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# American Legion Member Muster<sup>®</sup>

The Best Way to Automate

Your Post's

Membership Record Keeping

(The Adjutant's Best Friend)

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## User Manual Introduction

This Member Muster User Manual is intended as a complete reference to how to use Member Muster. The introductory beginning of this Manual is a brief explanation of frequently used features and functions which are necessary to understanding the later sections of the manual.

After this introduction the sections in this manual are organized in the same order as the functions you can select from the Main Menu of Member Muster, reading from left to right. Each selection is clearly explained and, where needed, steps for how to proceed are included.

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### *What You Need*

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Member Muster requires the following:

- PC running Microsoft Windows Vista or later.
- Mouse, Keyboard, and Printer.
- PostgreSQL Database Software (Free and included in Member Muster installation and setup).
- Internet connection (preferably high-speed, such as cable) for sending email and download of original membership list from National website.
- Internet Email account if you want to use the built-in email functions of Member Muster.
- Microsoft Word (Release 7 or later) if you want to use Mail Merge for sending letters to members you select from your reports and member lists.
- For Printing Address Labels – Use address labels sized 1" X 2 5/8 ", 30 labels per sheet (e.g. Avery 5160 in office supply stores, or Avery 18160 available from Walmart).

### *What is Member Muster?*

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Member Muster is a database management system designed specifically for American Legion Posts to keep local records for each member of the Post. Member Muster is available only to officially chartered American Legion Posts. Member Muster provides a number of reports showing the statistics regarding the make-up of the Post's membership. Further, it provides a quick and flexible method for tracking and recording dues payments and for automating preparation of the Department Dues Transmittal report. Through the member reporting functions emails can automatically be sent to one, all, or any selected group of members.

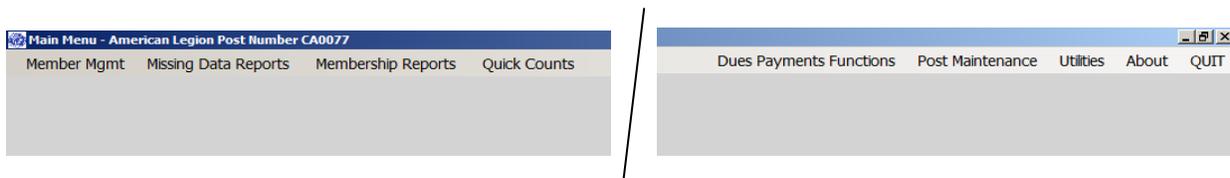
*For support contact us at: [support@membermuster.com](mailto:support@membermuster.com)*

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## Using Member Muster

Member Muster is intuitive and “Menu Driven”. When you start Member Muster the opening window is called the “Main Menu”. From the Main Menu you can select all the functions of the program by simply pointing and clicking the mouse. Each top selection then leads you to the various options on a drop-down menu under the top selection. For example, to add a new member you would click “Member Mgmt” on the menu bar at the top left side of the window. This causes a drop down menu to appear showing all the choices available for managing member records. Since you want to add a new member you would then click the choice labeled, “Add New Member”. This brings up the form for entering data about the new member. When you have finished completing the form, click the SAVE button. (See the next section of this manual for details on all the Member Management options.)

This manual shows each of the menus you will use and explains how to use the functions you will select.



Split Member Muster Main Menu

Selections from the Main Menu are divided into two general categories; member management and reporting functions on the left side of the Main Menu bar, and database and Post maintenance functions on the right side of the Main Menu bar.

### General Information

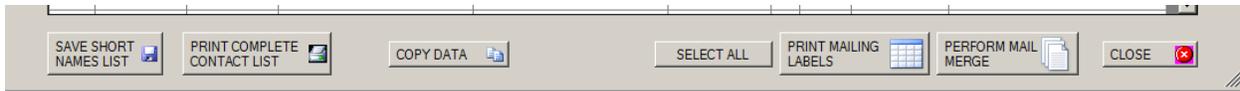
All functions of Member Muster are selected from the Main Menu, which is the first window you see when you start Member Muster.

**NAVIGATING** – To guide you in making menu selections from the Main Menu this manual uses a format similar to the following example:

“To Add a New Member Select: **Main Menu** → **Member Mgmt** → **Add New Member**”

The arrow ( → ) indicates each step in a menu's selection level.

**BUTTONS** – Each of the functions you will use give you the option of completing the function or canceling without completion. To stop performing a function or to cancel a request you have made you simply click the “CANCEL”, “CLOSE”, or “STOP” button. Buttons that complete a function usually will say, “SAVE”, “ACCEPT”, OR “EXECUTE”, whichever is appropriate. Other buttons provide specific actions. See the example below.



### Example: Typical Menu with Selection Buttons

**PROMPTS** – When further action by you is required, such as agreeing to proceed with a function, or supplying more information, a small pop-up window will appear with instructions and a choice of buttons to proceed or stop.

**TIPS** – When you want to select a function but are not sure of exactly what it does just hold the mouse pointer over the selection for a second and a yellow Tip Box will appear with a description and explanation of that function. If the box disappears before you have finished reading the text move the pointer away and then move it back to see the tip again.

**BACK UP YOUR DATA** – Making a backup of your data can save you much grief if and when your computer ‘rolls over and sticks its feet in the air’. The general rule for when to make a backup is, “. . . when you have made enough entries that you would hate to have to do it again, it’s time to make a backup”. Member Muster makes backing up your data extremely easy – just one button click. You can make a backup at any time or, you can make it each time you exit the program. (See the section on “Utilities” menu later in this manual.)

**SELECTING REPORT DATA** – To select data from reports for printing, email, mail-merge, or other uses you should point and click on the line, or lines, you want to select. You may select the data on a single report line by clicking the mouse pointer anyplace on that line. (Some reports only allow printing of all lines.) To select more than one report line you have two options.

1. To select a *contiguous* number of members (example, select all from line 7 through 33) click the mouse pointer on the first line you want (line 7). Hold down the Shift key and click on the last line you want to include in the printed report (line 33).
2. To select more than one member, but *not all contiguous lines*, select each line while holding down the Ctrl key and then clicking the line. Using this method you may select the lines in any order and each selection will be included in the final result.

**SELECT ALL** – When selecting members for printing, email, mail-merge, or other uses you may select all members in a list by clicking the SELECT ALL button. Click a second time to cancel all selections.

**SORTING REPORT COLUMNS** – All reports visible on the screen can be sorted by any column. To sort the data in a report based on data in any single column, place the mouse pointer on the Heading of that column and click once to sort in ascending order. Click a second time to sort in descending order.

## Special File Folders

When you installed Member Muster a special file folder, named “AMLGN”, was created in your home folder. (The path to this folder is: “C:\Users\your\_user\_name\AMLGN”.) Three other Folders were created inside this AMLGN Top Folder. These Folders are for storing backup copies of your database, storing reports which you want to save, and storing miscellaneous items which you want to use with Member Muster.

“Back-ups for AMLGN DB” folder – This is perhaps the most important of the special folders. Each time you create a backup of your Member Database the backup package will be stored in this folder. You will be able to delete old backups from this folder whenever you feel they are no longer needed.

“Reports for AMLGN DB” folder – This is the default folder for saving reports you have created. You may access documents stored in this folder by using the Word Processing link on the Utilities menu, “Open Report File Using WORD”. You may also want to attach these reports to emails sent to members.

“AMLGN DB STUFF” folder – This is a “Catch All” folder where you may store anything you want to save which might be related to Member Muster. (It is not accessible from the Main Menu.)

## Mailing Labels

Mailing Labels may be printed for names you select from many of the reports. When printing mailing labels, after you make your name selections and click the PRINT button, click the OK button on the Print Dialog window and you will see the following window. Use this window to select the paper source on your printer.



If you have more than one printer be sure to select the printer you want to use before clicking the OK button on the Print Dialog window.

## Date Range Selection

Many reports and other functions in Member Muster pertain to events and actions occurring during a range of dates, that is, between the starting date and the ending dates. In the case where a date range must be selected you will see the following window to set up the date range search.

Select the Starting and Ending Dates for the Monthly Statistical Report

Enter the Earliest (Starting) Date to Include in the Monthly Statistical Report  Start Calendar

Enter the Latest (Ending) Date to Include the Monthly Statistical Report  End Calendar

Days in Date Range

CANCEL

### Using the Date Range Selection Window

When setting up the Date Range you may either type a date in the appropriate box or use the Calendar buttons. (Using the calendar buttons helps avoid typo errors.) When you click the calendar button you will see a calendar from which you can select the date you want. When you click the date it will automatically appear in the date box. When you have selected both the Start and End dates the number of days in the Date Range will appear in the box labeled as “Days in Date Range”. Next, click the “GO” button to proceed.

Dates are **INCLUSIVE** – that is, both the Start Date and End Date are included in the Date Range. Remember, both the Start Date and End Date will be included in the output of the report function to which the Date Range relates.

## Sending Email

From most reports in Member Muster you have the option of contacting members either by email, regular mail, or by printing mailing labels.

To send email to members first select the names to receive the email message from the report windows, then click the **CONTINUE TO SEND EMAIL** button. After you click the **CONTINUE TO SEND EMAIL** button you will see the following window. Enter the subject and text for the email.

*The Member Muster Email Preparation Window*

The **COPY** and **CUT** buttons allow you to copy highlighted text from the email to the clipboard and then paste the copied text into other documents prepared with a word processor.

The **PASTE** button allows you to paste copied text from another document into the email.

The **UNDO** button allows you to undo changes.

The “**Select Email Address Show or No-Show**” box. In this box you may select whether to show the email addresses to all recipients or to hide the addresses on each message. The default condition is to hide all addresses, the same as using the Bcc option when sending an email. If you want all recipients to see the address of all other recipients you should check the button that says “Do Not Hide Email Addresses”.

You may add an Attachment to your email. Clicking the **ADD ATTACHMENT** button opens a file dialog where you can pick a file to be attached to the email. After you select the attachment you will see a new box showing the attachment names. When you are finished preparing the email click the **SEND EMAIL** button. The recipients’ addresses will be automatically added to the email before it is sent. A copy of each email will be sent to the address you have entered in your Post Control File.

#### **IMPORTANT NOTICE ABOUT EMAIL CARRIERS**

Although Member Muster allows you to send emails in one batch to as many members as you select, your Internet Service Provider (ISP) may have other ideas. Most ISPs have restrictions on the number of addresses and/or the size of emails. Check with your email carrier or ISP to find out what limitations they place on the number of emails sent at one time.

If you are restricted to a certain number of emails per each sending by your email carrier or ISP, Member Muster can automatically repackage your large emails into smaller packets for sending multiple times. This automatically gets around the number limitation.

Once you know the number limitation you should enter that number into the Post Control File. You may then send as many emails to any number of recipients in one batch without concern for limitations placed on you by your email carrier or ISP. (See the Post Control File Maintenance functions for instructions on how to set up the limitation work-around.)

## Using Mail Merge

Mail Merge allows you to select names from a report and then automatically send letters to each name selected. The letters are automatically generated using Word. Further details are included in this manual under the report headings where Mail Merge is available.

To use Mail Merge first select the names to receive the letters from the report on the screen. After selecting members to receive written letters click the **MAIL MERGE** button. Next you will see a window for preparing the letters to be merged and mailed. (See example on next page.) Enter the fields called for and the body of the text to insert into each letter. The selected names and addresses will be automatically inserted by Mail Merge into letters prepared in Microsoft WORD.

**Prepare Mail Merge Document**

*Complete the boxes below to create your letters for Mail Merge.  
Click "SEND TO WORD" to send your creation to WORD for merging with letters.*

Greeting:  (Default is "Dear")

Subject:  (Leave blank if no Subject Line)

Closing:  (Default is "Sincerely")

Signed:

Title:

Enclosure:

**Page Format Options**

USE LETTERHEAD PAPER (Check box if letters will print on letterhead paper.)

Select Line Spacing Option (Default is SINGLE)

SINGLE  
1.5  
DOUBLE

Enter the Text for this letter in the box to the right.

