

1st Transmittal

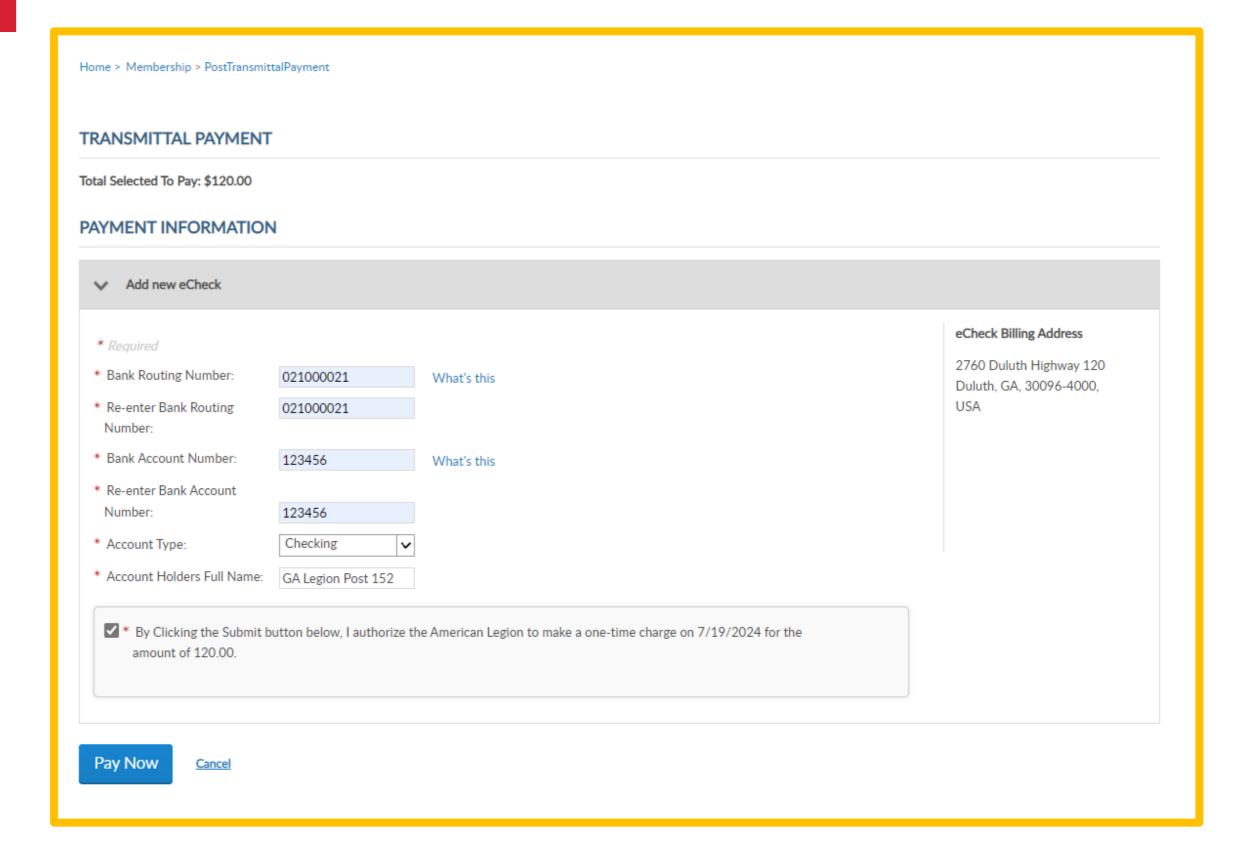
- •ACH Domestic
- •CC Foreign Depts only

Stores for Future Transmittals

Hold on 1st Transmittal

Authorize / Pay Now

• Error? Contact your financial institution.



RECEIPT

Receipt Number

Transmittal Summary

f ♥ ☑ ẫ ⑩ LEGION.ORG SHOPONLINE HELP LOGOUT



Samuel Sample

MY ACCOUNT

MEMBERSHIP

SUBSCRIPTIONS

GIVE

FIND HELP

SHOP

CONTACT

Home > Membership > ThankYou

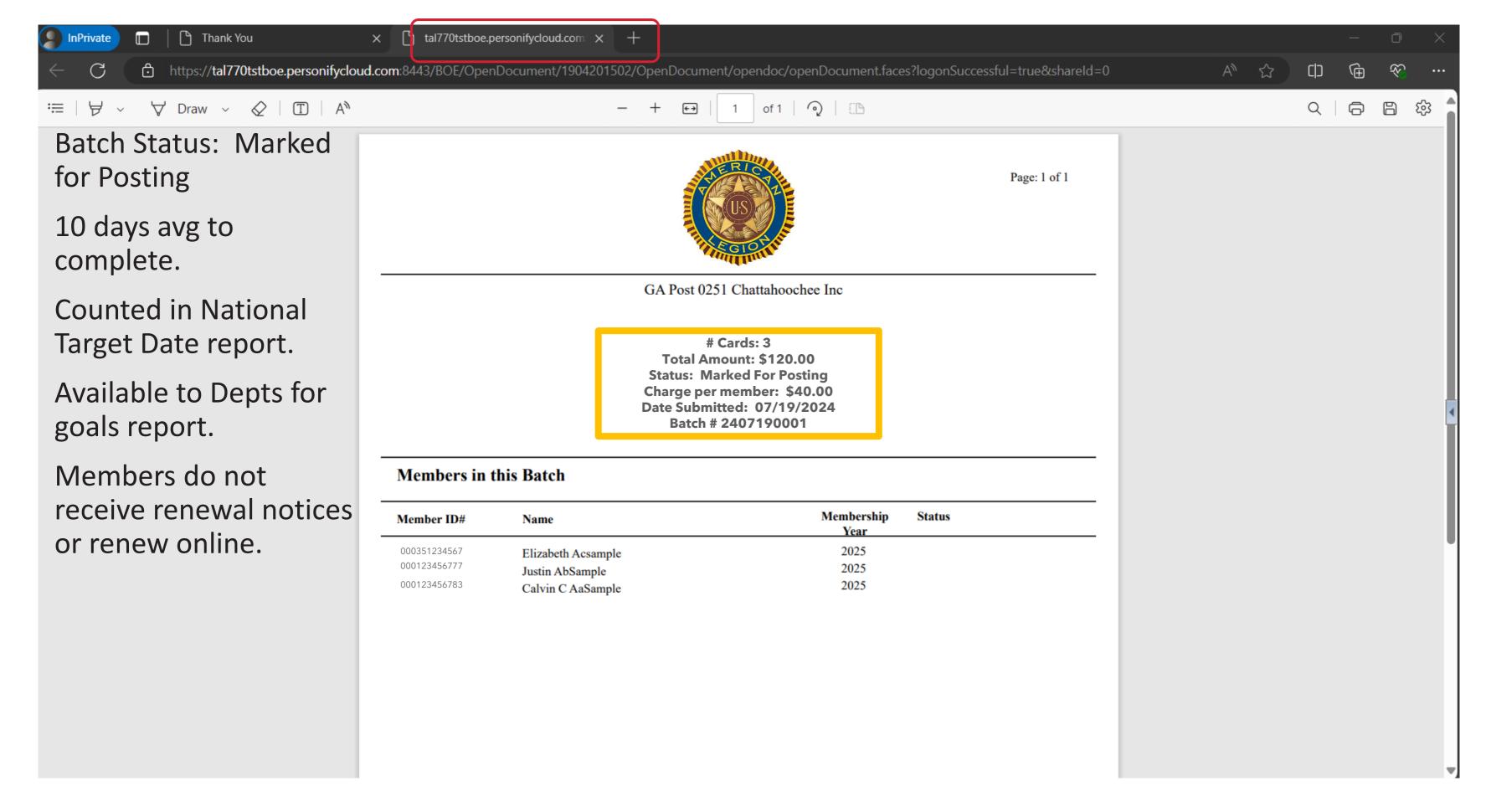
THANK YOU! | RECEIPTS PROCESSED ARE: 9427089

