

# American Legion Department of Texas Post 345 Potential Membership Transfers to Local Posts

# Transfer Post 345 Members to a Local Post

- Logging Into myLEGION.ORG
- Locating Post 345 Members Located in Your Local Area
  - By Zip Code
  - By Distance
- Preparing Invitation Letters
- Preparing Mailing Labels
- Prepare Welcome Letter For Members Transferring
  - Send Newsletter
  - Send Calendar of Events
  - Provide Website & Facebook Information





# **American Legion Officers Login**

#### Messages:

Please enter a username and password.

#### WELCOME TO MYLEGION.ORG!

The American Legion National Headquarters has designed a secure internet site that allows officers access to Legion and SAL membership records. This site will assist with day to day membership duties and allow better communication with members.

#### OFFICER'S LOGIN

| Username: | 1      |          |
|-----------|--------|----------|
| Password: |        |          |
|           | Log In | Register |





my LEGION. ORG



LEGION DOWNLOADS CONTACT US MY ACCOUNT LOGOUT

#### Database = TAL



Leadership FAQs

How to Use the Membership Processing Tool



Home >

Home



LEGION SAL **DOWNLOADS CONTACT US** MY ACCOUNT LOGOUT

Database = TAL

#### Member/Post Processing

List All Members

By ID#

By Name

Mbr Data Change by ID

**Review Member Changes** 

Members Renewed Online

Post Inquiry

Consolidated Post Report

Registered myLgn Mbrs

PUFL Application

Process Membership

#### Report Server

Reports/Labels

#### **Tools**

Publish Post Message

Publish Post Image

Publish Newsletter

Global Member Lookup

#### Materials

Post Officer Manuals

Brochures

Suggested Speeches

#### Officer's Forum

View Forum

# The American Legion

POST REPORTS

**Select Post Reports** 





Database = TAL

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# **The American Legion**

Home > POST REPORTS >

# **POST REPORTS**







SAL 3x10 PRINT frm PDF - Labels







**Select Revitalization** 





Database = TAL

## The American Legion

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# REVITALIZATION











Find Members in My Area - By Distance Listing

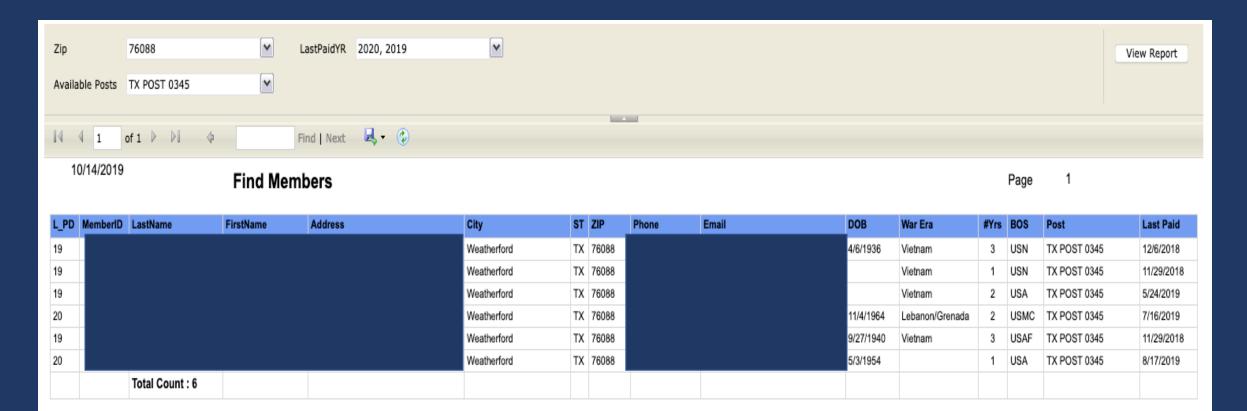








Select Find Members In My Area- By Zip-Listing



# Three Possible Ways to Reach Out to Post 345 Members:

- By U.S. Postal Service Invitation Letter
- By E-Mail Invitation
- By Phone





Database = TAL

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## REVITALIZATION



Find Members in My Area - By Distance



Find Members in My Area - By Zip -Labels



**HQ Transfer Invitations - Labels** 



Project Stay Active by Area



UnRenewed\_Letters



Find Members in My Area - By Distance -Listing



<u>Find Members in My Area - By Zip -</u> <u>Listing</u>



**HQ Transfer Invitations - Letters** 



UnRenewed\_Labels - LGN 3x10 PRINT frm PDF



UnRenewed\_Roster

Select Find Members In My Area- By Distance Listing

Pg:1

10/14/2019 10:20 AM