**Editing Buttons**

COPY CUT PASTE UNDO

Letter Body Text

CANCEL

SEND TO WORD

*The Mail Merge Window*

This is the standard Mail Merge window. Enter the Greeting, Subject, Signature Name, Title and Enclosure you want to show on the letters (if any). Then enter the text to use in the body of the letter. You may use the **COPY**, **CUT**, **PASTE**, and **UNDO** buttons in the same manner as with emails.

When the setup is complete click the **SEND TO WORD** button. The merged letters will be automatically prepared and will appear in WORD.

## Getting Started

Getting started with Member Muster is a three-step process. The first step installs the programs. Steps Two and Three are for setting up your Post Control File and the Membership Database.

### First Step – Install PostgreSQL and Member Muster

If you have not already completed installation of Member Muster you must do so before continuing with the following steps. For a guide to installing Member Muster see the “**Member Muster Installation Manual**” included in your Member Muster software shipment. (PostgreSQL is the database engine used by Member Muster. It was automatically installed on your computer during the installation process.) The following sections of this manual assume you have already installed Member Muster and are ready to run it for the first time.

Double click the Member Muster logo on our desktop to start Member Muster.

### Second Step – Create the Post Control File

**The Post Control File** contains static information and data about your Post. (Post Number, name, addresses, telephone, serial number, etc. ) **You must create and save the Post Control File before you can use Member Muster.**

You must create at least a minimum Post Control File before proceeding. The minimum Post Control File must contain data in all the fields marked with an asterisk. Other fields in the Post Control File, not marked with an asterisk are not required and can be completed at any time after starting Member Muster.

A unique serial number has been assigned to your copy of Member Muster. You can see this serial number by clicking on the Post Maintenance tab on the Main Menu. The number will appear at the bottom of the Post Maintenance submenu as “MM S/N nnnnn” where “nnnnn” is your unique serial number.

(See example and instructions continued on the next page.)

## The Post Control File

**Edit Post Control File**

**Use this Form to enter and maintain information about your Local Post.  
The Post Name, District, Department and Calculation data are all required.**

**You may change all information except the Post Number at any time.**

**Post ID Data**

Post Number	CA0077	Main Tel. No.	121-242-3523
Post Name *	Amber Hills Post	Alt. Tel. No.	456-546-7457
Address Line 1	242 Main Street	Fax No.	455-4474
Address Line 2		<b>Email Setup</b>	
City	Amber Hills	Post Email Address	don1pa@charter.net
State	California	SMTP Server	mail.charter.net
Zip Code	12345	Email Carrier Sending Limit	50

**\* Department Record Transmittal Data**

* District Name	16th	* Department	California
Total Cards Transmitted to Date:	0	Last Transmittal Number:	0
Name of Person Completing Report	George James, Adjutant		

**Tax ID Numbers**

Fed Tax ID Number	67-123456	State Tax ID Number	555-111222
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*IRS Tax Exemption Code Section 501(c)(19) American Legion Group Exemption Number (GEN) 0926*

**\* Data for Calculations**

* Current Fiscal Year	2014	* Current Annual Dues \$	40.00	* Per Capita Tax \$	28.50
* Dept Membership Goal	440	* Post CA0077 Membership Goal	550		

**CANCEL**  Entry boxes marked by \* are required entries. **SAVE** 

See the next page for detailed instructions about creating the Post Control File.

The first time you run Member Muster an empty ***Post Control File*** will automatically appear. *The Post Control File* is where all general information about the Post, such as Post Number, Name, Address, and other static information will be stored. *The Post Control File* must be created and saved before you can see the Main Menu and access the rest of Member Muster. After creating the *Post Control File*, and clicking the SAVE button, Member Muster will then automatically create the database structure needed to run Member Muster.

Required entries in the *Post Control File* are noted by an asterisk (\*) next to the item description. You will not be allowed to go further into Member Muster until at least all the required items have been completed. Items which are not required may be left blank and filled in at a later time.

Enter your Post Number now. Once you save the Control File your Post Number cannot be changed. You should enter your Post Number exactly as you want it to appear on all your reports, including the Department Record Transmittal Report. (Example: For Post 66 in California do not enter only "77". The correct entry would be, "CA0077", as in the example above.)

All entries, other than the Post Number, can be changed at any time. You may enter the name of your Post, or you may leave the name box with only the default name of, "American Legion Post".

### **Email Setup**

To setup the email you must register your email server in the *Post Control File*. This requires entering your Post's email address and SMTP (Simple Mail Transfer Protocol) Server in the boxes provided. To determine the correct entry for the SMTP Server look in your computer's email program setup. Usually, this will be either Microsoft Outlook or Mozilla Thunderbird. In *Microsoft Outlook* – Open the Tools item on the main menu, then select "Account Settings". Double click on the line where you see your email address. You will see a line labeled, "Outgoing Mail Server (SMTP)". Copy the entry in this box to the SMTP Server box in your *Post Control File*. (You can also ask your email provider.)

- In *Thunderbird* email – Open the Tools item on the main menu, then select "Account Settings". In the panel on the left side select "Server Settings". In the right hand panel you will see a line labeled "Server Name". Copy the entry in this box to the SMTP Server box in your Post Control File.

If your ISP or email carrier places a limit on the number of email addresses you can send in one batch enter the limit number in the box labeled, "Email Carrier Sending Limit". Member muster will then automatically repackage large emails into smaller packets to be sent separately which will avoid the limitation restriction.

### **Department Record Transmittal Data**

In the ***Department Record Transmittal Data*** box the Total Cards Transmitted and the Transmittal numbers will be automatically incremented and inserted into the Transmittal Report as each Transmittal

Report is printed. In the event that a Transmittal Report is canceled, or mistakes are made, you may override these incremented numbers by entering the correct number in the box. (*Hint: Always keep a printed copy of Transmittal reports as they are submitted.*) Also, entering the name of the person who makes the Transmittal Report will save the need to reenter it each time you submit a report. (This name will be automatically entered on each Transmittal Report.)

When you have finished entering data in the *Post Control File* click the **SAVE** button to save the Post file.

After saving the *Post Control File* the next step is to start entering member records. You may either do this manually, one record at a time, or by loading the complete list of your members – which you can download from the American Legion Headquarters web site. The fastest way is to load your Post's roster is to use the download from [mylegion.org](http://mylegion.org). (See *Installation of Downloaded Database* instructions under the next section of this manual.)

### **Third Step – Load Your Data**

As stated there are two ways to initially load your Post's data into Member Muster. You can either enter each member into the database manually (the hard, slow way to do it) or you can download your membership roster from the Officer Portal of the American Legion Headquarters web site and load all Members at once.

If you chose to enter your members manually you may skip to the next section, *Member Management*. The remainder of this Fourth Step is relevant only if you are loading your database from a downloaded CSV file.

#### *How to Load Your Database*

When you download the roster from the Headquarters web site you should save it in the Download Folder on your computer. When you select the menu option to install this roster into your database the installation program will automatically look for the downloaded file in your Download Folder. (See the "*Installation of Downloaded Database*" window example later in this manual.)

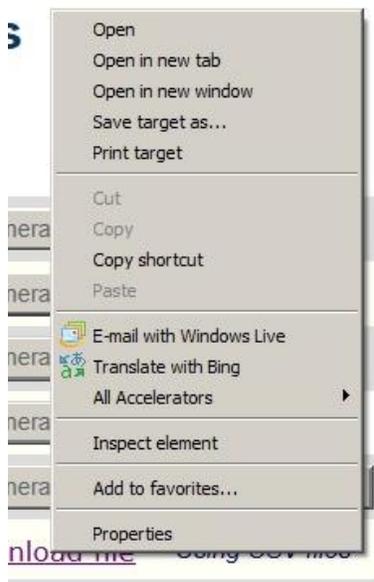
In addition to the data contained in the downloaded roster Member Muster has information fields available for a member's Nickname, Spouse, and Gender. These fields may not be contained in the roster available for download from the Headquarters web site. If you use the download method to establish your initial database the Gender of each member will default to "Male", the Nickname and Spouse fields will be left blank. You will need to change the Gender box in the Member Record for each female member.

## How To Download Your Roster

Easy steps for setting up using the download of your roster:

1. Go to the Officer Portal of the Headquarters web site.
2. Login, then click the DOWNLOADS tab at the top of the page.
3. Click the Accept button to proceed.
4. Click the "[Membership Reports and Files](#)" line.
5. Go down to the line labeled, "All Members LGN CSV File:" and click the button that says, "Download CSV".

**If you are using Explorer** as your web browser RIGHT CLICK where it says, "download file". The following drop down menu will appear.



Click, "Save target as . . ." to save the downloaded file.

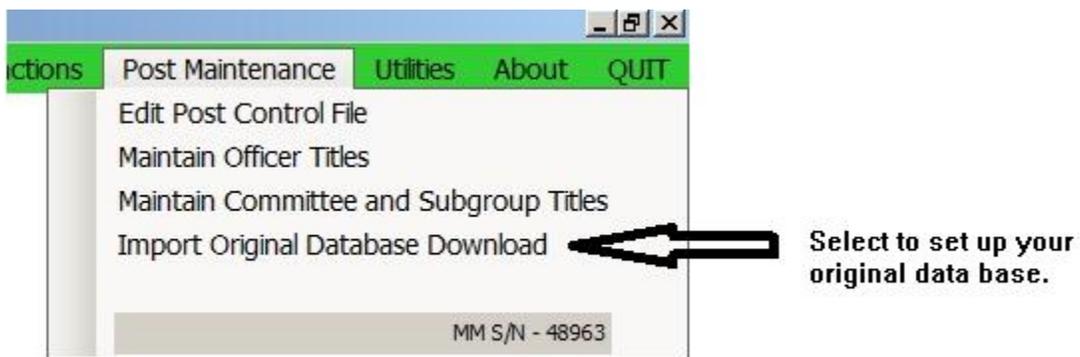
**If you are using Firefox or Chrome** as your browser LEFT CLICK where it says, "download file". When the roster appears click the Firefox File menu at the top of your screen or, the Google Chrome Tools item and select "Save File As...".

**Do Not** edit or make any changes to the downloaded file. Save the download exactly as it comes to your computer. When you load the file into Member Muster any formatting changes required will be automatically made by Member Muster.

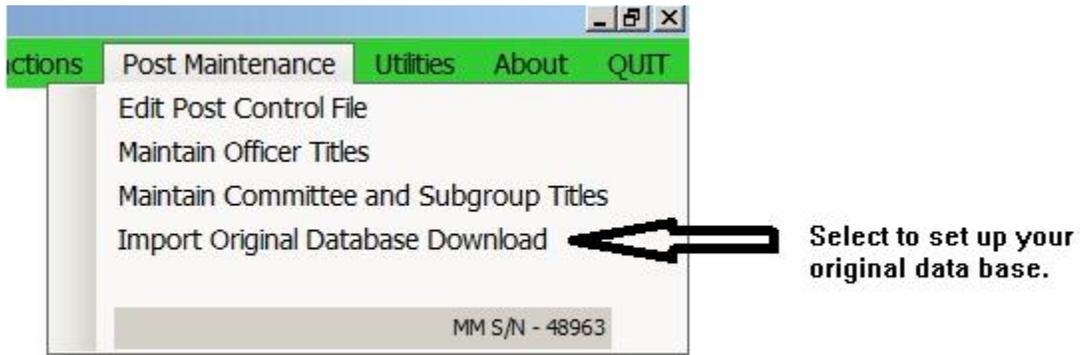
You will use the downloaded file only once to accomplish your original database setup. Once the downloaded file has been successfully loaded into Member Muster you may delete the downloaded file.

After you have downloaded and saved your Post's membership roster you are ready to load your database with the Post's roster. Go to the *Post Maintenance* menu on the *Main Menu* to load the member table into Member Muster (See Step 6 below).

