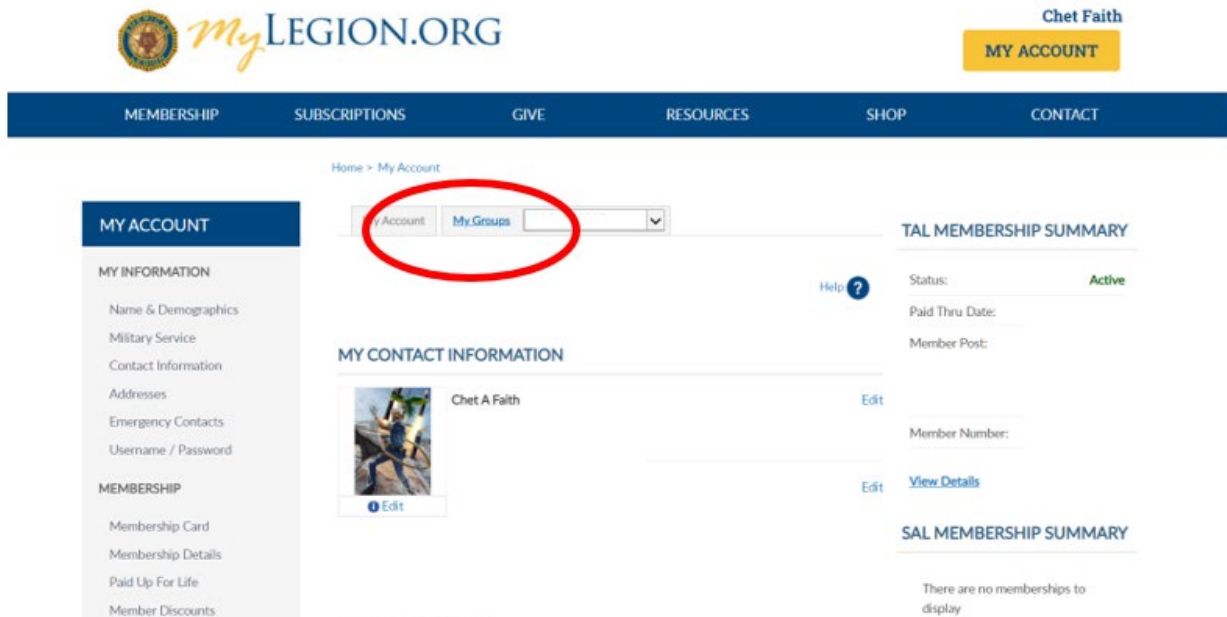


HOW TO “EDIT MEMBER’S NAME AND DEMOGRAPHICS”

1. Go to myLegion.org
2. Sign in
3. Click the yellow “MY ACCOUNT” box



4. Click the blue “My Groups” link above “MY CONTACT INFORMATION”



HOW TO “EDIT MEMBER’S NAME AND DEMOGRAPHICS”

5. Click “View Members” in the grey pane on the left

MEMBERSHIP SUBSCRIPTIONS GIVE RESOURCES SHOP CONTACT

Home > My Views > Group Profile

MY VIEWS

My Account My Groups WI Post 0002

Help ?

CONSOLIDATED REPORTS

View / Edit Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Help ?

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

Publish Newsletter

MATERIALS

Documents

Officer Manuals

Brochures

Suggested Speeches

Help ?

CONSOLIDATED REPORTS

Consolidated reports are now available for the following:

- Post Adjutants
- Squadron Adjutants

Click "Edit Reports" to view and edit your consolidated reports.

Edit Reports

ATTACHMENTS

Upload newsletter or other files.

No records to display.

Add New Attachment

6. Find member's name and Click on the “Blue” name

Last Name: City: Post/Squadron Number:

First Name: State/Province:

Email: Country:

Member ID: Paid Through Year:

Member Status:

Undeliverable:

Search Clear

Actions: Export Full Roster Go Add/Modify Transmittal

Displaying 1-20 of 72

Member ID	Name	Post/Squadron Number	Location	Undeliverable	Contact Information	Branch	Conflict/War Era	Continuous Years	Paid Through Year
000159487263	Jennifer P Airman		lytjgh@dalorie.com		(608)555-1234	111 1st St, Badger, WI 53000			2022
000111222333	Sam C Boots		lacemeup@leather.com		(608)867-5309	222 2nd St, Badger, WI 53000			2022

HOW TO “EDIT MEMBER’S NAME AND DEMOGRAPHICS”

7. To Update Name, Address, Gender, or Deceased status; Click “Name & Demographics” in the grey pane on the left

The screenshot shows a navigation bar with 'MEMBERSHIP', 'SUBSCRIPTIONS', 'GIVE', 'RESOURCES', and 'SHOP'. Below it is a breadcrumb trail: 'Home > My Views > Group Profile > Members > Member Profile'. A 'MY VIEWS' sidebar on the left contains a 'NAVIGATION' section with 'Back to View Members' and a 'MEMBER INFORMATION' section with 'Name & Demographics' circled in red. The main content area shows 'Viewing: Airman, Jennifer P [Member ID: 000159487263]' and a 'MEMBER INFORMATION' section with a profile picture placeholder and an 'Add' button. Below that is a 'DEMOGRAPHICS' section.

8. Click the blue “Edit” across from NAME to edit Name, Titles, or Credential. Click “Save” when done

The screenshot shows the 'NAME' edit form. At the top, it says 'Viewing: Airman, Jennifer [Member ID: 000159487263]'. The 'NAME' section has an 'Edit' button circled in red. Below it are input fields for 'Prefix', 'First Name: Jennifer', 'Middle: p', 'Last Name: Airman', 'Suffix', 'Nickname: Jenny', and 'Credentials'. Below the 'NAME' section is the 'DEMOGRAPHICS' section.

Save Cancel

HOW TO “EDIT MEMBER’S NAME AND DEMOGRAPHICS”

9. Click the blue “Edit” across from DEMOGRAPHICS to edit Birthdate, Gender, or mark as Deceased. Click “Save” when done

Viewing: Airman, Jennifer [Member ID: 000159487263]

NAME

Edit

DEMOGRAPHICS

Edit

Birthdate

Month:

SEP



Day:

18



Year:

1947



Gender:

Female



Deceased:

Save

Cancel