

POST ADJUTANT

Serving your members and your Post

Julie Miller adjutantaks153@outlook.com

James Simpson postcommander19@kansaslegion.org

Course Objectives

Participants will learn about...

- MyLegion website
 - Processing members
 - Running reports

MyLegion.org website



- Provides electronic means of processing and managing membership
 - Renewals, transfers, and new members
 - Update member's info in real time
 - Download and print rosters
- Reduces the time from Post completion to National receipt and processing
- Has electronic versions of most manuals
- **You must have your own account set up first.**

How to get access to “My Groups”

- Department sends this in early March
- Can be downloaded from MyLegion.org
- Notifies National who gets access to Groups on MyLegion
- Send to Department ASAP after elections.

Sent 7/24/25

THE AMERICAN LEGION NATIONAL HEADQUARTERS
Notification of Post/Squadron Commanders & Adjutants

Department of Kansas Post No. 153 Date 4/23/2025
Format: mm/yy/yy (select date by clicking inside box)

POST COMMANDER

Enter Member ID # [REDACTED] Incumbent Newly Elected/Appointed

Name Dennis Miller

Phone (913) 344-8111 Cell Home Work

Email comman@post153@legion.com

POST ADJUTANT

Enter Member ID # [REDACTED] Incumbent Newly Elected/Appointed

Name Julie Miller

Phone (913) 344-8111 Cell Home Work

Email post153@legion.com

SQUADRON COMMANDER

Enter Member ID # [REDACTED] Incumbent Newly Elected/Appointed

Name Rick Miller

Phone (913) 344-8111 Cell Home Work

Email sqc@legion.com

SQUADRON ADJUTANT

Enter Member ID # [REDACTED] Incumbent Newly Elected/Appointed

Name John Miller

Phone (913) 344-8111 Cell Home Work

Email jj@legion.com

Julie Miller
POST ADJUTANT - PRINTED NAME

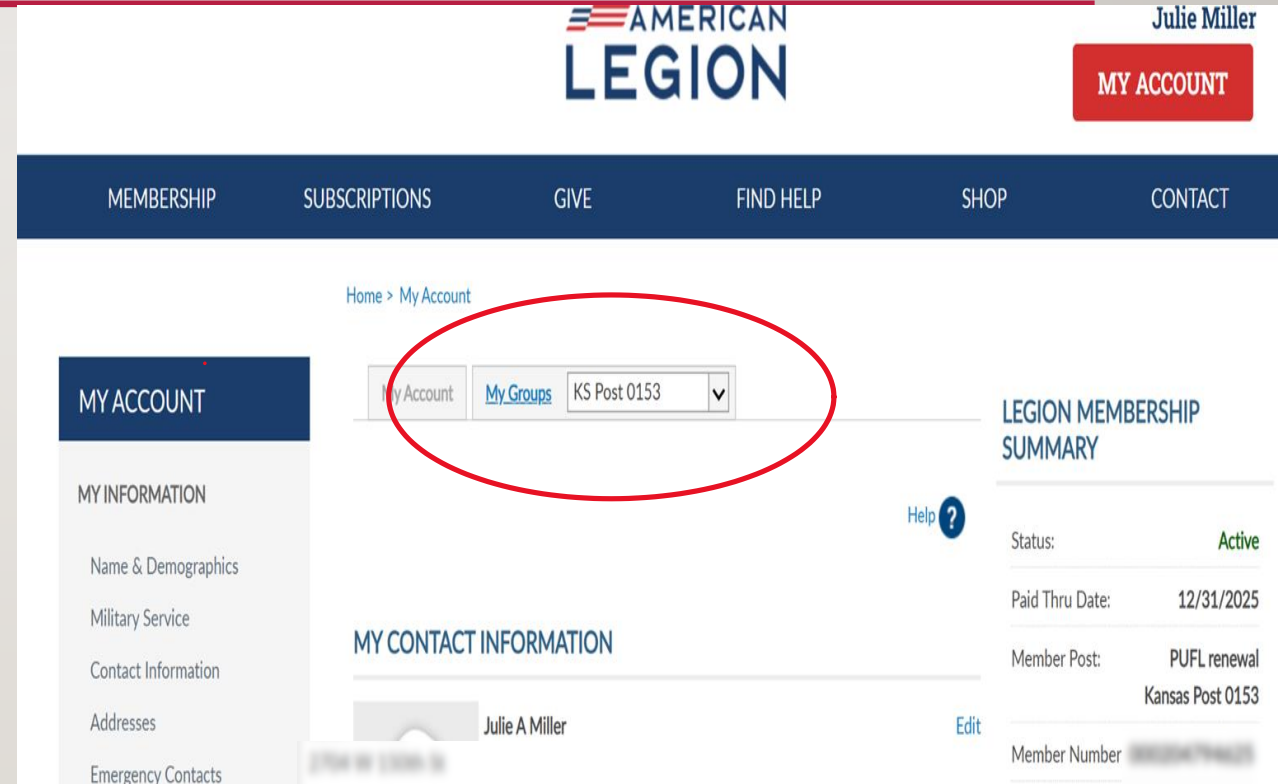
Julie Miller
POST ADJUTANT - SIGNATURE

04/23/2025
DATE Format: mm/yy/yyyy (select date by clicking inside box)

MyLegion.org Post access

