

## Unrenewed (Labels & Roster and Letters)

This is used to find out who in your post has not renewed their membership for your post. It reports all members in this category back to 2015. The report includes last year paid, member number, name, address, phone, email, War Era, # Continuous Yrs, Branch of Service, Date Last Paid.

Once logged into MyLegion.Org go to:

Reports/Labels

Post Reports

Revitalizations


### **Unrenewed– Labels**

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

Address Type – Foreign or Domestic or both

Sort – Sort by name or Zip Code

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

### **Unrenewed – Letters**


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

Incl Domestic/Foreign – This is the members mailing status

Include Sort – by Zip Code or Last Name

You can change the Post Address, Contact Person and their position if you need to.

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 that have not renewed their membership back as far as you have selected. It includes the current dues amount.


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

Since they have expired they will need to pay the dues to the post. 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.

### **Unrenewed – Roster**

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 Excel

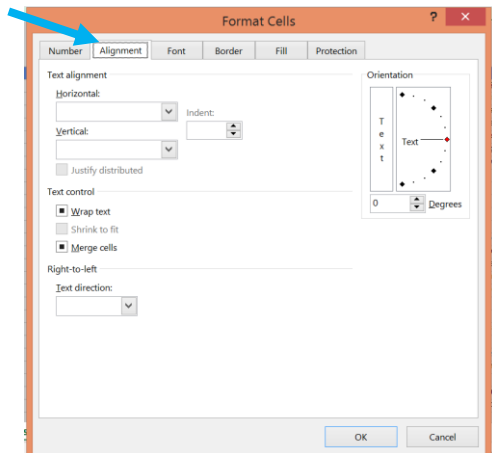
If you get another window that asks if you want to Open or Save the file – Open the file

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 1-3

Delete Columns I, D

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