MyLegion.Org

Find Members in My Area – By Zip Code

Labels and Listing

What is the purpose of this listing?

- This is used to find members in the area of your post by the posts Zip Code 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, 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 Zip Code – Labels**
    - ***OR***

- **Find Members in My Area - By Zip Code – Listing**

Required Information for the Labels

- Enter Zip Code – Can select as many zip codes as you wish

- Select the Last Paid – You can go back to 2015 and you can select as many years as you wish
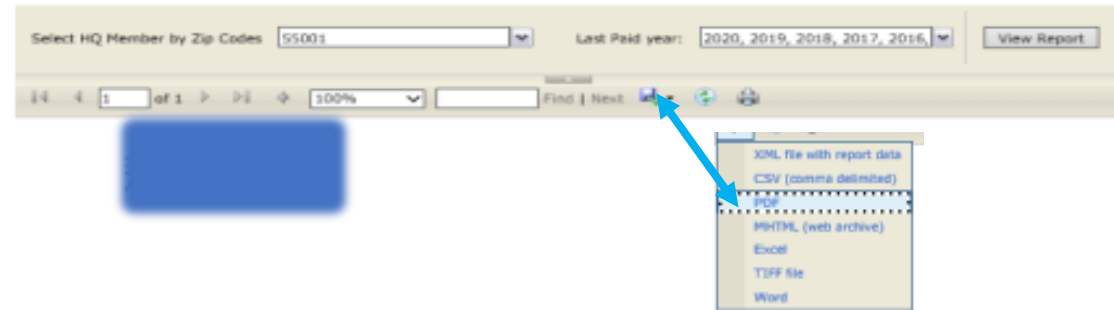
All items must be entered before selecting "View Report"

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
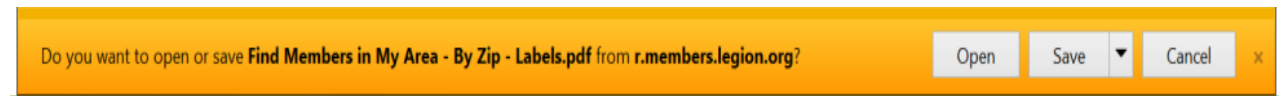
Required Information for the Listing

- Enter Zip Code – Can enter as many Zip Codes as you wish

-

- 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"

Sorting and Printing the Listing

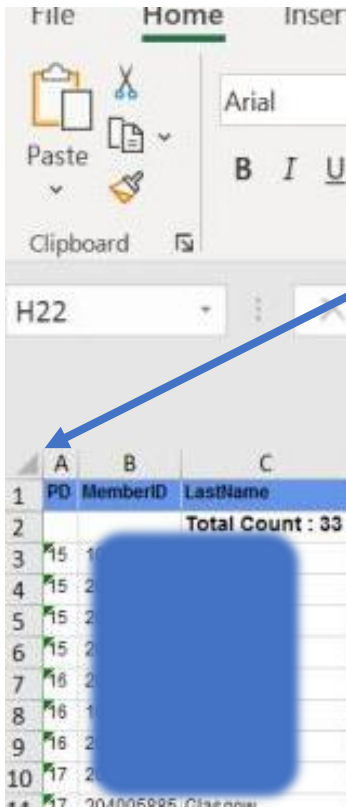On the Export drop down menu icon select Excel