After sending in your *Post Commander and Adjutant form*, you should see “My Groups” tab show up above your contact information.

Contact National if you have access problems: (833)253-9995 (Toll Free)



The screenshot displays the MyLegion.org user interface. At the top right, the user's name "Julie Miller" is shown next to a red "MY ACCOUNT" button. Below this is a dark blue navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, SHOP, and CONTACT. The main content area shows the "Home > My Account" breadcrumb. A dropdown menu is open, showing "My Account", "My Groups", and "KS Post 0153" with a downward arrow. This dropdown menu is circled in red. To the left is a "MY ACCOUNT" sidebar with links for MY INFORMATION, Name & Demographics, Military Service, Contact Information, Addresses, and Emergency Contacts. Below the sidebar is the "MY CONTACT INFORMATION" section, which includes a profile picture placeholder and the name "Julie A Miller". To the right is the "LEGION MEMBERSHIP SUMMARY" section, which includes a "Help ?" icon, "Status: Active", "Paid Thru Date: 12/31/2025", "Member Post: PUFLL renewal Kansas Post 0153", and "Member Number" (partially obscured). An "Edit" link is visible below the membership summary.

My Groups tab

- Process memberships
- Run reports
- Submit reports
- Access manuals

MY VIEWS

CONSOLIDATED REPORTS

Submit CPR / CSR Reports

MEMBERSHIP PROCESSING

Process Membership

Transmittal History

MEMBERS

View Members

Reports / Labels

Global Member Search

GROUP INFORMATION

Group Attributes / Services

Group Message

Contact Information

MATERIALS

NEC & Department Documents

Officer Manuals

Brochures

Suggested Speeches

My Account My Groups KS Post 0153

CONSOLIDATED REPORTS

CPR / CSR reports are generally available from November September.

Consolidated reports are available for the following:

- Post Commanders and Adjutants
- Squadron Commanders and Adjutants
- Group Administrators

Click the "Submit CPR / CSR Reports" button to complete submit your consolidated reports.

