

MyLegion.Org

EVERYTHING YOU THOUGHT YOU WANTED TO KNOW

DEPT OF MN TRAINING COMMITTEE

DISCLAIMER: MyLegion.Org is a product of the National American Legion.
The product is still evolving and the information here is as current as of the
writing of the document. August 15, 2023

Registration

In order to get access to MyLegion.org, you need to be registered with the National site. **Please note** before registering make sure the email you will be registering with is the same email that is already on the National site. To do this, check with one of the following people

Your Post Commander

Your Post Adjutant

Your District Commander

Your District Adjutant

Your District MyLegion.org Training Rep

The Post Commander/Adjutant automatically get access to the Post, based on their position within the Post. The District Commander/Adjutant automatically get access to the District based on their position within the District. When the Post/District submits their report showing new leadership National changes the access.

The Post Commander/Adjutant are the only ones that can grant permission to the Post information. The District Commander/Adjutant are the only ones that can grant permission to the District Information. Getting District access does not authorize a person Post access.

MyLegion.org Basics

The Gold “My Account” button will always bring you back to your main page “My Contact Information”

Any item in “Blue” is a hyperlink and opens that item.

Clicking on “Group Profile” brings you back to the Groups main page.

LEGION.ORG SHOP ONLINE LOGOUT


Member Name

MEMBERSHIP
SUBSCRIPTIONS
GIVE
RESOURCES
SHOP
CONTACT

Home > My Views > Group Profile > Members

[My Account](#) |
 My Groups IN Post 0500

Details for: IN Post 0500

Last Name:	<input type="text"/>	City:	<input type="text"/>	Post/Squadron Number:	<input type="text"/>
First Name:	<input type="text"/>	State/Province:	<input type="text"/>	Member Status:	<input type="text"/>
Email:	<input type="text"/>	Country:	<input type="text"/>		
Member ID:	<input type="text"/>	Paid Through Year:	<input type="text"/>		

Search
Clear

Actions: Export Full Roster Go Add/Modify Transmittal

Displaying 1-20 of 1411 1 2 3 4 5 6 7 8 9 10 ... View All |< < > >|

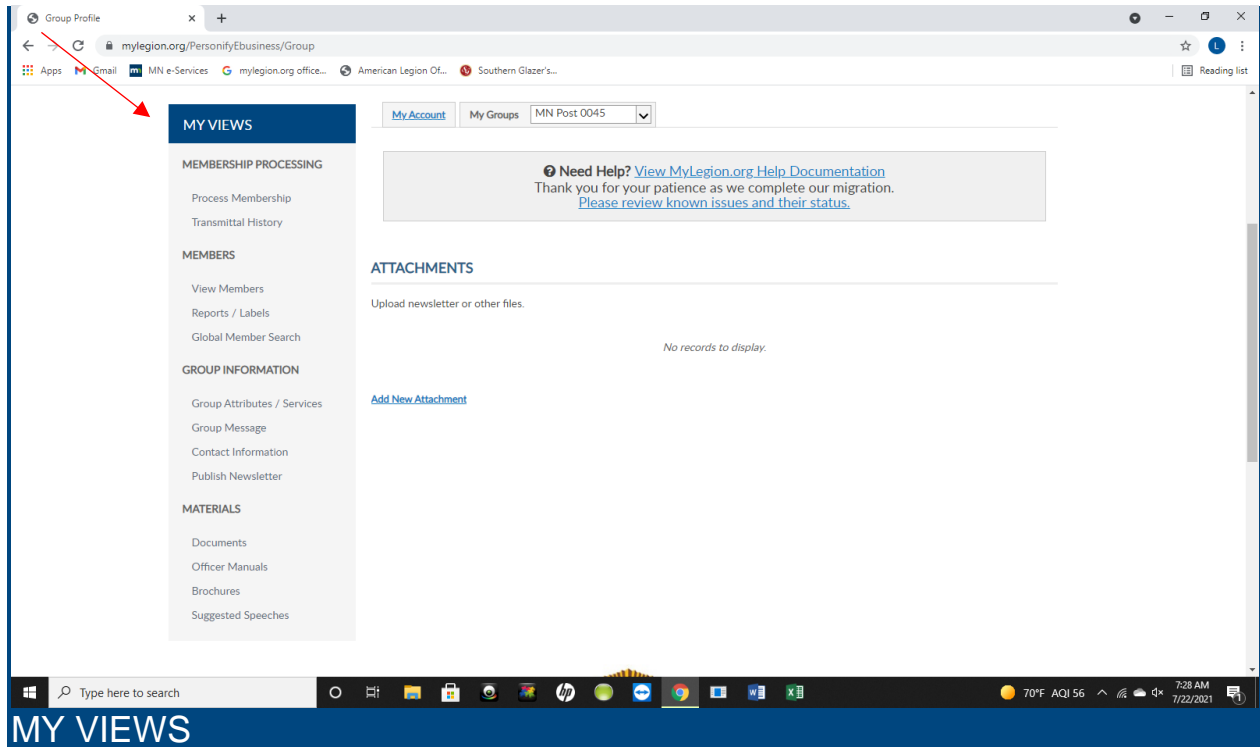
☐	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
☐	000401850538	Aaron, Arthur	American Legion IN Post 0500	1073 E. Everton Rd Connersville, IN 47331			USA	OTHER	0	
☐	000									2019
☐	000									2020
☐	000									2021
☐	000101245281	Wiers, Donald	American Legion IN Post 0500	6030 W 26th Pl		(317)281-1344		VIETNAM	0	2021

Membership Options

From your “My Account” page, select the post you wish to process membership for, NOT the Post Leadership and then click “My Groups”. This will bring up your Post/Sq/District.

The screenshot shows the MyLEGION.ORG website interface. At the top, there is a navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, RESOURCES, SHOP, and CONTACT. The user is logged in as a member, indicated by the 'Membe MY ACCOUNT' badge. The main content area is titled 'MY ACCOUNT' and includes a sidebar with various account management options like 'Name & Demographics', 'Military Service', 'Contact Information', 'Addresses', 'Emergency Contacts', 'Communication Preferences', 'Username / Password', 'MEMBERSHIP', 'SUBSCRIPTIONS', 'PURCHASES', and 'CONTACT INFORMATION'. The main content area is divided into sections: 'MY CONTACT INFORMATION' (with a profile picture placeholder and an 'Add' button), 'MEMBERSHIP SUMMARY' (showing status as 'Active', 'Paid Thru Date: 12/31/2021', 'Member Post: 1 Year Membership Indiana Post 0500', and 'Member Number: 000101352071'), 'MY ORDER BALANCE' (showing 'Your Account shows no balance due at this time.'), and a list of subscriptions (including 'The American Legion Magazine' and 'The American Legion Dispatch'). A dropdown menu is open under 'My Groups', showing a list of options: 'IN Post 0500', 'IN Post 0500 Leadership', 'IN Post 0500 Leadership', 'IN Sqdn 0500', 'IN Sqdn 0500', 'IN Squadron 0500 Leadership', and 'IN Squadron 0500 Leadership'. The dropdown menu is currently displaying the first few options, with 'IN Post 0500' selected.

On the left-hand side of the page, you will see



MEMBERSHIP PROCESSING

- **Process Membership** – Process your membership transmittals
- **Transmittal History** – look at your transmittal history (does not include online renewals)

MEMBERS

- **View Members** – View your members – this is where you will be able to make changes to members
 - information
- **Reports / Labels** – Labels, reports – including seeing those members that renewed online
- **Global Member Search** – find a member-will need either the members ID number or first and last name and post they belong to.

GROUP INFORMATION

- **Group Attributes / Services** – You can select various options your past may offer
- **Group Message** – you can create a message for everyone in your post.
- **Contact Information** – contact information for your post, phone, email.
- **Publish Newsletter** – publish a newsletter for your members to read

MATERIALS

- **Documents** – various documents that the Department or National puts out
- **Officer Manuals** -most of the various manuals, (Officers Manual, Adjutants Manual, District Officers Guide, etc)
- **Brochures** – Most of the brochures that are downloadable and/or printable
- **Suggested Speeches** – suggested speeches for Memorial Day Veterans Day, Flag Day, etc

Membership Processing

To process a membership, click on “Process Membership” First item on the left-hand side under “Membership Processing”

LEGION.ORG SHOP ONLINE LOGOUT

My LEGION.ORG

Member Name
MY ACCOUNT

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile > Members

[My Account](#) My Groups IN Post 0500

Details for: IN Post 0500

Last Name: City: Post/Squadron Number:
First Name: State/Province: Member Status:
Email: Country:
Member ID: Paid Through Year:

Search [Clear](#)

Actions: **Go** **Add/Modify Transmittal**

Displaying 1-20 of 1411

<input type="checkbox"/>	Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
<input type="checkbox"/>	000401850538	Aaron, Arthur	American Legion IN	1073 E. Everton Rd			USA	OTHER	0	
<input type="checkbox"/>	000000000000									2019
<input type="checkbox"/>	000000000000									2020
<input type="checkbox"/>	000000000000									2021
<input type="checkbox"/>	000101345381	Akers, Donald	American Legion IN Post 0500	6030 W 29th Pl		(317)291-1344		VIETNAM	0	2021

You will then click on the Add/Modify Transmittal button in **Blue** on the right-hand side.

