



MYLEGION DEPARTMENT BULLETIN

Updated March 9, 2020

Department

New "PAID" Membership Report for Posts

A new report has been added on the Post myLegion site. The "Paid and HQ Transfer Roster" provides an easy way for posts to identify counts published on the Department's membership report. This new report provides the drilled down post data pulled by department Membership Count reports.

If you click on a post within any of the "Membership Count by Post..." reports, a sub-report will be displayed. This sub-report is now available to each respective Post.

Dist	Post	New 2020	PUFL 2020	Online Ren 2020	Trad Ren 2020	Paid 2020	HQ Trans 2020	Total Mbr 2020	Goal 2020	%Goal
01	CT POST 0002	16	36	52	407	511	1	512	625	81.92
01	CT POST 0006	0	9	6	21	36	0	36	51	70.59
01	CT POST 0008	0	1	2	22	25	0	25	25	100.00
01	CT POST 0023	1	9	3	46	59	0	59	65	90.77
01	CT POST 0032	0	0	1	12	13	0	13	15	86.67
01	CT POST 0033	3	1	12	47	63	0	63	80	78.75

POST REPORTS

REVITALIZATION

Deceased Members

LGN 3x10 PRINT frm PDF - Labels

Paid and HQ Transfer Roster

Post Current Roster - Listing

SAL 3x10 PRINT frm PDF - Labels

Transfer Report

SCROLL DOWN for Post Instructions to download a list of

DMS 2019 Expired

NEED HELP?

To contact myLegion support:

Email:

jmckay@legion.org

lvickers@legion.org

NEW CONTACT NUMBER:

833.253.9995

myLegion Support Only

General membership questions please call
800.433.3318

FORMS

dsforms@legion.org

ACCOUNTING AND FINANCE REPORTS

Reports in this area are routinely cleaned out every 6 months. Please save or print any reports for your archived records

Instructions to download a list of DMS 2019 Expired

1. Log into Post MyLegion account. Also available on District and County
2. Click Reports/Labels link on left hand menu (next page loads)
3. Click Post Reports Folder icon (next page loads)
4. Choose between “Find Members in My Area – By Distance Listing” and “Find Members in My Area – By Zip” Report link (Report page loads)

Criteria for “Find Members in My Area – By Distance Listing”

1. Select the Zip Code of your Post or Central Area of search from “Zip” drop down menu; click off the list to load the next selection
2. Enter the number of miles for distance from Post Zip Code in Distance field; click off the list to load the next selection
3. Select “2019” from Last Paid dropdown menu; click off the list to load the next selection
4. Select “Dept HQ Post #” from the Last Post drop down menu; click off the list to load the next selection
5. Click View Report Button and the report will display
6. The report can be downloaded by clicking on the disk icon in the header, and selecting the appropriate format desired. Choose Excel for ability to filter results.
7. On the list the members in the incentive will have “Dept HQ Post # AD” in the “LstPost” column of the report.

Criteria for “Find Members in My Area – By Zip Listing”

1. Select appropriate Zip Codes or Select All from Zip Code List drop down menu; click off the list to load the next selection
2. Select “2019” from Last Paid dropdown menu; click off the list to load the next selection
3. Select “Dept HQ Post #” from the Available Post drop down menu; click off the list to load the next selection
4. Click View Report Button and the report will display
5. The report can be downloaded by clicking on the disk icon in the header, and selecting the appropriate format desired. Choose Excel for ability to filter results.
6. On the list the members in the incentive will have “Dept HQ Post # AD” in the “LstPost” column of the report.