

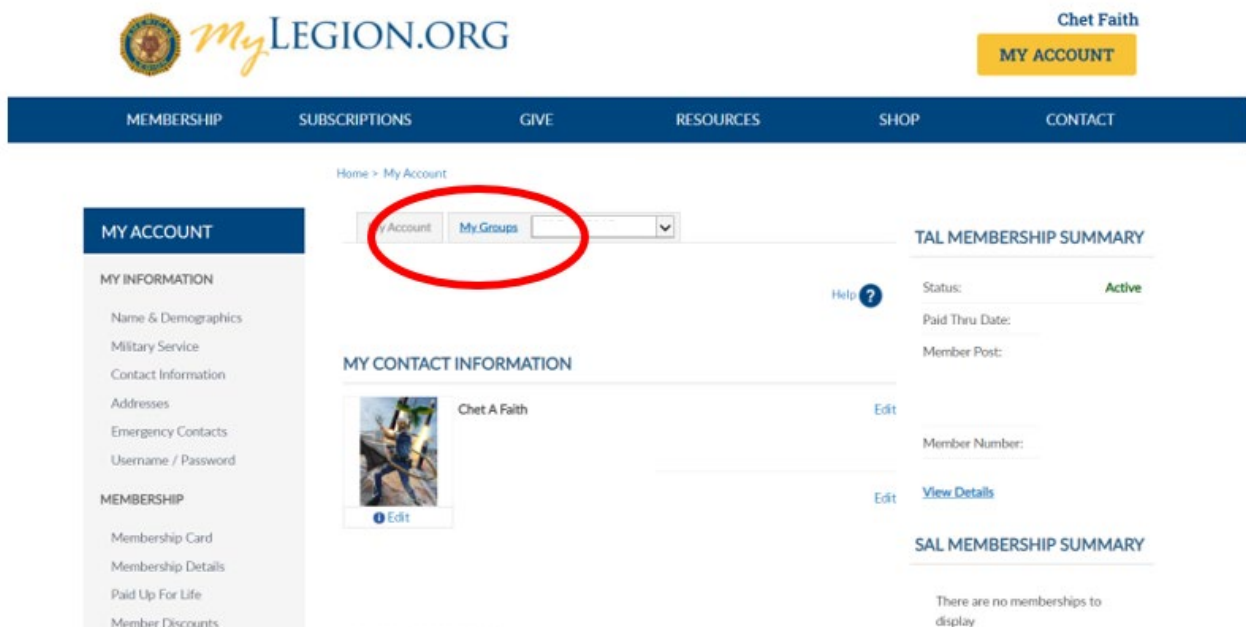
Subject: How to Find 2930 (members-at-large) Members Online

Step 1: Log into your mylegion.org account

Step 2: Click the BIG YELLOW block that says "MY ACCOUNT"



Step 3: Click the BLUE "My Groups" link above your "MY CONTACT INFORMATION"



Step 4: Click “Reports/Labels”

Home > My Views > Group Profile

Help ?

My Account My Groups WI Post 0002

Help ?

MY VIEWS

CONSOLIDATED REPORTS

View / Edit Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

Publish Newsletter

MATERIALS

Documents

Officer Manuals

Brochures

Suggested Speeches

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

Help ?

ATTACHMENTS

Upload newsletter or other files.

No records to display.

[Add New Attachment](#)

Step 5: Click “Find Members in my Area”

Home > My Views > Group Profile > Reports / Labels

Help ?

My Account My Groups WI Post 0002

MY VIEWS

MEMBERSHIP PROCESSING

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Group Message

Contact Information

Publish Newsletter

MATERIALS

Documents

POST REPORTS

LABELS

- Legion 3x10 Labels

MEMBERSHIP

Find Members in my Area

- Member Online Renewals
- Post / Squadron Current Roster

SQUADRON REPORTS

MEMBERSHIP

- Post / Squadron Current Roster

Step 6: Select which years and desired zip codes and click "View Report"

Home > My Views > Group Profile > Reports / Labels > Find Members in my Area

Help ?

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Zip Codes: 53929

Last Paid Year: (Select All) 2022 2021 2020

View Report

Step 7: Review your results

Home > My Views > Group Profile > Reports / Labels > Find Members in my Area

Help ?

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Zip Codes: 53929

Last Paid Year: 2020

View Report

1 of 1

Page Width

Find | Next

MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	BOS	Post
2020_204878901	Sam C	Boots	lasceneup@leather.com				(608)867-5309	222 2nd St, Dodge, WI 53000			

Step 8: To Download click the “Floppy Disc Icon” and select which program to save it as.

Home > My Views > Group Profile > Reports / Labels > Find Members in my Area

Help ?

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Zip Codes: 53929
Last Paid Year: 2020
View Report

Page Width: Find | Next

Current Roster : WI Post 0115

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	Email	War Exp	#Yrs	BOS	Type
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