

MyLegion.Org

Find Members in My Area – By Distance

Labels and Listing

What is the purpose of this listing?

- This is used to find members in the area of your post by distance 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, Distance from selected Zip Code, 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

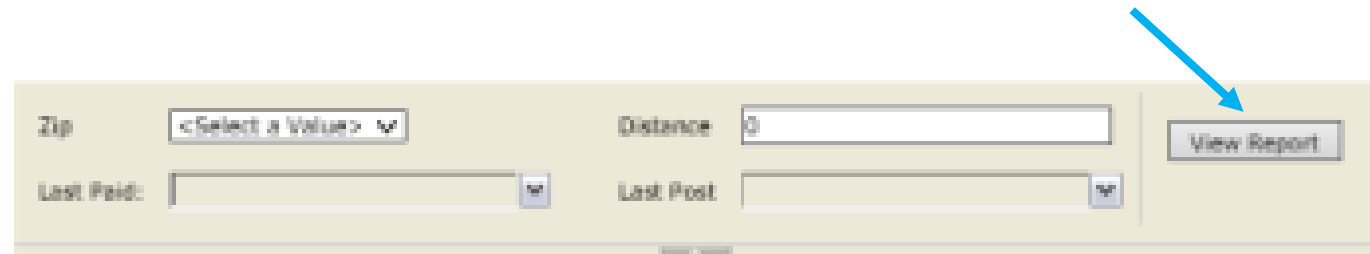
- Once logged into MyLegion.Org go to:
- Reports/Labels
- Post Reports
- Revitalizations
- **Find Members in My Area - By Distance – Labels**
 - OR
- **Find Members in My Area - By Distance – Listing**



Required Information for the Labels

- Enter Zip Code – Can only enter one zip code
- Enter Distance – keep in mind that there may be other posts in the area of consideration
- 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

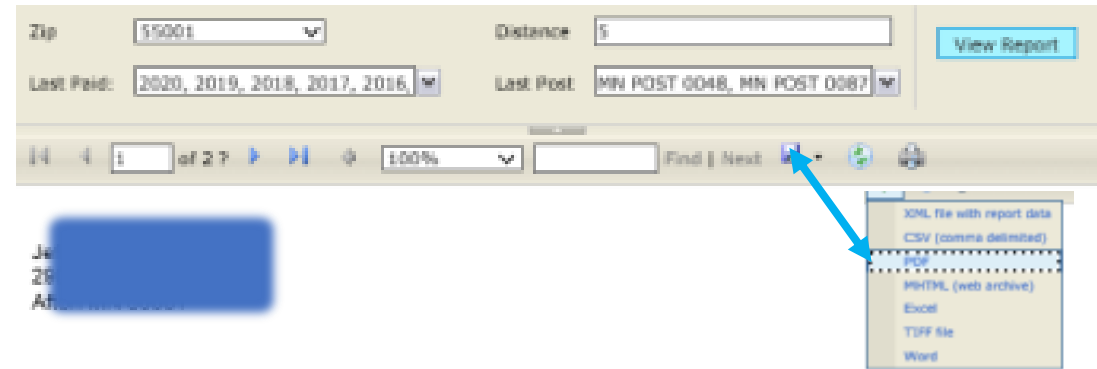
All items must be entered before selecting “View Report”



The screenshot shows a web form with a light beige background. It contains four input fields arranged in a 2x2 grid. The top-left field is labeled 'Zip' and contains the text '<Select a Value>' with a small downward arrow icon. The top-right field is labeled 'Distance' and contains the number '0'. The bottom-left field is labeled 'Last Paid:' and is empty. The bottom-right field is labeled 'Last Post' and is empty. 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.

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



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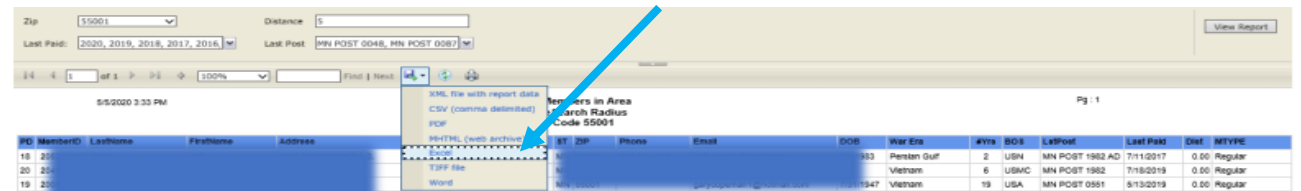
All items must be entered before selecting “View Report”



The screenshot shows a web form with a light beige background. It contains four input fields arranged in a 2x2 grid. The top-left field is labeled 'Zip' and is a dropdown menu with the text '<Select a Value>'. The top-right field is labeled 'Distance' and is a text input field containing the number '0'. The bottom-left field is labeled 'Last Paid:' and is a dropdown menu. The bottom-right field is labeled 'Last Post' and is a dropdown menu. 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




