

Using the Membership Card Template

1. Fill in all information for each membership card you wish to print. *Note: Only the data you type will print, the graphics are already printed on the card stock; we show them here for illustration purposes.*

American Legion Auxiliary
2027
MEMBERSHIP CARD

WI DEPARTMENT	9999 UNITNUMBER	123456789 MEMBER NUMBER
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JANE DOE

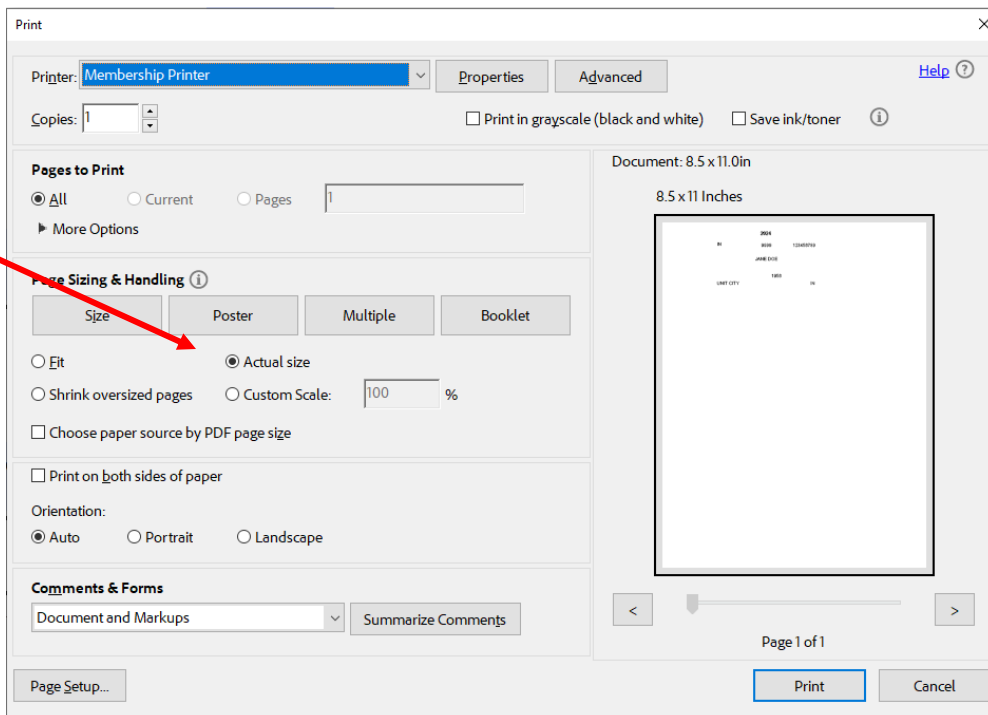
THE ABOVE MEMBER HAS PAID DUES IN THE UNIT INDICATED

MEMBER SINCE: **YEAR**

UNIT CITY	WI
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NOT VALID WITHOUT MEMBER'S SIGNATURE	AUTHORIZED OFFICER
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2. Insert blank Membership Card paper into your printer
3. Printer Settings (See screen print below)
 - Set "Page Scaling" to Actual Size
 - The Auto-rotate box should be Unchecked



4. Click OK to print
5. Click RESET to clear the form
6. This form cannot be saved

RESET