You can either search for the member by name or ID **OR** you can select the desired member by checking on the small box on the left of the member’s name. **As a reminder**, if a person has not renewed for the past up to two years, they will show up for the years they have not renewed. Be sure to look to the far right to select the correct “Paid Through Year” you wish to renew the member for.

You can select more than one person when submitting the transmittal. Once all members you wish to renew have been added, click “SAVE” then add new members and transfers (covered in the next section), review the top part of the screen to ensure that the “Card Count” is correct, and the “Total Amount Due Today” is correct, this is what they will take out of your bank account. The Post amount is actually your District Dues plus the .25 that goes to the Minnesota Hospital Association fund. Select “Finalize” from the right-hand side.

Home > Membership > Post Transmittal

My Account | My Groups | In Post 0510

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			1
National :		\$18.50	\$18.50
Department :		\$16.50	\$16.50
Post :		\$5.00	\$5.00
Total amount due today :			\$35.00

Member First Name Member Last Name

Member Id

Search

Add New Member | Transfer Member

List Selected | Export to CSV | Print

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input checked="" type="checkbox"/>	000204280680	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000205518581	Richard S Adcock	radcock@yahoo.com	(317)697-4450	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020
<input type="checkbox"/>	000204192243	Ann B Adcock	annadcock@yahoo.com	(317)696-7883	7025 Keston Cir Indianapolis, IN 46256-2322	2020

Members to renew listing.
Check box next to name to add to

Adding/Transferring a Member

To add a new member or transfer a member into your post, on the Post Transmittal screen select the “Add/Transfer Member” on the left-hand side under the blue SEARCH button.

- New member- never been a TAL member or SAL member (New Member)**
- Current or former member (Transfer)**

For a new member you will need to enter all the information on the next screen that has a red * in front of it and then select “Save”.

Home > Membership > AddMember

** Required*

* First Name:

Middle Initial:

* Last Name:

Suffix: ▼

Date of Birth: ▼ ▼ ▼

Gender: ▼

* Country: United States [Change](#)

* Address Type: ▼

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State: ▼

* Zip Code:

Phone: EXT

Email:

* Branch of Service: ▼

* Conflict: ▼

[Cancel](#)

For a Transfer, you will need the members Last Name and member ID Number, select Continue.

Home > Membership > TransferMember

Transfer-in Existing Member

* Member ID:

* Last Name:

[Cancel](#)

You will then need to verify the information is correct. Make any corrections and SAVE

Home > Membership > TransferMember

Transfer-in Existing Member

** Required*

First Name: **First Name**

Middle Initial: **Last Name**

Last Name: rnuenz

Suffix:

Date of Birth:

Gender:

* Country: United States [Change](#)

* Address Type:

Member Address Info

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Zip Code:

Phone: EXT

Email:

* Branch of Service:

* Conflict:

[Cancel](#)

Once all you Renewals/Transfers/New Members are added to the Transmittal, you will select Finalize. Confirm all the members are listed and the Total Amount Due Today is correct, select Finalize again

POST TRANSMITTAL

Status :	Per Capitas	Actual
Not Saved		
Card Count :		1
National :	\$18.50	\$18.50
Department :	\$13.75	\$13.75
Post :	\$3.25	\$3.25
Total amount due today :		\$35.25

Please Confirm selected members, and click 'Finalize'

Member Id	Member Name	Email Address	Phone	Address	Renewal Year
					2022

Finalize Cancel

THE AMERICAN LEGION

If you have not set up your banking information, you will need to enter the Bank Routing Number, Bank Account Number, Type of Account and Account Holders full name. You will also need to check the box authorizing the American Legion to make a one-time charge to your bank account – the amount of the charge should be equal to your transmittal amount. You will not be able to process any additional membership until this transmittal has gone totally through the system.

Total Selected To Pay: \$35.25

PAYMENT INFORMATION

Select a Saved Bank Account

Add new eCheck

* Required

* Bank Routing Number: What's this

* Re-enter Bank Routing Number:

* Bank Account Number: What's this

* Re-enter Bank Account Number:

* Account Type:

* Account Holders Full Name:

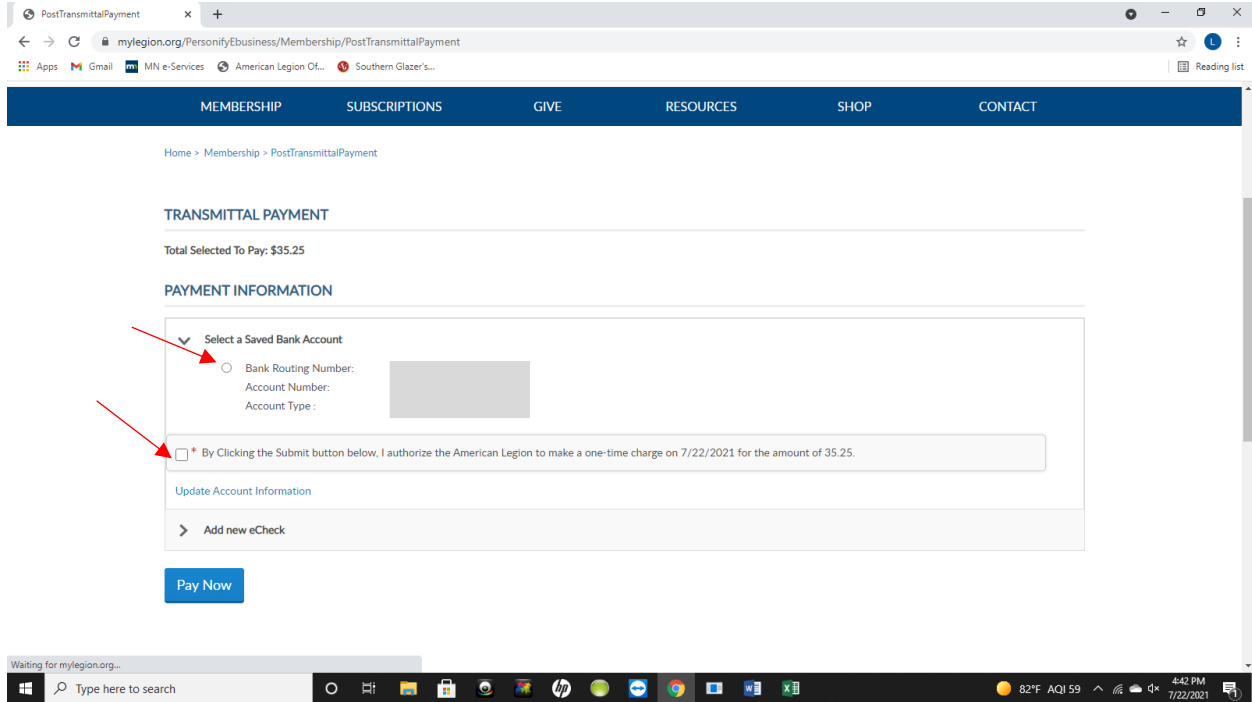
eCheck Billing Address

300 Lexi
New Pra
2426. US

* By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 7/22/2021 for the amount of 35.25.

Pay Now

If you have already set up your banking information, you will select the account you wish the funds to come out of (there is a radio button in front of each account). You will also have to check the box authorizing the American Legion to make a one-time charge to your bank account – the amount of the charge should be equal to the amount of your transmittal.



On this screen you will also be able to change your banking information or add additional accounts if needed.


Once completed, click “Pay Now”, you will receive a “Thank You and an option to print a receipt. You will be able to print the receipt by clicking on “Print Transmittal Summary”



Transmittal History

Your receipt will show the names of the members in the batch-this comes out in Member Number ID order, not alphabetical. This is used to see the membership that has been processed by the Post via MyLegion.org or through the mail, it does not include those members that have renewed online.

Page: 1 of 1


MN Post 0045

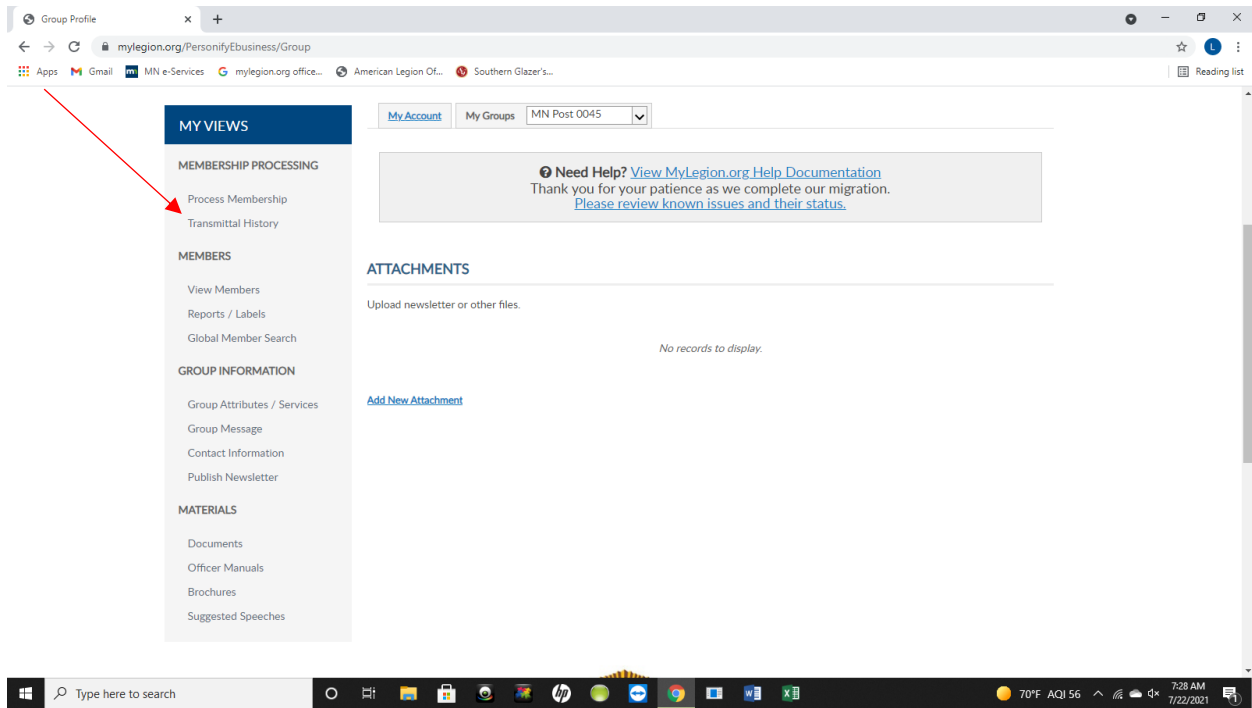
Cards: 1
Total Amount: \$35.25
Status: Posted
Charge per member: \$35.25
Date Submitted: 07/07/2021
Invoice #: 2107010137

