

MyLegion.Org

Find Members in My Area – By Zip Code
Labels and Listing

What is the purpose of this listing?

- This is used to find members in the area of your post by the posts Zip Code that have either expired and/or belong to Post 1982 (MN or AD)
- It reports all members in this category back to 2015
- The report includes last year paid, member number, name, address, phone, email, DOB, War Era, # Continuous Yrs, Branch of Service, Last Post, Date Last Paid, Type of Membership (Regular/PUFL)
- You can get mailing labels for those members on this listing

How do I get to the Listing and Labels

- Once logged into MyLegion.Org go to:
- Reports/Labels
- District Reports
- Revitalizations
- **Find Members in My Area - By Zip Code – Labels**
 - **OR**
- **Find Members in My Area - By Zip Code – Listing**



Required Information for the Labels

- Enter Zip Code – Can select as many zip codes as you wish
- Select the Last Paid – You can go back to 2015 and you can select as many years as you wish

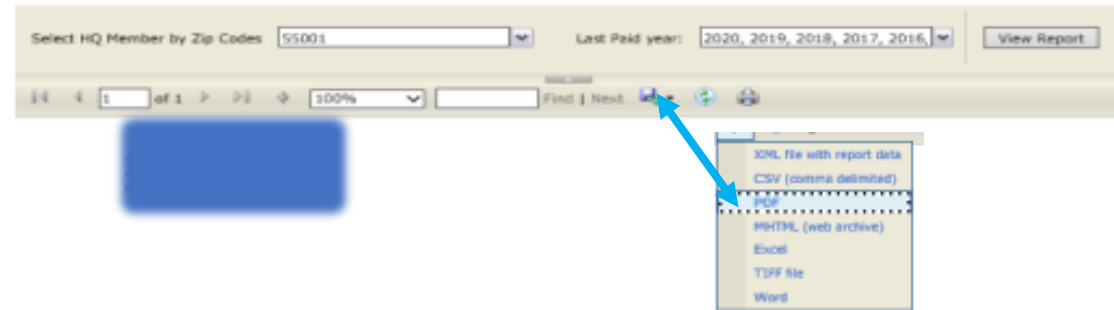
All items must be entered before selecting “View Report”



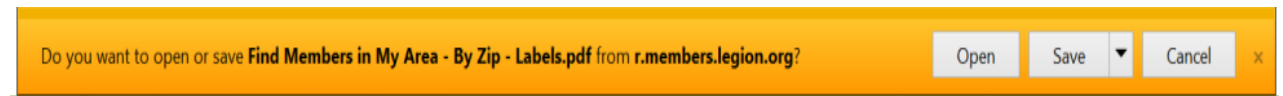
The screenshot shows a horizontal form with a light beige background. On the left, there is a label "Select HQ Member by Zip Codes" followed by a dropdown menu. To its right is another label "Last Paid year:" followed by another dropdown menu. On the far right of the form is a button labeled "View Report". A blue arrow points from the top right towards the "View Report" button.

Printing the Labels

- On the Export drop down menu icon select PDF



- If you get another window that asks if you want to Open or Save the file – Open the file
- The labels will need to be printed on AVERY 5160 or equivalent



Required Information for the Listing

- Enter Zip Code – Can enter as many Zip Codes as you wish
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- Select the Last Paid – You can go back to 2015 and you can select as many years as you wish
- Select the Last Post – This is the post the members paid to, it includes all 1982MN and 1982AD

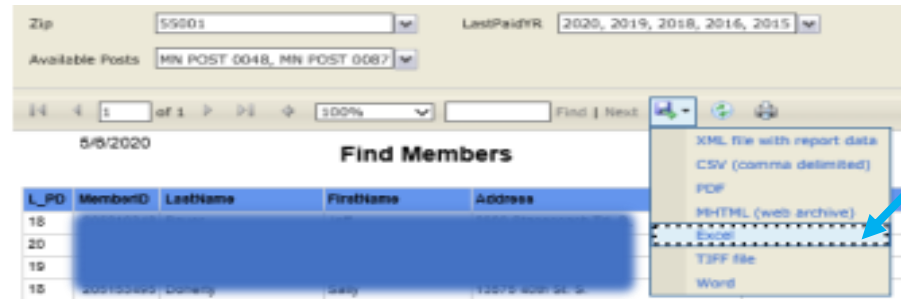
All items must be entered before selecting “View Report”



The image shows a screenshot of a web form with a light beige background. It contains three input fields: 'Zip' (a text box with a dropdown arrow), 'LastPaidYR' (a text box with a dropdown arrow), and 'Available Posts' (a text box with a dropdown arrow). To the right of these fields is a button labeled 'View Report'. A blue arrow points from the top right towards the 'View Report' button.