Thank you for submitting this transmittal.

Print Transmittal Summary



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



TRANSMITTAL HISTORY

MY VIEWS

CONSOLIDATED REPORTS

Submit CPR / CSR Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

MATERIALS

Documents

Officer Manuals

Brochures

Suggested Speeches

f ♥ ☑ 🚡 ወ LEGION.ORG SHOP ONLINE HELP LOGOUT





| | MEMBERSHIP | SUBSCRIPTIONS | GIVE | FIND HELP | SHOP | CONTACT |
|----|-------------------|------------------------|------|-----------|------|---------|
| Ho | ne > My Views > (| Group Profile | | | | |
| | | | | | | |
| | My Account | My Groups GA Post 0251 | ~ | | | |
| | | | | | | |

Need Help? View MyLegion.org Help Documentation

CONSOLIDATED REPORTS

Consolidated reports are available for the following:

- · Post Commanders and Adjutants
- · Squadron Commanders and Adjutants
- Group Administrators

Click the "Submit CPR / CSR Reports" button to complete and submit your consolidated reports.

Submit CPR / CSR Reports

*** 2023-2024 Consolidated Reports are available.



ATTACHMENTS

Attach a document for other group administrators to view.

TRANSMITTAL HISTORY



Transmittal Number

Membership Year

Submitted

Type

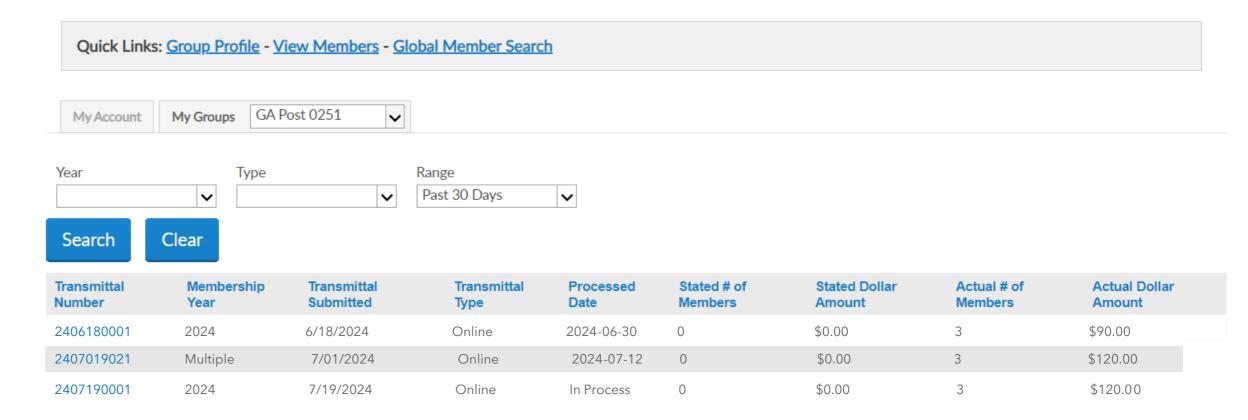
Processed date

Stated/Actual

Filter: Date Range

History from April 1, 2021 to Present

Click Transmittal Number to View Details



- ➤ Payment information is entered when finalizing the first transmittal and stored for future batches. A second transmittal cannot be finalized until the first one completes to ensure stored payment information is valid.
- > Open batches must be finalized within 14 days, or it will be removed, and a new batch will need to be created.
- Pending transmittals in process must complete prior to making any adjustments. Renewing a member for the incorrect membership year or any other adjustments are reported to your department.
- Transmittals complete in approximately 10 days. Member records are updated when posted. Review transmittal history to view batch status.
- > \$10,000 batch limit.

- > Stored bank information can be updated when finalizing a transmittal. On the payment window, select "Update Account Information".
- ➤ Declined transmittal notifications are sent to adjutants. Declined batches can be resubmitted. Contact myLegion support for questions regarding declined batches.
- > Available for posts, squadrons, detachments and departments. District and County groups do not have online membership processing.

Membership Information Updates

- Please go to the District 13 Adjutant Training Tab located <u>here</u>
- Go to the pages listed for the following information:
 - Membership Data Form Pgs. 45-47
 - Member Management (Group Admin Access) Pgs. 51-71
 - Membership Cards Pgs. 72-73



Membership Cards

- Membership cards are handled as follows:
 - PUFL already have a permanent membership card
 - On line renewals allows members to print out their own card (see pages 72-73) on the District 13 Adjutant Training Tab located here
 - If they are having a hard time you can send the hard copy that you receive from Department
 - Mail in renewals
 - Upon completing the required transmittal you should fill out the hard copy fill and sign off and send the card to the member or hand it out during a meeting.
 - This is a good time to see if there is any info missing and either you or adjutant can update their records (each Post is different)



Samuel Sample

== AMERICAN LEGION

MY ACCOUNT

FIND A POST

FIND A SERVICE OFFICER

FIND HELP

HOW TO USE MYLEGION.ORG

VETERANS CRISIS LINE

VETRIDE

MEMBERSHIP

SUBSCRIPTIONS

GIVE

FIND HELP

SHOP

CONTACT

MY INFORMATION

Name & Demographics

Military Service

Contact Information

Addresses

Emergency Contacts

Username / Password

MEMBERSHIP

Membership Card

Membership Details

Paid Up For Life

Member Discounts

Committees

SUBSCRIPTIONS

Dispatch

E-newsletters

Magazine

PURCHASES

Purchase History

Pay Open Orders

Donation History

Donation Summary

Saved Credit Cards

MY CONTACT INFORMATION

6 Add

Samuel Sample Edit ABC Main Street Snellville, GA 30039-2846 Phone: (770) 555-5555 Edit

MY SUBSCRIPTIONS

| The American | Legion Magazine | Details Renew |
|--------------|-----------------|-----------------|
| Expires: | 8/31/2025 | |
| Delivery: | Print | |
| Status: | Active | |

Email SamuelSampleHome@email.COM

TAL MEMBERSHIP SUMMARY

Status: Active Paid Thru Date: 12/31/2024 Member Post: 1 Year Membership Georgia Post 000123456789 Member Number: Member Since 7/1/1989

View Details Renew Now

35

Cont Yrs.

