

## Consolidated Post Report (CPR)

This is a report that is used by National to report to Congress all the things the American Legion is doing. It is the American Legions "Report Card". This is due July 1<sup>st</sup> of each year. By using the MyLegion.org version of this report you can make changes throughout the year.

### **Consolidated Post Report**

Find the area you need to update, select "Edit" and make the necessary changes. Be sure to select "Update" before closing out of the area.

You can then either close out until you make the next change, or you can "Save and Submit". If you just close out, your information will be saved, but not submitted to National. You will need to remember to go back in and Save and Submit. If you select Save and Submit, you can still go back in and make changes, the new info will override anything you did previously.