6. Start Member Muster and select the "Post Maintenance" tab on the Main Menu. (See picture below) *Note: This step assumes you have already created your Post Control File. If you have not completed the Post Control File you must do so before you can access the Main Menu and the "Post Maintenance" function.*
7. On the Post Maintenance drop down menu select, "Import Original Database Download". (See picture below)
8. The "SELECT FILE TO LOAD" window now appears. Click the "Select List" button.
9. Select the roster file you downloaded from Headquarters (MyLegion.org) and click OPEN.
10. Next, click the "Import List" button when it appears. You will see a message on your screen telling you the database is loaded and the number of members loaded.
11. Your membership database is now loaded and you are ready to go. (See the rest of this Manual for further instructions on using Member Muster.)



## Installing Your Downloaded Database



### Import Database for Original Setup

To Setup Your Database for the First Time Select:

**Main Menu → Post Maintenance → Import Original Database Download**

This selection will allow you to establish your original database using the roster file you downloaded from the American Legion Headquarters website. Your entire membership roster, as Headquarters has it, will be installed into your local Member Muster database file. (This will be accomplished in a matter of a few seconds, or less, as opposed to the very long, time consuming, and error prone process of manually entering each member.) The import program will automatically look for the downloaded .CSV file in your Download Folder. If you saved it in a different folder change to that folder and click the name of the downloaded file.

The "Import Original Database Download" menu selection is available ONLY BEFORE you have first installed the downloaded version of your Legion Database. Once you have completed installation of the downloaded Database this menu selection will no longer be available. After importing the downloaded roster you must then use the "Add New Member" selection under *Member Management* on the Main Menu to add additional members to the database.

*Note: If you select "Import Original Database Download" but do not complete the Import you must exit Member Muster and then restart Member Muster to make this menu option available again.*

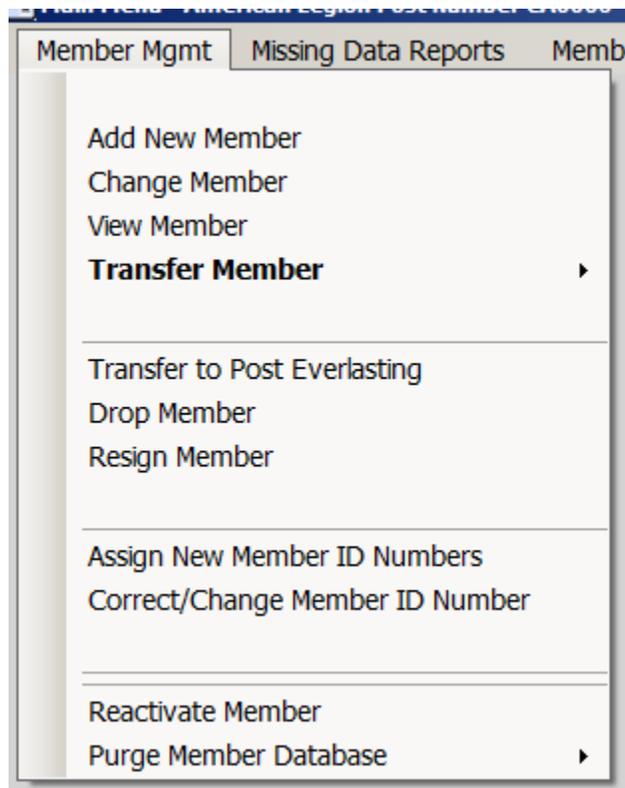
It is a good idea to make a backup of your database immediately after you have installed the downloaded roster. To do this select "Back Up Database To .CSV File" under the Utilities menu.

Note your unique serial number at the bottom of this submenu. (Example: MM S/N – 48963)

## Member Management Functions

The Member Management selection menu is shown on the next page. It is the first selection on the left side of the Main Menu. From this menu you can select all the functions for managing the membership records in the Member Muster Database. You may add new members, change existing member records, view records, transfer members IN and OUT, and correct Member Records etc. This is the menu you will probably use most frequently.

To Access the Member Mgmt Menu Select: **Main Menu** → **Member Mgmt**



Member Management Menu

Each Member Management function is described in the following sections.

## Add New Member

To Add a New Member Select:

**Main Menu** → **Member Mgmt** → **Add New Member**

The **Standard Member Information Form** will appear.

### Standard Member Information Form

This is the **Standard Member Information Form**. All items that pertain to a member will be entered or checked on this form. It is the basis for all information contained in the membership database. Each time you make an entry or change to a member's record you will use this form.

Most fields (a "field" is a box which can contain information) are obvious and self-explanatory. To type

The screenshot shows the 'American Legion Member Maintenance' application window. The main title is 'ADD NEW MEMBER'. At the top, there are fields for 'Recruiter' (with a 'See List' button) and 'Temporary Member ID' (containing '8905'). Below this are fields for 'Title' (a dropdown), '\* First Name', 'MI', '\* Last Name', 'Suffix', and 'Nickname'. The address section includes 'Address 1', 'Address 2', 'City', 'State' (a dropdown set to 'CA'), and 'Zip'. Contact information includes 'Res Phone', 'Alt Phone', 'Email', and 'Emergency Contact'. There are also fields for 'DOB' (with a 'Calendar' button), 'Member Since Fiscal Year' (set to '2016'), 'Fiscal Years Member' (set to '1'), and 'Spouse'. A 'Committee and Subgroup Assignments' section has an 'ADD' button and a 'REMOVE' button. A 'Comments' text area is also present. The 'MEMBERSHIP DATA' section includes 'Date Joined' (set to '08/30/2015' with a 'Calendar' button), 'Dues Payment Status' (set to 'CURRENT'), 'Current Dues Paid Date' (set to '08/30/2015' with a 'Calendar' button), 'Prior Year Dues Paid Date', and 'Payment Days Late' (set to '0'). It also has checkboxes for 'PUFL Status' (PUFL and HLM), 'Check if Current Post Officer', 'Membership Card Mailed', 'Post Newsletter', 'DD214 On File' (with an 'Add DD214' button), and 'Photo On File' (with an 'Add Photo' button). The 'Service' section has radio buttons for 'Army', 'Marines' (selected), 'Navy', 'Air Force', 'Coast Guard', 'Other', and 'Unknown'. The 'Service Era' section has radio buttons for 'WWII', 'Korea', 'Vietnam', 'Lebanon/Grenada', 'Panama', 'Gulf', and 'Unknown'. The 'Gender' section has radio buttons for 'Male' and 'Female', and a 'Check if Active Duty' checkbox. At the bottom, there are 'CANCEL' and 'SAVE' buttons, and a red asterisk note: '\* Denotes a required entry.'

### Standard Member Information Form

an entry into any box, select the box by moving the mouse into the box and then click to start typing. You may also use the Tab key to move from one field to the next. Where there are check boxes or buttons just click the button. Any item which is required has an asterisk denoting that it is a required entry. The only required items are the first and last names, and you must check a Gender.

## Fields on the Standard Member Information Form

Although most entry fields are intuitive and self-explanatory some items deserve special attention or an explanation. See the following for details.

- 1. Temporary Member ID:** – Each member number must be unique. A New Member will be automatically assigned a temporary 3 or 4 digit number which will control the member's record until such time as a permanent ID number is assigned. Most reports list members showing their ID number. By using a 3 or 4 digit number new members which do not have a permanent ID stand out and are easily identified on listings. When a permanent ID number is assigned you may replace the temporary number. Duplicate member numbers are not allowed.
- 2. Recruiter:** – Use this box to add the name of the recruiter to the member's record. You may not type the recruiter's name. To enter a recruiter's name you must click the button labeled "See List" to select a name from the roster of members.
- 3. Committee Interests and Comments:** Use this block to record members' interest in serving on a committee and to assign members to committees. The list of committees available in the Post must be created and maintained in the Post Control File. A member may not be assigned to a committee until the member's record has been created and saved. To add a committee to a member's record click the ADD button to see a list of available committees. Then select the committee name by clicking on it. It will be added to the member's record. To remove a committee from a member's record click the REMOVE button then click the committee name.
- 4. Comments:** This field is free form and you may enter any data which you want to associate with this member.
- 5. MEMBERSHIP DATA FIELDS:** Data boxes in this section are used to store information about dues, member history and actions. When you create a new member the dates in these boxes default to the current date. You may either change these dates or you may accept the default date. To change a date either type a new date in the box or click the Calendar button to pick a date which will then automatically appear in the box. (When typing a date in Member Muster you may type it any format that is reasonable for a date and Member Muster will automatically rearrange it to the proper format.) If you change the date in the Date Joined box the date in the Date Paid box will automatically change to the same date as the Date Joined. If this is not correct you can change the Date Paid box.

**Important! -- Be sure to check the PUFL box, or the HLM box, or both, if this dues status pertains to that member.** Failure to check the PUFL box will cause a PUFL member to be included in calculating annual dues payable. (PUFL is not likely for a new member but you should always be aware of the effect of checking the PUFL box.)

6. If the member is a **Post Officer** check this box. You will be able to select an Officer Title from the Post Officer List. The list of Officer Titles available must be created and maintained in the Post Control File. Select the correct officer title and click the ADD button to assign this member to that officer position. Members can be assigned to more than one office. Uncheck the box to remove the Officer Title from a member.
7. **Service** – click the button indicating the member’s branch of Service. Each time you access a member’s record it will appear with a color background matching the color for that service. The member’s service is also needed for report generation by the program.
8. **Service Era** – click the appropriate era for each member. The member’s Service Era is needed for report generation by the program.
9. The check boxes for “*Membership Card Mailed*” and “*Post News Letter*” are intended only as reminders for you. They do not create any action nor do they affect the database. You may want to use these check boxes only to keep track of these actions.
10. **Add Photo** and **Add DD214** – Clicking these buttons will allow you to add a photo or a DD214 image to the member’s record. A digital photo or scanned DD214 image must be stored in your computer before you can add them to the member record. Clicking either button starts your search in the “*My Pictures*” folder. Work your way through these folders until you find the folder with the image you want to add. Select the photo or DD214 and then click the **OPEN** button. The image will be copied to the Member Muster photo or DD214 gallery. Once the image is added the ADD button will change to the VIEW button. You will also see a DELETE button which will allow you to remove the image from the member’s record.

If you do not want to store the actual/redacted copy in Member Muster just create a document image with a statement similar to, “Stored in Safe”, or use some photo, like a safe photo, or other picture, and import it through the DD214 box.

**Note:** Photos and scanned DD214s must be in the JPEG (.jpg) format. Member Muster displays the photo in a square box. When taking photos to include in member records, you should attempt to stage the original photo as closely as possible to this square format. DD214s are displayed in a rectangular box approximating a letter size document.

11. **Check if Active Duty** – Check this box if the member is on Active Duty. As a convenience and reminder for paying dues if your Post has a policy of paying dues for Active Duty members, Active Duty members will appear at the beginning of the Dues Payment list – just below the HLM members. If you do not have such a policy (i.e. paying dues for Active Duty) just mark the Active Duty member as paid when their dues payment is received.

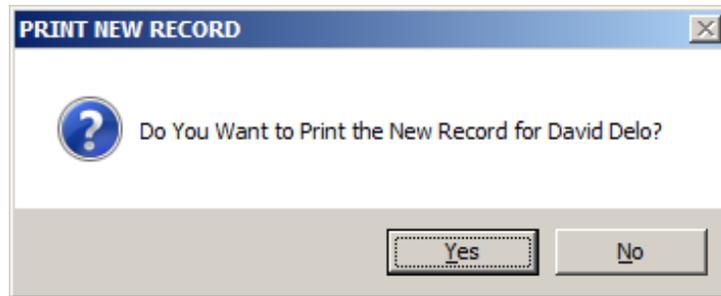
Telephone Note: Numbers entered into the Res Phone box will be automatically formatted to US style either with or without the area code. The box for Alt Phone is completely free style and can hold up to 20 characters – numbers, letters, or special characters. Alt Phone is **not** automatically formatted. Use this box for non-US numbers.

