

HQ Transfer Invitations (Labels & Letters)

These are invitations for individuals in Post 1982 (MN or AD) to transfer to your post. The letters are preprinted and can be edited to fit your posts needs.

Once logged into MyLegion.Org go to:

Reports/Labels

Post Reports

Revitalizations

HQ Transfer Invitations – Labels

Enter Zip Code – Can enter as many zip codes as you wish

Select the Last Yr Pd – 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”

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

HQ Transfer Invitations – Letters

Enter Zip Code – Can enter as many zip codes as you wish

Target Transfer Post – This is the Post you want the member to join

Other Legion Family At Target Post – This is if you have an Auxiliary, SAL or Riders at the Target Post, if none – Select None

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

The other information (Post Address, City, State, Zip, Phone, Email, Contact and Position) can all be edited if it is wrong

All items must be entered before selecting “View Report”

On the Export drop down menu icon  select Word

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

These letters are for those members in Post 1982 (MN or AD), either current or expired.

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

If the member has paid the current years dues, they only need to sign the letter and send it back to you. You can then send the signed letter to Department for updating, no need to send a Member Data Form.

If they have expired they will need to pay the dues to the post. You can make this change to the letter or add something so they know how much the dues are. Once you get a signed letter and the dues back from the member you can process this online using the Process Membership area of MyLegion.org. If you choose to process your membership through Department you will process it like you do any new member.