Members in this Batch

Member ID#	Name	Membership Year
[REDACTED]	[REDACTED]	2022

Transmittal History

To look up a transmittal, select Transmittal History



The screenshot shows a web browser window at mylegion.org. The left sidebar contains a 'MY VIEWS' menu with categories: MEMBERSHIP PROCESSING, MEMBERS, GROUP INFORMATION, and MATERIALS. Under MEMBERSHIP PROCESSING, 'Transmittal History' is highlighted with a red arrow. The main content area shows a message about migration and an 'ATTACHMENTS' section with 'No records to display.'

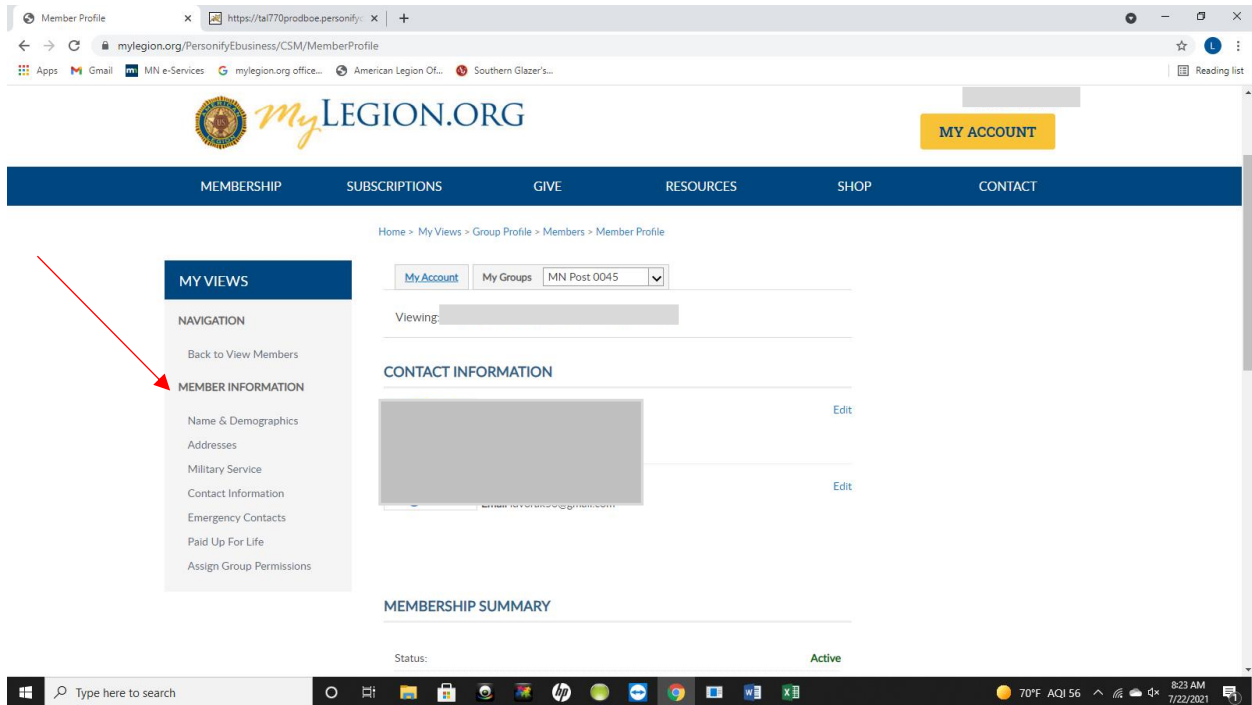
Select the Year, Type (Online or Mail) and Range (Date Range)

Transmittal Number	Membership Year	Transmittal Submitted	Transmittal Type	Processed Date	Stated # of Members	Stated Dollar Amount	Actual # of Members	Actual Dollar Amount
2104130070	2021	4/13/2021	Online	2021-04-29	0	\$0.00	1	\$35.25
2107010137	2021	7/1/2021		2021-07-07	0	\$0.00	1	\$35.25

If you leave the Year and Type blank you will get all your transmittals. You can select the transmittal you wish to review by selecting the transmittal number, which is blue under Transmittal Number. This will give you a copy of the receipt for that transmittal. Transmittal Submitted is the date you hit the Pay Now button, the Processed Date is the date it was processed at National.

View Members

From the View Members area, you can make necessary changes to a member's profile. You can either search for a member or select the member from the list (click on the individual name in blue). From here you can edit the Name & Demographics, Address, Military Service, Contact Information, Emergency Contact, you can also apply for a PUFL. Any area that has a blue Edit button can be changed. Make sure to "SAVE" if you make any changes



Name & Demographics – Name, Nickname, Credentials, Birthdate, Gender, Employment, and if the member is Deceased

Addresses – Main Address. You can also add an additional address

Military Service – Branch, Conflict, Retired Status

Contact Information – Phone (you can list more than one), E-mail (you can list more than one), Web/Social Media sites, Fax Number

Emergency Contact – Self Explanatory

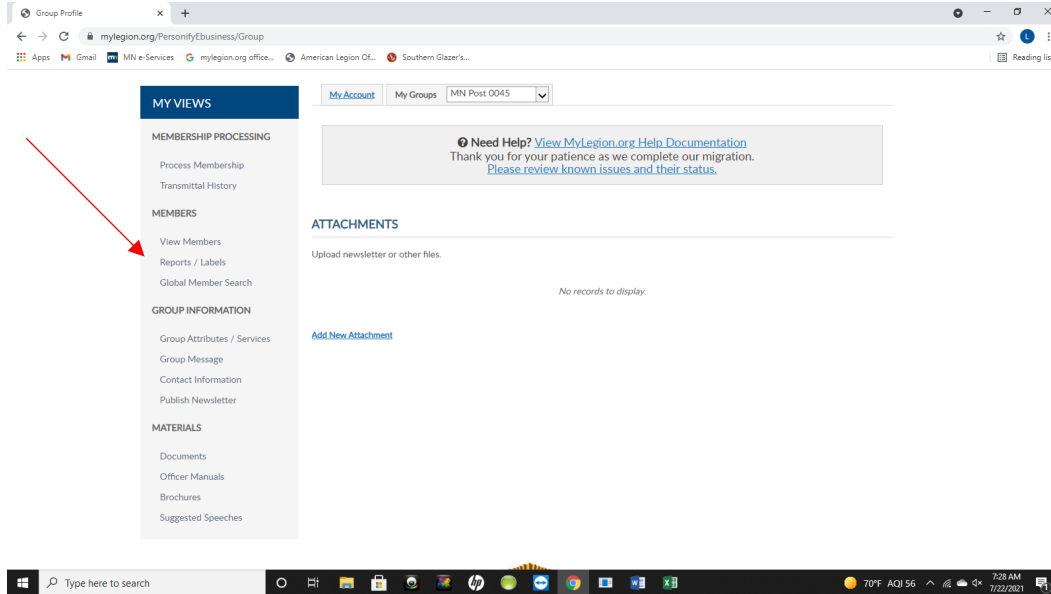
Committees – This lists all Past and Present Committees and Positions at the Post, District, Department or National level.

Paid Up for Life – If you are not a PUFL – you can apply here.

Assign Group Permissions – If you are the Commander or Adjutant of the Post or District you have the ability to give other members access to your Post or District here.