Sorting and Printing the Listing

On the Export drop down menu icon select Excel




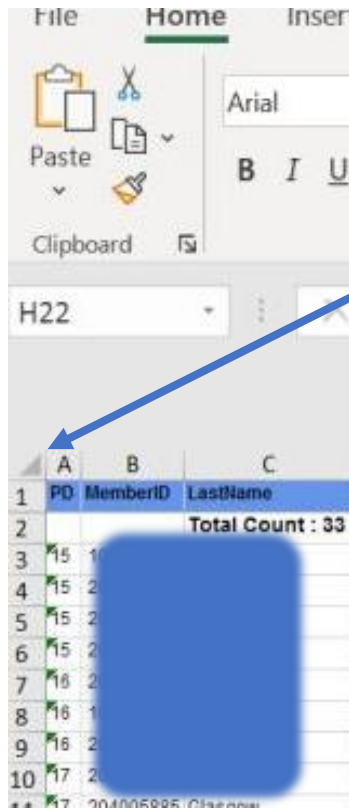
If you get another window that asks if you want to Open or Save the file – Open the file



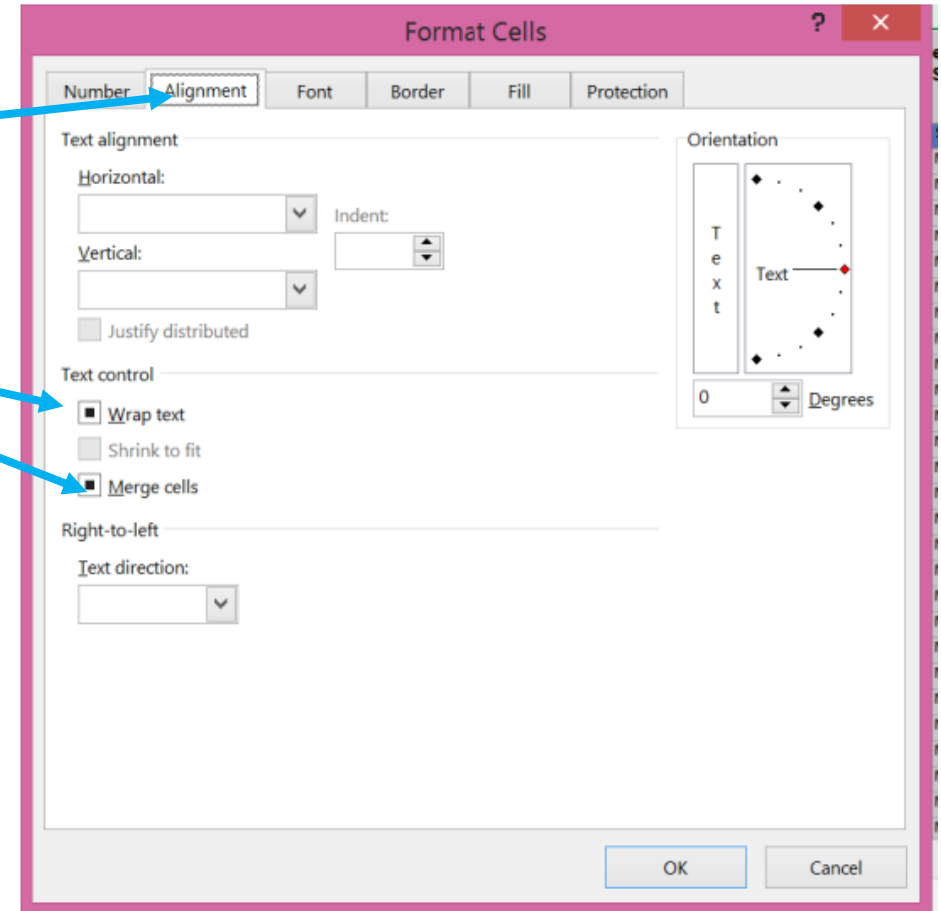
You will need to Enable Editing once the spreadsheet comes up.