#### Find Members in Area 10 MileSearch Radius Zip Code 76088

| PD MemberID LastName FirstName Address | City        | ST ZIP   | Phone Email | DOB        | War Era         | #Yrs | BOS  | LstPost         | Last Paid  | Dist |
|--|-------------|----------|-------------|------------|-----------------|------|------|-----------------|------------|------|
| 19                                     | Weatherford | TX 76088 |             | 4/6/1936   | Vietnam         | 3    | USN  | TX POST 0345    | 12/6/2018  | 0.00 |
| 19                                     | Weatherford | TX 76088 |             |            | Vietnam         | 1    | USN  | TX POST 0345 AD | 11/29/2018 | 0.00 |
| 19                                     | Weatherford | TX 76088 |             |            | Vietnam         | 2    | USA  | TX POST 0345 AD | 5/24/2019  | 0.00 |
| 20                                     | Weatherford | TX 76088 |             | 11/4/1964  | Lebanon/Grenada | 2    | USMC | TX POST 0345 AD | 7/16/2019  | 0.00 |
| 19                                     | Weatherford | TX 76088 |             | 9/27/1940  | Vietnam         | 3    | USAF | TX POST 0345    | 11/29/2018 | 0.00 |
| 20                                     | Weatherford | TX 76088 |             | 5/3/1954   |                 | 1    | USA  | TX POST 0345 AD | 8/17/2019  | 0.00 |
| 20                                     | Weatherford | TX 76085 |             | 10/28/1950 | Vietnam         | 1    | USAF | TX POST 0345 AD | 9/11/2019  | 0.80 |
| 20                                     | Weatherford | TX 76085 |             | 10/18/1939 | Lebanon/Grenada | 8    | USA  | TX POST 0345    | 7/17/2019  | 0.80 |
| 19                                     | Weatherford | TX 76085 |             | 6/27/1942  | Vietnam         | 8    | USA  | TX POST 0345    | 11/8/2018  | 0.80 |
| 20                                     | Weatherford | TX 76085 |             | 2/20/1946  | Vietnam         | 1    | USA  | TX POST 0345 AD | 9/18/2019  | 0.80 |
| 19                                     | Weatherford | TX 76085 |             | 7/6/1949   | Vietnam         | 1    | USAF | TX POST 0345 AD | 4/9/2019   | 0.80 |
| 20                                     | Weatherford | TX 76085 |             |            | Vietnam         | 1    | USAF | TX POST 0345 AD | 8/23/2019  | 0.80 |
| 19                                     | Weatherford | TX 76085 |             | 5/18/1943  | Vietnam         | 1    | USN  | TX POST 0345 AD | 3/1/2019   | 0.80 |
| 19                                     | Weatherford | TX 76086 |             | 10/28/1952 | Vietnam         | 1    | USA  | TX POST 0345 AD | 4/2/2019   | 1.70 |
| 19                                     | Weatherford | TX 76086 |             |            | Vietnam         | 3    | USN  | TX POST 0345    | 12/11/2018 | 1.70 |
| 19                                     | Weatherford | TX 76086 |             |            | Korea           | 1    | USAF | TX POST 0345 AD | 10/24/2018 | 1.70 |
| 19                                     | Weatherford | TX 76086 |             |            | Vietnam         | 1    | USMC | TX POST 0345 AD | 12/5/2018  | 1.70 |