Submit CPR / CSR Reports

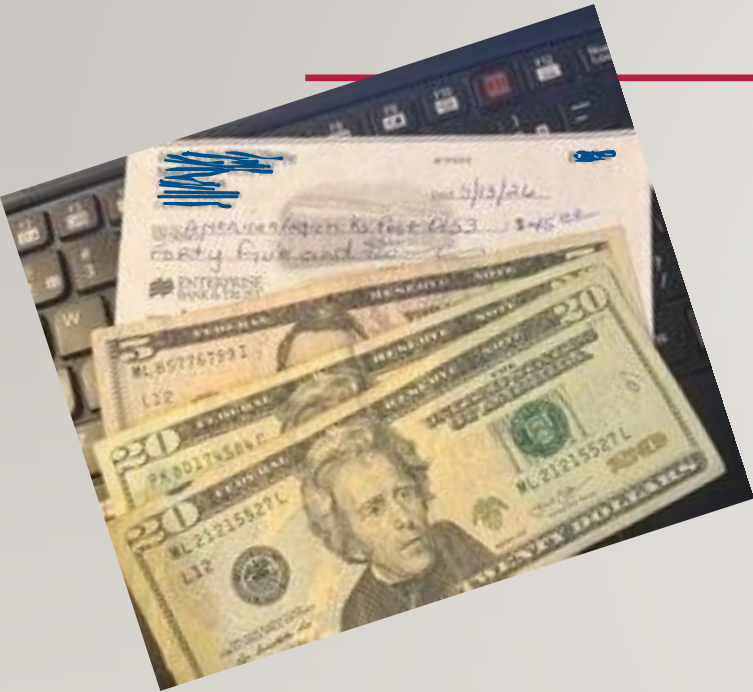
*** 2024-2025 Consolidated Reports are available.

Process membership page

- Select *Process Memberships* from My Groups tab.
- Go to *Add/Modify Transmittal*
- Access point for renewals or new/transfers.

The screenshot shows a web interface for processing memberships. At the top, there are tabs for 'My Account' and 'My Groups', with 'KS Post 0153' selected. A 'Help ?' link is in the top right. A note states: 'Note: To add or process a transmittal, the first step is to click the "Add / Modify Transmittal" button below. Selecting members and then clicking the button will not add the members to the transmittal.' Below the note is a section titled 'Details for: KS Post 0153'. This section contains a form with the following fields: Last Name, City, Post/Squadron Number, First Name, State/Province, Member Status, Email, Country, Undeliverable, and Member ID, Paid Through Year. There are 'Search' and 'Clear' buttons below the form. At the bottom of the form area, there is an 'Actions' dropdown menu set to 'Export Full Roster' and a 'Go' button. The 'Add/Modify Transmittal' button is circled in red. Below the form area, there is a table with the following columns: Member ID, Name, Post/Squadron Number, Type, Location, Undeliverable, Contact Information, Branch, Conflict/War Era, Continuous Years, Paid Through Year, and Member Status. The table is currently empty, and the text 'Displaying 1-20 of 691' is visible above it.

Membership renewals

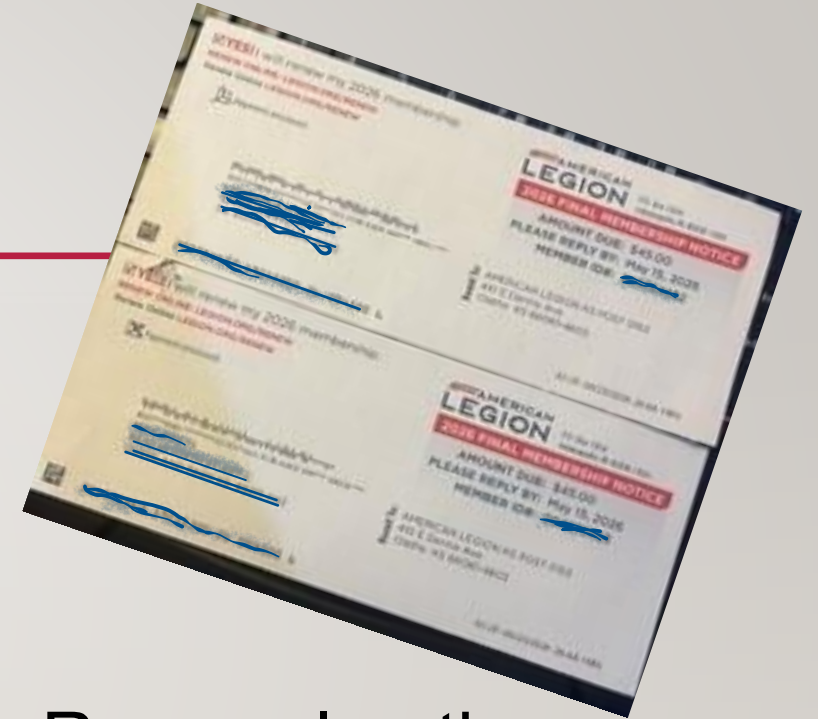


Collect payment



Membership cards

Tear off card on right side
Keep the rest of the strip.



