

Unrenewed Labels, Roster and Letters

You can get a list, labels and even a letter asking all those that have not renewed to renew or re-join.

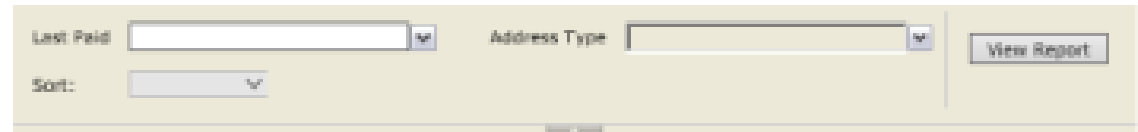
For Labels

Last Paid – the last year the member paid, you can go back to 2015 and you can select as many years as you wish

Address Type – Foreign or Domestic

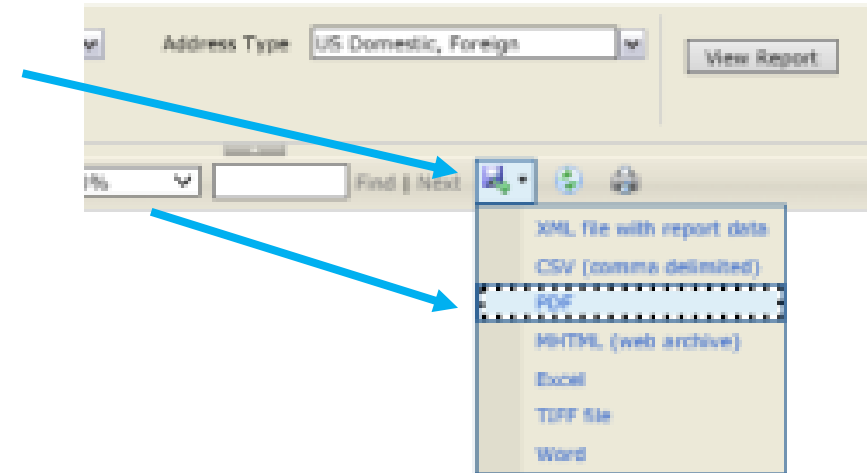
Sort – By Last Name or Zip Code

All items must be entered before selecting View Report

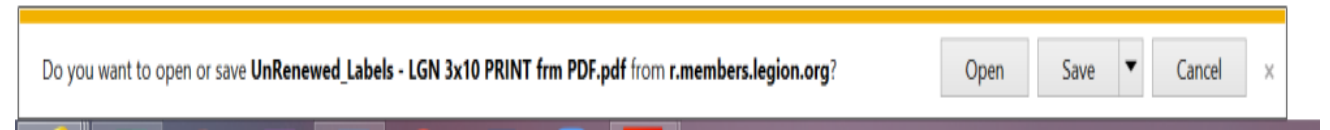


The screenshot shows a web form with a light beige background. It contains three input fields: 'Last Paid' with a dropdown arrow, 'Address Type' with a dropdown arrow, and 'Sort:' with a dropdown arrow. To the right of these fields is a button labeled 'View Report'.

Once the list is up select PDF on the Export Drop Down menu



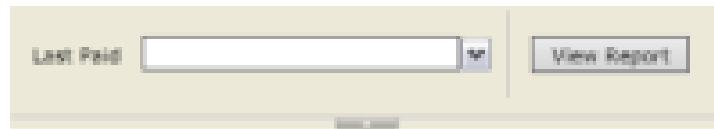
You will get another window that asks if you want to Open or Save the file – Open the File



You will then get the labels in a PDF format.
You will need Avery 5160 Labels or equivalent to print them

Roster

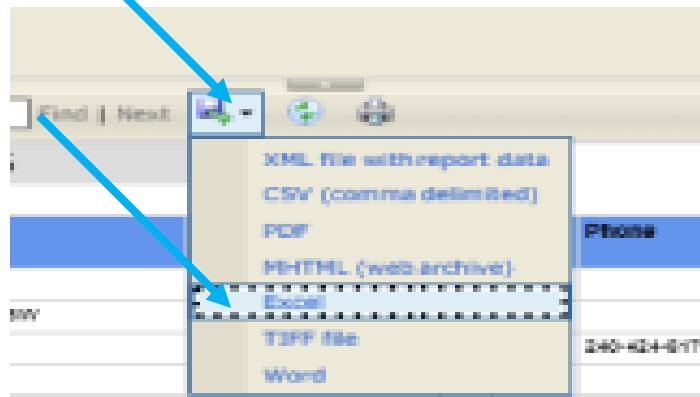
Last Paid – This is the last year the member paid dues. It goes back to 2015 and you can select as many years as you wish.



