



Instructions for Using Transfer Letter Spreadsheet

This spreadsheet will create letters to members of Headquarters Post to invite them to transfer to your local post.

Step 1 – Enter your post information on the Input tab.

If your Transfer Letter contains data in the data tab you may clear all the data by clicking the cell to the left of column A and above row 1 to select all the data then right click and select 'Clear Data'. DO NOT USE DELETE.

Ralph Amundson Post 30
Edgerton, WI

Post Name: Ralph Amundson
 Post Number: 30
 Post Address: 10612 N Kidder Rd
 Post City: Edgerton
 Post State: WI
 Post Zip: 53534-1111
 Sender: Jim Cottrell
 Title: Adjutant
 Dues Year: 2023
 Dues Amount: \$40.00

Step 2 – Login to Mylegion.org

- Select “My Groups”
- Select MEMBERS > Reports / Labels
- Select Find Members in my Area

MEMBERS

- View Members
- Reports / Labels
- Global Member Search

GROUP INFORMATION

- Group Attributes / Services
- Group Message
- Contact Information

LABELS

- 3x10 Labels

MEMBERSHIP

- Find Members in my Area
- Member Online Renewals
- Post / Squadron Current Roster
- Roster Updates

Step 3 – Select Data

- Click on Zip Codes
- Select Zip Codes
- Click on Last Paid Year
- Select ALL
- Click on View Report

FIND MEMBERS IN MY AREA

Find Members in My Area - Zip Listing

Last Paid Year: 2023, 2022, 2021

Zip Codes: 53534, 53535, 53536

Page Width | [] of 1 | Page Width | [] | Find

Find Members in My Area

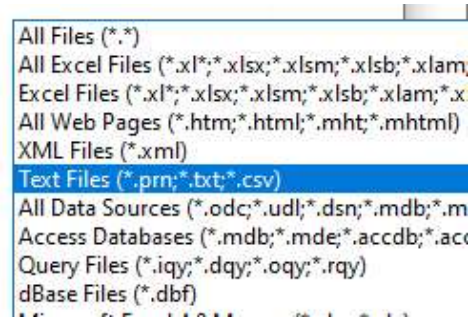
Step 4 - Download Data & Save

- Click on the floppy disk down arrow
- Select CSV option
- Save the file

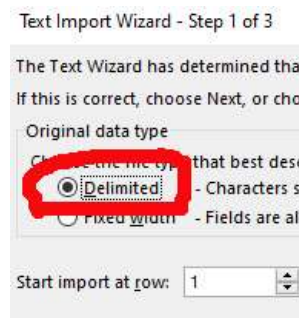
Address	Cit	Word	Phone	Email
140 N 3rd St	Eva	Excel	508/882-4428	cdarnol
16932 W Lilac Ln	Eva		508/882-2181	billyd@
102 Beach St	Edg	PowerPoint	508/728-3234	jamesfr
306 Marlboro Ave	Edg			
10503 N Kidder Rd	Edg	PDF	508/580-0216	sundew
1011 S Main St	Edg			
1129 County Road A	Edg	TIFF file		
1129 County Road A	Edg			
400 Lake Shore Dr	Edg	MHTML (web archive)		jmaye7
123 Oakwood Ave	Edg		508/884-8011	lwip149i
8 Mechanic St	Edg			crazyda
212 Lord St	Edg	<u>CSV (comma delimited)</u>	508/884-4425	gscwha
19 E Hubert St	Edg		715/902-9953	devonte
706 E Mason Dr	Edg	XML file with report data	360/628-6085	johnshi

Step 5 – Open the data (CSV) file

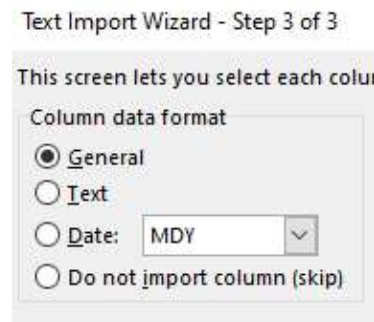
- Open Excel
 - Above the Open Button change ALL Files (*.*) to Text Files
1. Select CSV File and hit Open



- Click Delimited
- Click Next
- Click Comma
- Click Next

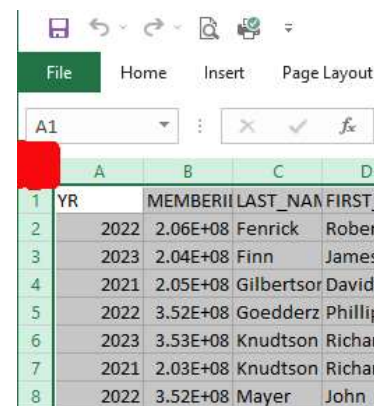


- Leave column data set at General
- Select Finish



Step 6 – Copy & Paste the data

- Click the cell to the left of column A and above row 1 to select all the data
- Click on the copy button or Ctrl C to copy all the data
- Click on the DATA tab in the Transfer Letter Spreadsheet
- Click the cell to the left of column A and above row 1
- Click on the Paste button or Ctrl V to paste the data



Step 7 – Print the letter


- Click on the Letter Tab
- Enter the number of the row to print (1 is 1st person, 2 is 2nd person)
- Click on the Print icon to print

Transfer Letter.xlsx - Excel

File Home **Insert** Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

K3 : 2



Ralph Amundson Post 30

10612 N Kidder Rd - Edgerton, WI 53534-1111

Wednesday, September 28, 2022

James Finn
306 Marlboro Ave
Edgerton, WI 53534-1753

Dear James,

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 30, you are connecting with other American Legion members in your area and this is the true strength of our organization.

American Legion Post 30 exists to support fellow veterans, their families, and our community. I invite you to make Post 30 your American Legion home here in Edgerton.

2
Names: 16
First: James
Last: Finn
Member ID: 204477633
Address: 306 Marlboro Ave
Town: Edgerton, WI 53534-1753
Phone: (608)728-3234
Email: jamesfinn9381@gmail.com
Era: LEBANON_GRENADA
DOB:
Branch: USAF
Paid: 2023

Input **Letter** Data