When you have completed the information for a member click the **SAVE** button and the member's data will be added to the database.

Click the **CANCEL** button if you do not want to save the record you have created.

### Print New Member Records

After clicking **SAVE** you may immediately print the new member's record.



Click **Yes** if you want to print the new record at this time. Click **No** to exit the New Member entry mode.

### Change Member

To Change a Member Select: **Main Menu** → **Member Mgmt** → **Change Member**

Selecting the *Change Member* option allows you to change any information about a member except the ID number.

After selecting the *Change Member* option the *Find Member* window will appear. To search for a member record enter **EITHER** the last name, phone number, zip code or Member ID Number and click the **FIND** button.

**Note: This same Find Member window will be used to initiate all attempts to find a member's record for any purpose. It will be your key to locating and seeing any member's record.**

**Find Member Window**

If there is more than one member meeting your search criteria you will see a series of pop-up windows allowing you to see each possibility until you find the correct record. When you find and accept the member record you are searching for the *Standard Member Information Form* will appear. You may then change the record. Click the **SAVE** button to save the changes. Click the CANCEL button if you do not want to save the changes.

### **View/Print Member**

To View (but not change) a Member Select: **Main Menu** → **Member Mgmt** → **View Member**  
*View Member* works the same as Change Member except you may not make any changes to the record. This is a safe way to see a record without the risk of accidentally making an incorrect change.

You may also print a summary of the Member's Record from this window. Any data field in the Member Record which is blank will have a blank line when it prints. *Suggestion: Use this printed record to obtain missing data for a member.* Send or give the printed form to the member to complete the missing data fields. Then use the completed form to update the Member's Record. (It makes a good stuffer to send with dues notices.)

## Transfer Member

Use *Transfer Member* when transferring members from another Post into your Post, or to transfer a member from your Post out to another Post.

### Transfer IN

To Transfer a new (or existing) Member INTO Your Post Select:

**Main Menu** → **Member Mgmt** → **Transfer Member** → **Transfer In**

The process of transferring a member into your Post is the same as Adding a New Member with two exceptions. You must enter the new member's ID number and the Post Number from which you are receiving the new member. Dues for incoming transfers are assumed to be paid up. If the transferee must still pay dues click the Calendar button to enter a date when dues were paid. This will cause the dues payment to be reflected in the Transmittal report. Click the **SAVE** button to complete the transfer action and save the new member record. Click **CANCEL** to cancel the transfer.

### Transfer OUT

To Transfer an existing Member OUT of Your Post Select:

**Main Menu** → **Member Mgmt** → **Transfer Member** → **Transfer Out**

Use this option to remove the member's record from your database when the member is transferring out to another Post. After selecting this option the *Find Member* window will appear allowing you to search for the member's record. After you find and accept the correct member the member's *Standard Member Information Form* will appear. Click the **TRANSFER OUT** button to complete the transfer action. Click **CANCEL** to cancel the transfer.

## Reactivate Member

To Reactivate a Member Select: **Main Menu** → **Member Mgmt** → **Reactivate Member**

A member who has either been dropped or has resigned is retained in the database and is flagged as inactive. Occasionally an inactive member will decide to become active again. *Reactivate Member* allows you to reinstate the member without the need to complete a new *Standard Member Information Form* by resetting the member record to the same state it was when the member became inactive.

When you select *Reactivate Member* you will first need to use the *Find Member* window to pull up the inactive member's record. When the record appears the "Transfer From Post" box will contain a word indicating why the member was flagged as inactive. This is for your information only and serves no purpose in the Reactivation process. You may make any changes necessary at this time. When you are satisfied with the data on the record click the **SAVE** button to save the reactivated record. Click **CANCEL** to cancel the reactivation.

## Removing Members from the Database

*(Members are either Active or Inactive. Removing a Member from the Database moves the Member from Active status to Inactive status. Changing a Member's status to Inactive does not actually remove the Member data from the database. Only the Active or Inactive status is changed. To make a member Inactive the member's record is simply flagged as "Inactive" in the database.)*

*(In the case where a member is to be removed from active status to inactive you will use the Find Member window to pull up the member's record before changing the status. It is assumed you are now familiar with Find Member from reading the preceding sections and it will not be discussed further for each of the menu options where it is used.)*

### Transfer to Post Everlasting

To Record the Passing of a Member Select:

**Main Menu → Member Mgmt → Transfer to Post Everlasting**

Open the member record using *Find Member*. In the box at the bottom of the screen enter the date of death. You may also click the **Calendar** button and select the date to be inserted in the box. If you do not make an entry in this box the date of death will automatically be recorded as today's date. Click the **DECEASED** button to save the record. Click **CANCEL** to leave the record unchanged.

A report of deceased members is available and may be printed any time.

### Drop Member

To Drop a Member from active status Select: **Main Menu → Member Mgmt → Drop Member**

Use the *Drop Member* function to remove members from active status involuntarily. This usually is a member who has defaulted on dues payment for an extended time or is to be involuntarily placed on inactive status for some other reason.

### Resign Member

To Record a Member's Resignation Select: **Main Menu → Member Mgmt → Resign Member**

Use the *Resign Member* function to remove members from active status to inactive when the member has requested to either become inactive or quit the Legion.

## Member ID Number Changes

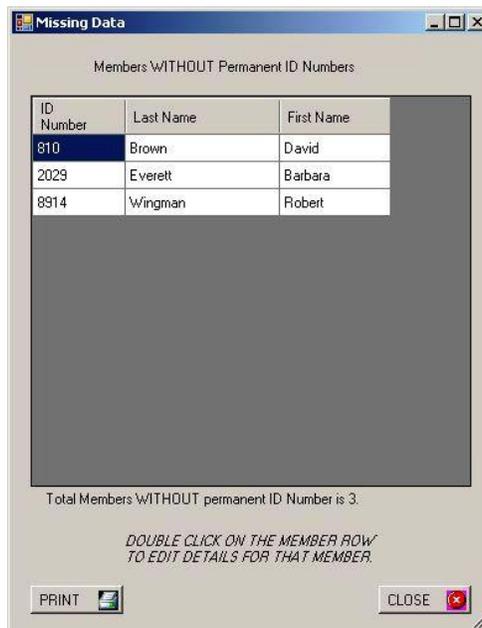
Member ID Numbers are permanent and you normally may not change an ID Number. However, there are two exceptions to this rule as you will see on the Member Management menu. First, you must change the temporary ID for a new member after the Member's permanent number has been assigned. Second, you may correct a wrong entry for an ID number.

### Assign New Member ID Numbers

To Assign a New Member a Permanent ID Number Select:

**Main Menu** → **Member Mgmt** → **Assign New Member ID Numbers**

New members are automatically assigned a four digit temporary ID number. Use this function to replace a new member's temporary ID number with the permanent number after it is assigned by Headquarters. When the permanent ID number is available the member's temporary number must be replaced with the new permanent ID number.



#### New Member List

When you select *Assign New Member ID Numbers* the Missing Data list will appear showing the names of new members without a permanent ID number. (See the New Member List above.)

Note that the list window includes instructions for how to proceed to the *Standard Member Information Form* where you may replace the temporary ID number with the new permanent ID number. Only the ID number may be replaced on the record at this time. (You cannot edit other member data at the same time as you change the number.) Enter the new number. Click **SAVE** when you are finished.

## Correct/Change Member ID Number

To Record a Member's Resignation Select:

**Main Menu → Member Mgmt → Correct/Change Member ID Number**

Although Member ID Numbers are permanent that does not mean they cannot be changed. It is possible that mistakes were made in entering or obtaining the permanent ID numbers and this option provides a means of changing the incorrect number.

After using Find Member to locate the record you want to change you will see the *Standard Member Information Form* will appear and you may access the number box to enter the correct number. Enter the new number. Click **SAVE** when you are finished.

## Reactivate Member

If a past member has not been permanently removed from the database, (using the Purge Member Database function – see *Purge Member Database* below), use this selection to reinstate the Member. You will not need to reenter all data about the member.

## Purge Member Database

Member records are flagged as Inactive when dropped, resigned, or deceased. The record is not actually removed from the database. Eventually this can result in storage of a large number of records that are not needed. The *Purge Member Database* option provides a method for permanently removing these records from the database. It is up to you to determine when records should be purged. Use this function as you feel necessary. Once records are purged they are completely gone, no longer exist, and may not be Reactivated (see Reactivate above).

### Remove Deceased Members

To *Permanently* remove a Deceased Record Select:

**Main Menu → Member Mgmt → Remove Deceased Member**

### Remove Inactive Members

To *Permanently* remove an Inactive Record Select:

**Main Menu → Member Mgmt → Remove Inactive Member**

## Member Muster Reporting Functions

Reports are easily and quickly produced by selecting the category of report you want from the Report menu and then clicking on the Report name. Some reports require you to select a qualifier for the report (such as, a report selecting members by branch of service would ask you to select from a list of service branches, new member reports require you to enter the date range for selecting new members).

Most reports are automatically sorted in alphabetical order (last name, first name). However, you can change the sort order of any report by clicking on any column heading of the data you want to sort by.

Some reports allow you to click on a member name and be linked directly to that member's record to make changes.

A standard feature of most reports is a **PRINT** button. Clicking the **PRINT** button will bring up the standard Windows Print Dialog and send the report to your printer. You may select which printer to use and set options for the printer such as manual feed and number of copies. Where appropriate you may also link directly to email, print mailing labels, and select members for mail-merge.

Three main categories of reports are available: *Missing Data Reports*, *Membership Reports*, and *Quick Counts*. (*Quick Counts* do not offer a Print option.) Each category is described on the following pages.

### Missing Data Reports



Missing Data Reports Menu

The *Missing Data Report* is intended as an aid in determining what is needed to keep your records complete and up-to-date. It is the second selection at the top left side of the Main Menu.

This Missing Data menu appears when you *select Missing Data Reports* from the Main Menu. Click on any topic line in the menu to see a list of members missing the data item you selected. When the list appears you can double click any name and that member's record will appear in the EDIT mode, ready to accept any changes you need to make. You also have the option to print the Missing Data Report.

## Membership Reports

This is the business end of the stick! Membership Reports provide the answers to questions about what kind of members you have, where and when they served, how to communicate with them, and who they are. These reports draw from the entire member database and are available instantly on demand.

*Member Reports* also allow the Post to keep track of members dues paid and unpaid.

All reports generated are first visible on your monitor screen. Some reports allow you to link directly to a Member's record. Others allow you to select members and to send email to those members. You may also send letters to members using mail-merge or you may print mailing labels.

Reports are normally prepared for listing in alphabetical order. You may change the order of the listing in each report as it appears on the screen. Each report is presented in ascending order based on the first column of data. However, you can easily rearrange the order of the report based on a different column's data. All column reports allow you to resort the entire report by placing the mouse pointer on a column head and then clicking once. (Try it!) On the first click the report will be resorted in ascending order (small to large) based on the column you selected. If you want to see the list sorted in descending order (large to small) click a second time on the same column head.

To print mailing labels first select the members you want then click the MAILING LABELS button. Labels can be printed using either continuous sheet feed, or manual feed.

You may also print a hard copy of reports by clicking on the **PRINT** button.

Region Post Number CA0077

Data Reports    Membership Reports    Quick Counts

- Complete Member Data List
- Complete Member Contact List
- Members Email Contact List
- Members Without Email Contact List
- Members Branch of Service List
- Members Era List
- PUFL Member List
- HLM Member List
- Post Officer List
- New Members List
- New Member Recruiter Summary ▶
- Committee Assignments ▶
- Member Birthdays ▶
- Active Duty Members

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- Paid Dues Report
- Unpaid Dues Report
- Email Dues Reminders
- Postal Mail Dues Reminders

---

- List Resigned/Dropped Members
- List Deceased Members

---

- Demographic Summary Report
- Demographic Age Spread
- Monthly Membership Report

### Membership Reports Menu

A brief description of each report is on the following pages. The best way to familiarize yourself with each reporting option is to click the report name and run each report. In each case you can first see the report on the screen without the need to print it. Clicking on the column headings in each report will rearrange the report sorted by the contents of that column. Click the **PRINT** button to print the report.