Renewal notices
Check the back for
changes!!

Add/Modify Transmittal Page

Member Last Name, watch for common names.

Scroll down to see the member

Be sure you are selecting correct year!!!!

Check the box on the left of the member's name.

Repeat until ready to process payment.

Save or Finalize

POST TRANSMITTAL

Status :	Not Saved	Per Capitas	Actual
Card Count :			0
National :		\$0.00	\$0.00
Department :		\$0.00	\$0.00
Post :		\$0.00	\$0.00
District :		\$0.00	\$0.00
County :		\$0.00	\$0.00
Total amount due today :			\$0.00

Member Id Scan Member Id

Member First Name

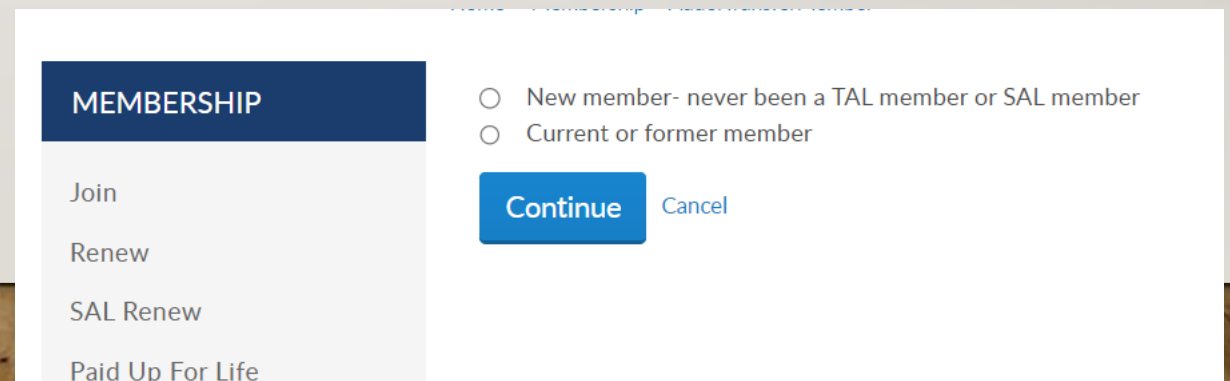
Member Last Name

List Selected | Export to CSV | Print

Select	Member Id	Member Name	Email Address	Phone	Address	Renewal Year
<input type="checkbox"/>						2024
<input type="checkbox"/>						2025

New/Transfer Members

- Add/Modify Transmittal Page (see previous slide)
- New member or Current or Former Member
- Fill in all personal information, if new.
- If a former member, enter member ID number and boxes will fill in with last known information.



The screenshot shows a web form titled "MEMBERSHIP" with a dark blue header. Below the header is a vertical list of options: "Join", "Renew", "SAL Renew", and "Paid Up For Life". To the right of this list are two radio button options: "New member- never been a TAL member or SAL member" and "Current or former member". At the bottom right of the form are two buttons: a blue "Continue" button and a grey "Cancel" button.

New & renewals will all show up on Transmittal page before finalizing.