SAL MEMBERSHIP SUMMARY

Status: Expired Paid Thru Date: 12/31/2021 Member Post: 1 Year Membership Georgia Squadron 000123456789 Member Number:

Member Since 4/3/1996 Cont Yrs. 26

View Details Renew Now

MY ORDER BALANCE

Current Balance Due: Pay Now \$70.00 USD

MEMBERSHIP SUBSCRIPTIONS FIND HELP **GIVE SHOP CONTACT**

Home > Find Help How to Use MyLegion.org

FIND HELP

Find a Post

Find a Service Officer

How to Use MyLegion.org

Veterans Crisis Line

VetRide

HOW TO USE MYLEGION.ORG

Account Registration

Please read before registering an account

Known Issues

A list of known issues and their status

My Account

For all registered users of MyLegion.org

My Groups - Departments, Detachments, Posts, Squadrons, etc.

For Legion and SAL Leadership

MyLegion.org Video Training Series

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

Training Presentations

PowerPoint presentations ranging from account registration to membership processing

MEMBERSHIP

SHOP

Samuel Sample

CONTACT

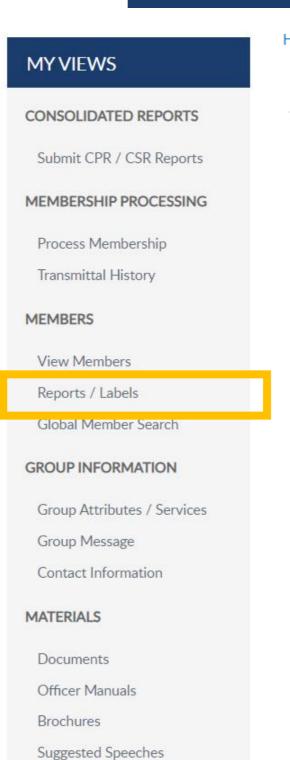
MY ACCOUNT

Membership Rosters

Mailing Labels

HQ Member Lists

Renewal Letters/Labels





Need Help? <u>View MyLegion.org Help Documentation</u>

FIND HELP

==AMERICAN

LEGION

GIVE

CONSOLIDATED REPORTS

Consolidated reports are available for the following:

Post Commanders and Adjutants

SUBSCRIPTIONS

- Squadron Commanders and Adjutants
- · Group Administrators

Click the "Submit CPR / CSR Reports" button to complete and submit your consolidated reports.

Submit CPR / CSR Reports

*** 2023-2024 Consolidated Reports are available.





==AMERICAN

LEGION

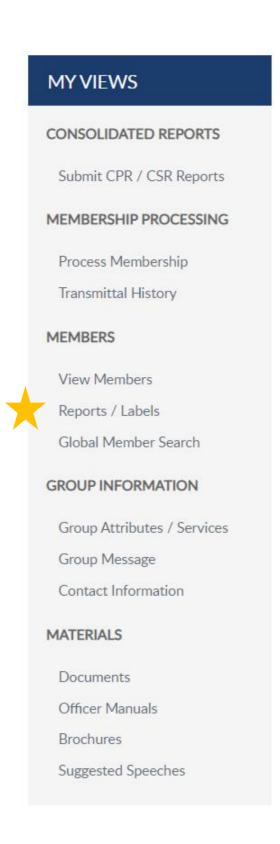
POST / SQDN CURRENT ROSTER

Help 🕐

Current Members

Active, Deceased, Expired

Members transferred out are not included Current Roster.





REPORTS - POST, SQUADRON, DISTRICT, COUNTY

MEMBERSHIP

Post / Squadron Current Roster

- Roster Updates
- Member Dues History
- Paid Members by Post / Squadron (Membership Goals/Awards)
- 3x10 Labels

REVITALIZATION

- Renewal Letter (TAL)
- Renewal Letter (SAL)
- Renewal Labels (TAL/SAL)
- Find Members in my Area Distance from Zip Listing (TAL)
- Find Members in my Area by Zip Listing (TAL)
- Project Stay Active Listing (TAL)

POST

MyLegion Access

DISTRICT/COUNTY

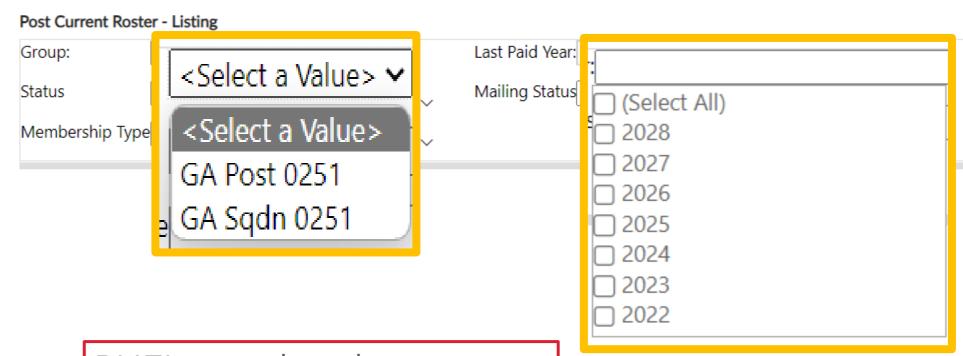
- MyLegion Access
- Post/Squadron Health Status (District/County)
- Post Officers Within District (District/County)



CURRENT ROSTER

- Report Data Filters
- Group districts and counties will have all post/sqdns in their area.
- Last Paid Year
 - Expired: 2022, 2023
 - Current: ≥ 2024
 - Paid Up For Life: 2025, 2026
 - Multi-Year Renewals: ≥ 2026

POST / SQUADRON CURRENT ROSTER



PUFL membership is rolled over on July 1 for the new campaign year and display LPY 2025.

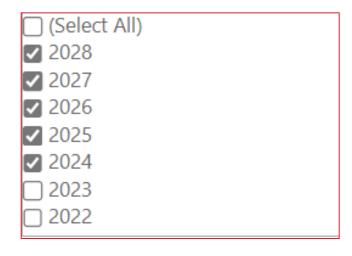
LGN members paid for 2025 that purchase PUFL have LPY 2026.