| 20                                     | Weatherford | TX 76086 |             | 6/6/1941   | Vietnam         | 14   | USN  | TX POST 0345    | 7/17/2019  | 1.70 |
| 19                                     | Weatherford | TX 76086 |             | 3/12/1978  | Persian Gulf    | 1    | USA  | TX POST 0345 AD | 3/20/2019  | 1.70 |
| 19                                     | Weatherford | TX 76086 |             | 11/16/1925 | WWII            | 1    | USA  | TX POST 0345 AD | 3/20/2019  | 1.70 |
| 20                                     | Weatherford | TX 76086 |             |            | Vietnam         | 3    | USA  | TX POST 0345    | 7/29/2019  | 1.70 |
| 19                                     | Weatherford | TX 76086 |             | 12/1/1946  | Vietnam         | 1    | USA  | TX POST 0345 AD | 11/26/2018 | 1.70 |
| 20                                     | Weatherford | TX 76087 |             | 12/31/1946 | Vietnam         | 1    | USN  | TX POST 0345 AD | 8/22/2019  | 4.96 |
| 19                                     | Weatherford | TX 76087 |             | 7/19/1927  | WWII            | 8    | USA  | TX POST 0345    | 8/3/2018   | 4.96 |
| 20                                     | Willow Park | TX 76087 |             |            | Vietnam         | 9    | USAF | TX POST 0345    | 7/18/2019  | 4.96 |
| 20                                     | Willow Park | TX 76087 |             | 7/14/1962  | Persian Gulf    | 8    | USA  | TX POST 0345    | 7/1/2019   | 4.96 |
| 19                                     | Weatherford | TX 76087 |             | 7/6/1949   | Vietnam         | 3    | USMC | TX POST 0345    | 11/15/2018 | 4.96 |
| 19                                     | Willow Park | TX 76087 |             | 5/20/1942  | Vietnam         | 1    | USN  | TX POST 0345 AD | 11/26/2018 | 4.96 |
| 19                                     | Weatherford | TX 76087 |             | 2/17/1932  | Korea           | 8    | USA  | TX POST 0345    | 11/14/2018 | 4.96 |
| 20                                     | Weatherford | TX 76087 |             | 10/29/1962 | Persian Gulf    | 1    | USA  | TX POST 0345 AD | 10/4/2019  | 4.96 |
| 20                                     | Weatherford | TX 76087 |             | 7/9/1948   | Vietnam         | 8    | USA  | TX POST 0345    | 7/1/2019   | 4.96 |
| 20                                     | Hudson Oaks | TX 76087 |             |            | Vietnam         | 1    | USN  | TX POST 0345 AD | 9/16/2019  | 4.96 |
| 19                                     | Weatherford | TX 76087 |             | 11/8/1960  | Lebanon/Grenada | 1    | USAF | TX POST 0345 AD | 5/18/2019  | 4.96 |
| 19                                     | Willow Park | TX 76087 |             | 10/8/1932  | Korea           | 1    | USAF | TX POST 0345 AD | 8/6/2018   | 4.96 |
| 19                                     | Willow Park | TX 76087 |             | 7/30/1936  | Vietnam         | 4    | USA  | TX POST 0345    | 1/22/2019  | 4.96 |





