

# 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

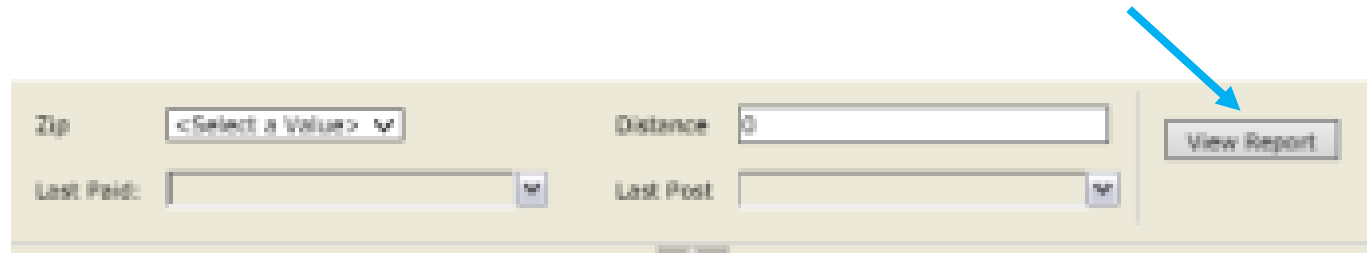
# How do I get to the Listing and Labels

- Once logged into MyLegion.Org go to:
- Reports/Labels
- District 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

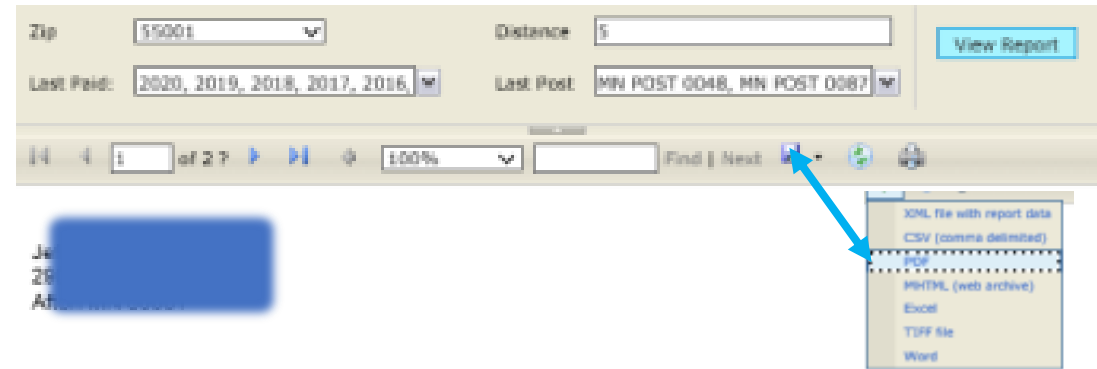


The screenshot shows a web form with a light beige background. It contains four input fields arranged in a 2x2 grid. The top-left field is labeled 'Zip' and contains the text '<Select a Value>' with a small downward arrow icon. The top-right field is labeled 'Distance' and contains the number '0'. The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

All items must be entered before selecting “View Report”

# Printing the Labels

- On the Export drop down menu icon select PDF



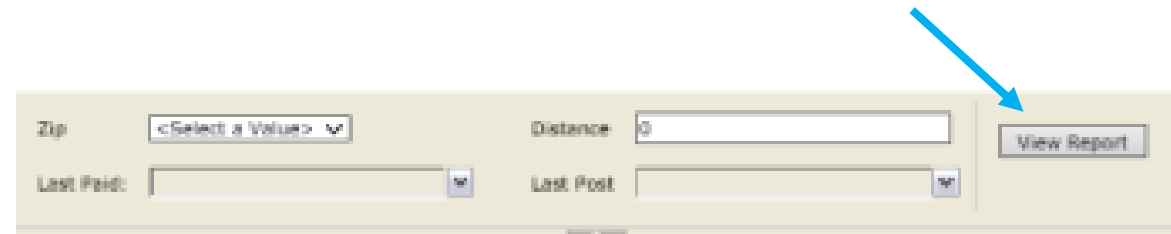
- If you get another window that asks if you want to Open or Save the file – Open the file
- The labels will need to be printed on AVERY 5160 or equivalent