Reports and Labels

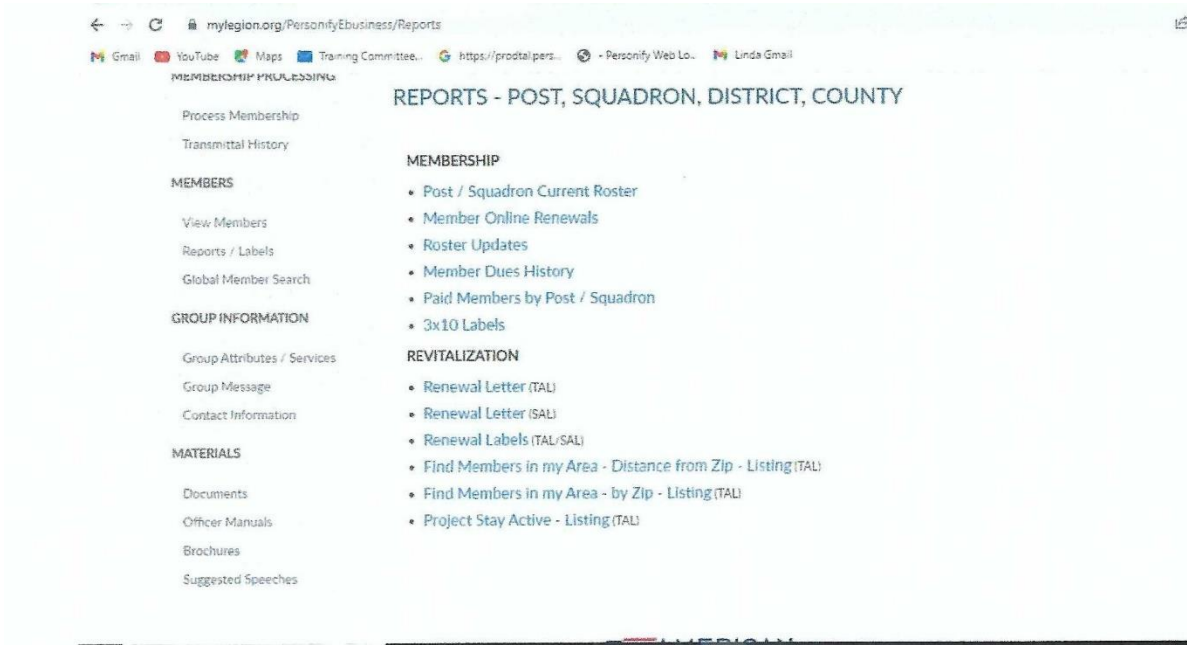
From here you can print mailing labels, find members in your area, review the list of members who renewed online and get a current post roster



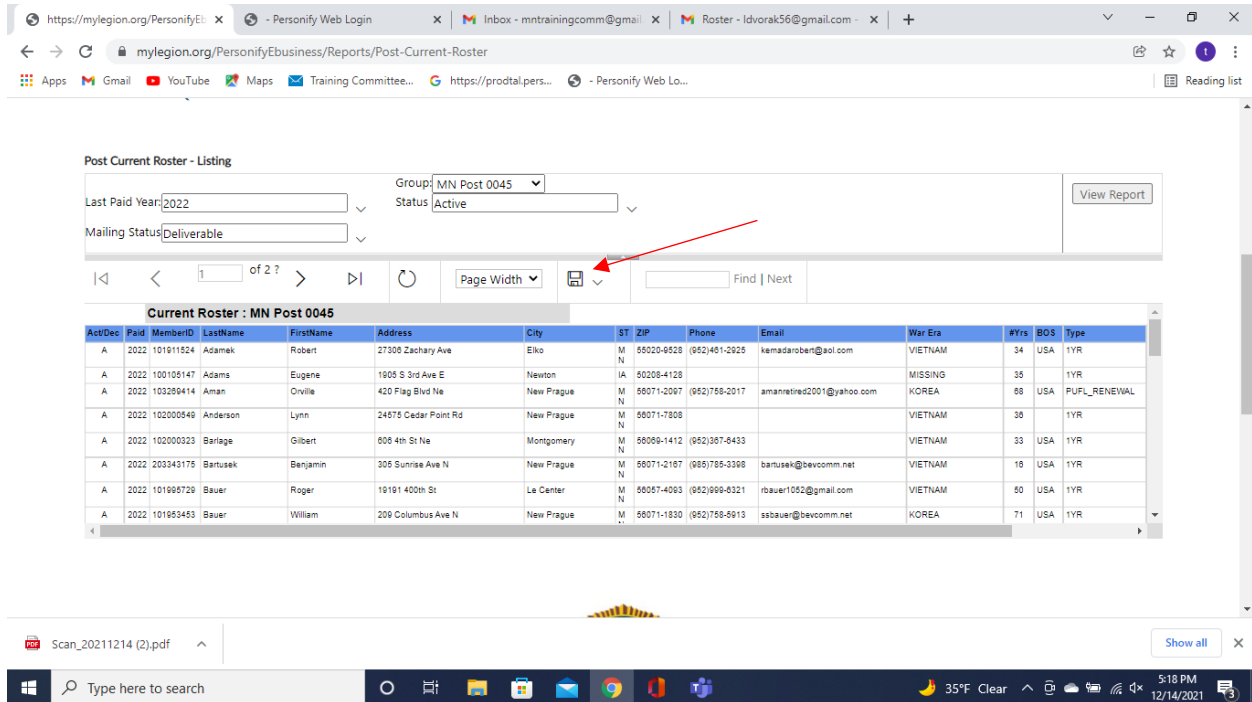
In the reports area you will see Post, District and SAL, if you have the proper permissions for these areas. Each area has ten reports; Post Current Roster, Members Renewed Online, Roster Updates, Member Dues History, Paid Members by Post, Renewal Letter, Renewal Labels, Find Members in my Area, By Distance from Zip Code and by Zip Code, and Project Stay Alive.

We will look at each separately.

REPORTS

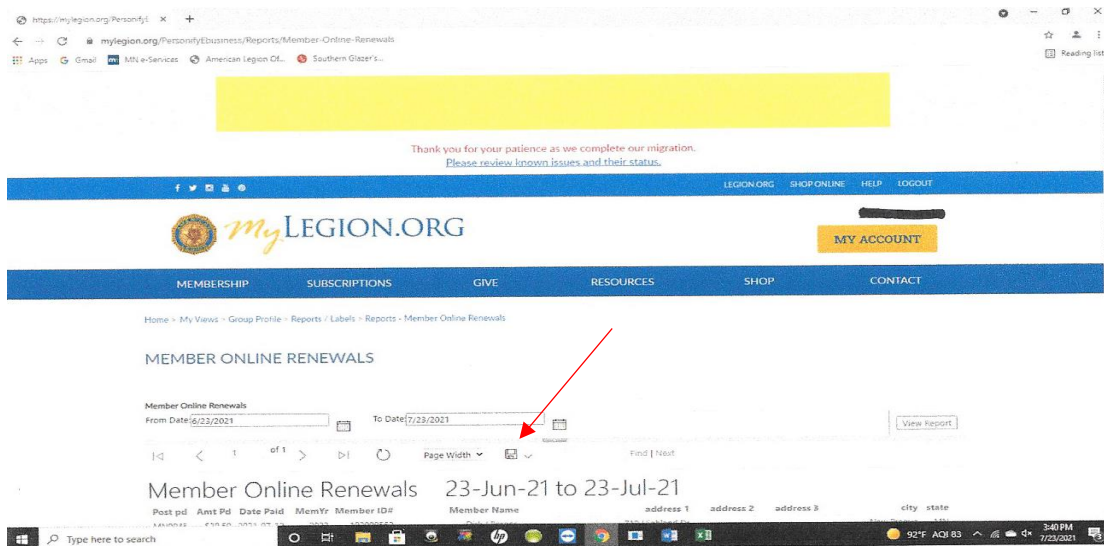


Post/Squadron Current Roster – This is a roster of the Post/Sq Members. Select the Group (Post, or Sq) last year paid, then the Status (Active or Deceased), Membership Type and mailing status (deliverable or Undeliverable), then View Report.



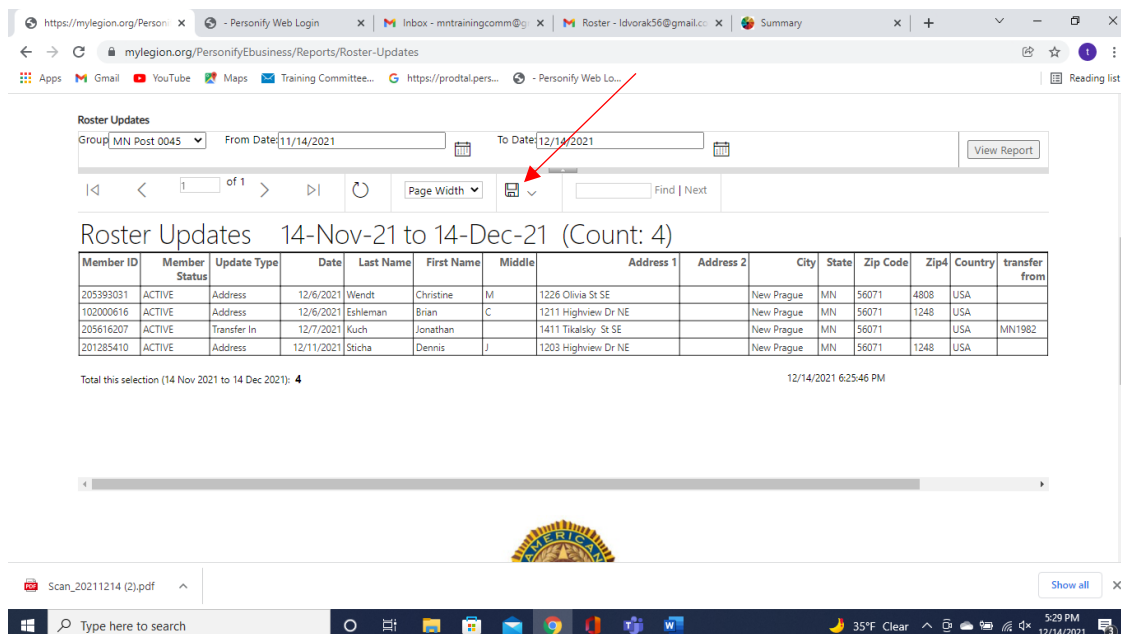
To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Members Online Renewals – Members that renew online are listed here. You can select the date range; the default is 30 days back from current date.



