

DEPARTMENT OF CONNECTICUT HEADQUARTERS MYLEGION TRAINING

This is “hands-on” if you bring your own laptop or tablet to login to your own post or district. You can connect your device to our office WIFI. Do not plan to use your cellphone for this training.

If you do not have the ability to bring a laptop, you can still attend. We will be displaying everything as we go through the process on a screen so you can follow along.

We will go over how to access post records, check for member online payments, print a roster, search for members, locate reports, find Post 200 members in your area, export lists, make address corrections or mark a member deceased as well as how to process membership transmittals through MyLegion or by sending to Department.

LOCATION

Department of Connecticut Headquarters
269 Main Street, Cromwell, CT 06416

(Please be aware that Department office phones do not work on weekends)

CHOOSE YOUR SESSION

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

Mark Your Choice Below	Day/Date	Session Times
	Wednesday, March 8 th	5:30 pm – 9:00 pm
	Saturday, March 11 th	9:00 am – 12:30 pm
	Wednesday, March 15 th	5:30 pm – 9:00 pm
	Saturday, March 18 th	9:00 am – 12:30 am

Your Name – please **print**: _____

A phone number if we have any questions: _____

Post/Squadron and/or District Number if you are a district officer: _____

Please check one: Commander _____ Adjutant _____ Sr. Vice _____ Finance Officer _____

Other _____

Your Email: _____

Will you bring your own device? Yes _____ No _____

PLEASE RESPOND BY MARCH 3, 2023

PLEASE RETURN THIS FORM TO membership@ctlegion.org