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

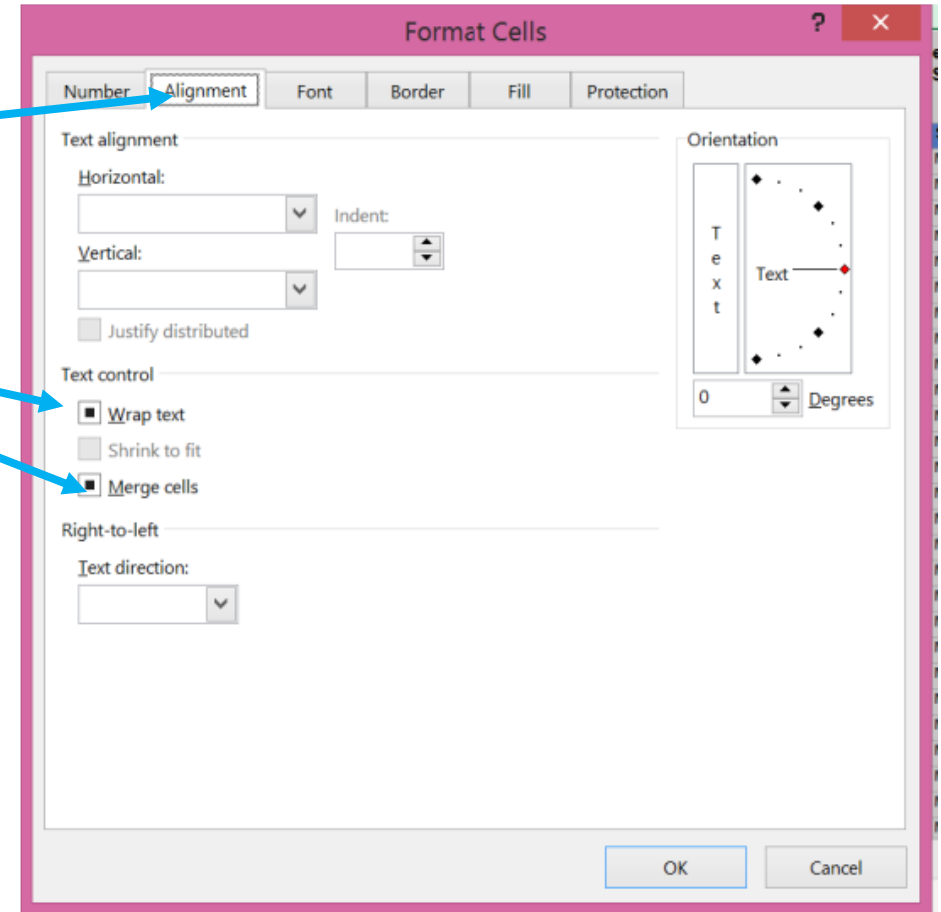You will need to Enable Editing once the spreadsheet comes up.

Manipulating the File

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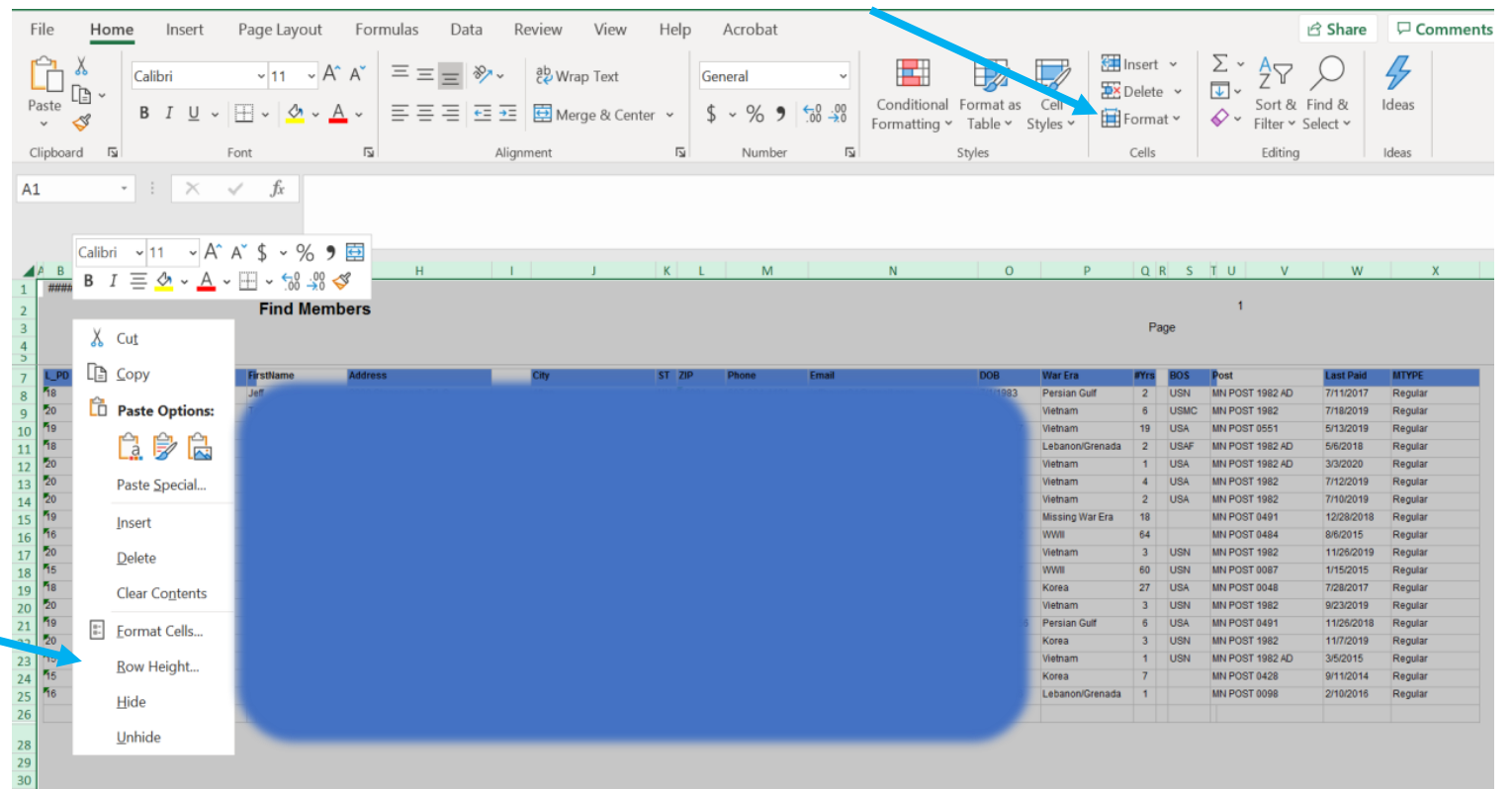 in the upper left-hand corner of the
spreadsheet)