POST TRANSMITTAL

Status :	OPEN	Per Capitas	Actual
Card Count :			4
National :		\$23.50	\$94.00
Department :		\$16.50	\$66.00
Post :		\$5.00	\$20.00
District :		\$0.00	\$0.00
County :		\$0.00	\$0.00
Total amount due today :			\$160.00

Please Confirm selected members, and click 'Finalize'

Member ID	Member Name	Address	City	State	Renewal Year
123456789	John Doe	123 Main St	Anytown	CA	2026
987654321	Jane Smith	456 Elm St	Anytown	CA	2026
234567890	Bob Johnson	789 Oak St	Anytown	CA	2026
345678901	Alice Brown	101 Pine St	Anytown	CA	2026

Finalize Cancel

Payment page. You must confirm your bank account and click on little box, then hit “Pay Now”

TRANSMITTAL PAYMENT

Total Selected To Pay: \$160.00

PAYMENT INFORMATION

▼ Select a Saved Bank Account

Bank Routing Number:

Account Number: *****1937

Account Type : Checking

* By Clicking the Submit button below, I authorize the American Legion to make a one-time charge on 5/31/2026 for the amount of 160.00.

[Update Account Information](#)

[Cancel](#)

Payment has been made. Click on Print Transmittal Summary and either print or save your receipt.


MEMBERSHIP SUBSCRIPTIONS GIVE FIND HE

[Home](#) > [Membership](#) > [ThankYou](#)

THANK YOU! | RECEIPTS PROCESSED ARE: 11394409

Thank you for submitting this transmittal.

[Print Transmittal Summary](#)



Receipts

- After completing payment, there is a page thanking you and offering a *Print Transmittal Summary* link.
- Transmittal summary will tell you how many cards were processed, the charge, the date of submission and the invoice number.



KS Post 0153 Earl Collier

Cards: 22
Total Amount: \$770.00
Status: Posted
Charge per member: \$35.00
Date Submitted: 07/19/2023
Invoice #: 2307070208


Members in this Batch

Member ID#	Name	Membership Year	Status
		2024	
		2024	
		2024	
		2024	

Deceased members

- Update as soon as possible.
- Pull up member's info page
- Demographics, click on Edit
- Select box marked, Deceased (at the bottom)
- Record name for Post Everlasting ceremonies.

MEMBER INFORMATION

 [Edit](#)

[Add](#)

DEMOGRAPHICS [Edit](#)

Birth Date: 12/18/1946

Deceased:

TAL 13
Continuous
Years:

Pulling Reports

From MyLegion.org

2027 MEMBERSHIP YEAR

- July 1, 2026 to June 30, 2027
- Printing membership roster
 - Members
 - Reports/Labels
 - Post / Squadron Current Roster
 - Up to 5 selection criteria
 - Group: KS POST _____
 - Last paid year—maybe include past two years
 - Status—Active only
 - Mailing status—select all
 - Membership Type—pick all, then sort out later

MY VIEWS

MEMBERSHIP PROCESSING

- Process Membership
- Transmittal History

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services

My Account My Groups KS Post 0153

REPORTS - POST, SQUADRON, DISTRICT, C

MEMBERSHIP

- Post / Squadron Current Roster
- Member Online Renewals
- Roster Updates
- Member Dues History
- Paid Members by Post / Squadron (Membership Goals/Awards)
- 3x10 Labels

REVITALIZATION

Pulling roster reports

Reports/Labels—(previous slide)

Example: Post Current Roster

Last Paid Year: Go out 3 years

Mailing Status: check all

Status: Active only

Membership type: check all

Download report in preferred format:

Excel-can customize

Word-can customize

PDF—not editable

Post Current Roster - Listing

Group: Last Paid Year:

Status: Mailing Status:

Membership Type:

1 of 2 ? Page Width Find | Next

Current Roster : KS Post 0153

Act /De c	Paid	Und	MemberID	LastName	FirstName	MI	Sfx	ADDRESS 1	ADDRESS 2	City	
A	2025									Olathe	
A	2027									Overland Pa	@gmail.com
A	2025									Olathe	@hotmail.com
A	2027									Olathe	1@jocogov.org
A	2025									Gardner	
A	2027									Spring	258@gmail.com
A	2024									Olathe	
A	2025									Lenexa	
A	2025									Olathe	@me.com
A	2025									Stilwell	
A	2025									Olathe	say@att.net
A	2025									Olathe	@gmail.com
A	2025									Olathe	1@outlook.com
A	2025									Liberty	@comcast.net
A	2025									Blue Springs	@yahoo.com
A	2025									Overland Pa	g@gmail.com
A	2024									Olathe	ck@msn.com
A	2025									Louisburg	
A	2025									Spring Hill	lt@va.gov
A	2025									Olathe	les5272@gmail.c
A	2025									Gardner	@twc.com
A	2025									Willcox	ij89@gmail.com