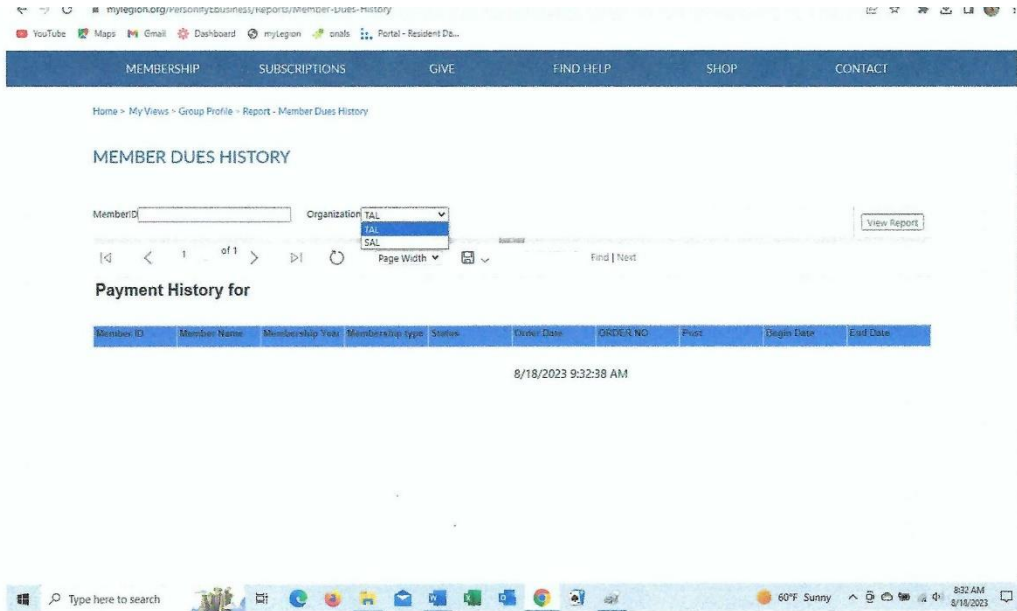
To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Roster Updates – This will give you a list of any member that has had a change to their record, to include transfer to your post and transfers out of your post. Select the Group (Post or Sq) and the from and to dates of your search, then View Report.

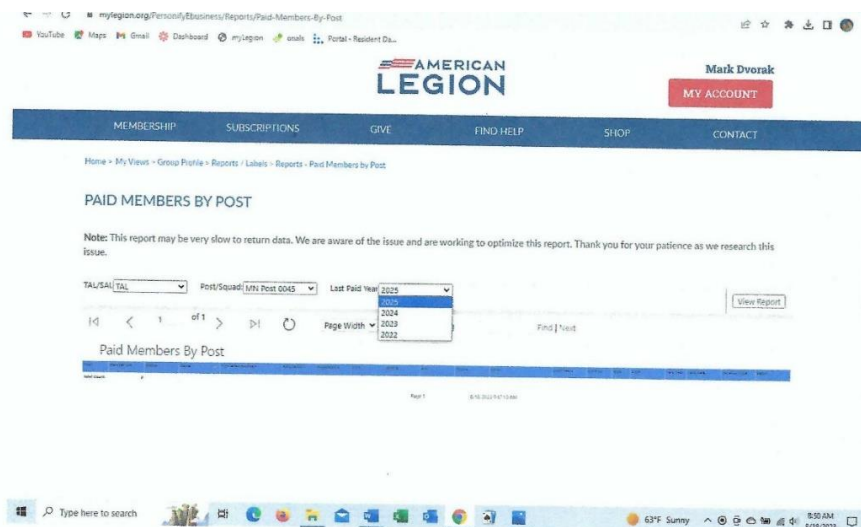


To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Member Dues History – This report will show you the history of a member’s dues, it only goes back to 2011. You will need the members ID and if they are Legion or Sons of the American Legion.



Paid Members by Post/Squadron – This report will show when a members paid their dues. It only goes back to 2011.



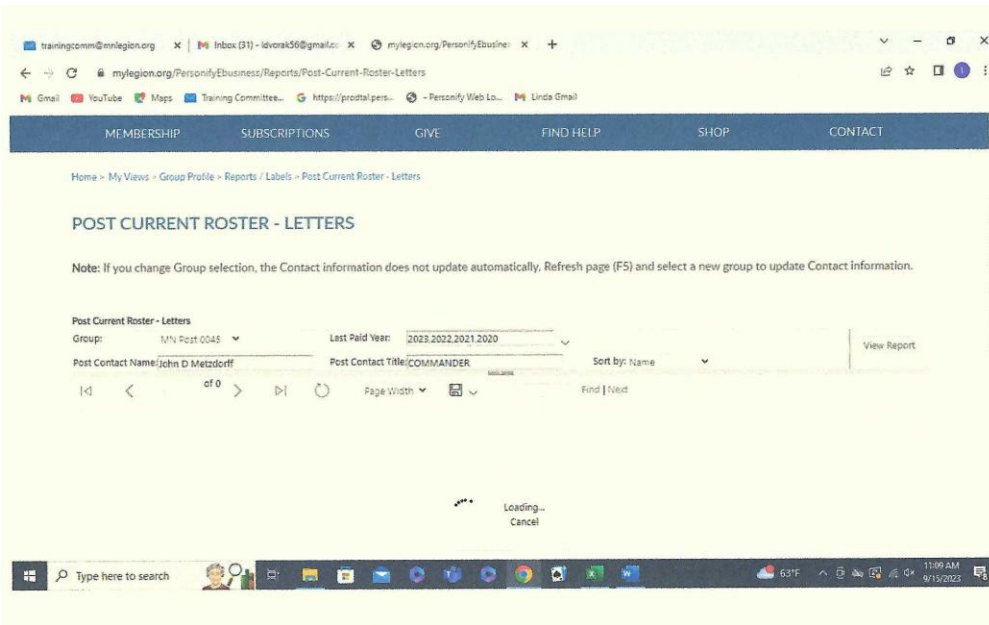
Labels

Labels will be printed on Avery 5160/8160 or equivalent. Select Last year paid, you can select more than one year, then select the way you want the labels sorted (alpha by name or zip code), Select View Report. The names will appear very large on your screen, select the drop down next to the little disc to choose the format you wish the labels to be printed in (I always choose PDF). The labels will be downloaded to your computer.

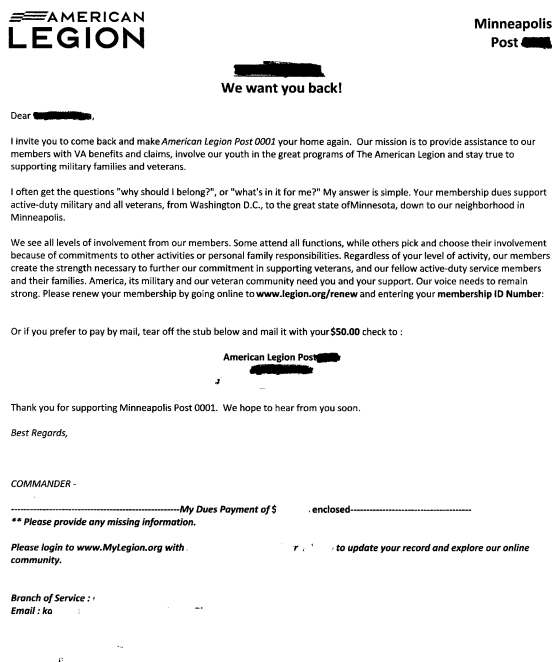
The screenshot displays the 'LEGION 3X10 LABELS' report generation page on the My Legion.org website. The page features a navigation menu with options like MEMBERSHIP, SUBSCRIPTIONS, GIVE, RESOURCES, SHOP, and CONTACT. The main content area shows a form for generating labels, with a 'Last Paid Year' dropdown set to '2022, 2021' and a 'Sort' dropdown set to 'Name'. A red arrow points to a dropdown menu icon in the report controls. The report content shows large text for names and addresses, such as 'Rc [redacted] ek' and '2 [redacted] e'. The Windows taskbar is visible at the bottom.

Revitalization

Renewal Letter (TAL)-This will create a letter that you can send to all the members of our post to get them to renew their membership.



