

Training Presentations

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.

These presentations do not include audio and are set to Presenter View. Each slide includes a script to follow, and animations are identified by a number <1>, <2>, etc.

PowerPoint Presenter View shows you the current slide, the next slide, and your speaker notes, to help you focus while presenting and connect with your audience.

In **Presenter View**, you can:

- See your current slide, next slide, and speaker notes.
- Select the arrows next to the slide number to go between slides.
- Select the pause button or reset button to pause or reset the slide timer in the upper left.
- See the current time to help you pace your presentation.
- Select the font icons to make the speaker notes larger or smaller.
- Select the annotations pen icon to draw on the screen in real time or select a laser pointer.
- Select the thumbnail icon to see all the slides in your presentation and quickly jump to another slide.
- Select the magnifying glass icon to zoom in on a particular part of a slide.
- The screen icon lets you make the screen temporarily black to focus the attention on you.
- Select **END SLIDESHOW** when you're done presenting.

Power Point presentations include:

- Register a MyLegion Account
- LGN Member - Manage Your Membership
- LGN Member - Online Renewal
- LGN Officers – Member Management
- LGN Officers – Membership Processing
- LGN Officers – MyLegion Reports
- LGN Officers – Understanding My Groups

Training Requests

Departments are encouraged to use these presentations for training at conferences and conventions. They can be combined and altered to meet your training needs. The timings referenced on the summaries below reflect the time if played with audio. Please allow additional time in your agenda if presenting in person for questions.

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.