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

Site 38

Online Renewals

- July 1, 2026 to June 30, 2027
- Online Renewals
- You might get an email letting you know a member has renewed online, but do not trust it. Make a regular habit to run an online renewal report.

The screenshot displays a web application interface with a dark blue header labeled "MY VIEWS". Below the header, there are three main sections: "MEMBERSHIP PROCESSING", "MEMBERS", and "GROUP INFORMATION".

- MEMBERSHIP PROCESSING**
 - Process Membership
 - Transmittal History
- MEMBERS**
 - View Members
 - Reports / Labels (circled in red with an arrow pointing to the right)
 - Global Member Search
- GROUP INFORMATION**
 - Group Attributes / Services

At the top right, there is a navigation area with "My Account" (underlined), "My Groups", and a dropdown menu showing "KS Post 0153".

Below this, the main content area is titled "REPORTS - POST, SQUADRON, DISTRICT, C". Underneath, there are two sections:

- MEMBERSHIP**
 - Post / Squadron Current Roster
 - Member Online Renewals
 - Roster Updates
 - Member Dues History
 - Paid Members by Post / Squadron (Membership Goals/Awards)
 - 3x10 Labels
- REVITALIZATION**

Online renewals: you are responsible to send the membership cards to your members.

MEMBER ONLINE RENEWALS

Member Who Paid to National

Group: From Date: To Date: [View Report](#)

Navigation: 1 of 1 | Page Width | Find | Next

Members Who Paid to National 02-May-26 to 01-Jun-26 (Count: 2)

Post pd	Amt Pd	Date Paid	MemYr	Member ID#	Member Name	address 1	address 2	address 3	city	state	post code
KS0153	\$45.00	2026-05-06	2026								
KS0153	\$45.00	2026-05-15	2026								

Total renewals this selection (2 May 2026 to 1 Jun 2026): 2

6/1/2026 12:23:01 PM

Three-year memberships

- Online only
- No three-year cards
- Include the paid-out years in your roster report.

The screenshot shows the American Legion website interface. At the top, the logo 'AMERICAN LEGION' is visible. Below it is a navigation bar with links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, and SHOP. The breadcrumb trail reads: Home > My Views > Group Profile > Reports / Labels. On the left, a 'MY VIEWS' sidebar contains several categories: MEMBERSHIP PROCESSING (Process Membership, Transmittal History), MEMBERS (View Members, Reports / Labels, Global Member Search), GROUP INFORMATION (Group Attributes / Services, Group Message, Contact Information), and MATERIALS (Documents, Officer Manuals, Brochures). The 'Reports / Labels' link under the MEMBERS category is circled in red, with a red arrow pointing to the main content area. The main content area shows a dropdown menu for 'My Groups' set to 'KS Post 0153'. Below this, the heading 'REPORTS - POST, SQUADRON, DISTRICT, COUNTY' is followed by a 'MEMBERSHIP' section with a list of links: Post / Squadron Current Roster, Member Online Renewals (underlined in red), Roster Updates, Member Dues History, Paid Members by Post / Squadron (Membership Goals/Awards), and 3x10 Labels. Below that is a 'REVITALIZATION' section with links for Renewal Letter (TAL), Renewal Letter (SAL), Renewal Labels (TAL/SAL), Find Members in my Area - Distance from Zip - Listing (TAL), Find Members in my Area - by Zip - Listing (TAL), and Project Stay Active - Listing (TAL). At the bottom, the 'POST' section is partially visible.