Manipulating the File

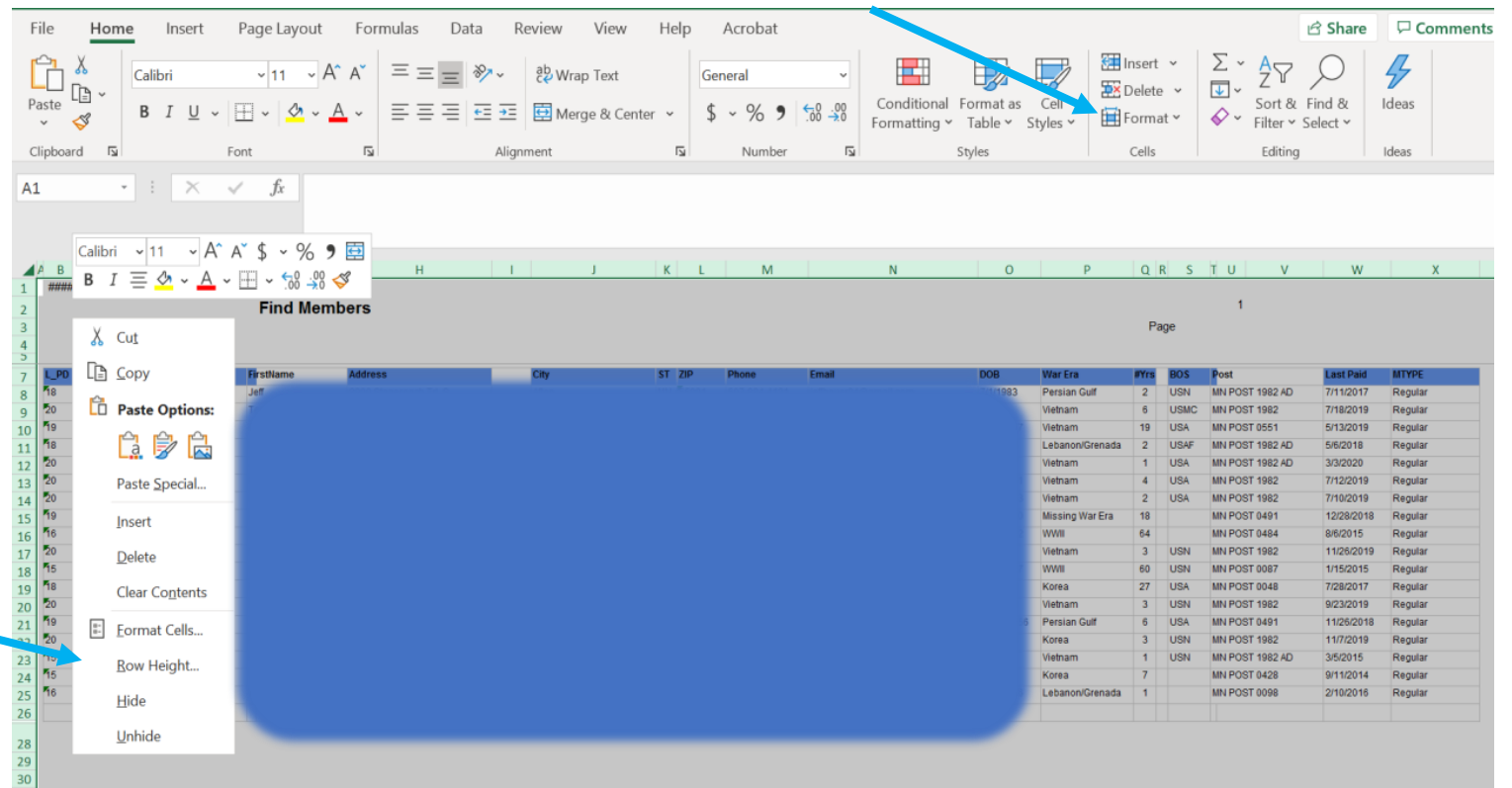
- Highlight the whole page(Select the  in the upper left-hand corner of the spreadsheet)



- Right click any place on the spreadsheet, select “Format Cells” and a new window will pop up, select “Alignment” at the top of the box
- Clear all the boxes in the “Text Control” area



- Put your Curser on the row of number and right click, Select Row Height and set it to 14.4
- Delete Rows 1-6
- Delete Columns V, U, R, I, G, D, A
- Select the  again and go to Format at the top of the page