CURRENT ROSTER

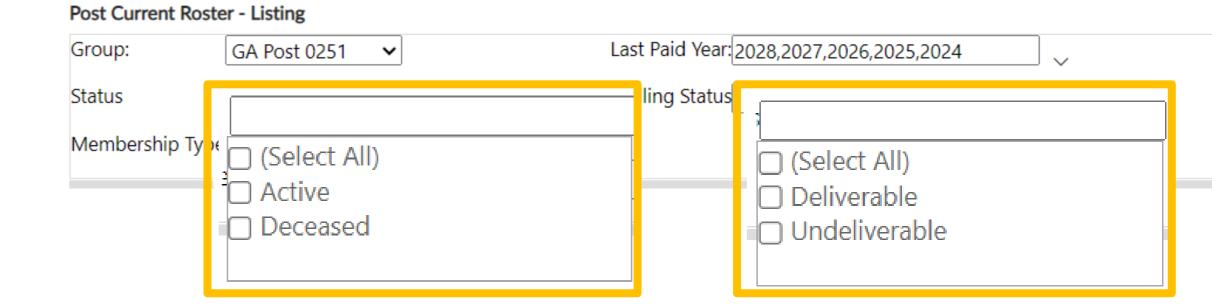
Report Data Filters

LPY – Current



- Status
- Mailing Status

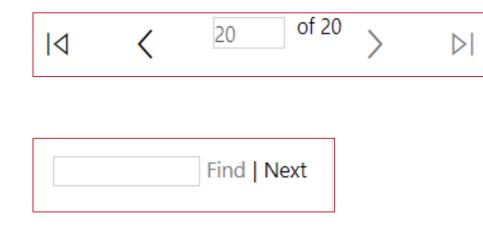
POST / SQUADRON CURRENT ROSTER





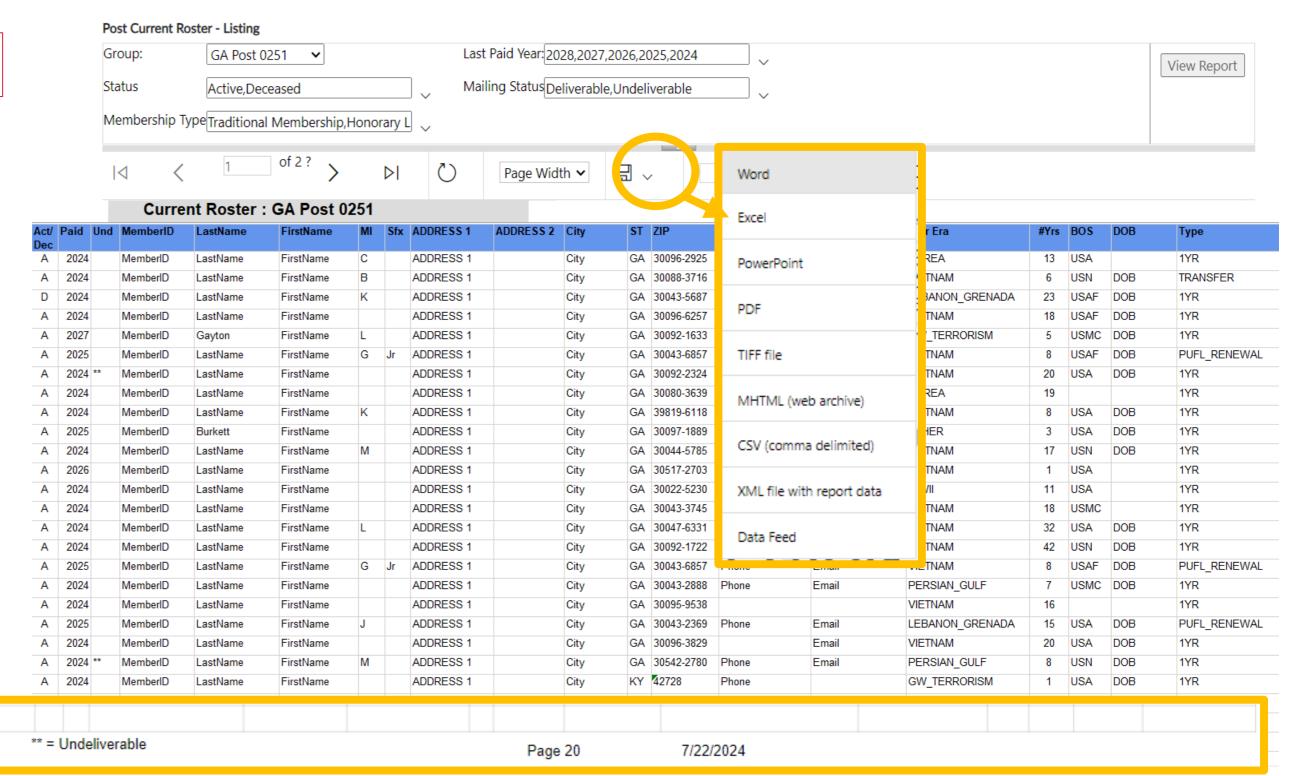
REPORT PROPERTIES

Navigation



Export

POST / SQUADRON CURRENT ROSTER



Total Count: 761

POST CURRENT ROSTER

| | | Curr | ent Roster : | GA Post 0251 | | | | | | | | | | | | | |
|-------------|------|--------------|--------------|--------------|----|----------|-----------|------|----|------------|-------|-------|-----------------|------|------|-----|--------------|
| Act/ Dec | Paid | Und MemberID | LastName | FirstName | MI | Sfx ADDR | ADDRESS 2 | City | ST | ZIP | Phone | Email | War Era | #Yrs | BOS | DOB | Туре |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30096-2925 | | | KOREA | 13 | USA | | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30088-3716 | Phone | Email | VIETNAM | 6 | USN | DOB | TRANSFER |
| D | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30043-5687 | Phone | Email | LEBANON_GRENADA | 23 | USAF | DOB | 1YR |
| Α | 2027 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30096-6257 | Phone | Email | VIETNAM | 18 | USAF | DOB | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30071-3005 | | Email | VIETNAM | 18 | | | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | Jr ADDR | ESS 1 | City | GA | 30043-6857 | Phone | Email | VIETNAM | 8 | USAF | DOB | PUFL_RENEWAL |
| Α | 2024 | ** MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30092-2324 | Phone | Email | VIETNAM | 20 | USA | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30080-3639 | | Email | KOREA | 19 | | | 1YR |
| Α | 2026 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 39819-6118 | Phone | Email | VIETNAM | 8 | USA | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30097-5916 | Phone | Email | GW_TERRORISM | 3 | USA | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | Sr. ADDR | ESS 1 | City | GA | 30044-5785 | | Email | VIETNAM | 17 | USN | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30517-2703 | | | VIETNAM | 1 | USA | | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30022-5230 | | | WWII | 11 | USA | | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30043-3745 | Phone | | VIETNAM | 18 | USMC | | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30047-6331 | Phone | Email | VIETNAM | 32 | USA | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30092-1722 | Phone | | VIETNAM | 42 | USN | DOB | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30043-6857 | Phone | Email | VIETNAM | 8 | USAF | DOB | PUFL_RENEWAL |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30043-2888 | Phone | Email | PERSIAN_GULF | 7 | USMC | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30095-9538 | | | VIETNAM | 16 | | | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30043-2369 | Phone | Email | LEBANON_GRENADA | 15 | USA | DOB | PUFL_RENEWAL |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30096-3829 | | Email | VIETNAM | 20 | USA | DOB | 1YR |