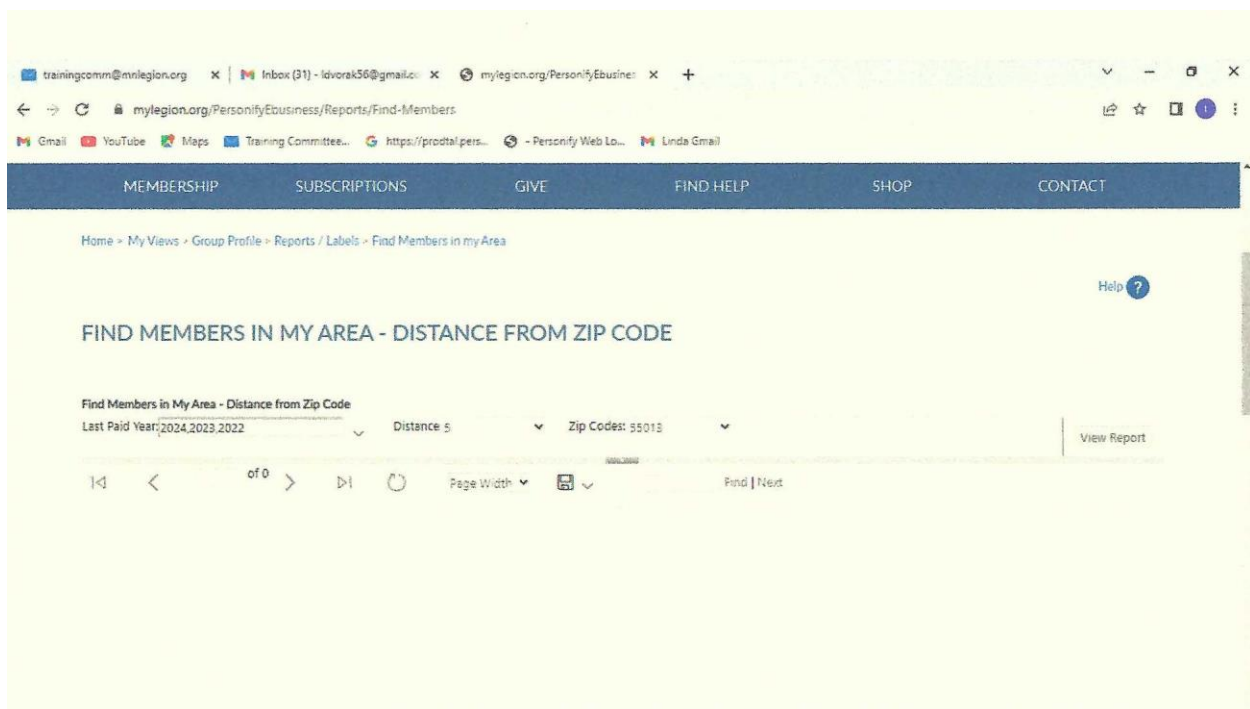
You select the Post, and the last year paid. The Post Commander will automatically populate, based on your Officer Report. Select the way you want the report sorted and View Report. You will get all the letters, in order to print them, select the little disc and select the format you wish to print them in (Word or PDF). They will download to your computer.



Renewal Letter (SAL)-The is the same as the Renewal Letter (TAL), except it is for the SAL members. Follow the same procedure.

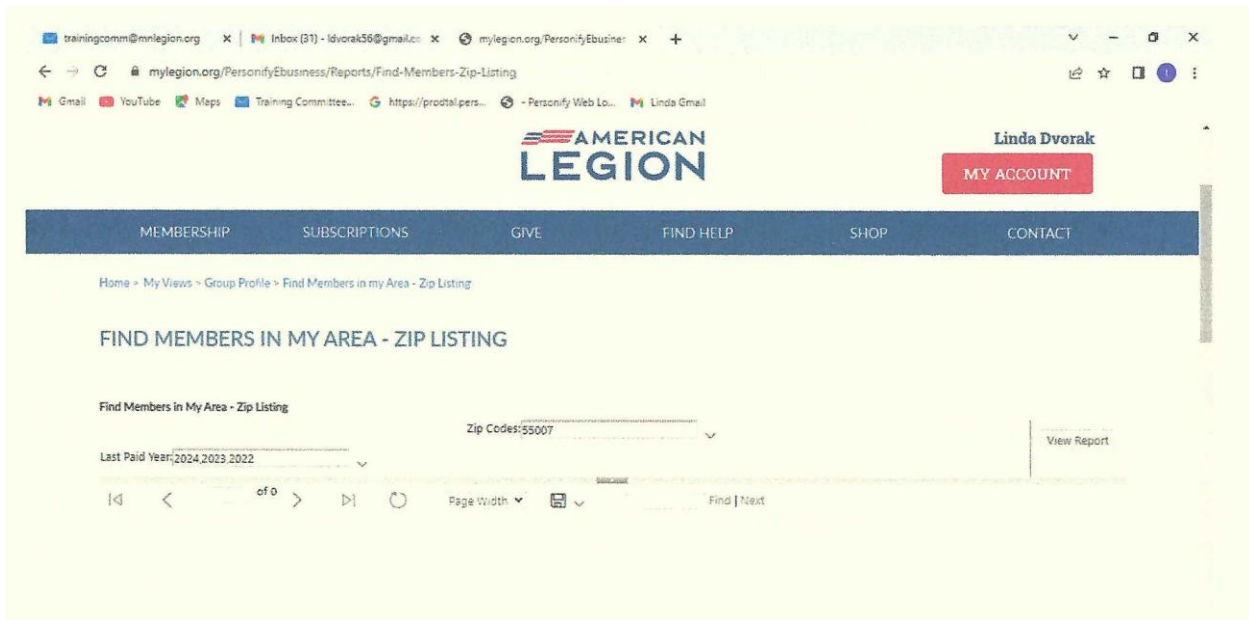
Renewal Labels (TAL/SAL)- This is the same as printing the labels from the Reports menu.

Find Members in My Area-Distance from Zip - Listing – Members that are not current on their membership and live in the area of a post (based on a specified distance from a Zip Code) are listed here. These are members the post can try and get to transfer to their post. This will include all 1982AD and 1982MN members.



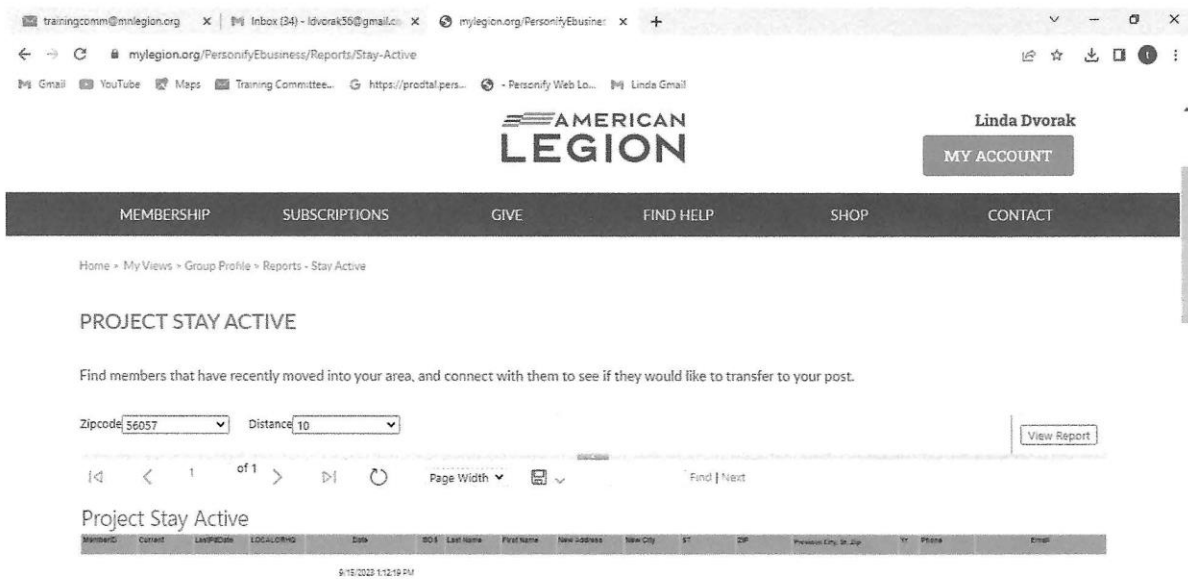
Enter the Last Paid Year, Distance from a Zip Code and the Zip Code you are interested in (you can only one), and View Report. This report gives you name, address, email, phone number. Contact these members and see if they would like to transfer. To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

Find Members in My Area-Zip - Listing – Members that are not current on their membership and live in the area of a post (based on a specified a Zip Code) are listed here. These are members the post can try and get to transfer to their post. This will include all 1982AD and 1982MN members.



Enter the Zip Code you are interested in (you can select more than one), and Last Year Paid, then View Report. This report gives you name, address, email, phone number. Contact these members and see if they would like to transfer. To Print the report, Select the little disk and choose the format you wish the report to (I prefer Excel). The report will download to your computer.