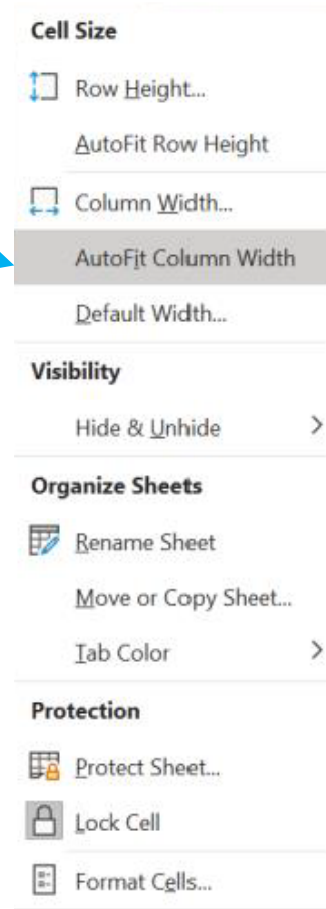



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, Styles, and Cells. The 'Format Cells...' button in the 'Cells' group is highlighted with a blue arrow. Below the ribbon, a context menu is open over a table, with the 'Format Cells...' option selected and highlighted with a blue arrow. The table contains columns for 'FirstName', 'Address', 'City', 'ST', 'ZIP', 'Phone', 'Email', 'DOB', 'War Era', 'PYrs', 'BOS', 'Post', 'Last Paid', and 'MTYPE'. A large blue rectangular area is overlaid on the table data.

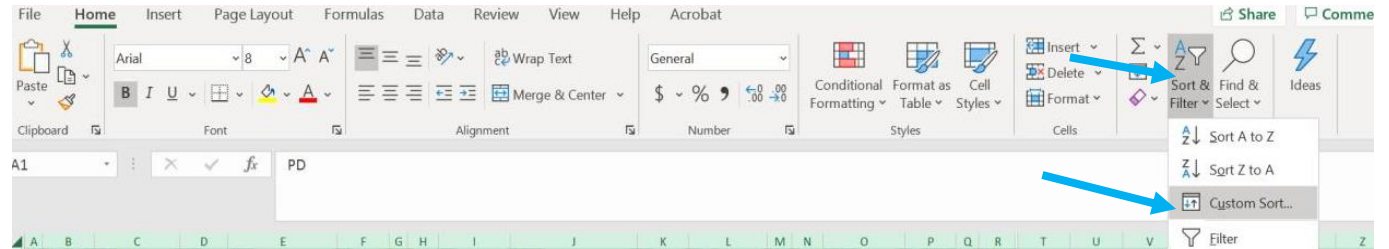
FirstName	Address	City	ST	ZIP	Phone	Email	DOB	War Era	PYrs	BOS	Post	Last Paid	MTYPE
Jeff							1983	Persian Gulf	2	USN	MN POST 1982 AD	7/11/2017	Regular
								Vietnam	6	USMC	MN POST 1982	7/18/2019	Regular
								Vietnam	19	USA	MN POST 0551	5/13/2019	Regular
								Lebanon/Grenada	2	USAF	MN POST 1982 AD	5/6/2018	Regular
								Vietnam	1	USA	MN POST 1982 AD	3/3/2020	Regular
								Vietnam	4	USA	MN POST 1982	7/12/2019	Regular
								Vietnam	2	USA	MN POST 1982	7/10/2019	Regular
								Missing War Era	18		MN POST 0491	12/28/2018	Regular
								WWII	64		MN POST 0484	8/6/2015	Regular
								Vietnam	3	USN	MN POST 1982	11/26/2019	Regular
								WWII	60	USN	MN POST 0087	1/15/2015	Regular
								Korea	27	USA	MN POST 0048	7/28/2017	Regular
								Vietnam	3	USN	MN POST 1982	9/23/2019	Regular
								Persian Gulf	6	USA	MN POST 0491	11/26/2018	Regular
								Korea	3	USN	MN POST 1982	11/7/2019	Regular
								Vietnam	1	USN	MN POST 1982 AD	3/5/2015	Regular
								Korea	7		MN POST 0428	9/11/2014	Regular
								Lebanon/Grenada	1		MN POST 0098	2/10/2016	Regular

Select AutoFit Column Width

Your Spreadsheet is now ready to manipulate



- Select the  again and go to Sort & Filter at the top of the page
- Select Custom Sort



- Check the box labeled My Data has Headers
- Select the fields you would like to sort