| Α | 2024 | ** MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30542-2780 | Phone | Email | PERSIAN_GULF | 8 | USN | DOB | 1YR |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | KY | 42728 | | | GW_TERRORISM | 1 | USA | DOB | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30097-5155 | Phone | Email | Unknown | 3 | USN | DOB | 1YR |
| Α | 2025 | MemberID | LastName | FirstName | | Jr ADDR | ESS 1 | City | GA | 30097-1602 | Phone | Email | VIETNAM | 10 | USA | DOB | PUFL_RENEWAL |
| Α | 2024 | MemberID | LastName | FirstName | | ADDR | ESS 1 | City | GA | 30045-7800 | Phone | Email | VIETNAM | 24 | USA | DOB | 1YR |

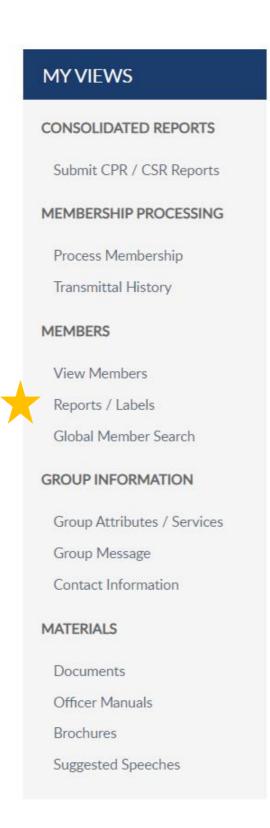
Total Count: 761

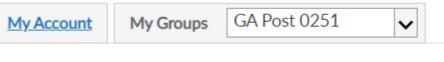


PAID MEMBER BY POST/SQDN

Department Goals/Awards Paid / Mbrship Year

 Includes paid members who have transferred out.





REPORTS - POST, SQUADRON, DISTRICT, COUNTY

MEMBERSHIP

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

Paid Members by Post / Squadron (Membership Goals/Awards)

REVITALIZATION

- Renewal Letter (TAL)
- Renewal Letter (SAL)
- Renewal Labels (TAL/SAL)
- Find Members in my Area Distance from Zip Listing (TAL)
- Find Members in my Area by Zip Listing (TAL)
- Project Stay Active Listing (TAL)

POST

MyLegion Access

DISTRICT/COUNTY

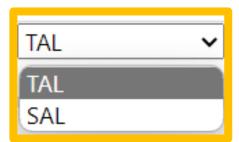
- MyLegion Access
- Post/Squadron Health Status (District/County)
- Post Officers Within District (District/County)



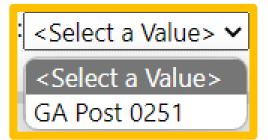
PAID MEMBER BY POST/SQDN

Data Filters

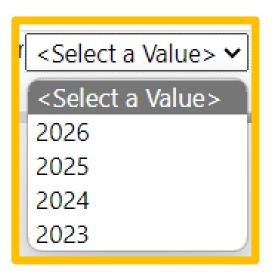
Organization



Post/Squadron



Last Paid Year



Home > My Views > Group Profile > Reports / Labels > Reports - Paid Members by Post

PAID MEMBERS BY POST

Note: This report may be slow to load. Thank you for your patience as we seek to improve performance.

Note: Both Encumbered and Unencumbered HQ transfers are included in this report. Please check with your department to see what counts towards annual membership goals.



A member that joins through the national DMS program is placed into a HQs post and dues are encumbered (AD) to national HQ until the member renews twice or is transferred to a local post.



PAID MEMBER BY POST/SQDN

Home > My Views > Group Profile > Reports / Labels > Reports - Paid Members by Post

2024 Paid Members

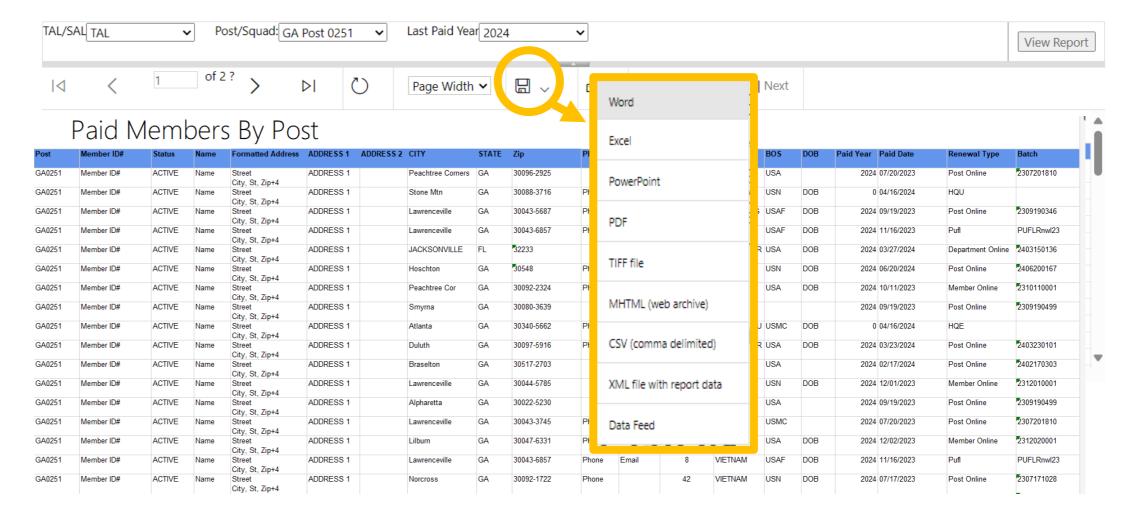
Export:

- •PDF
- Excel

PAID MEMBERS BY POST

Note: This report may be slow to load. Thank you for your patience as we seek to improve performance.

