

PRINTING MEMBERSHIP CARDS



BLANK CARDS

- Did you know that each Post receives 10% of their membership as blank membership cards?
- This means that if you have 200 members, when you receive your membership card packet, you will receive 20 blank cards.

RECRUITMENT EXCEEDS THE NUMBER OF BLANK CARDS

- If this is the case, then CONGRATULATIONS, you have done an outstanding job on promoting The American Legion and its programs.
 - BUT
- You still do not need additional blank cards
- There are two ways for a new or existing member to receive a card

MYLEGION.ORG

- In the past, we have given the new member a hand written card for them to carry for the current year.
- As handwriting differs and you do not have the member ID to put on a card, this appears messy and non-professional
- There is a more professional looking solution to your problem and it is MYLEGION.ORG
- Each new as well as each existing member should be encouraged to create an account in MYLEGION. It is a quick and easy process

PRINTING A CARD FOR AN EXISTING MEMBER OR REPLACING A LOST CARD

- Sign into MYLEGION and navigate to your Post roster
- Once you can view your roster, select the individual that needs a new card
- Click on their name on the roster. This will bring up their profile information.
- On the left-hand side of the page, in the grey boxes, you will see a section labeled Membership.
- Under Membership, select Membership Card
- A new screen will appear and you can click on view Legion or SAL Card

WHAT IF THIS SCREEN DOES NOT APPEAR OR WHAT TO DO NEXT?

- Only members that have paid for the current year will be able to access their card.
- Once you can view the members card, select print and print the card.
- Have the member sign the card and they now have a new card.

I HAVE RECRUITED A NEW MEMBER

- GREAT JOB
- Once you have verified that the individual is eligible to join, you will have to enter them as a new member
- Once again, this is completed at MYLEGION

PRINTING A CARD FOR A NEW MEMBER

- Once you have entered all the information for the new member and you transmit the payment, the new member should be able to access their card through MYLEGION.ORG
- If the new member has not signed up for MYLEGION, The Adjutant or Post Membership Chairperson can print the new card by following the same procedure for printing a card.

NOW TELL ME THAT WASN'T EASY

- If you need additional information or have trouble accessing the information please do not hesitate to give us a call at the department office @ 603-856-8951 or email me at adjutantnh@legionnh.org