# Required Information for the Listing

- Enter Zip Code – Can 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

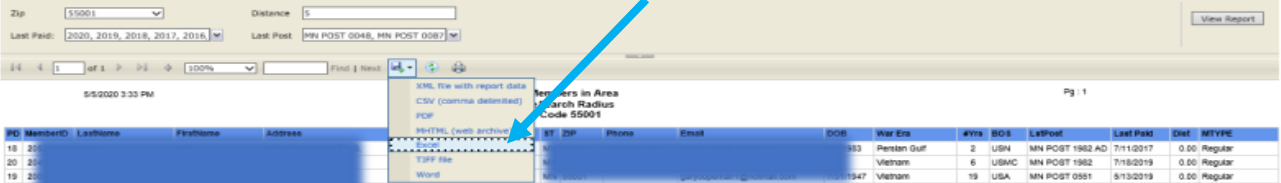
All items must be entered before selecting “View Report”



The screenshot shows a web form with a light beige background. It contains four input fields: 'Zip' with a dropdown menu showing '<Select a Value>', 'Distance' with a text box containing '0', 'Last Paid' with a dropdown menu, and 'Last Post' with a dropdown menu. To the right of these fields is a 'View Report' button. 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



The screenshot shows a web application interface with search filters at the top: Zip (55001), Distance (5), Last Paid (2020, 2019, 2018, 2017, 2016), and Last Post (MN POST 0048, MN POST 0087). Below the filters is a table with columns: #, MemberID, Lastname, Firstname, Address, ST, ZIP, Phone, Email, DOB, War Era, #Yrs BOS, Last Post, Dues, and MTYPE. A blue arrow points to the 'Export' dropdown menu, which is open, showing options: XML, file with report data; CSV (comma delimited); PDF; XHTML (with archive); and Word. The table contains data for members in the area, including names like Pensten Guff and Vietnam, with various attributes like DOB, War Era, #Yrs BOS, Last Post, Dues, and MTYPE.


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

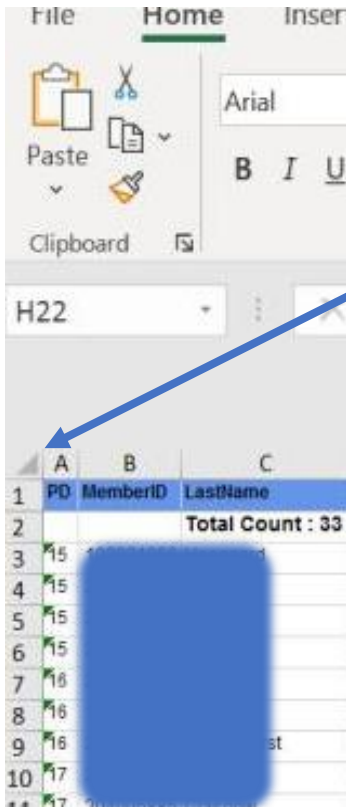


The screenshot shows a file dialog box with the text: "Do you want to open or save Find Members in My Area - By Distance - Listing.xlsx from r.members.legion.org?". The dialog has buttons for "Open", "Save", and "Cancel", along with a close button (X).