Note: Both Encumbered and Unencumbered HQ transfers are included in this report. Please check with your department to see what counts towards annual membership goals.





PAID MEMBER BY POST

Paid Members By Post

| Post | Member ID# | Status | Name | Formatted Address | ADDRESS 1 | ADDRESS 2 | CITY | STATE | Zip | Phone | Email | Cont Years | Conflict | BOS | DOB | Paid Year | Paid Date | Renewal Type | Batch |
|--------|------------|--------|------|---------------------------|-----------|-----------|-------------------|-------|------------|-------|-------|------------|---------------------|------|-----|-----------|------------|-------------------|------------|
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Peachtree Corners | GA | 30096-2925 | | | 13 | KOREA | USA | | 2024 | 07/20/2023 | Post Online | 2307201810 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Stone Mtn | GA | 30088-3716 | Phone | Email | 6 | VIETNAM | USN | DOB | 0 | 04/16/2024 | HQU | |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lawrenceville | GA | 30043-5687 | Phone | Email | 23 | LEBANON_G RENADA | USAF | DOB | 2024 | 09/19/2023 | Post Online | 2309190346 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lawrenceville | GA | 30043-6857 | Phone | Email | 8 | VIETNAM | USAF | DOB | 2024 | 11/16/2023 | Pufl | PUFLRnwl23 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | JACKSONVILLE | FL | 32233 | | | 1 | GW_TERROR | USA | DOB | 2024 | 03/27/2024 | Department Online | 2403150136 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Hoschton | GA | 30548 | Phone | | 1 | VIETNAM | USN | DOB | 2024 | 06/20/2024 | Post Online | 2406200167 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Peachtree Cor | GA | 30092-2324 | Phone | Email | 20 | VIETNAM | USA | DOB | 2024 | 10/11/2023 | Member Online | 2310110001 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Smyrna | GA | 30080-3639 | | | 19 | KOREA | | | 2024 | 09/19/2023 | Post Online | 2309190499 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Atlanta | GA | 30340-5662 | Phone | Email | 4 | PERSIAN_GU LF | USMC | DOB | 0 | 04/16/2024 | HQE | |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Duluth | GA | 30097-5916 | Phone | Email | 3 | GW_TERROR | USA | DOB | 2024 | 03/23/2024 | Post Online | 2403230101 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Braselton | GA | 30517-2703 | | | 1 | VIETNAM | USA | | 2024 | 02/17/2024 | Post Online | 2402170303 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lawrenceville | GA | 30044-5785 | | Email | 17 | VIETNAM | USN | DOB | 2024 | 12/01/2023 | Member Online | 2312010001 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Alpharetta | GA | 30022-5230 | | | 11 | WWII | USA | | 2024 | 09/19/2023 | Post Online | 2309190499 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lawrenceville | GA | 30043-3745 | Phone | | 18 | VIETNAM | USMC | | 2024 | 07/20/2023 | Post Online | 2307201810 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lilburn | GA | 30047-6331 | Phone | Email | 32 | VIETNAM | USA | DOB | 2024 | 12/02/2023 | Member Online | 2312020001 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Lawrenceville | GA | 30043-6857 | Phone | Email | 8 | VIETNAM | USAF | DOB | 2024 | 11/16/2023 | Pufl | PUFLRnwl23 |
| GA0251 | Member ID# | ACTIVE | Name | Street City, St, Zip+4 | ADDRESS 1 | | Norcross | GA | 30092-1722 | Phone | | 42 | VIETNAM | USN | DOB | 2024 | 07/17/2023 | Post Online | 2307171028 |
| GA0251 | Member ID# | ACTIVE | Name | Street | ADDRESS 1 | | Lawrenceville | GA | 30043-2888 | Phone | Email | 7 | PERSIAN_GU | USMC | DOB | 2024 | 07/19/2023 | Member Online | 2307190001 |

Total Count: 764

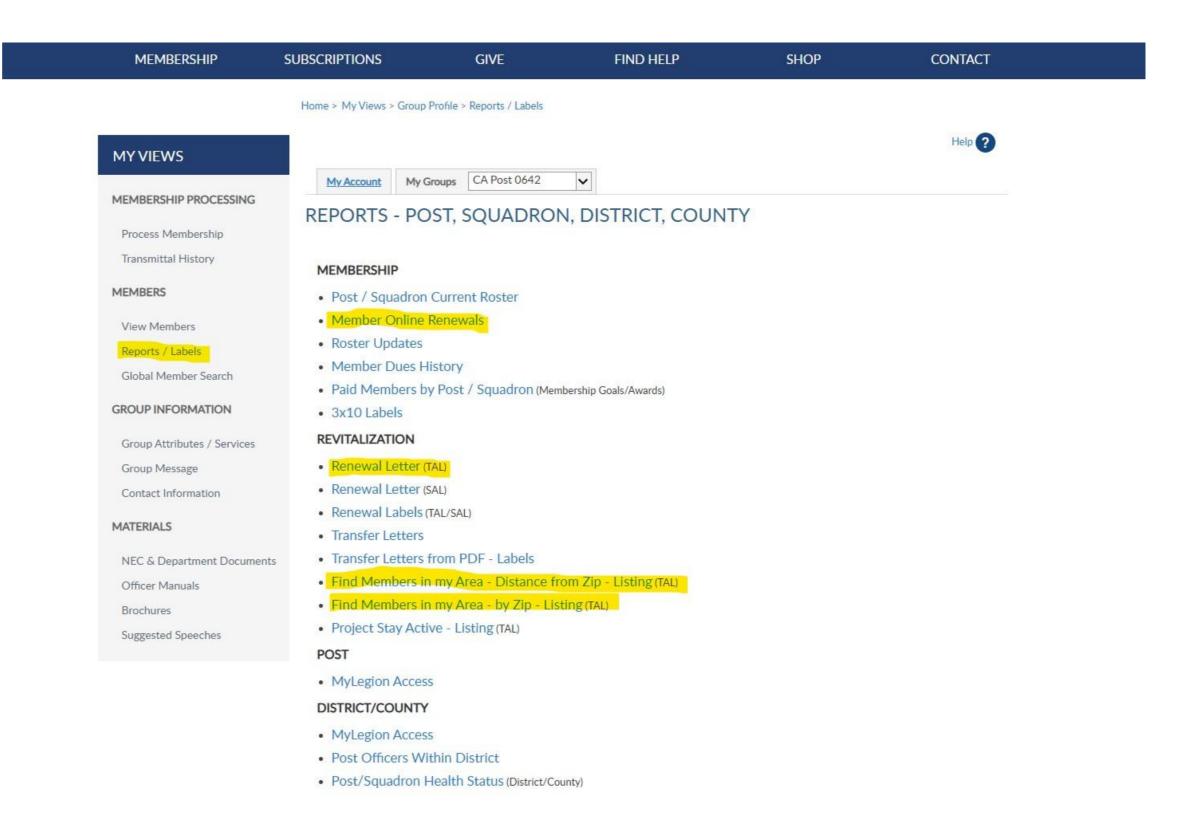
Current Roster

Total Count: 761



Main Page for Reports:

- Membership
 - Member Online Renewals
- Revitalization
 - Find members (Distance from zip code
 - Find members (by zip)
 - Renewal Letter



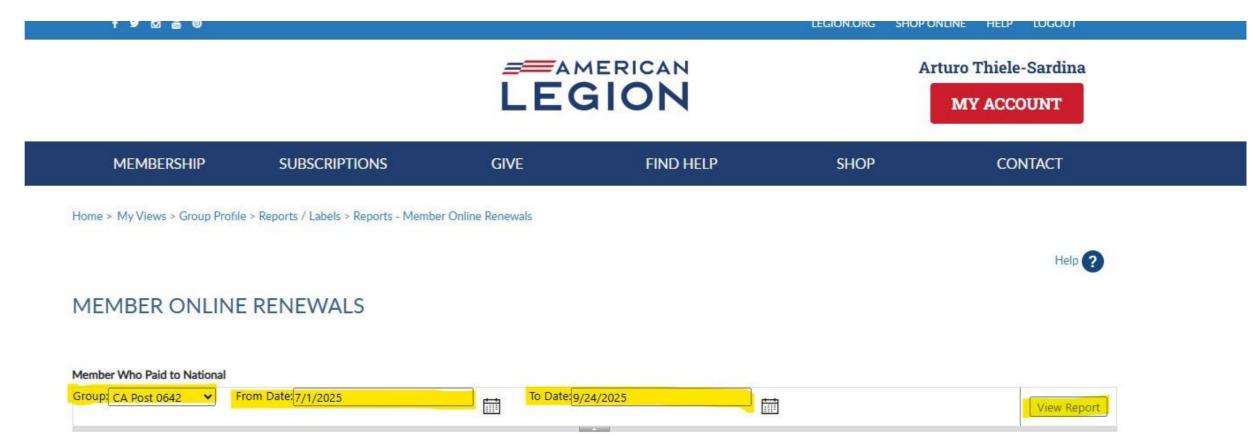
Member Online Renewals (Initial Page):

- Group
- Date From
- Date To
- View Report



Member Online Renewals (Info Loaded Page):

- Group
- Date From
- Date To
- View Report

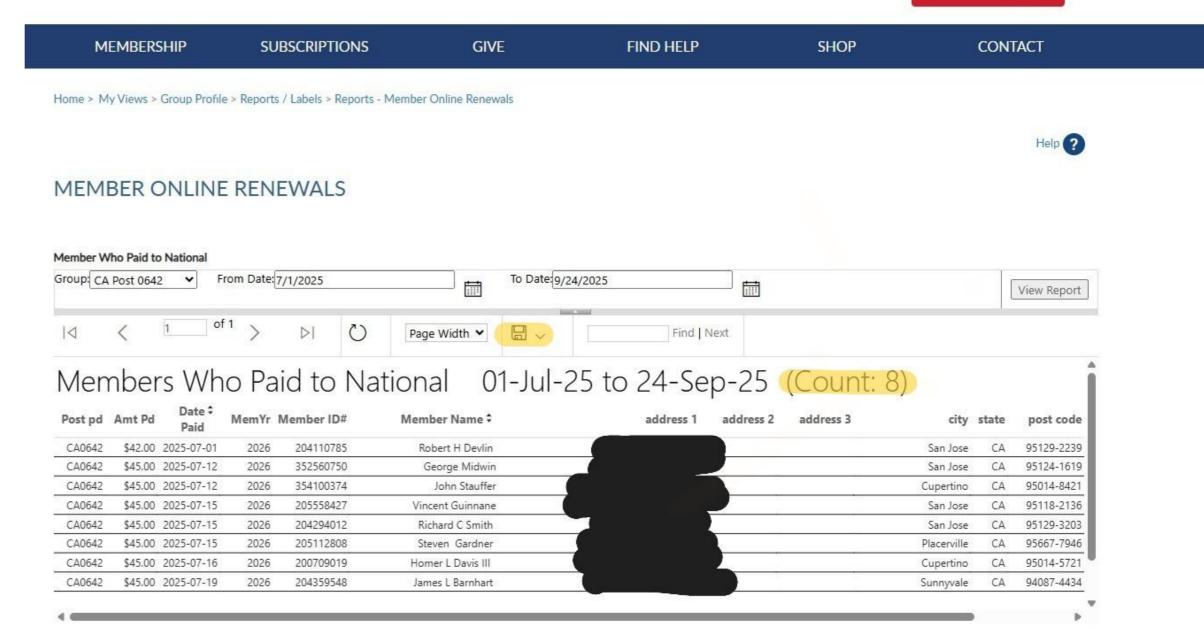


Member Online Renewals (Results Page):

- Date paid
- Membership Year
- Member ID/Name/Address
- Lists Count
- Ability to Save in Excel format for records





