

## Find Members in My Area - By Distance (Labels & 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)

Once logged into MyLegion.Org go to:

Reports/Labels

Post Reports

Revitalizations

### **Find Members in My Area - By Distance – 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 Yr Pd – You can go back to 2015 and you can select as many years as you wish

Select the Last Post Pd – This is the post the members paid to, it includes all 1982MN and 1982AD

All items must be entered before selecting “View Report”

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

You will get a screen with all the labels in a PDF format. You will need to use AVERY 5160 or equivalent to print them

### **Find Members in My Area - By Distance – Listing**


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 Yr Pd – You can go back to 2015 and you can select as many years as you wish

Select the Last Post Pd – This is the post the members paid to, it includes all 1982MN and 1982AD


All items must be entered before selecting “View Report”

On the Export drop down menu icon  select Excel

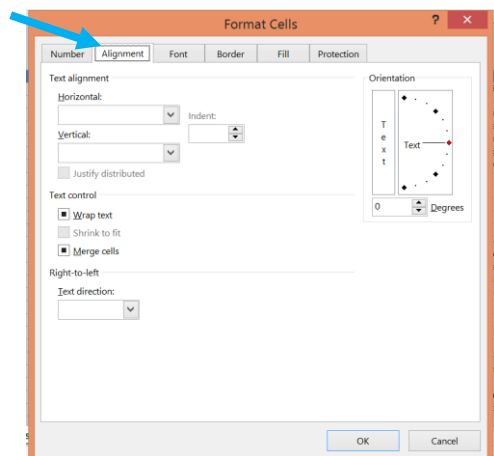
If you get another window that asks if you want to Open or Save the file – Open the file

You will need to Enable Editing

### **In order to manipulate the file**

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

Right click, 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 cursor on the row numbers and right click, select “Row Height” and make it 14.4

Delete lines 1-6

Delete Columns V,S,O,I,F,D,A

Select the  again and go to Format at the top of the page and select AutoFit Column Width

Your spreadsheet is now ready to manipulate

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

Custom Sort

Check the box marked “My Data has Headers”

You can select any column to sort by, you can have more than one. A good suggestion is PD, Last Post, Last Name. This report will give a list of all members within the distance selected in the selected Zip Code that have either expired or belong to 1982MN or 1982AD (up to current year)