## Complete Member List

The Complete Member List summarizes the main fields of information for each member in 23 columns. Each line is one member. While viewing the report you may change a Member's record by Double Clicking on the line for that member. When you return to the List the selected member line will be in the middle of the list window.

You may print the record for one or more members by clicking on the line for the member. To select a member, or several members you have three options.

1. To select a single record to print click on that record.
2. To select a contiguous number of member records (example, select all from number 7 through 33) click the mouse pointer on the first line you want (7). Hold down the Shift key and click on the last line you want to include in the printed report (33).
3. To select more than one member, but not in contiguous lines, select each individual member line while holding down the Ctrl key.

Then click the "**PRINT SELECTIONS**" button.

After clicking the "**PRINT SELECTIONS**" button you will be able to review each member's data summary on the screen by clicking the NEXT MBR an PREVIOUS MBR buttons to go through the entire selected list. You may click the "**PRINT MEMBER DATA SUMMARY**" button at any time to send the selections to your printer. A single page will print for each member. (If you only want the record for one member, only select one member.)

## Complete Member Contact List

The Member Contact List provides a listing of all members and how to contact them by mail, email, or telephone. Buttons at the bottom of the page allow you to select members to receive email, letters generated in Word through mail-merge, or print mailing labels.

You may print the entire list directly or save a shortened version (Short List). The Short List will be saved in the Report Folder, where it can be accessed by using your word processing software. To open the saved Short List select the *Open Report File* option under the *Utilities* menu. The Short List contains names, telephone, and email only. You can also generate and print mailing labels or use mail merge to create letters to the members you select.

## Member Email Contact List

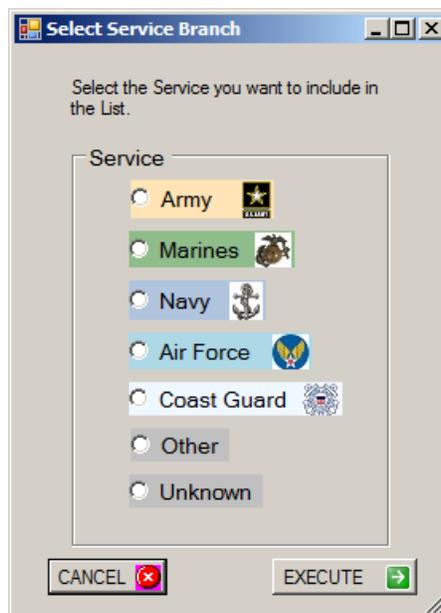
The Member Email Contact List shows all members who have an email contact in their record. The list shows Names, Email address, Phone, and Dues payment status. (Compare to the “Email Dues Reminders” which shows the same data but only lists members who are UNPAID.) You may select and send email to any single member, several members, or all members by using the Ctrl and/or Shift key and the mouse to select intended recipients. You can add attachments to an email and use the Cut, Copy, and Paste options to manipulate text. A hard copy of the email recipient list can be printed. (Note: The size and number of emails that can be sent in one batch may be limited by your email carrier. See the Post Control File instructions about how to automatically repackage your large emails into small batches to work around this artificial limitation.)

## Members Without Email Contact List

This list is similar to the Complete Member Contact List except it does not contain member’s email addresses. This list may be used to identify and send regular mail to members who do not have email. You can generate and print mailing labels or use mail merge to create letters to the members you select.

## Members by Service List

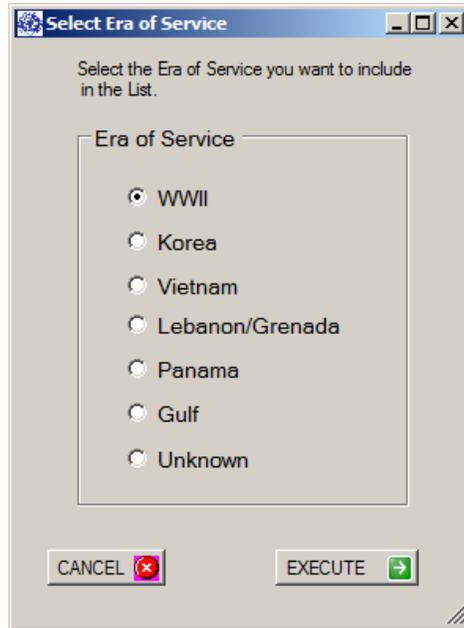
This listing allows you to generate lists for members from each service. Select the service you want to list and click the **EXECUTE** button.



The Service list will be immediately generated and will show the member name, Service branch, era, and years as a member. The list may be printed. You may select members from the list to receive emails.

### Members by Era List

This listing allows you to generate lists for members from each era. Select the era you want to list and click the **EXECUTE** button.



The list generated shows the member name, service, era, and years as a member. The list may be printed. You may select members from the list to receive emails.

### PUFL and HLM Member Lists

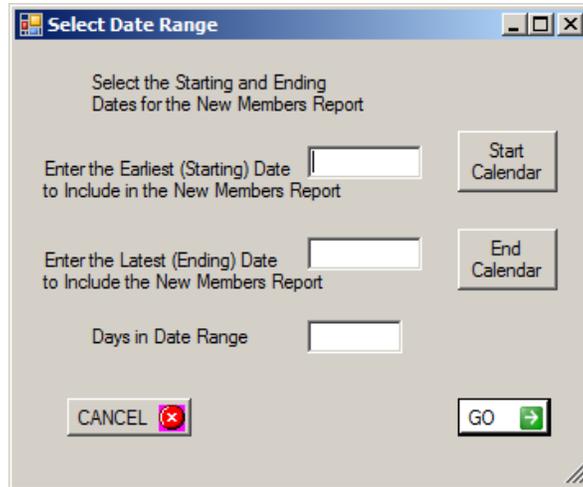
These reports show all the PUFL and HLM members. The lists may be printed.

### Post Officer List

The Post Officer List provides the contact information for each officer of the Post. (Data Fields: Officer Title, Name, Phone, Cell, Complete Address, and Email.) The list is generated from the Officer Title data contained in each Member's Record. To be included in this report the Current Officer box on the Member's record window must be checked. Be sure to update the Member Records each time the Officer roster changes. The list may be printed and email can be sent directly to each individual.

## New Member List

This option will produce a list of new members who joined during a specified data range. First, you will see the Date Range Selection screen. (Described in the “Date Range Selection” section of this manual.)



Enter the Date Range for which you want to see who the new members were. (Remember, the Start and End dates are 'Inclusive'. They will be included in the Range the report covers.)

When you have selected the dates click the **GO** button. The report will appear on the screen and you may Print a copy or close the window. You may also select to send letters to new members using Mail Merge or to print Mailing Labels.

## New Member Recruiter Summary

This report lists new members recruited during any period of the year and who has recruited each new member. There are two sub-menus available for reporting recruiter activity.

*Summarize Recruitments by Period* – This report option covers a range of dates and prepares a list of new members sorted by recruiter name. The second ranks and summarizes the total number of recruitments by each member during the current fiscal year.

*YTD Cumulative Recruiter Totals* – This option prepares a list showing each recruiter and the total recruitments Year-To-Date (July 1 through the current date).

## Committee Assignments

There are two sub-menus available for reporting Committee members. You may print the list and you may also send email to any or all members listed directly from the list window.

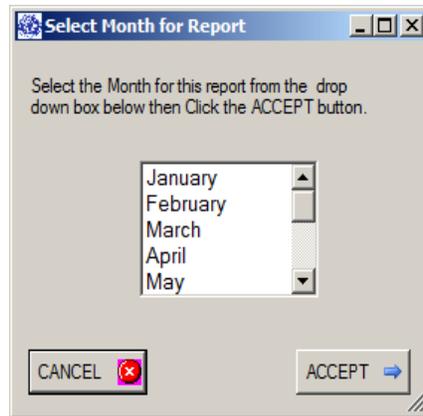
*All Committees* – This option prepares a list showing all members currently assigned to all committees.

*Select Committee* – This option allows you to select a single committee and see the members assigned to the committee.

## Member Birthdays

There are two sub-menus available under the birthday menu option.

*By Month* – Use this to obtain a list of Member birthdays by month. First select the month to query.



The list shows Name, Service, Era, Age, DOB, Spouse, and Years as Member for each Member with a birthday in the month you selected. You may use email to select and send birthday greetings to the members on the list. The list may also be printed.

*By Age Order* – This option will produce a list of all members, sorted by their age (oldest to youngest).

## Active Duty Members

Produces a list of members whose record has the Active Duty box checked.

## Paid Dues Report

The format for the Paid Dues Report is the same as the Complete Member List. However, this report lists *only* Members whose dues are paid *current*. You may print a summary sheet for one or all members on the list. You may also directly access Members Records to make changes.

## Unpaid Dues Report

This report provides a list of member who have not paid their dues. The report shows the ID Number, Name, Telephone, Email, Member Since, Gender, and the date of the last dues payment received from the Member. The list includes both members with email and members who do not have email. The report may be printed. The next two Dues selections allow Members to be selected for receiving email reminders, mail merge reminders, or for printing mailing labels.

### Email Dues Reminders

Use this listing to send email dues payment reminders to Unpaid Members who have email. Members who do not have email will not appear on this list. The list shows Name, Email, Phone, and Payment Status (all UNPAID). You may select one or multiple Members to receive the reminder notes.

### Postal Mail Dues Reminders

This option lists members who are delinquent but have no email. You may select members from this list to receive a regular mailed letter using mail merge or for printing mailing labels.

### List Resigned/Dropped Members

Produces a list of Members who have either Resigned, been Dropped, or Transferred Out and the date for each action. You may purge member names from the list by selecting the name (or names) and clicking the **DELETE** button.

### List Deceased Members

Produces a list of Members transferred to Post Everlasting and the date of the final transfer. You may purge member names from the list by selecting the name (or names) and clicking the **DELETE** button.

### Demographic Summary Report

**American Legion Post Number CA0077  
Demographic Summary Report  
As Of Thursday, November 27, 2014**

Branch of Service	Count	Percent
Army	280	50.2 %
Marines	56	10.0 %
Navy	137	24.6 %
Air Force	66	11.8 %
Coast Guard	10	1.8 %
Other	3	0.5 %
Unknown	6	1.1 %

Era Of Service	Count	Percent
WWII	94	16.8 %
Korea	128	22.9 %
Vietnam	248	44.4 %
Lebanon/Grenada	15	2.7 %
Panama	8	1.4 %
Persian Gulf	63	11.3 %
Unknown	2	0.4 %

Gender	Count	Percent
Male	530	95.0 %
Female	28	5.0 %

**Total Active Members 558**

PRINT CANCEL

The Demographic Summary Report produces a total summary of each Service, Era, and Gender. It may be viewed on the window and printed.

Click the **PRINT** button to send the report image directly to your printer.

### Demographic Age Spread

Group	Age Range	Member Count
1	Under 25	2
2	25 to 35	13
3	35 to 45	9
4	45 to 55	28
5	55 to 65	56
6	65 to 75	181
7	75 to 85	130
8	85 to 95	112
9	Over 95	9

Total Count 540

The Demographic Age Spread produces a breakdown of different age groups which comprise the Post membership. It is useful in determining how well the Post keeping up with the ever-changing age profile of new veterans.

### Monthly Membership Report

The Monthly Membership Report provides a comprehensive summary of membership activity for a designated period. Before creating the report you must select the period to cover in the report. You may generate the report for any period needed as often as needed.

When selecting the dates to include in the report note that the dates you select are “inclusive”, that is activity on both the start date and end date will be included in the report. The 'year-to-date' start date is always July 1 of the current calendar year. (The current calendar year is calculated from the current

fiscal year as set in the Post Control File. So make sure your *Post Control File* shows the correct fiscal year.)

