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"

MEMBERSHIP	SUBSCRIPTIONS	GIVE	RESOURCES	SHO	9P	CONTACT
MYACCOUNT	Home > My Account	My.Groups	~		TAL MEMBER	SHIP SUMMARY
MY INFORMATION				Help	Status:	Active
Name & Demographics				U	Paid Thru Date:	
Military Service	LOU CONTACT IN				Member Post:	
Contact Information	MY CONTACT IN	NFORMATION				
Addresses		Chet A Faith		Edit		
Emergency Contacts					Member Number	ri -
Username / Password	1					
MEMBERSHIP		and the second second		Edit	View Details	
Membership Card	OEdit					
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Step 4: Click "Reports/Labels"

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MYVIEWS		Help
CONSOLIDATED REPORTS	My.Account My Groups WI Post 0002	
View / Edit Reports		Help
MEMBERSHIP PROCESSING	CONSOLIDATED REPORTS	
Process Membership Transmittal History		
in denomination in a second y	Consolidated reports are now available for the following:	
MEMBERS	Post Adjutants	
View Members	Squadron Adjutants	
Reports / Labels	Click "Edit Reports" to view and edit your consolidated reports.	
Global Member Search	C.S. Danada	
GROUP INFORMATION	East Reports	
Group Attributes / Services		
Group Message		Help
Contact Information		
Publish Newsletter	ATTACHMENTS	
MATERIALS	Unicad powsletter or other files	
Documents	approve constants of MMER (mbd)	
Officer Manuals	No records to display.	
Brochures		
Summerted Secondar	Add Mary Resolution	

Step 5: Click "Post/Squadron Current Roster"

	Home > My Views > Group Profile > Reports / Labels	
MY VIEWS		Help ?
MEMBERSHIP PROCESSING Process Membership	My Account My Groups WI Post 0002	
Transmittal History	LADELC	
MEMBERS	LABELS Legion 3x10 Labels	
View Members		
Reports / Labels	MEMBERSHIP	
Global Member Search	Find Members in my Area	
GROUP INFORMATION	Monder Online Renewais Post / Squadron Current Roster	
Group Attributes / Services		
Group Message		
Contact Information	SQUADRON REPORTS	
Publish Newsletter		
MATERIALS	MEMBERSHIP	
Documents	Post / Squadron Current Roster	

Step 6: Select your "Group" and which "Last Paid Year" to include in your roster



POST / SQUADRON CURRENT ROSTER



Step 8: Select "Status"

Home > My Views > Group Profile > Reports / Labels > Post Current Roster
POST / SQUADRON CURRENT ROSTER

Post Current Roster - Listing
Last Paid Year 2022,2021
Status Group Wi Post 0115
(Select All)
Status Deliverable, Undeliverable
Status Deliverable, Undeliverable, Undeliv

Step 9: Click "View Report"

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

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POST / SQUADRON CUR	RENT	r Ros	TER		
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Post Current Roster - Listing					
		Group	WI Post 0115 V		A Gause Dave and
Last Paid Year: 2022,2021		Status			View Report
Mailing Status Dalivorable Undelivorable	_		🗋 (Select All)		
Maning Status Deliverable, Orideliverable	\neg		Active		
			Deceased		

Step 10: Review results

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

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POST / SQUADRON CURRENT ROSTER

last Paid	d Vear 2022,2021		Group Status	WI Post 0115			View Report
Mailing	Status Deliverable, Unde	eliverable	Ĵ		¥		
I٩	< 1	of 2 ? >	d Id	Page Width 💙	8 ~	Find Next	
	Current Roster :	WI Post 0115					
				Me	ember Da	ta	

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



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Last Paic	Vear 202	2,2021			_ ~	Group Status	WI Post 0115 ¥ Active	v				View Report
Mailing	Status Del	iverable,U	Indeliveral	ble				\frown				
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ActiOec 1	Curre	nt Roste	er : WI Po	st 0115 FiniName	_	Address	CHY	Word	Enal	War Era	Phrs BOS	Type
								Excel				
							1	PowerPoint				
								PDF				
							1	TIFF file				
-					-		+	MHTML (web archive)			-	, *
							1	CSV (comma delimited)				
								XML file with report data	/			
								Data Feed				
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Help ?