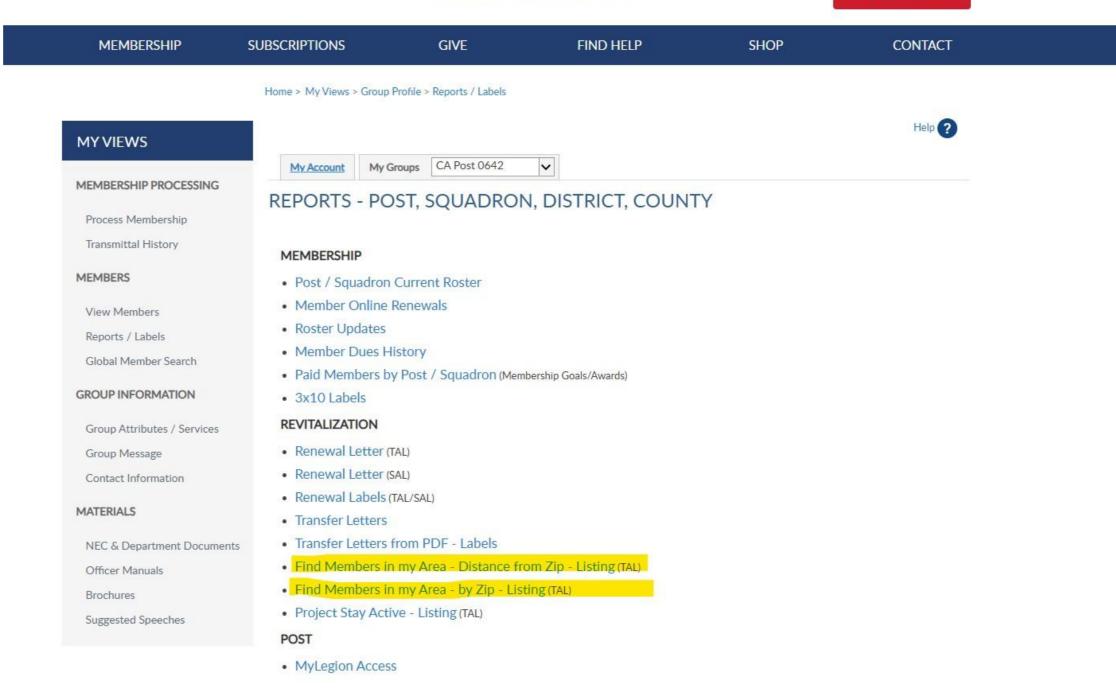




Arturo Thiele-Sardina
MY ACCOUNT

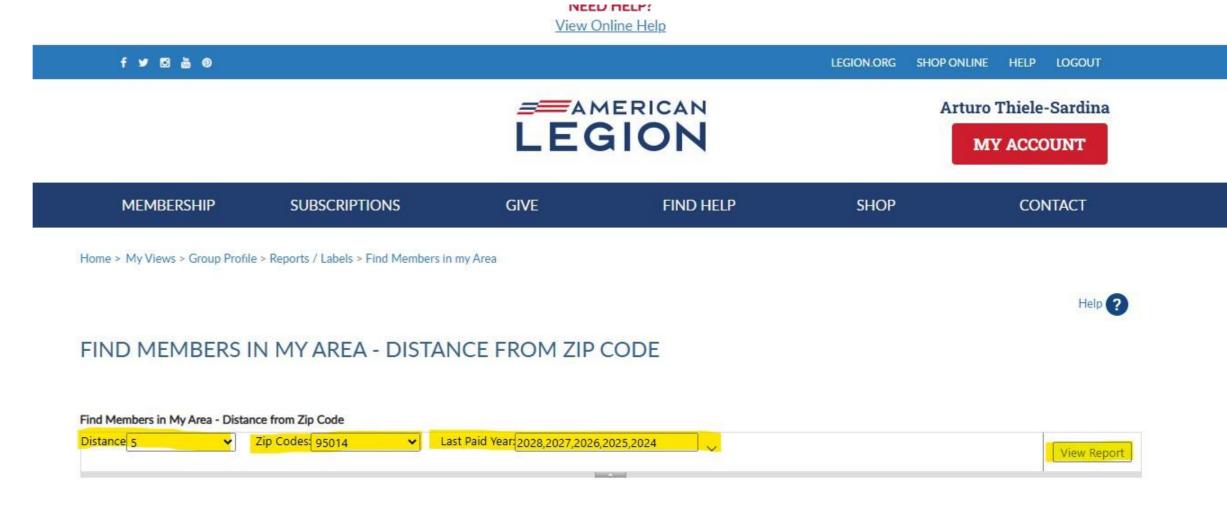
Find Post 1000 Members in my area

- Distance from Zip Code
- By Zip Code



Find Post 1000 Members in my area (Info loaded page)

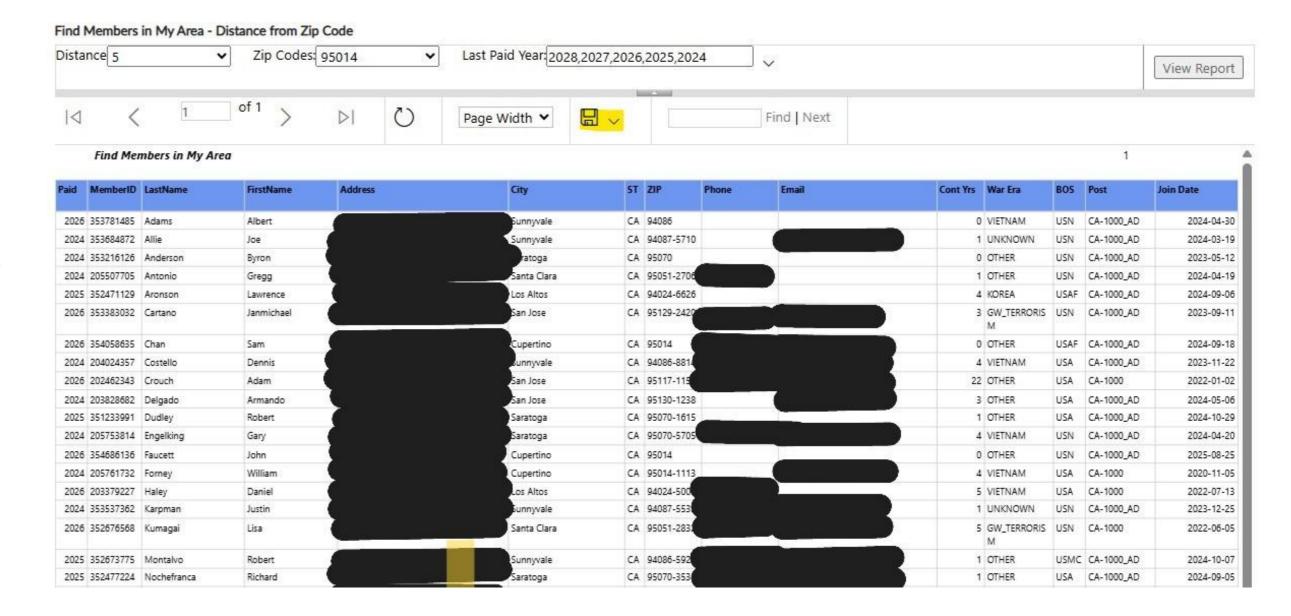
- Distance
- Zip Code (Post location)
- Last Paid Year(s)
 - Multi Year Renewals go out 3 years
- View Report button



Find Post 1000 Members in my area (results page)

- Key Info Points
 - Year Paid
 - Address (for future reach out letter)
 - Phone Number (for future reach out call
 - Email (for future reach out email)
 - Continuous Years
 - War Era
 - Join Date
- Ability to Save in Excel format for records

FIND MEMBERS IN MY AREA - DISTANCE FROM ZIP CODE



QUESTIONS





Contact your department or national MyLegion support to assist with any questions or help with MyLegion.

MyLegion@legion.org 833.253.995

> Monday - Friday 8:00am - 4:30pm (Eastern)

ACKNOWLEDGEMENTS

Training Materials

- Mike Blackwell-Ohio American Legion "Buckeye" American Legion College
- American Legion National Website- 2024 National Convention Training:Online Membership Processing
- MyLegion.Org-Online training materials

Facilities

Post 318 Willow Glen

