



# THE AMERICAN LEGION ON-LINE MEMBERSHIP RENEWAL

## **POST PROCESSING GUIDELINES**

**On-line renewal available to ALL Legion members for the current membership year.**

## Post Notification

### ➤ Department Report

- Schedule will be determined by each Department.

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3/16/11 AMERICAN LEGION NATIONAL HEADQUARTERS Page 1
5:00:12 Online Traditional Post Renewals MEM658R1
Date Range: From 3/01/11 To 3/15/11

Dept: 000000023 DEPT OF MARYLAND
Post: 023000700 AMERICAN LEGION POST 0007

Trans Date Mbr ID Member Name Total $ Natl $ Dept $ Post $
3/01/11 ██████████ JOSEPH B BRADY JR 40.00 13.50 7.00 19.50
3/02/11 ██████████ BRYAN C MUIR 40.00 13.50 7.00 19.50
3/03/11 ██████████ DOUGLAS N BROWN 40.00 13.50 7.00 19.50

* * * T O T A L S * * * Total Members: 3 120.00 40.50 21.00 58.50
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- **Department of Kansas on-line renewal notification will be the 1st and 16th every month.**  
If the 1st or the 16th falls on a weekend the reports will be mailed the following Monday.  
**Posts may not use credit until notified by Department Headquarters.**

# EXAMPLE A:

Thank you  
from National  
Adjutant and  
Instructions.

Temporary Card  
and member  
receipt.

Receipt to mail  
to the post.

**THANKS! YOUR 2012 MEMBERSHIP DUES ARE PAID!**


Print this form so that you have verification of online payment of your 2012 membership renewal. Your department and post will be notified that your dues have been paid. Your post has your 2012 Official Membership Card and should mail it to you shortly. Or to expedite receipt of your card, you can remove the bottom section of this form and mail or take it to your post to verify your renewal payment and receive your new card. You should also detach your receipt below, by cutting on the dotted line, and carry it with you until you receive your 2012 card from your post.

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*A message from the National Adjutant:*

Thanks for renewing your membership in The American Legion, the world's largest organization of veterans. I extend my heartfelt gratitude for your service to our great nation.


Whether you choose to get actively involved in The American Legion at the local level, or simply show your support through your membership, there is tremendous value in being an American Legion member. Together, we are accomplishing great things for veterans and their families - - and for a better America.



DANIEL S. WHEELER  
National Adjutant

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*Please keep the receipt shown below for your records:*



The member noted below has paid dues in the post indicated.

DAVID A KING - ID # 212345678  
FL Post 0025 Contact Information:  
Adjutant: ROBERT MOORE  
Commander: JOHN W PLUNKETT


2012 Post Dues Paid: 550.00

Post Address:  
1480 US HWY 27 N  
LAKE PLACID FL 33852

Post Phone: 352-485-0075  
Post Email: flapost25@ombargmail.com

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*Mail or take this bottom portion to your post to expedite receipt of your new Official Membership Card:*



**ATTENTION: POST ADJUTANT/COMMANDER**

The member noted below has paid his/her 2012 membership dues renewal online. The dues will be reimbursed through your Department. Please issue his/her Official Membership Card as soon as possible. Thank you.

**ID #212345678 - DAVID A KING has renewed for 2012**

**Mail the member their  
current membership card  
once you are notified  
of on-line renewals.**

**Notification will come from Department Headquarters.  
However, if a member has a printed receipt, as shown in example A,  
you may give them their current membership card.**

# **Membership Management Tools**

## **For Members**

myLegion for members is a member's only website designed to connect members of The American Legion to their Post and Department leadership; as well as other veterans with similar interests and the vast array of services offered at every level of the organization.

## **Post / District / County Officers**

The American Legion National Headquarters has designed a secure internet site to assist Post, District, and County Officers in their day-to-day membership processing duties.

## **myLegion website is AVAILABLE TO OFFICERS AT NO CHARGE!**

- **Requires authorization form to set-up.**
  - **Go to [www.myLegion.org](http://www.myLegion.org) to take a tour and print a request form.**
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## **Web Design for Posts**

Posts wanting to create a custom Website to keep track of events and program activity can visit [www.legionsites.com](http://www.legionsites.com). Sites are designed so that a person without any computer knowledge can update and change them.

**Access more information at [www.legion.org](http://www.legion.org)**



Database = TAL

## Members Renewed On-line

[myLegion Tips](#)

### Member/ Post Processing

[List All Members](#)

[By ID#](#)

[By Name](#)

[Review Member Changes](#)

[Members Renewed Online](#)

[Post Inquiry](#)

[Consolidated Post Report](#)

[Registered Members](#)

### Tools

[Publish Post Message](#)

[Publish Post Image](#)

[Publish Newsletter](#)

[Publish Post Calendar](#)

[Find Members in my Area](#)

[Help Me Grow My Post](#)

### Materials

[Post Officer Manuals](#)

[Brochures](#)

[Suggested Speeches](#)

[Online Dispatch](#)

### Officer's Forum

[Generate PDF](#)

Member ID	Name	Address	Date Renewed	Natl	Dept	Post
101771002	HENMAN, JAMES	826A NEWARK RD	08/26/2010	13.50	7.00	6.50
200207077	TROUTMAN, JOHN	2099 NAVIGATOR DR	10/08/2010	13.50	7.00	6.50
200292071	WARREN, RICHARD	734 DENSON RD	10/29/2010	13.50	7.00	6.50
200001001	DELAWARE, BRIAN	4004 MIMMO WAY LN	02/03/2011	13.50	7.00	6.50
200700198	MAYNARD, PETER	10340 BRENDOWN RD	02/17/2011	13.50	7.00	6.50

[Post Processing Guidelines](#)

3/28/11 16:09:13 AMERICAN LEGION NATIONAL HEADQUARTERS  
 Online Traditional Post Renewals Page 1  
 Date Range: From 7/01/10 To 3/28/11 ID#65881

Dept: 00000023 DEPT OF MARYLAND  
 Post: 021012300 AMERICAN LEGION POST 0000

Trans Date	Mbr ID	Member Name	Total \$	Natl \$	Dept \$	Post \$	
8/26/10	000000000	JAMES W HENMAN SR	27.00	13.50	7.00	6.50	
10/08/10	000000000	JOHN J TROUTMAN	27.00	13.50	7.00	6.50	
10/29/10	000000000	RICHARD WARREN	27.00	13.50	7.00	6.50	
2/03/11	000000000	BRIAN J DELAMATER	27.00	13.50	7.00	6.50	
2/17/11	000000000	PETER A MAYNARD SR	27.00	13.50	7.00	6.50	
*** T O T A L S ***			Total Members: 5	135.00	67.50	35.00	32.50

**Each department will determine how the dues per capita will be allocated.**

Post Processing Guidelines

**DEPARTMENT OF KANSAS WILL ISSUE CREDITS TO POSTS.  
 POSTS MAY NOT USE CREDITS UNTIL NOTIFIED BY DEPARMENT HEADQUARTERS.**



**National Headquarters  
Customer Service**

**1-800-433-3318**

**OR CONTACT DEPARTMENT OF KANSAS**

**1-785-232-9315**