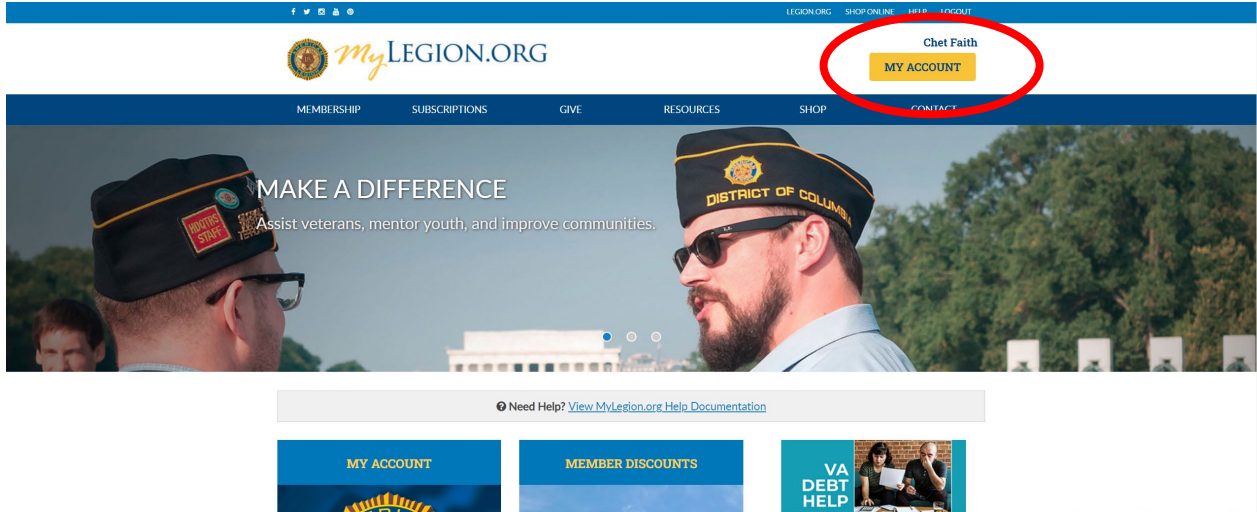


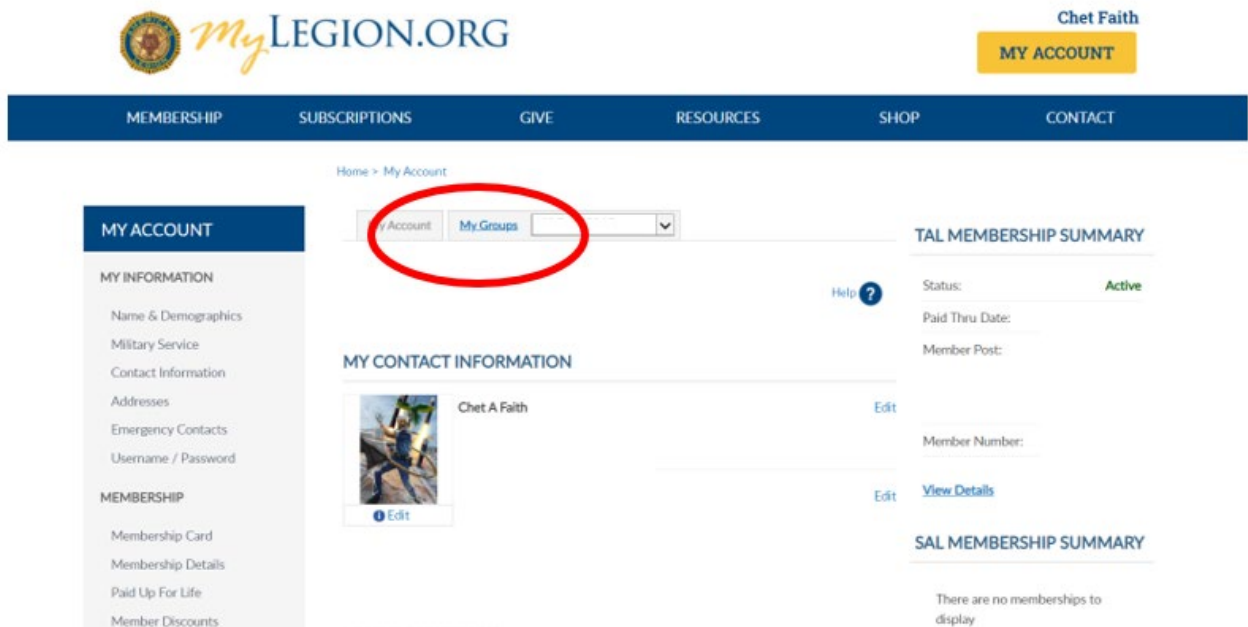
Subject: How to get an Updated Roster Online

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

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 “Post/Squadron Current Roster”

Home > My Views > Group Profile > Reports / Labels

My Account My Groups WI Post 0002

Help ?

MY VIEWS

- 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

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 your "Group" and which "Last Paid Year" to include in your roster

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Last Paid Year: (Select All)
 2022
 2021
 2020

Group: WI Post 0115
Status:

View Report

Step 7: Select Mailing Status

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Last Paid Year: 2022,2021
Group: WI Post 0115
Status:

Mailing Status: (Select All)
 Deliverable
 Undeliverable

View Report

Step 8: Select "Status"

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Last Paid Year: 2022,2021
Mailing Status: Deliverable,Undeliverable
Group: WI Post 0115
Status: (Select All)
 Active
 Deceased

View Report

Step 9: Click "View Report"

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Group: WI Post 0115

Last Paid Year: 2022, 2021

Mailing Status: Deliverable, Undeliverable

Status: (Select All)
 Active
 Deceased

View Report

Step 10: Review results

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Group: WI Post 0115

Last Paid Year: 2022, 2021

Mailing Status: Deliverable, Undeliverable

Status: Active

View Report

1 of 2 ?

Page Width

Find | Next

Current Roster : WI Post 0115

Act/Dec	Paid	MemberID	LastName	FirstName	Address	City	ST	ZIP	Phone	Email	War Era	#Yrs	BOS	Type
Member Data														

Step 11: To Download click the “Floppy Disc Icon” and select which program to save it as.

Home > My Views > Group Profile > Reports / Labels > Post Current Roster

Help ?

POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing

Group: WI Post 0115
Last Paid Year: 2022,2021
Status: Active
Mailing Status: Deliverable,Undeliverable
View Report

Page Width: [icon] Find | Next

Current Roster : WI Post 0115

Act/Dec	Post	MemberID	LastName	FirstName	Address	City	Word	Email	War Era	Phys	BOB	Type
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