

## Post Current Roster – Listing

This listing shows all the members in the Post.

Once logged into MyLegion.org go to:

Reports/Labels


Post Reports

Post Current Roster – Listing

Select the individuals to include in the roster – Active Inactive, Deceased, you can select as many as you wish

Select the Address – Deliverable or Undeliverable

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