

To the American Legion Family
Leadership Teams

The Consolidated Post Report, (CPR), is something department leadership should stress at all district meetings. The CPR is one of the most important reports that **posts** do. In the recent past the Western Region has been the leader when it comes to CPRs. We have been slipping lately and there's no reason we can't make the **West the Best** again when it comes to CPRs.

If the attached SAL report is an indication of TAL reporting, we are doing a disservice to our legacy. I encourage department leadership to emphasize the importance of these reports to posts and detachments during district meetings and to give guidance to ensure these reports are submitted. It's OK to toot your horn!

Below is a step-by-step process on how to submit a CPR, and as always, check out legion.org if you have any questions or concerns, feel free to contact me.

Thank you again for all you do, and "Toot Your Horn", let the community, state, and nation know what we do... NVC Doug

The final day to submit online for the 2022-2023 Consolidated Report is Aug. 31, 2023 "The Sooner the Better". When submitting online, there is no need to mail a paper form.

Follow these steps to access the reports. You can also request assistance from your District and your Area Vice CMD.

1. Begin in My Groups. The dashboard will display a link for consolidated reports.
2. Click "Edit Reports" or "View/Edit Reports" from the left menu. Then view the dashboard. The dashboard with consolidated report options is restricted to post and squadron adjutants.
3. My Consolidated Post Reports window will open. This window provides information for open and closed reports. Click "Edit" to open the report.
4. Click "Edit" in Preview and Final Steps to open the report fields to enter data.

Report information provides field boxes to include data. The number located at the lower right indicates the maximum number of characters allowed. Tab to go from one field to the next or scroll and click. Please note that the report is no longer completed in sections; it is one continuous form. At the bottom of the form are buttons to "Save as Draft," "Next" or "Cancel."

- **Save As Draft – saves draft and allows you to return and make future entries.**
- Next – provides a "Submit Final" button to finalize. Finalizing the report closes the report for additional updates.

To learn more about us just go to <http://www.legion.org> and search 2023 Consolidated Post Report.

Consolidated Post Report (CPR)

We have reports from 772 of our 12,188 American Legion posts that have submitted their data for a completion rate of 6.3%.

Consolidated Squadron Report (CSR)

We have reports from 41 of our 5,912 American Legion squadrons that have submitted their data for a completion rate of .07%.

Both the CPR and CSR are available for submission via myLegion.org.