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## REVITALIZATION



Find Members in My Area - By Distance -Labels



Find Members in My Area - By Zip -Labels



**HQ Transfer Invitations - Labels** 



Project Stay Active by Area



UnRenewed\_Letters

**Select HQ Transfer Invitation - Letters** 



Find Members in My Area - By Distance - Listing



Find Members in My Area - By Zip -Listing



**HQ Transfer Invitations - Letters** 

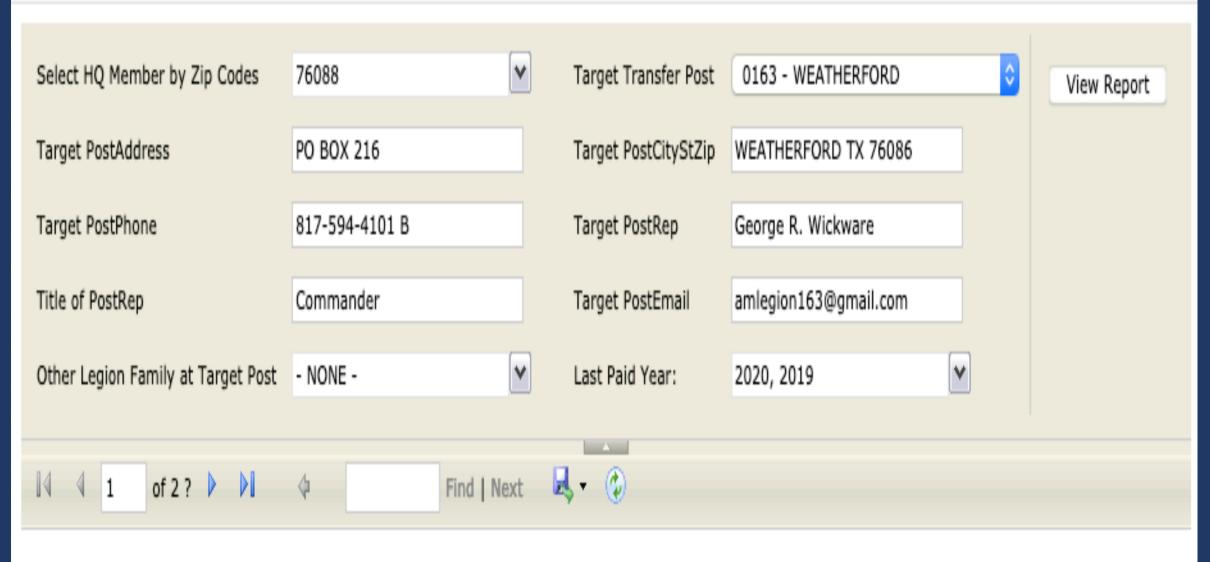


UnRenewed\_Labels - LGN 3x10 PRINT frm PDF



UnRenewed\_Roster

# Input For Invitation Letters



THE AMERICAN LEGION POST 163 – Weatherford PO BOX 216 WEATHERFORD TX 76086

Dear Vet,

By joining The American Legion, you have taken the first step to connect to the most powerful veteran service organization in America. By taking the next step and transferring to Post 163, you are connecting with other American Legion members in your area and this is the true strength of our organization.

American Legion Post 163 exists to support fellow veterans, their families, and our community. I invite you to make Post 163 your American Legion home here in Weatherford.

We support youth activities, returning service members, veterans in need, and the families of our men and women currently serving our country. We are a social network, involved in the community, and ambassadors and advocates for all veterans.

Basically, we are a family. Like all families, we see all levels of involvement from our members. Some attend all our functions while others pick and choose their involvement because of commitments to other activities or personal family responsibilities. Some of our members can only commit to paying their annual dues. Regardless of your level of activity, together, our members create the strength necessary to further our commitment in supporting our community and our fellow service members.

To transfer, you only need to sign below and mail it back to us at the address listed above. In addition, please review your current information for accuracy, and make any corrections below.

WE LOOK FORWARD TO HEARING FROM YOU!

Commander Post 163 PH:

Email:

Sample Invitation Letter

This letter can be tailored and sent via e-mail for those members with e-mail addresses.

YES! Please transfer my membership to Post TX 0163 - Weatherford

\_\_\_ Signature

\_\_\_Current Information on File - Please write any changes/additions below and mail to the address listed above\_\_\_\_

**MBSHP Numbeer** 

First Last Name: Paid through 2019

Adddress.

Weatherford TX 76088

Phone: 817-xxx-xxxx EMAIL: vet@yahoo.com Era: Vietnam Branch: USN DOB: 1936-08-12





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Find Members in My Area - By Distance Labels



Find Members in My Area - By Zip -Labels



**HQ Transfer Invitations - Labels** 



Project Stay Active by Area



UnRenewed Letters



Find Members in My Area - By Distance - Listing



Find Members in My Area - By Zip - Listing



**HQ Transfer Invitations - Letters** 



UnRenewed\_Labels - LGN 3x10 PRINT frm PDF



Un newed\_Roster

Select Labels Corresponding to Your Member Search

# Find Members in My Area By Zip Code – Labels



Joe USA Skipper Swabee 128 Tanker Ln. 3935 Pacific Ocean St. Weatherford TX 76088 Weatherford TX 76088 Jet Flyboy **Homeland Coaster** 876 Falcon Rd. 124 Atlantic Coast Rd. Weatherford TX 76088 Weatherford TX 76088 **Gunny Sarge** Jake GI 123 Marine Blvd 147 Lonesome Ln. Weatherford TX 76088 Weatherford TX 76088

**Sample Labels Corresponding to Your Member Search** 

• Labels can be printed using "Word" with stick-on labels or print directly to an envelope.

# Managing the Potential Post 345 Members

- Take Advantage of Downloading ExCel Files From MyLegion
  - > Track Status
  - > How You Reached out
    - ❖ U.S. Postal Service Mail
    - ❖ E-Mail
    - ❖ Phone Call
- Send a Welcome Letter to Those Transferring to Your Post
  - Send Them a Newsletter
  - Send Them a Calendar of Events
  - Website and Facebook Information

# Any Questions?