When selecting the dates to include in the report note that the dates you select are “inclusive”, that is activity on both the start date and end date will be included in the report. The 'year-to-date' start date is always July 1 of the current calendar year. (The current calendar year is calculated from the current fiscal year as set in the Post Control File. So make sure your *Post Control File* shows the correct fiscal year.)

Post Number CA0066 Monthly Statistical Report

Statistical Report for last  days. Period Start Date

During Month of September, 2015 Period End Date

**Total Assigned Members 562**

PUFL Only Members 73  
 PUFL/HLM Members 3  
 HLM Members 8

Total Paid for Life Members 84  
 Other Paid Members 426

**Total Paid Current Members 510** Unpaid Members 52

California Dept. Goal 440 Dept. Goal Attained 115.91 %  
 Post Number CA0066 Goal 600 Post Goal Attained 85.00 %

**Percent Assigned Membership Paid Current 90.75 %**

	Selected Period	Fiscal Year to Period End
New Members	3	9
Transfer IN	0	4
Transfer OUT	0	1
Post Everlasting	1	4
Resigned	2	3
Dropped	0	0
<b>Net Change</b>	<b>0</b>	<b>5</b>

Members with Email 396 70.46 %

Missing Data

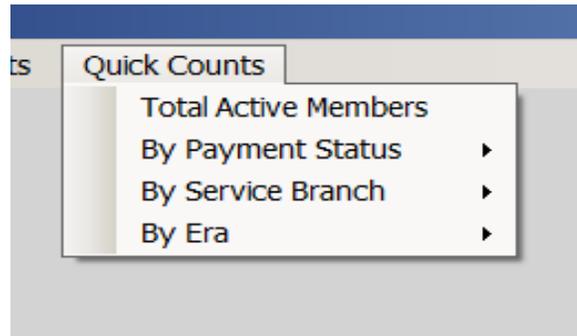
No Current Address	0	0.0 %	No DOB	6	1.1 %
No Current Phone	14	2.5 %	No Service	3	0.5 %
No Email Address	166	29.5 %	No Era	0	0.0 %

PRINT CANCEL

Monthly Membership Report

Click the **PRINT** button to send the report image directly to your printer.

## Quick Counts



The Quick Count Menu

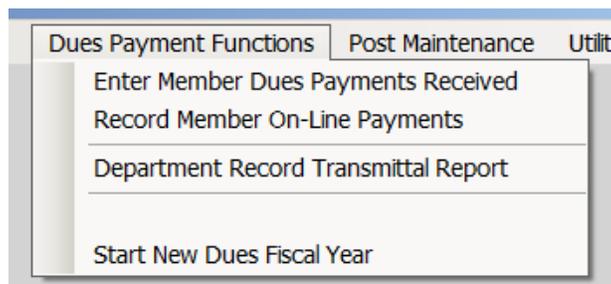
Quick Counts are designed to give a “Quick” summary of membership data. Quick Counts query the Member Muster database for total numbers of member categories and then give you a quick answer on the screen only – printing is not available for Quick Counts. When you select a menu item a popup sub-menu will appear allowing you to select the criteria for the query.

The best way to understand Quick Counts is to simply try each one. No further discussion is included in this manual.

## Dues Payment Functions

Member Muster breaks the dues payment process into two parts: recording the payment of dues, and preparation of the Department Transmittal Report.

Local dues payments are payments made directly to your Post. Dues paid locally must be reported on the Department Transmittal report. Dues paid On-Line must NOT be included on the Department Transmittal Report. Preparation of the Transmittal report is completely automated in Member Muster and the Transmittal report may be prepared for any range of dates needed. Member Muster also tracks and updates the number of “Cards” and the number of Transmittal reports submitted and automatically completes these fields on the report.



## Entering Members Local Dues Payments

To Enter Local Dues Payments Select:

**Main Menu → Dues Payment Functions → Enter Member Dues Payments Received**

Local Dues Payments are those payments collected locally by the Post as opposed to dues paid to the Department On-line. Entering local dues payments is a very simple process. Clear instructions are included on the payment window. In the window shown below all unpaid Regular and HLM Members will appear in the window on the left. This is the list of UNPAID members. (HLM members appear at the top of the list.)

To select a member who has paid move the mouse to the line with that member's name and click one time. The member will then be moved from the UNPAID list on the left side to the MEMBERS SELECTED list on the right side. That's all there is to it!

If you make a mistake and move a name from the UNPAID list to the SELECTED FOR PAYMENT list move the mouse pointer to the mistaken name on the SELECTED list and Double Click. The name will then be returned to the UNPAID list.

**DUES PAYMENT RECORDING STEPS**

1. To record dues payment for a member on the LIST OF UNPAID MEMBERS select that member by CLICKING the line with the member's name.

2. As you make your selection the selected member will be moved from the UNPAID list on the left to the MEMBERS SELECTED FOR PAYMENT list on the right.

3. After you have reviewed the SELECTED list, if it is correct, click the RECORD PAYMENT button to update all the Selected Members' payment status from UNPAID to CURRENT.

\*\*\* To return a selection back to the UNPAID list DOUBLE click on the line for that member.  
\*\*\* Click CANCEL to undue all selections not yet recorded and return to the Main Menu.

\*\*\* To enter a DIFFERENT PAID DATE for a member's payment Click the Paid Date column by that member's name and then select the correct date from the Payment Calendar.

**LIST OF UNPAID MEMBERS**

ID Number	Last Name	First Name	Payment Date	Days Late	Member Type
2848	Amica	Barbara	09/23/2014	84	REGULAR
1190	Ather	James	09/23/2014	84	REGULAR
100718560	Caddy	Albert E	09/23/2014	84	REGULAR
100718552	Cashback	Robert	09/23/2014	84	REGULAR
100718810	Dale	Robert S	09/23/2014	84	REGULAR
200082849	Ellaman	Eugene	09/23/2014	84	REGULAR
200666245	Fredrickson	Duane O	09/23/2014	84	REGULAR
200676635	Freedman	Clarence W	09/23/2014	84	REGULAR
201209148	Grosvenor	Theodore	09/23/2014	84	REGULAR
201741953	Hofman	W Ralph	09/23/2014	84	REGULAR
201801476	James	Robert M	09/23/2014	84	REGULAR
202380257	Knoxville	Elwood	09/23/2014	84	REGULAR
203246391	Mueller	Robert B	09/23/2014	84	REGULAR
203272963	Muff	Darrell	09/23/2014	84	REGULAR
203336290	Murphy	David J	09/23/2014	84	REGULAR
203336295	Neal	Anna L	09/23/2014	84	REGULAR
203549560	Oswald	Donald	09/23/2014	84	REGULAR
203552953	Quine	Richard A	09/23/2014	84	REGULAR

**MEMBERS SELECTED FOR PAYMENT**

ID Number	Last Name	First Name	Paid Date	Days Late	Member Type
100718813	Daniels	Marvin	09/23/2014	84	REGULAR
201782293	Holloway	Robert W	09/23/2014	84	REGULAR
202544153	Lowenbran	Frederick A	09/23/2014	84	REGULAR

CANCEL

RECORD PAYMENT

Window for Recording Dues Payments

Moving a member from the UNPAID list to the SELECTED list does not immediately cause any change in the paid status of a member. Nothing is changed until you have clicked the **RECORD PAYMENT** button. Clicking the **RECORD PAYMENT** button causes the member's record to be updated and reflect their dues

status a being paid and CURRENT and the Payment window will close. This also makes the member's last name and ID number available for automatic inclusion on the Department Transmittal report.

Click the **CANCEL** button to terminate the session and leave all records unchanged.

## Record Member On-Line Payments

To Enter Dues Paid On-Line Select:

**Main Menu** → **Dues Payment Functions** → **Record Member On-Line Payment**

Dues paid on-line (to Department) should not be included in the Transmittal report since Department is already aware of these payments. You must use a separate recording process for entering dues paid on-line so they will not be included in the Transmittal Report.

To record an On-Line payment you must change the payment date manually in the Member's Record. When you select the Record Member On-Line Payment menu option you will be taken to the usual Find Member window. Enter the last name or other search criteria to be taken directly to the Member's Record.

After the Member Record appears click the **Calendar** button next to the box labeled, Date Dues Paid On-Line. Click a date on the calendar to select it for recording the payment. The date will be automatically inserted in the date box and the Dues Payment Status box will be changed from UNPAID to CURRENT. (You may also type the date in the box but using the **Calendar** button is quicker and helps avoid errors.)

The screenshot displays a web form titled "MEMBERSHIP DATA". The form contains several input fields and checkboxes. The "Date Dues Paid On-Line" field is highlighted in yellow and contains the date "07/02/2014". To its right is a "Calendar" button. The "Dues Payment Status" field contains "HLM". Below this, there are checkboxes for "Membership Card M" and "Post News Letter S", both of which are checked. There are also buttons for "Add D" and "Add F". The "Payment Days Late" field is empty. The "PUFL Status" section has checkboxes for "PUFL" (unchecked) and "HLM" (checked). The "Check if Current Post Officer" checkbox is checked, and the "Officer Title" field contains "Asst. Adjutant". At the bottom left is a "CANCEL" button with a red 'X' icon. At the bottom right, there is a red asterisk followed by the text "\* Denotes a required entry.".

*On-Line Payment Recording Example*

Since On-Line payments have no relationship to locally paid dues, On-line payments may be recorded at any time without regard to when local payments are recorded.

Recording the on-line payment is complete when you SAVE the Member Record after entering the date.

## Department Dues Transmittal

To print the Department Transmittal Report Select:

**Main Menu** → **Dues Payment Functions** → **Department Record Transmittal Report**

**Dues Transmittal Data Preparation**

This information is required for the preparation and submission of the "TRANSMITTAL OF DEPARTMENT RECORD CARDS AND PER CAPITAL TAX" form. You must complete all the boxes before the form can be printed.

To change the contents of any item, first select it by using the mouse. Next clear the contents. Then type the new values. Changed values will be stored for use the next time a Transmittal report is prepared.

When you have finished filling in all the boxes Click the CONTINUE button to select the date range to include in the report. Or, Click the CANCEL button to stop preparing the report and return to the Main Menu.

---

Enter the Department Name and Address Here

TO:

Dept Name:

Street

City

State  Zip

---

Enter the Sending Post Information Here

Name of person preparing the form:

Preparer's Address:

Preparer's City:

State:  Zip Code:

Total Cards Prior Transmittal:  This Transmittal Sequence Number

## Department Record Transmittal Report

### The Department Name and Address

In this window you may set the addresses for mailing the Department Transmittal from. You only need to complete these boxes one time. After the first Transmittal Report the information required for this window will be taken from the Post Control File and automatically inserted onto the Transmittal report's first page.

The first time you prepare a Transmittal Form the name and address boxes will appear blank. You must enter the correct name and mailing address for your Department. You may also override the first two lines showing *Adjutant* and *American Legion* if you wish.

You may either accept the automatically inserted data or you may make any changes necessary. If you make any changes they will be saved for next time.

You may also leave any box empty. In this case, no name and address data will be printed on the form and you must manually address the form after printing. (Blank data will be saved for use on the next form.)

### The Post Name and Address

The Post name, number and name of the person preparing the form are taken from the Post Control File and are automatically inserted into FROM block the Transmittal report. (Note: Be sure your Post Control File contains this information exactly as you want it to appear on the Transmittal report.) If you wish to use information other than that taken from the Control File you may enter the new information here.

To change Post Name and Address default values enter the new values directly into the Post Control File.

The Total Cards Prior Transmittal and the Transmittal Sequence Number boxes are automatically completed from data contained in the Post Control File. You may enter different values here if needed. Changes made to these boxes will also be saved for future use.

No automatic entry will be made for the Check Number and amount. You must manually enter the Check number and amount on the Transmittal cover sheet before mailing the report. You must also manually enter the TRANSMITTAL Number and TOTAL PAGES ATTACHED at the top of the printed form.

When you are satisfied with the cover page information click the **CONTINUE** button.