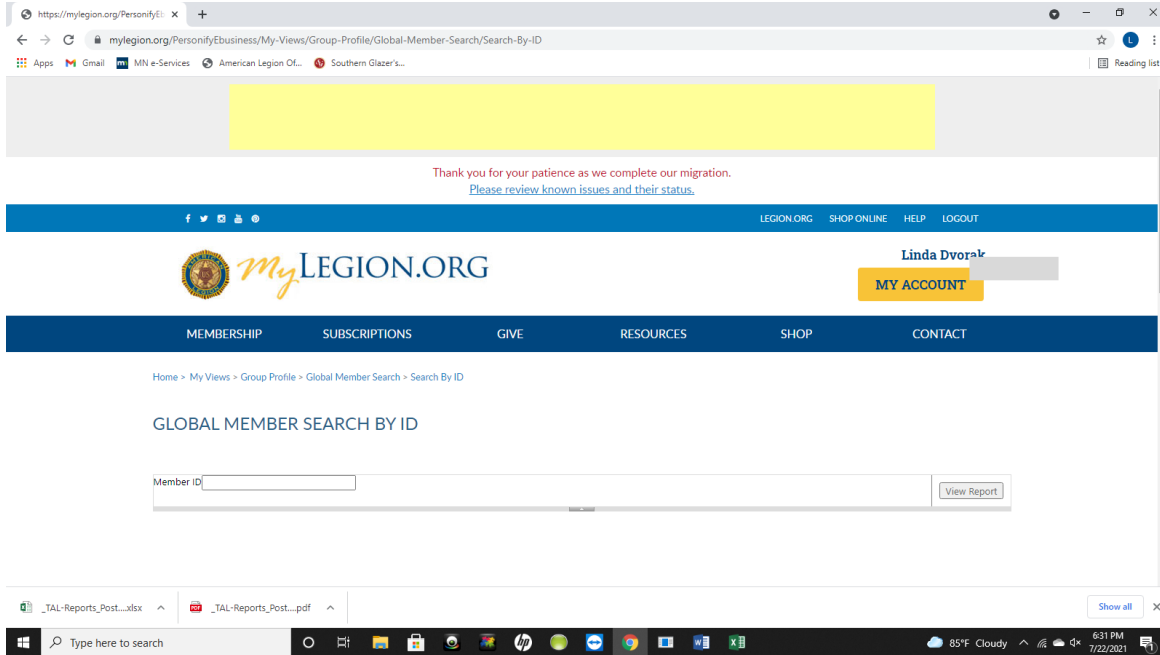
Project Stay Active-This is a report that will give you members that have recently moved into your area. They are already Legion members from another post.



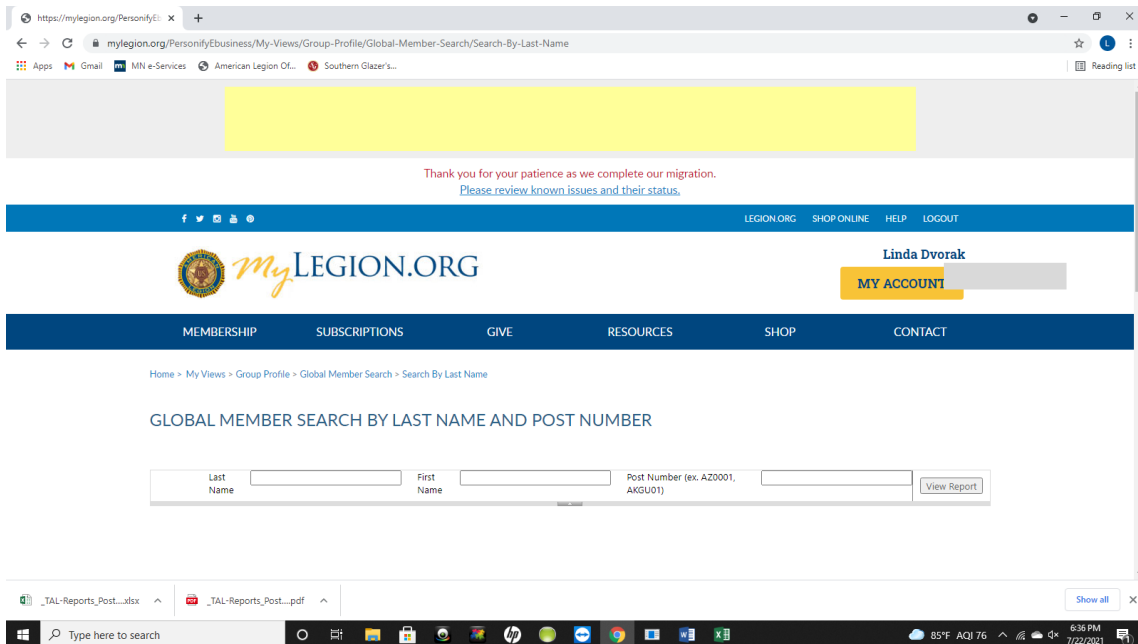
Select the zip code you want to look up and the distance away from the zip code.

Global Member Search

In this section you are able to find members that are not in your post but wish to transfer to your post. There are two options: Search by Member ID and Search by Name and Post Number.



Search by Member ID- After the ID is entered and you select View Report you will get the individuals Name, Location (State/Zip Code) Type of Membership (Individual, PUFL, etc) Last Transaction, Last Year Paid



Search by Last Name and Post Number – You will need Last name and First Name and Post Number (ex MN0001), select View Report, you will get the individuals Name, Location (State/Zip Code) Type of Membership (Individual, PUFL, etc) Last Transaction, Last Year Paid

Group Information

The Group Information is self-explanatory

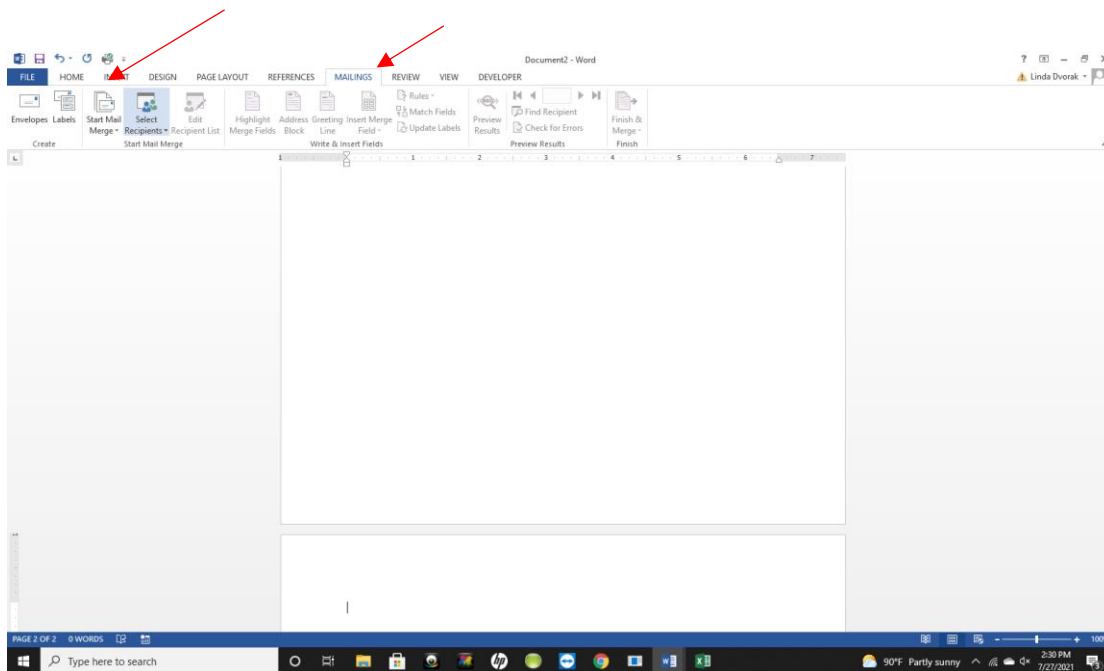
Materials

The Materials area is self-explanatory

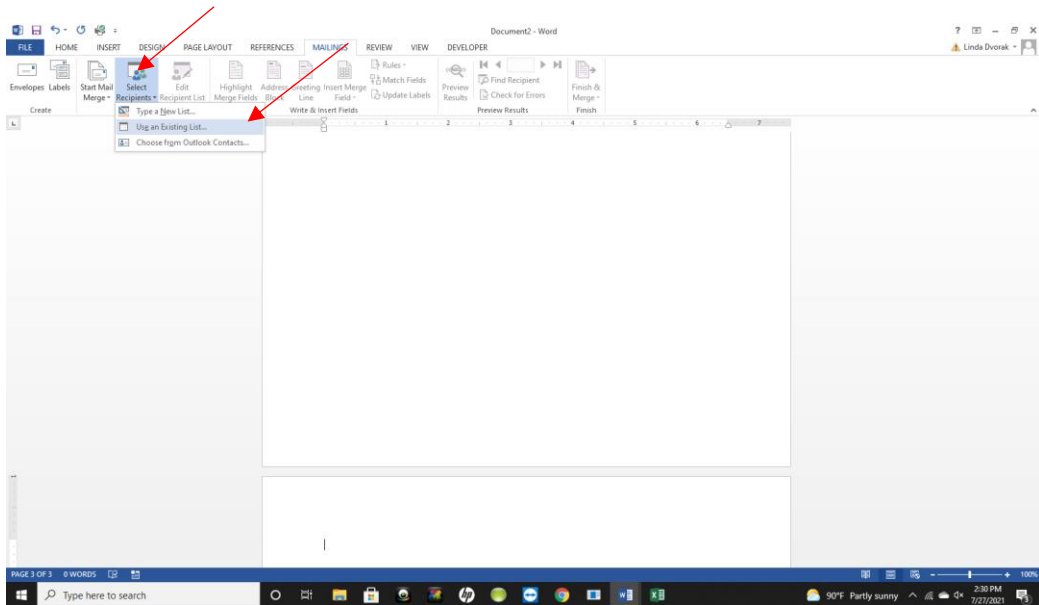
Mail Merge (Labels)

To do a Mail Merge to produce mailing labels you will need a spreadsheet (excel) with the info you want to merge (name, address, City, State & Zip Code). Save the Spreadsheet to a known location.

