

## MyLegion Training Presentations

1. **MBR\_REGISTER A MYLEGION ACCOUNT** Learn how to create a MyLegion account.
2. **MBR\_MANAGE YOUR MEMBERSHIP)** Once you've registered an account, access the many benefits and tools available to American Legion and Sons of the American Legion members, manage your account information, and print your membership card.
3. **OFFICERS\_UNDERSTANDING MYGROUPS** Become familiar with the My Groups area of MyLegion. View officer listings, group attributes, contact information, officer manuals, brochures, and speeches.
4. **OFFICER\_ONLINE MEMBERSHIP PROCESSING** Submit Legion and SAL membership online.
5. **OFFICER\_REPORTS** Create reports, labels, and a renewal letter.
6. **OFFICER\_MEMBER MANAGEMENT** View and update member information, email members from View Members and locate members outside your group using Global Member Search.

Power Point presentations have been created to assist departments and districts with training members and officers on MyLegion.org. These presentations are available in MyLegion "Find Help" to download.

Each slide includes narration notes. Animations are identified in the text using a the number of the animation in < >.

The presentations are available related to each video. Regular updates are made to these presentations to include updates and new reports and features.

These presentations can be combined and altered to meet your training needs.

All requests for national staff to train in person are requested through the National Adjutant in writing by the department adjutant. Include date, location, and purpose.

Resources for MyLegion help can be found in MyLegion > Find Help. These resources include step-by-step instructions, videos, and training presentations.