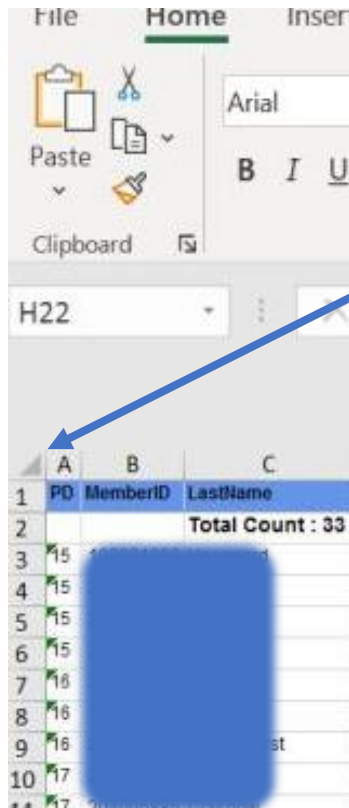
If you get another window that asks if you want to Open or Save the file – Open the file



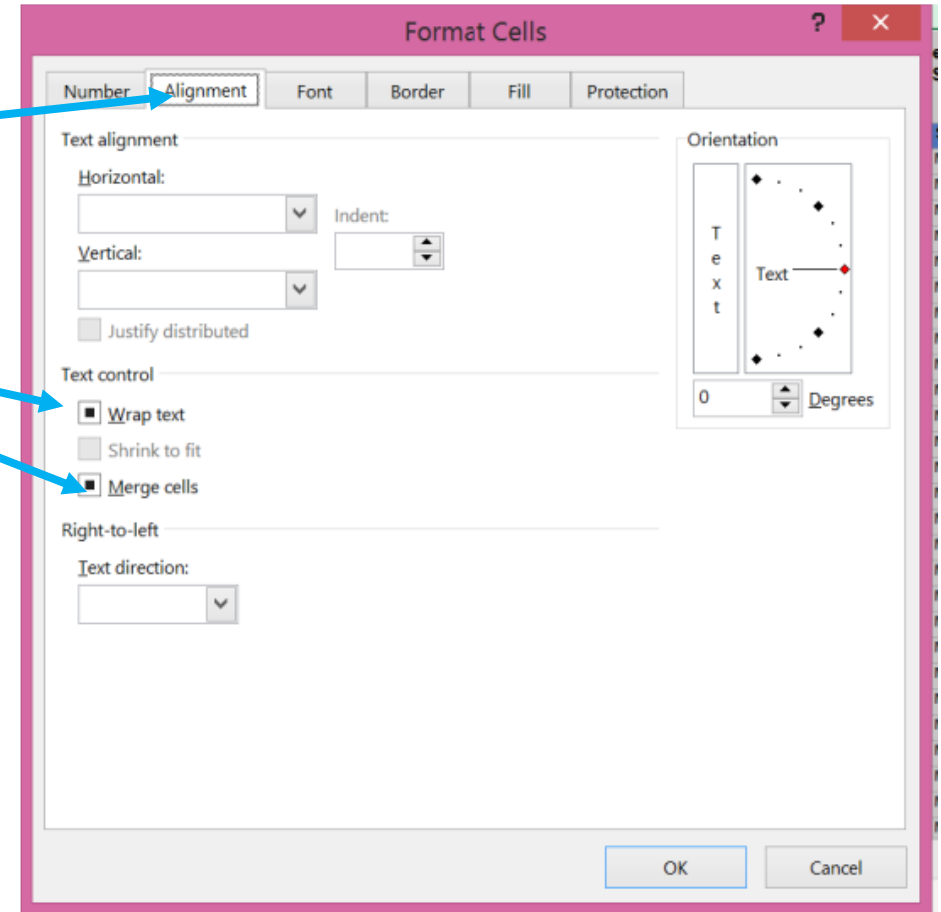
You will need to Enable Editing once the spreadsheet comes up.


