



Nova Scotia/Nunavut Command
The Royal Canadian Legion

61 Gloria McCluskey Avenue
Dartmouth, Nova Scotia B3B 2Z3

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All Branch Mail Out #66 - 2018

Date: November 27, 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



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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 if you wish to attend. We have room for 15-20 members.

In Comradeship,

Marion Fryday-Cook
2nd Vice President
NS/NU Command, RCL