Three-year renewals are included in online renewal reports


MEMBER ONLINE RENEWALS

Member Who Paid to National

Group: From Date: To Date:

1 of 1 Page Width Find | Next

KS0153	\$40.00	2024-04-09	2024	William
KS0153	\$40.00	2024-04-11	2025	George E R
KS0153	\$40.00	2024-04-11	2026	George E R
KS0153	\$40.00	2024-04-11	2027	George E R
KS0153	\$40.00	2024-04-25	2025	Mark
KS0153	\$40.00	2024-04-25	2026	Mark
KS0153	\$40.00	2024-04-25	2027	Mark
KS0153	\$40.00	2024-05-05	2025	Jeffrey A
KS0153	\$40.00	2024-05-05	2026	Jeffrey A
KS0153	\$40.00	2024-05-05	2027	Jeffrey A
KS0153	\$40.00	2024-05-13	2024	Paul
KS0153	\$40.00	2024-05-13	2023	Paul



Reports

- Consolidated Post Report—instruction on how to do this will be presented in the Adjutant Training session

The screenshot displays a web application interface. On the left is a sidebar menu with the following sections: 'MY VIEWS', 'CONSOLIDATED REPORTS' (containing 'Submit CPR / CSR Reports'), 'MEMBERSHIP PROCESSING' (containing 'Process Membership' and 'Transmittal History'), 'MEMBERS' (containing 'View Members', 'Reports / Labels', and 'Global Member Search'), and 'GROUP INFORMATION' (containing 'Group Attributes / Services' and 'Group Message'). The 'Submit CPR / CSR Reports' link is highlighted in yellow. At the top right of the main content area, there are navigation links for 'My Account', 'My Groups', and a dropdown menu currently showing 'KS Post 0153'. The main content area is titled 'CONSOLIDATED REPORTS' and contains the following text: 'CPR / CSR reports are generally available from November to September. Consolidated reports are available for the following:' followed by a bulleted list: 'Post Commanders and Adjutants', 'Squadron Commanders and Adjutants', and 'Group Administrators'. Below this list, there is a blue button labeled 'Submit CPR / CSR Reports'. A red arrow points from the highlighted sidebar link to the button in the main content area.

Other Reports

Paid Members by Post

- Lists members by renewal year
- Great for revitalization to get a list for who hasn't renewed.

Member Dues History

- Goes back to 2011
- Earlier, member needs to call/email National

Roster Updates

- Deceased
- Address changes
- Transfer in/out

3 x 10 labels

- Mailing labels for sending member cards

Publications

Log into MyLegion.org
Left ribbon-"My Views"

-Materials

-Officer Manuals

Post Adjutants Manual

Officers Guide & Manual of Ceremonies

Download to your computer

The screenshot shows the MyLegion.org website interface. At the top right, there are navigation links for 'My Account', 'My Groups', and a dropdown menu for 'KS Post 0153'. The left sidebar is titled 'MY VIEWS' and contains several categories: 'MEMBERSHIP PROCESSING' (Process Membership, Transmittal History), 'MEMBERS' (View Members, Reports / Labels, Global Member Search), 'GROUP INFORMATION' (Group Attributes / Services, Group Message, Contact Information), and 'MATERIALS' (NEC & Department Documents, Officer Manuals, Brochures, Suggested Speeches). The 'MATERIALS' category is circled in red. The main content area is titled 'OFFICER MANUALS & DOCUMENTS' and includes a note: 'Please note: Additional documents can be found at legion.org/'. Below this, there is a section titled 'THE AMERICAN LEGION' with a list of publications: Consolidated Post Report (CPR), Department Adjutants Manual, Department Notification - Notification of Current Post/Squadron, District / County Commander's Guide, Membership Application, National Constitution & By-Laws, National Membership Record, Officers Guide & Manual of Ceremonies (highlighted in yellow), Outline of Authorization, Post Adjutant's Guide (highlighted in yellow), Post Training Guide, Resolution Booklet, Rules of the NEC, Trophies, Awards and Ceremonies Manual, and Uniform Code of Procedure.