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

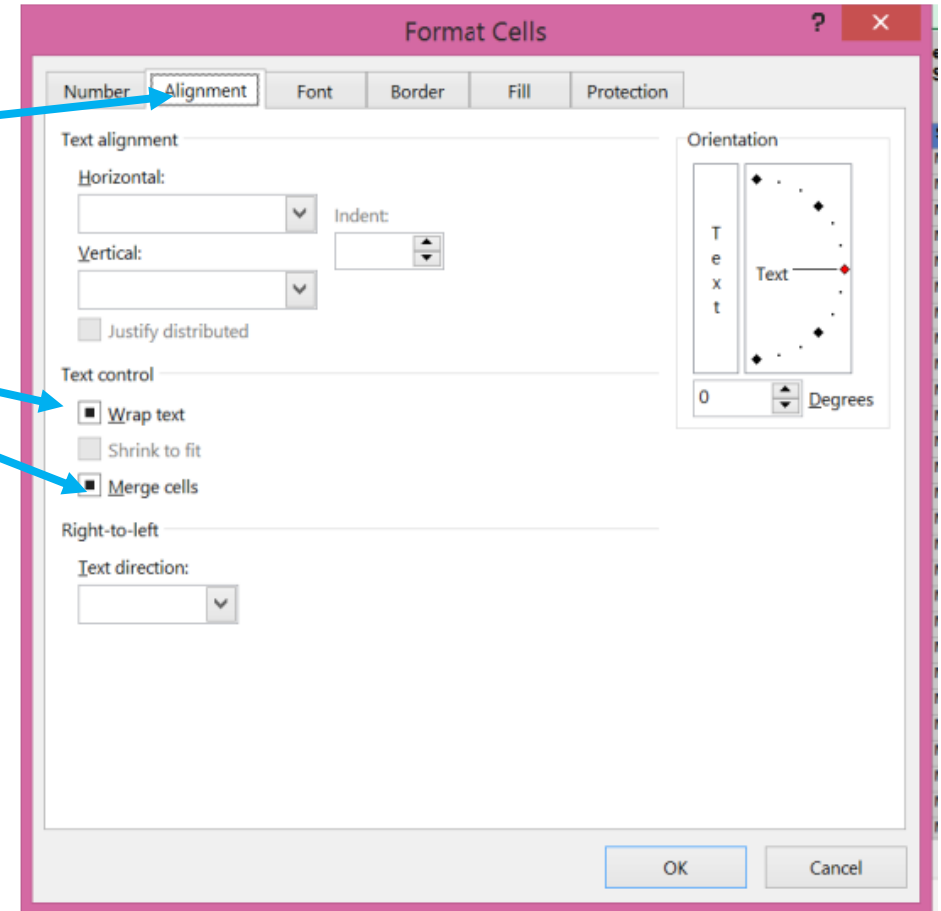
# Manipulating the File


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

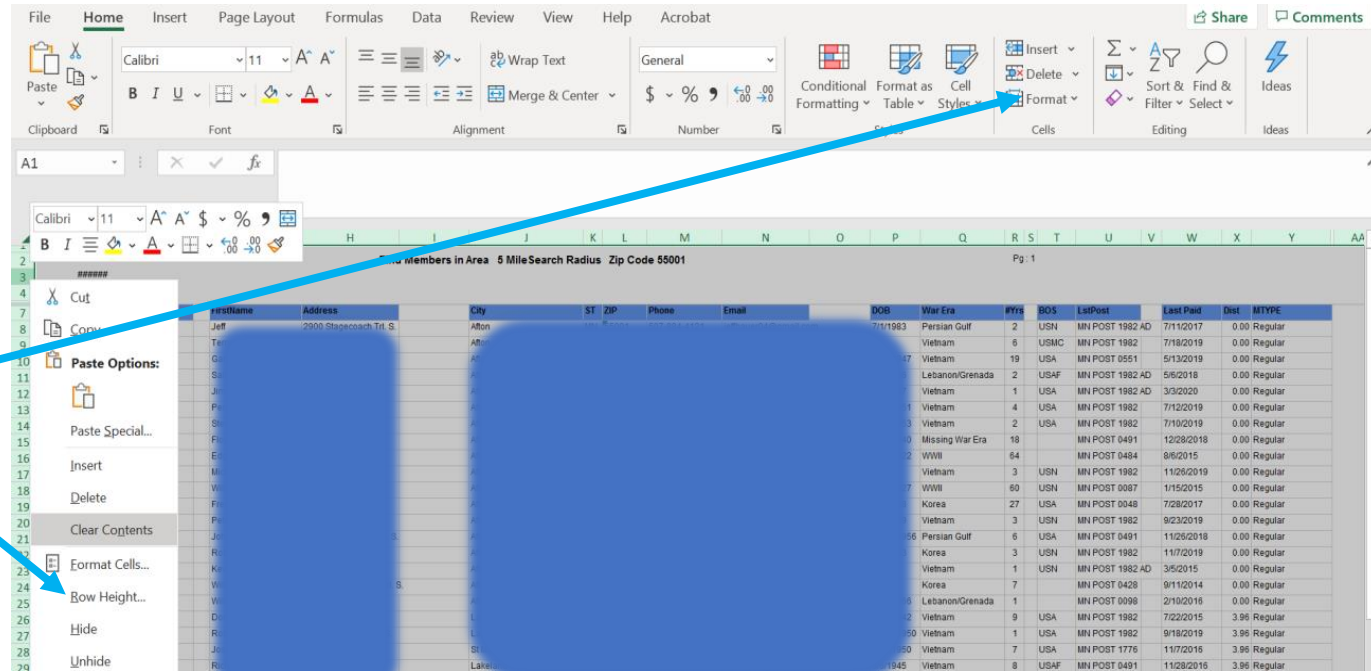




- Right click any place on the spreadsheet, select “Format Cells” and a new window will pop up, select “Alignment” at the top of the box
- Clear all the boxes in the “Text Control” area

