

DEPARTMENT OF CONNECTICUT HEADQUARTERS INFORMATION SESSIONS FOR THE NEW MYLEGION

This will be basic information covering how to login, how to access the post records, check for member online payments, print a roster, search for members, locate reports, export lists, make address corrections or mark a member deceased and how to process membership transmittals through MyLegion or by sending to Department.

LOCATION

Tunxis @ Bristol, 430 North Main Street, Bristol, CT 06010
(Corner of Rt. 6 and North Main Street – Shares Parking Lot with Burger King)

CHOOSE YOUR SESSION

The training center provides a classroom with computers. There is a limit of 12 attendees per session. Each session covers the same material. Please mark your first choice (1) and an alternate choice (2).

You'll receive an email confirming your session day and time.

Your Choice - Enter 1 or 2	Day/Date	Session Times
	Wednesday, October 20 th	5:30 pm – 9:00 pm
	Saturday, October 23 rd	8:00 am – 11:30 am
	Saturday, October 23 rd	12:30 pm – 4:00 pm
	Wednesday, October 27 th	5:30 pm – 9:00 pm
	Saturday, November 6 th	8:00 am – 11:30 am
	Saturday, November 6 th	12:30 pm – 4:00 pm
	Saturday, November 13 th	8:00 am – 11:30 am

Your Name – please print: _____

Post/Squadron Number: _____

Please Check: Commander _____ Adjutant _____ Sr. Vice _____ Finance Officer _____ Other _____

Your Email: _____

Have you already logged into MyLegion and been able to access your post/squadron/district? Y N

Have you attempted to register but you cannot see “My Groups”? Y N

Is your personal email listed in MyLegion as the contact email for the post? Y N

MASKS ARE REQUIRED INSIDE THE BUILDING

PLEASE RETURN THIS FORM TO membership@ctlegion.org