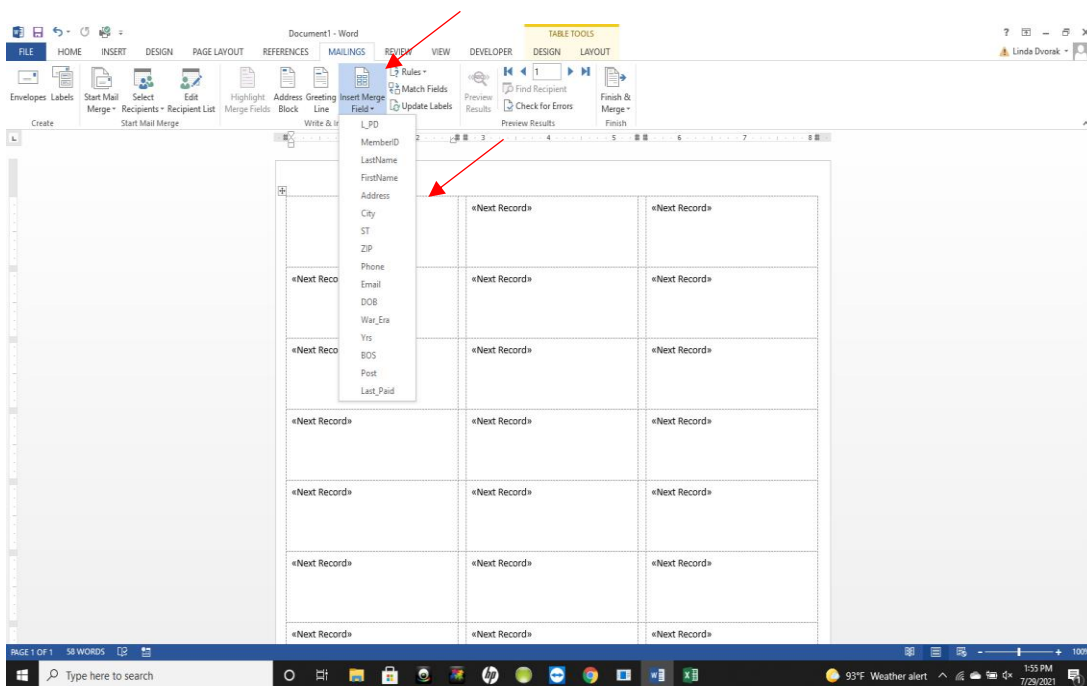
Open a Word document, click on Mailings, Start Mail Merge and select Labels. Select the labels you are using, once selected the labels will come up on your screen.



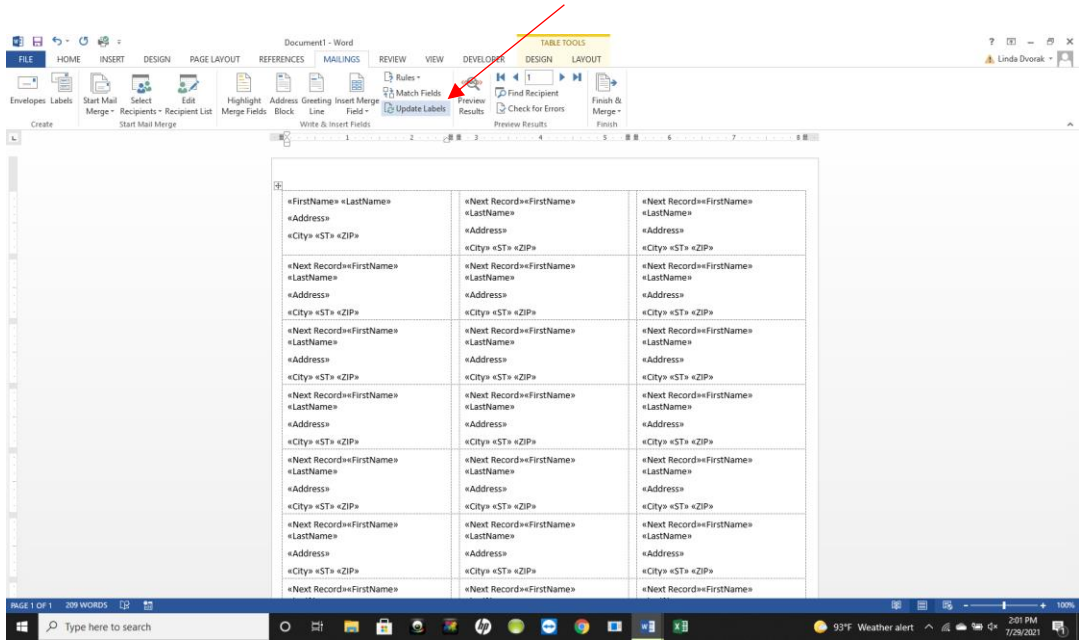
Click on “Select Recipients” then “Use and Existing List” and locate the Excel Spreadsheet with the information you want on the labels. You will get a pop-up window asking what page of the spreadsheet you want to use. If you only have one sheet in your spreadsheet, just click ok. If you have more than one sheet, make sure you select the correct sheet.



Select the “Insert Merge Field”, select the first name on your label and enter a space, select Insert Merge Field again, then the last name and click on the enter button, your cursor will go to the second line, select Insert Merge Field again, and add the street address and enter. On the third line you will again select Insert Merge Field and the City, then space, select Insert Merge Field and then State, then again select Insert Merge Field space and lastly the Zip Code.

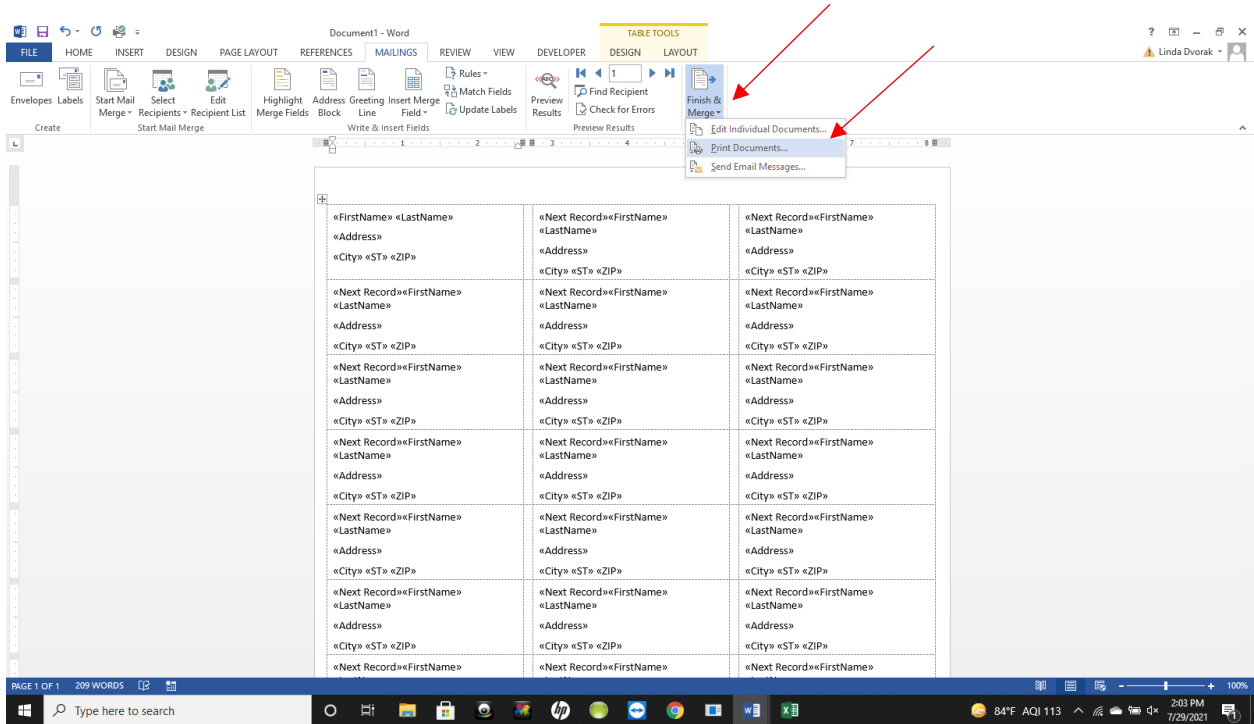


Once this is complete select “Update Labels” all your labels should populate with the merged info. Select “Preview Results” to see that your labels are formatted correctly.



You can then select “Preview Results” to view the first page to make sure the formatting is correct.

“Finish and Merge” is the last step. Select “Print Documents”, select “all” from the pop-up window. Make sure you have the label loaded in the printer.



Document1 - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW DEVELOPER TABLE TOOLS DESIGN LAYOUT

Envelope Labels Start Mail Merge Recipients Recipient List Merge Fields Block Line Field Write & Insert Fields

Rules Match Fields Update Labels Preview Results Check for Errors Finish & Merge Finish

1 2 3 4 5 6 7

<First Name> <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>
<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<div data-bbox="592 367 738 472"> <p>Merge to Printer</p> <p>Print records</p> <p><input checked="" type="radio"/> All</p> <p><input type="radio"/> Current record</p> <p>From: <input type="text"/> To: <input type="text"/></p> <p>OK Cancel</p> </div>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>
<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>
<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>
<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>
<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>	<Next Record>=First Name <Last Name> <Address> <City> <ST> <ZIP>

Word 1 of 1 209 WORDS 100%

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