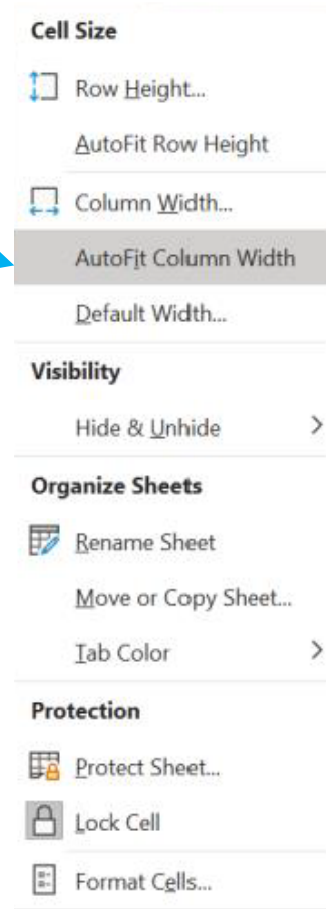



- Put your Cursor on the row of number and right click, Select Row Height and set it to 14.4
- Delete Rows 1-6
- Delete Columns V, S, O, I, F, D, A
- Select the  again and go to Format at the top of the page

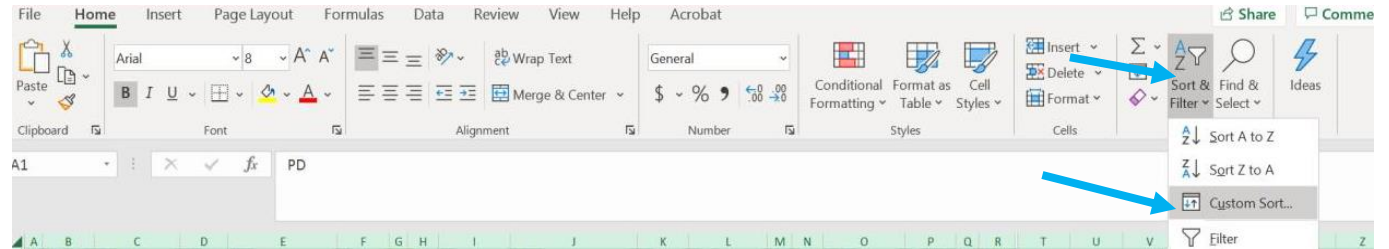


Select AutoFit Column Width

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