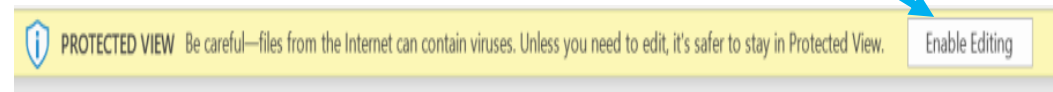
If you get another window that asks if you want to Open or Save the file – Open the file



Once the roster comes up select Excel on the Export Drop Down Menu

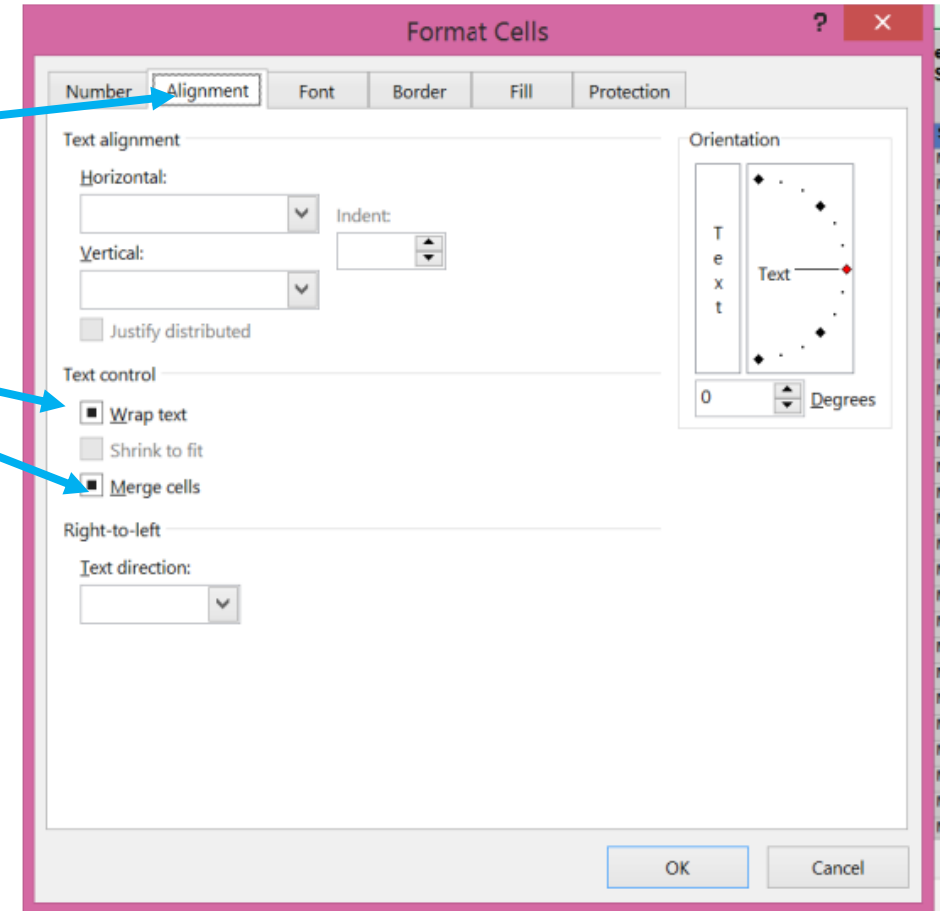


You will need to Enable Editing



To Manipulate the Spreadsheet

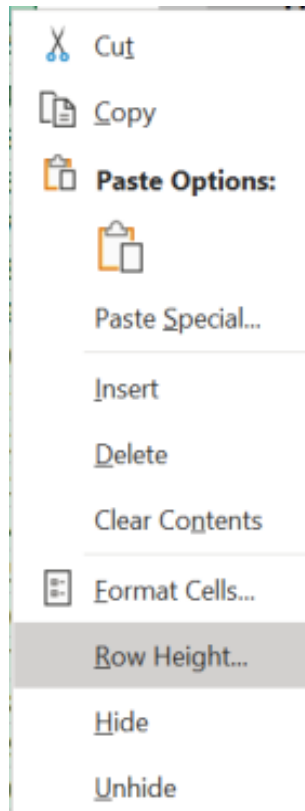
- Right click any place on the spreadsheet, select “Format Cells” and a new window will pop up, select “Alignment” at the top of the box
- Clear all the boxes in the “Text Control” area




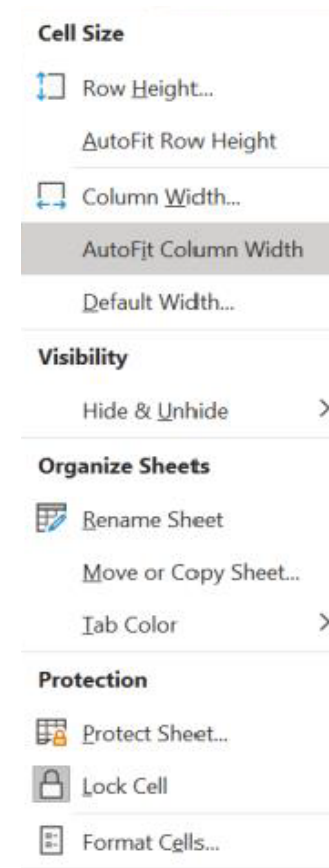
Put your cursor on the row of number and right click and select Row Height. Make the row height 14.4

Delete Ros 1-3

Delete Columns I,D



Select the whole page again by using the  in the upper left-hand corner of the spreadsheet and go to Format at the top of the page and select AutoFit Column Width. Your spreadsheet is ready to sort



Letters

Last Paid – You can go back to 2015 and you can select as many years as you wish

Address Type – Foreign or Domestic or both

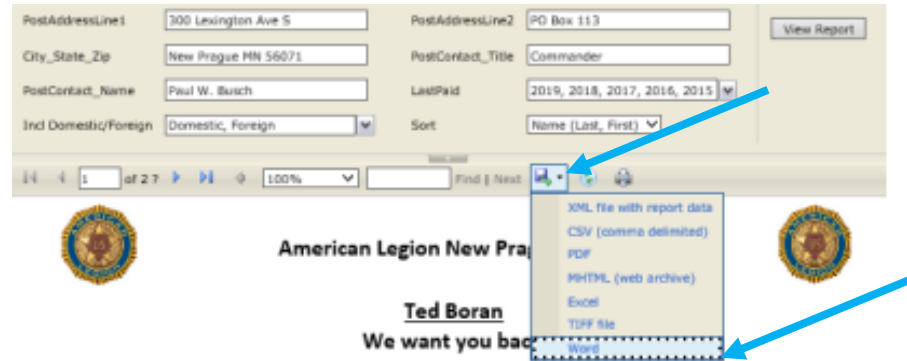
Sort – By Name or Zip Code

You are able to change of the any other information if it is not correct.

All items must be entered before selecting “View Report”

A screenshot of a web form for generating a report. The form includes the following fields: PostAddressLine1 (300 Lexington Ave S), PostAddressLine2 (PO Box 113), City_State_Zip (New Prague MN 56071), PostContact_Title (Commander), PostContact_Name (Paul W. Busch), LastPaid (a dropdown menu), and Incl Domestic/Foreign (a dropdown menu). A 'View Report' button is located on the right side of the form.

On the Export drop down menu Icon and select Word



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

Do you want to open or save UnRenewed_Letters.docx from r.members.legion.org?

Open Save Cancel x



You will need to enable editing.

These letters are for those member that have not renewed their membership back as far as you have selected. The letters include the current dues amount for your post.

These letters can be changed in anyway you see fit but changing one letter does not change them all.

Since they have expired, they will need to pay dues to the post. Once you get the signed letter and the dues, you can process them online using the Process Membership tool on MyLegion.org.