### Selecting the Dates

In the next window you must select the payment date range the Transmittal Report covers. The standard Date Range window will appear for this purpose. (Remember, start and end dates are inclusive.) All payments received between and including the Start and End dates will be included on the Report. ***The Transmittal Report Start Date should always start the first day after the ending date of the previous report.***

## Viewing and Printing the Transmittal Report

Post Number CA0077 TRANSMITTAL OF DEPARTMENT RECORD CARDS AND PER CAPITA TAX

Report of Dues Collected for a period of  days.      Start Date

Date Report Prepared: Thursday, November 27, 2014      End Date

Selection dates are both inclusive. Thus, next report needs to start on FIRST DAY AFTER previous report.

(Members Last Name)	(Membership Number)	Count
Blanton	NEW MEMBER	1
Cementina	204026923	2
Gilchrist	NEW MEMBER	3
Grantham	NEW MEMBER	4
Grilli	201986767	5
Hoffecker	100718395	6
Holden	202117919	7
Houston	NEW MEMBER	8

(Members Last Name)	(Membership Number)	Count
Leuteritz	100718440	9
Mueller	204440529	10
Nicholson	201823490	11
Owens	201798237	12
Paletta	NEW MEMBER	13
Pinedo	203155805	14
Rodgers	204822703	15
Sears	201883753	16

Transmittal Report Summary

Total Members Taxed: 16	Total Cards this Transmittal: 16
Total Per Capita Tax Due: \$456.00	Total Cards prior Transmittal: 397
Transmittal Sequence Number: 7	Total Cards Transmitted to Date: 413

Transmittal Report Summary Window

The above window shows the Member payments that will be used to complete the Transmittal report. These are the Members who have paid dues during the date range you selected. If the number of names exceeds the visible space of the window, scroll bars will become available to view all names.

If, for some reason, a name should not be included on the report you must go to the member's record and reset the Dues Payment Date to a date that falls outside the range of the report. Then restart the Transmittal Report generation.

See the Transmittal Report Summary at the bottom of the window. You should make a note of this information for use in finishing the printed report.

The printed report will look the same as the standard Department form provided for this purpose. The maximum number of names printed on the first page is 32 (16 lines). Additional pages will include 96 names (48 lines) per page.

Each member's Last Name and Membership Number will be automatically inserted in the report in alphabetical order. In the case where a new member has not yet been assigned a permanent Membership Number the Membership Number column on the report will show "NEW MEMBER".

You should keep a copy of each Transmittal Report. If needed, you may reprint a Transmittal Report any time. If you do reprint a report the Post Control File transmittal boxes will be automatically updated just as with the original printing. Therefore, you **MUST** select the Post Maintenance menu and Edit the Post Control File to reset the "*Total Cards Transmitted to Date*" and "*Last Transmittal Number*" back to what they were before reprinting the report. Otherwise the tally of cards submitted and reports printed will be inaccurate on the next report. (*Tip: - Refer to your copy of the last report submitted to verify the correct numbers to reset.*)

To cancel printing of the report click the **CLOSE** button. Closing without printing will have no effect on any data stored in the Post Control file.

To complete the Transmittal Report click the **PRINT** button. Printing the report has no effect on any of the data contained in a Member's record. Only the transmittal data in the Post Control file will be updated when the report is printed.

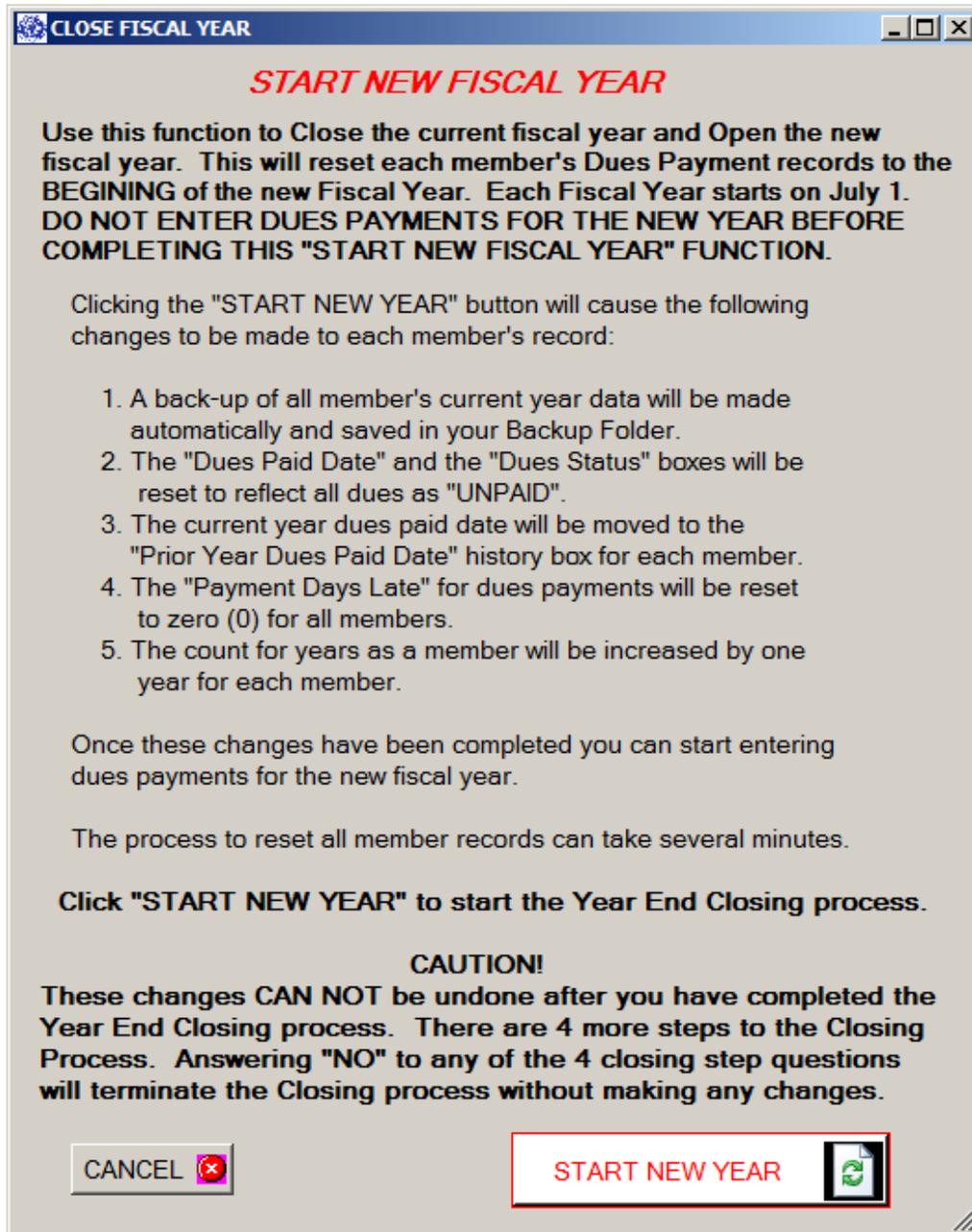
Be sure to review the report for accuracy before submitting it. Also save a copy for your records.

## Starting a New Fiscal Year

The current fiscal year must be reset to a new fiscal year at July 1 each year.

To Close the Current Fiscal Year and Open a New Fiscal Year Select:

**Main Menu** → **Dues Payment Functions** → **Start New Fiscal and Dues Year**



*Year End Closing Window*

This process automates all the “housekeeping” steps necessary to start a new year. Mainly this consists of resetting dues status markers in the database to the UNPAID status. All the current year dues payment items for each member at June 30 will be reset as of July 1, the Post Control File will be updated to reflect new year starting values, and the date in the “*Current Dues Paid Date*” box will be moved to the “*Prior Year Dues Paid Date*” box on each Member Record.

You do not need to enter any manual updates to perform the fiscal year end closing and open the new year.

However, a few caveats are in order:

1. If, as is often the case, you have *new members who have joined late in the current fiscal year*, and you want to record their first year dues as paid at the beginning of the new year you must perform the year end closing BEFORE entering the new members.

If you enter the new members in the current year then, when the Fiscal Year closing is performed, their dues will be reset to UNPAID at the beginning of the new year. Thus, they will not get a full year credit for their dues. This is true even if you manually try to set the date for joining to the beginning of the new year. So, if you want the new memberships to start in the new year, you must enter them in the new year.

2. After closing the current Fiscal Year and opening the new year the Fiscal Year number stored in the Post Control File will be changed to reflect the new Fiscal Year number. You will be asked during the closing process if you want this change to be made. If you answer “NO” the entire process will close without making any changes. To proceed with the year end dosing you must answer “YES” to this question. (Note: if a mistake is made you can always go to the Edit function for the Post Control File and manually change the year number.)
3. Usually there is no reason to retain records for Members who are no longer active. You will be asked if you want to completely remove all the past year's records for deceased, dropped, resigned, and transferred out members during the closing process. If you answer “YES” to these questions all the relevant records will be automatically deleted. Removing all the past year's records will also cause any prior year's records to be removed at the same time.

(Individual inactive records can also be removed by selecting “Purge Member Database” from the “Member Mgmt” menu. Using this method for removal allows you to have complete control over which records are removed.)

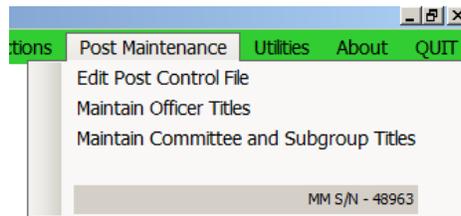
Click the **CANCEL** button if you do not want to complete the year end closing process.

To start the closing process click the button labeled, “**START NEW YEAR**”.

When the closing process begins you will see a progress bar at the bottom of the window. This bar will fill with a solid color as the process continues. When the process is finished you will be taken directly to the Post Control File where you can verify the updates and make any changes needed.

Close the Post Control File and you are ready to start working in the New Fiscal Year.

## Post Maintenance Functions



The Post Maintenance Submenu

To Edit the Post Control File Select:

**Main Menu** → **Post Maintenance** → **Edit Post Control File**

The Post Control File is discussed extensively elsewhere in this manual. If you want to make changes to the Post Control File click on “[Edit Post Control File](#)” in the Post Maintenance menu. This will bring up the complete Post Control File(described earlier) window where you may make any changes necessary.

**Edit Post Control File**

Use this Form to enter and maintain information about your Local Post.  
The Post Name, District, Department and Calculation data are all required.

You may change all information except the Post Number at any time.

Post ID Data

Post Number: <input type="text" value="CA0077"/>	Main Tel. No.: <input type="text" value="121-242-3523"/>
Post Name * <input type="text" value="Amber Hills Post"/>	Alt. Tel. No.: <input type="text" value="456-546-7457"/>
Address Line1: <input type="text" value="242 Main Street"/>	Fax No.: <input type="text" value="455-4474"/>
Address Line 2: <input type="text"/>	
<b>Email Setup</b>	
City: <input type="text" value="Amber Hills"/>	Post Email Address: <input type="text" value="don1pa@charter.net"/>
State: <input type="text" value="California"/>	SMTP Server: <input type="text" value="mail.charter.net"/>
Zip Code: <input type="text" value="12345"/>	Email Camier Sending Limit: <input type="text" value="50"/>

\* Department Record Transmittal Data

* District Name: <input type="text" value="16 th"/>	* Department: <input type="text" value="California"/>
Total Cards Transmitted to Date: <input type="text" value="0"/>	Last Transmittal Number: <input type="text" value="0"/>
Name of Person Completing Report: <input type="text" value="George James, Adjutant"/>	

Tax ID Numbers

Fed Tax ID Number: <input type="text" value="67-123456"/>	State Tax ID Number: <input type="text" value="555-111222"/>
<i>IRS Tax Exemption Code Section 501(c)(19) American Legion Group Exemption Number (GEN) 0926</i>	

\* Data for Calculations

* Current Fiscal Year: <input type="text" value="2014"/>	* Current Annual Dues \$: <input type="text" value="40.00"/>	* Per Capita Tax \$: <input type="text" value="28.50"/>
* Dept Membership Goal: <input type="text" value="440"/>	* Post CA0077 Membership Goal: <input type="text" value="550"/>	

CANCEL 
Entry boxes marked by \* are required entries.
SAVE

## Maintain Officer Titles

To Create and Maintain Officer Titles Select:

**Main Menu** → **Post Maintenance** → **Maintain Officer Titles**

Member Muster does not lock you into a “standard” list of possible officer titles since this can vary from Post to Post. Clicking this selection will allow you to create a list that is appropriate for your Post using the “*Create Officer List and Sort Sequence*” window as shown below. When the form first appears all the title lines will be blank.