- Right click any place on the speadsheet, select "Format Cells" and a new window will pop up, select "Alignment" at the top of the box

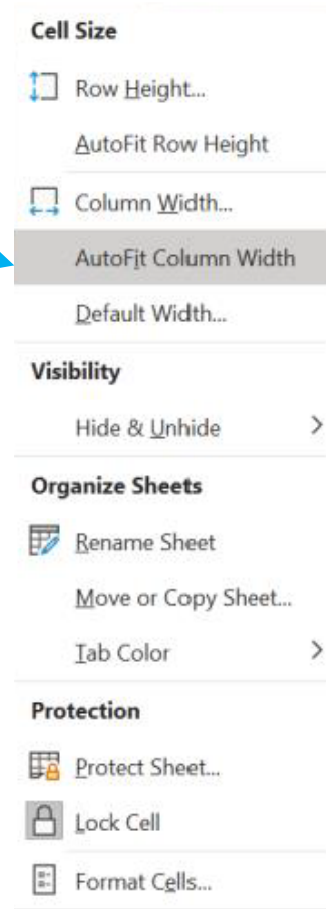- Clear all the boxes in the "Text Control" area

- 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, U, R, I, G, D, A
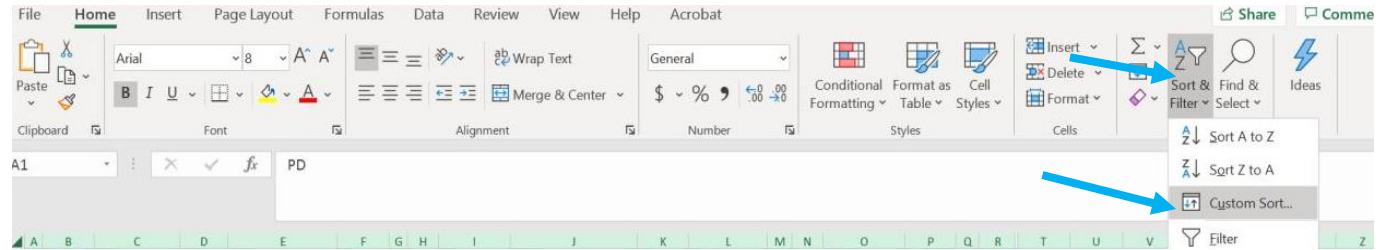- Select the ◢ again and go to Format at the top of the page

Select AutoFit Column Width

Your Spreadsheet is now ready to manipulate

Cell Size

Row Height...

AutoFit Row Height

Column Width...

AutoFit Column Width

Default Width...

Visibility

Hide & Unhide

Organize Sheets

Rename Sheet

Move or Copy Sheet...

Tab Color

Protection

Protect Sheet...

Lock Cell

Format Cells...

- 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