Manipulating the File

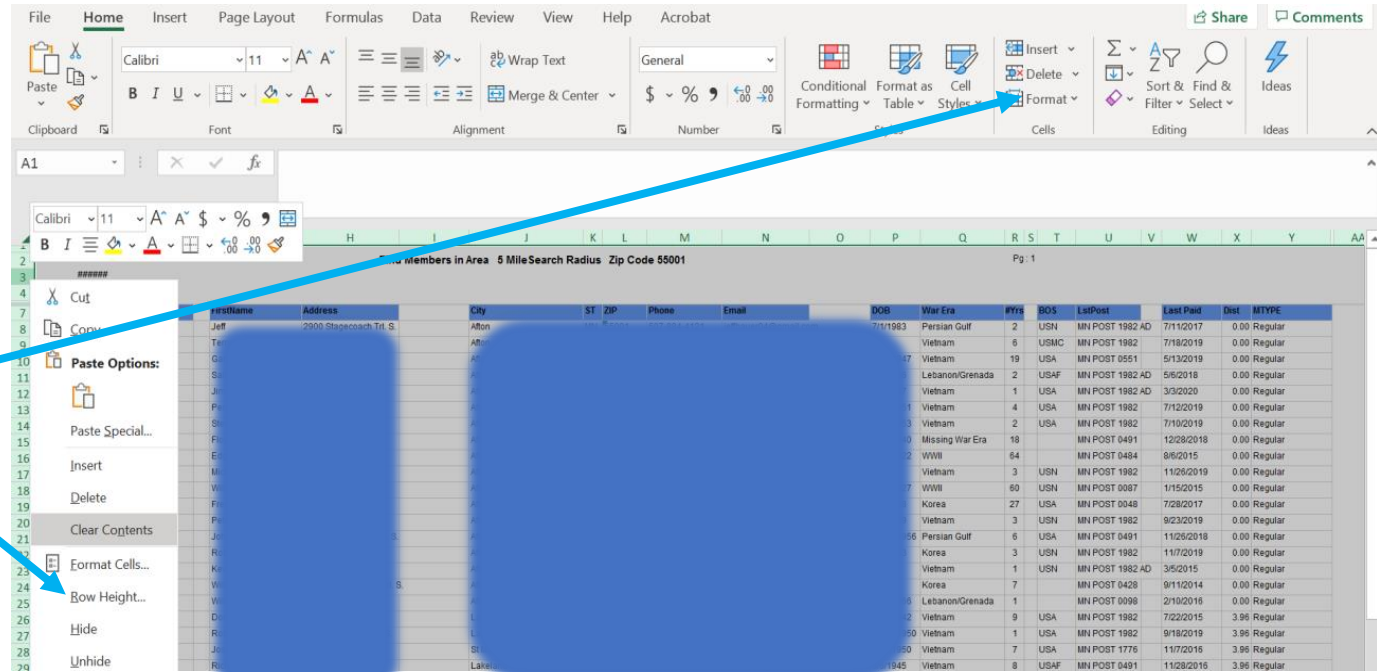
- Highlight the whole page(Select the  in the upper left-hand corner of the spreadsheet)



- 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

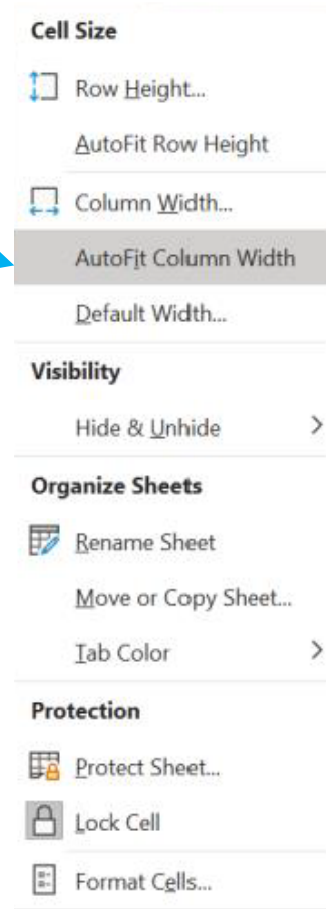



- Put your Curser on the row of number and right click, Select Row Height and set it to 14.4
- Delete Rows 1-6
- DeletE Columns V, S, O, I, F, D, A
- Select the  again and go to Format at the top of the page

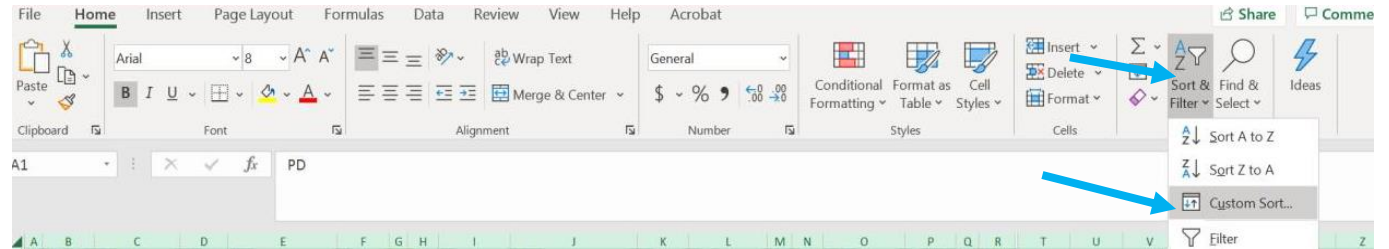


Select AutoFit Column Width

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