Sequence Number	Officer Title
01	Commander
02	First Vice Cmdr
03	Second Vice Cmdr
04	Adjutant
05	Asst. Adjutant
06	Finance Ofcr
07	Asst. Fin Ofcr
08	Chaplain
09	Judge Advocate
10	Sgt-at-Arms
11	Service Officer

Enter New Officer Title and Sequence Number below and then click the "Add Title" button to add the new title.

To delete a title select the title and click the "Delete Row" button.

Click the SAVE button to save the changes.  
Click the CANCEL button to discard the changes.

Add New Title

Sequence Number

Add Title

CANCEL Delete Row SAVE

*Create Officer Title Creation Window*

You must enter each title you want to use. You must also enter the “*Sequence Number*”. The Sequence Number determines the sequence in which the officer title will appear on the *Post Officer List*. In this example the “*Commander*” is number one (01) and the “*Jr Past Cmdr*” is last. This means the Commander will print at the top of the list and the Junior Past Commander will print last on the list. Other titles and names will print in the order of their number.

You may have more than one member with the same title and sort sequence number. In this case each name will print in alphabetical order under the same title. You may change or delete any line item. To delete a line click on the line and then click the “**Delete Row**” button. Click the “**SAVE**” button to save the list.

The *Create Officer List and Sort Sequence* table must be completed before you can assign Post Officers.

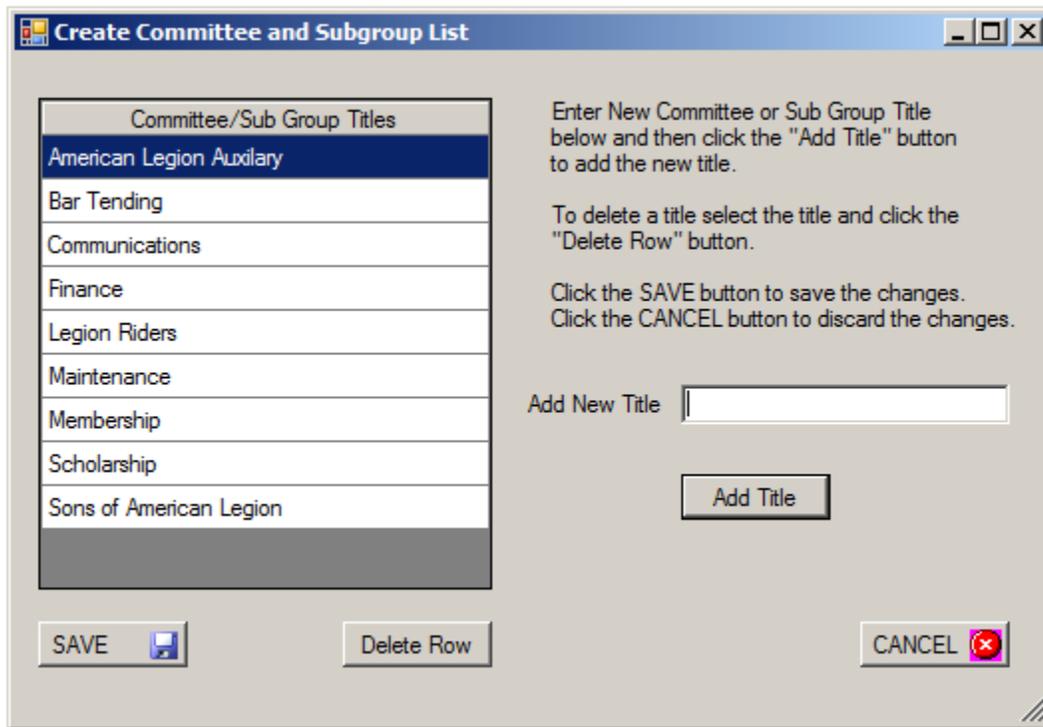
## Maintain Committee or Subgroup Titles

To Create and Maintain Committee and Subgroup Titles Select:

**Main Menu** → **Post Maintenance** → **Maintain Committee and Subgroup Titles**

Use **Maintain Committee and Subgroup Titles** to create your Post's unique list of committees and/or other Post groups or organizations. (See examples below.) The Committee and Subgroup Title List must be created before you can assign members to a committee or other group.

Once the titles have been created they will be available to assign individual members to a group or committee by adding it to the individual member's record.

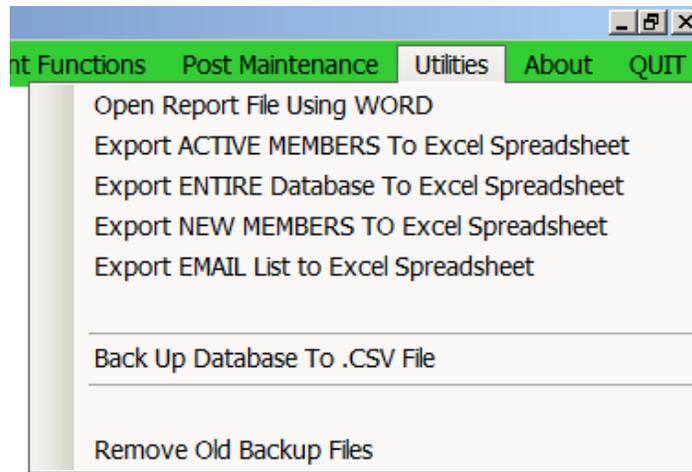


*Typical Committee and Subgroup Name Creation Window*

Enter the name of each committee or other group your Post wants to use in the *Add New Title* box and then click the **Add Title** button. Titles names created here can be accessed on each Member's record to either indicate the Member's interest in the committee or to assign the Member to work on that committee.

You may change or delete any line item. To delete a line click on the line and then click the **"Delete Row"** button. Click the **"SAVE"** button to save the list. If you delete or change a Title you should also delete or change that item on each individual member's record since that committee or subgroup no longer exists.

## Member Muster Utilities Functions



The Utilities Menu

The Member Muster Utilities provide access to stored reports for editing or export to an Excel spreadsheet, and Back Up - Restore functions.

### Open Report File Using WORD

To Access Stored Reports Select:

**Main Menu** → **Utilities** → **Open Report File Using WORD**

Several reports generated in Member Muster can be saved in the “Reports For AMLGN DB” sub-folder under the “AMLGN” folder in your home folder. You may also place other files in this directory which you wish to access in connection with Member Muster.

Often you may wish to alter or annotate these reports and files before printing or for other reasons. If you select “Open Report File Using Word” from the Utilities Menu the Reports folder will open and you may edit any report or other files stored there.

### Export Database to Excel Spreadsheet

Selecting this brings up Excel on your screen and each of the columns will be filled automatically. Once the database is loaded into Excel you may manipulate it any way you chose. This does not have any effect on the original Database in Member Muster.

Copying the entire Database into Excel can take considerable time. When loading is complete the first line on the page (the column headings line) will have a **purple background**. This means the loading is finished. **Do not** attempt to access the spread sheet until the heading line has changed colors. Doing so will cause the loading to stop and your spread sheet will be incomplete. If this occurs you must start over again. **Wait until the heading line changes color before clicking on the spread sheet.**

To export Active Members Only Select:

**Main Menu → Utilities → Export ACTIVE MEMBERS to Excel Spreadsheet**

Selecting this option will cause a copy of the records for all ACTIVE members only to be exported to Excel.

To export ALL Members Select:

**Main Menu → Utilities → Export ENTIRE database to Excel Spreadsheet**

Selecting this option will cause a copy of the records for all members, ACTIVE and INACTIVE to be exported to Excel.

To export NEW Members Only Select:

**Main Menu → Utilities → Export NEW MEMBERS to Excel Spreadsheet**

Selecting this option will cause a copy of the records for all NEW members joined during a date range to be exported to Excel. (This is useful in contacting new members for notice of initiation and orientation.)

To export EMAIL List Only Select:

**Main Menu → Utilities → Export EMAIL List to Excel Spreadsheet**

Selecting this option will cause a copy of the records for all members with an email address to be exported to Excel.

### **Back Up Database To .CSV File**

To Back Up Database Select:

**Main Menu → Utilities → Back Up Database to .CSV File**

This option is, perhaps, one of the most important functions of Member Muster. Backing up your Database guarantees that when your computer fails you will not have to recreate all the past work you have done. Backing Up your Database creates files that can be used to restore your Database in the event it becomes corrupted or otherwise unavailable. These files can also be accessed using a spreadsheet program. Backup Files are stored in the "Back-ups For AMLGN DB" sub-folder under the "AMLGN" folder in your home folder

Simple Backup Rule: You should make a backup whenever you have made entries and changes that you would not enjoy doing a second time.

Making a backup is an instantaneous process – it is simple and will not inconvenience you. It can be accomplished by selecting this option from the Utilities Menu, or by answering “YES” to the Backup question each time you exit Member Muster.

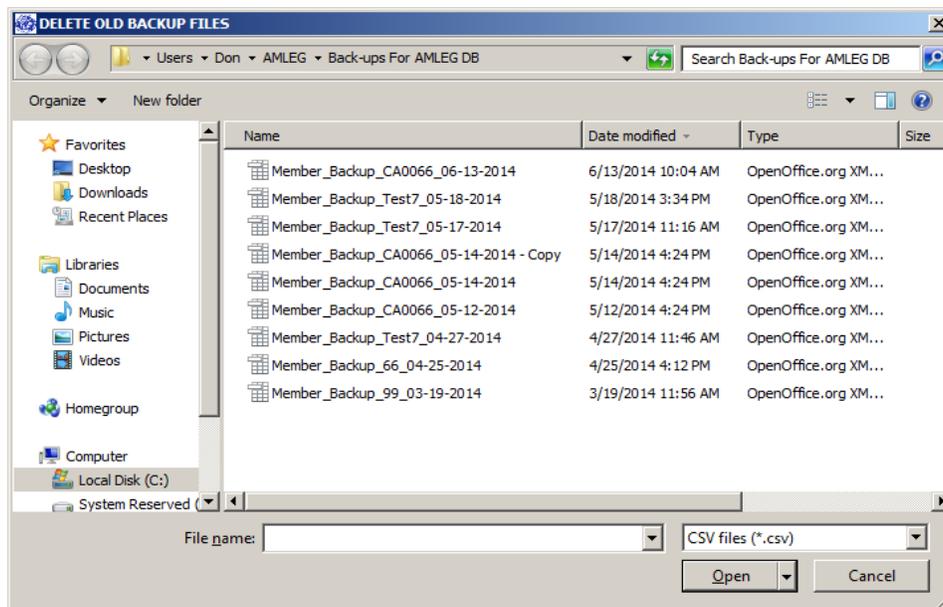
## Remove Old Backup Files

To permanently remove and discard old backup files Select:

**Main Menu → Utilities → Remove Old Backup Files**

You should make frequent backups of your database. You can do this either through the *Utilities* menu or at the close of each Member Muster session by clicking the QUIT button. Backup copies of your database are kept indefinitely and can accumulate in large numbers. Old, unneeded backup files must be frequently removed. The **Remove Old Backup Files** menu selection produces a window (see below) where you can select the files you want to remove.

As a general rule, you do not need to keep Backup Files older than the last two or three you have made. If you need to restore your database from a Backup File you will ordinarily use the most recently saved file. It is your choice which files to remove.



Delete Old Backup Files Window