Members Only Login and Reporting Information

The Members Only login and Program Reporting is now "live" and available on the new Department website (www.vfwauxfl.org). Here is some important information you need to know:

Member Login
Every member can now login and have the ability to view the Department Directory

1. From the Menu on the top of the page, select Login – Members only
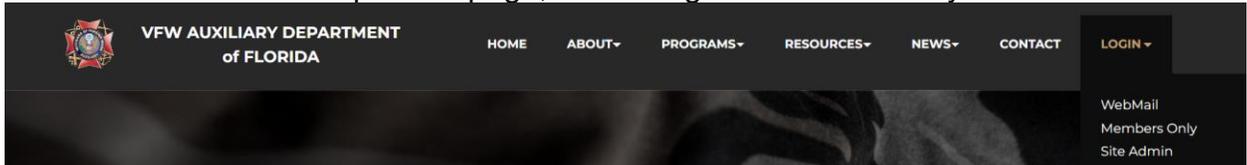
2. You are now at the login screen

3. Your login is your Membership ID number (same as you use for MALTA) and your password is your last name (the password is **not** case sensitive)
4. Once you login, you will see the following screen
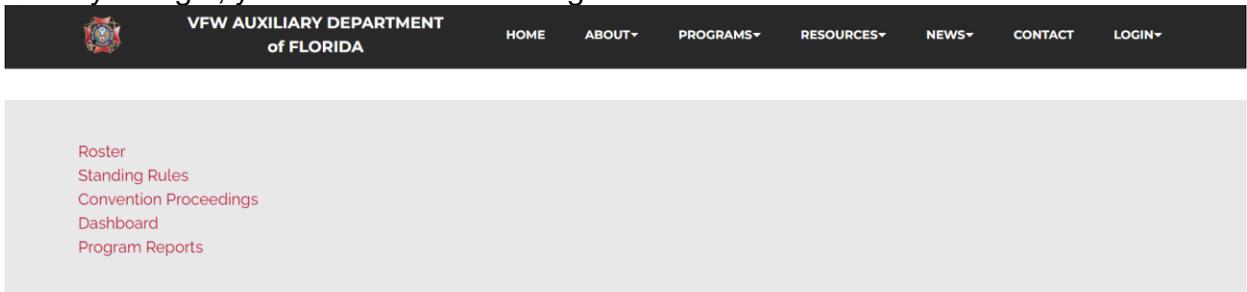
5. If you click on Roster, you will see the latest copy of our Department Directory which will be updated on a monthly basis. The Standing Rules will display the 2022-2023 Department Standing Rules. The Convention Proceedings display the 2021 Department Convention. The Dashboard is **not** functional yet. Clicking on Program Reports will allow any member to enter reports. We will go into details on Reporting in the next section.

Program Reports
Since every member now has the ability to enter reports, it is recommended that each Auxiliary determine what group of individuals are going to enter reports to alleviate the possibility of duplicate reports being entered. Reporting has changed, however, the new system is extremely "user friendly" and much more streamlined. To enter reports:

1. From the Members Only page, select Program Reports

MEMBERS ONLY

Log Out
Change Profile

Roster
Standing Rules
Convention Proceedings
Dashboard
Program Reports
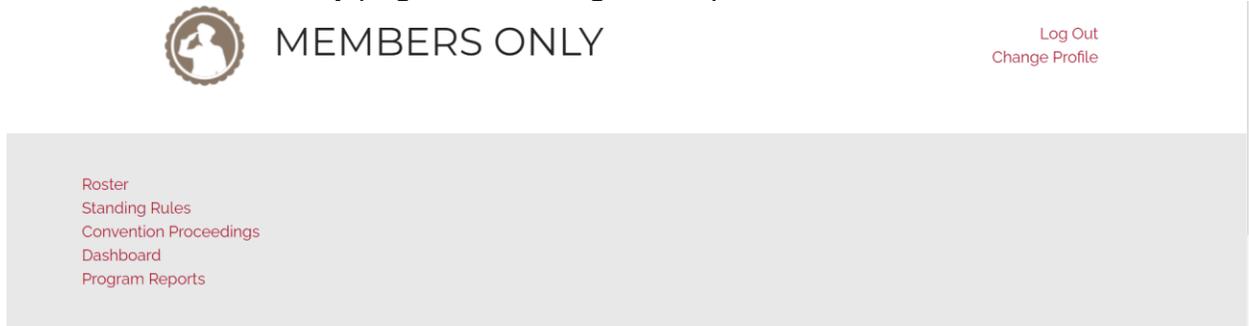
2. Your Auxiliary number, District, and email address will automatically pre-populate and you will then enter the date of the activity

VFW Auxiliary Department of Florida
Program Reporting
Please use the form below to enter your activity.
One report for ONE activity.

Auxiliary*	District*	Submitter Email*
9610	3	leemvfw@comcast.net

Date of Activity*

mm/dd/yyyy

3. You will then select the Program you want to report on

Select a Program*

● Americanism   ○ Auxiliary Outreach   ○ Buddy Poppy ® /National Home

○ Chief of Staff / Extension   ○ Historian / Media Relations   ○ Hospital

○ Membership   ○ Mentoring For Leadership   ○ Legislative

○ Scholarships   ○ Youth   ○ Veterans and Family Support

○ Special Project
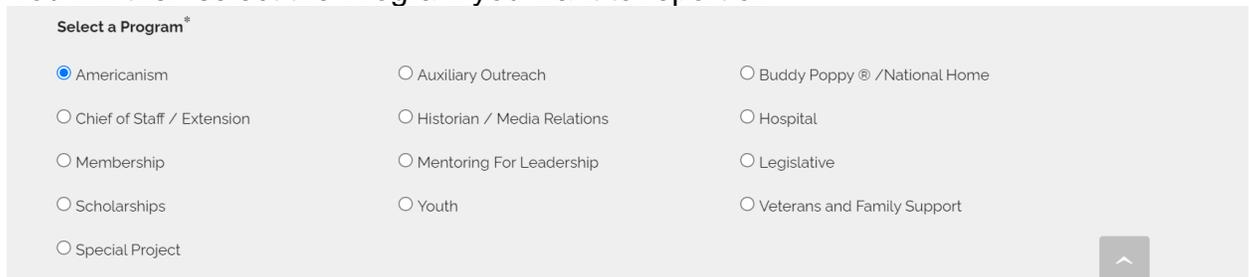
4. Once you select the Program, you will notice that a list of activities for that Program are presented which coincide with what the National organization is asking us to report on – here is the example of Americanism

Select an Activity*

○ Auxiliary utilized the Americanism material/resources available on the National VFW Auxiliary website

○ Auxiliary promoted, participated, or recognized any patriotic day and/or branch of service birthdays

○ Auxiliary conducted a flag education program at schools or in the community.

○ American Flags presented

○ POW/MIA Flags presented

○ Report number of Patriotic Appreciation Citations, Certificate of Appreciation or Respect for the Flag Citations presented to citizens and/or businesses

○ Participated in recognizing Blue, White, Silver and Gold Star Families

○ Participated in a POW/MIA program

○ Participated in the Smart/Maher National Citizenship Teacher Education Award

○ Other-Americanism

5. You will then enter in whatever is specific to your project as well as the description of your project which will be extremely important when it comes to judging at the end of the year as this will give the Chairman the detailed picture of what you have done.

Cumulative Hours*	Miles*	Members*
0	0	0

Dollars Spent/Donated*	Poppies*	Youth*
0	0	0

Chairman*

Description *

6. You then submit the report

SUBMIT

Note: At the present time, we are working on the ability to add pictures to your report and will keep you updated. In the meantime, pictures can be sent directly to the Department Chairman.