



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

61 Gloria McCluskey Avenue  
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## **All Branch Mail Out #60 - 2018**

**Date:** October 18, 2018

**To:** NS/NU Command Branches  
NS/NU Zone Commanders  
NS/NU Executive Council  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Marion Fryday-Cook, Chairman  
Membership Committee  
NS/NU Command, RCL

**Subject:** Membership Portal Training

**Message:** Comrades: Please see attached memo and poster to post in your Branches.



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Comrades,

There will be a Membership Portal training seminar being held at the Digby Branch 20 on December 1, 2018 at 1:00pm. This session will take approximately 2 hours. During the seminar, we will walk you through the use of the portal, how to add new members, process payments, how to print reports and transmittals etc.

1. Members attending should bring at least **one lap top or Tablet** per branch.
2. The package from Dominion Command containing their branch email address and password.
3. Some membership information they wish to input. Ie renewals, new members, address updates, name changes ..... etc
4. If the branch is willing to pay for the renewals with the branch credit card, then they should have all that information. Name of Card, number and with the three numbers on the back, expiry date.

Please contact NS/NU Command at [info@ns.legion.ca](mailto:info@ns.legion.ca) if you wish to. attend.  
We have room for 15-20 members.

Marion Fryday-Cook  
2nd Vice President  
Membership Chairman  
NS/NU Command





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# Membership Portal Training Seminar at the Digby Branch 20 on December 1, 2018 at 1:00pm.

This session will take approximately 2 hours. During the seminar, we will walk you through the use of the portal, how to add new members, process payments, how to print reports and transmittals etc.

Please contact [info@ns.legion.ca](mailto:info@ns.legion.ca) to let us know if you will be attending.

