



## SONS OF THE AMERICAN LEGION



### mySAL site offers access to membership

Sons of The American Legion squadron adjutants can now access membership information, reports and electronic membership tools online.

 [www.mySAL.org](http://www.mySAL.org)

National Headquarters developed the website to mimic **myLegion.org**, which assists post, district and county officers with their membership needs. Download an authorization form at **www.mySAL.org** to start the process of creating a squadron account.

**NATIONAL HEADQUARTERS  
SONS OF THE AMERICAN LEGION**

**NOVEMBER 13, 2013**

**MEMORANDUM TO: NATIONAL OFFICERS, DETACHMENT COMMANDERS AND  
ADJUTANTS**

**FROM: BRIAN J. O'HEARNE, NATIONAL ADJUTANT**

**SUBJECT: MySAL**

During the fall National Executive Committee meeting held in Indianapolis, Indiana on October 11-12, 2013, a special presentation was made on the new "MySAL" program and the initial rollout of this system to all sons squadrons across the country. This presentation from Mr Joe Gallagher, Deputy Director of the National Headquarters IT Division was introduced on that Saturday and included a special power point presentation describing what the program is and features that are now available for all squadrons.

For those of you that did not attend and those just getting the word on this new program, MySAL.org is a secure internet site linked to the membership data base for the Sons. The portal site MySAL.org provides officers with access to the membership data and member-management tools.

The squadron adjutant or his designated representative can view and edit squadron membership for his squadron. This includes making changes to names, addresses, and date of birth information. He can generate membership listings and listings of current paid members as well as viewing current status, i.e. paid and transmittal information. The squadron adjutant can generate reports available in CSV file format which will allow users to work with the data in microsoft excel and access to include the capability of generating labels for use in local mailings. This, if used properly can be a great membership tool and can greatly assist in membership renewals.

Now - how can you get started? Just go to the internet page [www.legion.org/sons](http://www.legion.org/sons) and click on mysal link. Complete the authorization form listed, obtain the proper authorization signatures for your squadron and mail it to the address provided on the form.

To date, over 106 squadron applications have been received and more are arriving each day. Keep in mind only one person can be authorized per squadron. Also, the squadron adjutant or his designated person must be a sons members with current membership dues paid. What does this cost – it's free of charge to all members. This can be one of the greatest membership tools ever, if used.

We ask you to pass this along to all detachment and squadron leadership.



# MySAL – Squadron Sign Up Form

The American Legion National Headquarters has designed a FREE and secure internet site to assist Squadron Adjutants in their day-to-day membership processing duties. This site serves as a direct portal from the local squadron to National Headquarters' membership system.

Features include:

- + View and Edit squadron membership
- + Generate reports
- + Reports available in CSV file format allowing users to work with the data in other applications such as Microsoft Excel and Access
- + Squadron Inquiry
- + Consolidated Squadron Report
- + Process Membership

*Fill out this form and mail or fax to us to register. Please type or print.*

Yes! We would like to sign up for MySAL Officers Portal:

State \_\_\_\_\_ Squadron Number \_\_\_\_\_

**Contact Information:** *Does not have to be Squadron Adjutant. The information below indicates who to call with any questions and where to send correspondence and registration instructions once authorization to release data is received from the state headquarters.*

Contact Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail (**required**) \_\_\_\_\_



Signature *required*, **must be Squadron Adjutant** \_\_\_\_\_

Member ID# \_\_\_\_\_

Printed Name: \_\_\_\_\_



Signature *required*, **must be Post Adjutant** \_\_\_\_\_

Member ID# \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Mail To: The American Legion IT Division**  
**Product Support Specialist**  
**5745 Lee Road, Indianapolis, IN 46216**  
**Fax: 317-860-3130 Phone: 800-433-3318**

Scan completed form with signature and email to : [mylegion@legion.org](mailto:mylegion@legion.org)