

# Project Stay Active

This is where you can find members that have recently moved into your area, and connect with them to see if they want to transfer to your post.

Once logged into MyLegion.Org go to:

Reports/Labels

Post Reports

Revitalizations


## **Project Stay Active**

Enter Zip Code – Can only enter one zip code

Enter the Distance – keep in mind that there may be other posts in the area of consideration

Enter the number of days back – You can go back a maximum of 45 days


All items must be entered before selecting “View Report”

On the Export drop down menu icon  select Excel

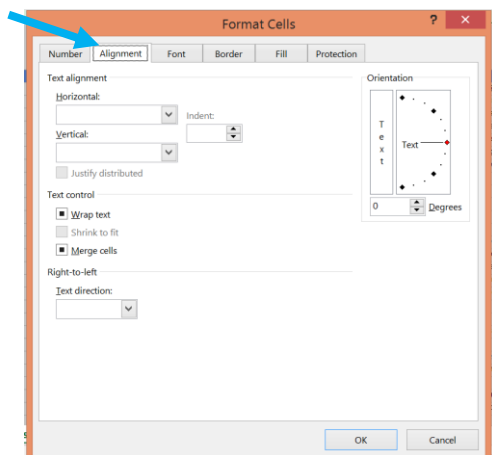
If you get another window that asks if you want to Open or Save the file – Open the file

You will need to Enable Editing

## **In order to manipulate the file**

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

Right click, 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 numbers and right click, select "Row Height" and make it 14.4

Delete lines 1-6

Delete Columns E,A

Select the  again and go to Format at the top of the page and select AutoFit Column Width

Your spreadsheet is now ready to manipulate

Select the  again and go to Sort and Filter at the top of the page

Custom Sort

Check the box marked "My Data has Headers"

You can select any column to sort by, you can have more than one