

VFW AUXILIARY DEPARTMENT OF OHIO

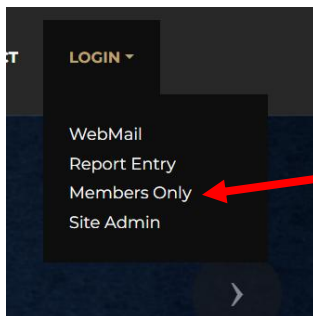
HOW TO SUBMIT PROGRAM REPORTS ONLINE

1) You will go to www.vfwauxoh.org

2) At the top of the website, to the right you will see "LOGIN" (click on LOGIN)



3) Once you click on LOGIN, a small box will open. You will then click on "MEMBERS ONLY"



4) You will then enter your MEMBER ID (*which is on your membership card*) and PASSWORD (*last name, small letters*) then click on LOGIN

Member ID #:

Password:

Note If you cannot log in, please check your member id number and the spelling of your last name to confirm they are correct. IF you still cannot log in, please email me at lisa.rashley@outlook.com

5) This will then take you to the Member's Only page, Where you will click on "PROGRAM REPORTING"



MEMBERS ONLY

- 2023/2024 Programs
- Due Dates To Remember
- Department Dates to Remember
- 2023-2024 Department Roster
- Department Chairmen
- District Information
- Chaplain's Corner
- Malta
- Forms
- How To...
- Program Reporting
- Dashboard

6) If your membership information is correct in our system, it will auto populate Auxiliary, District & Your email address. *(If it does not, or it is incorrect, please put in the CORRECT information into the form to complete. You will then need to log into your MALTA account to submit the corrected/missing information to have it auto populate correctly. **Please note** the corrected information will not appear until we update our membership listing)*

DATE OF ACTIVITY: You will add the DATE OF ACTIVITY (event, project, etc...)

**VFW Auxiliary Department of Ohio
Program Reporting**

Please use the form below to enter your activity.
One report for ONE activity.

Auxiliary* 2984
District* 1
Submitter Email* lisa.rashley@outlook.com
Date of Activity* mm/dd/yyyy

7) Choose which PROGRAM that you are submitting the report for (*only one*)

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

8) Once you select a Program from above, the “SELECT AN ACTIVITY” will display. You will only be able to select ONE activity per report. (example is for Americanism)
**Please be sure to read the ENTIRE line for instructions*

Select an Activity*

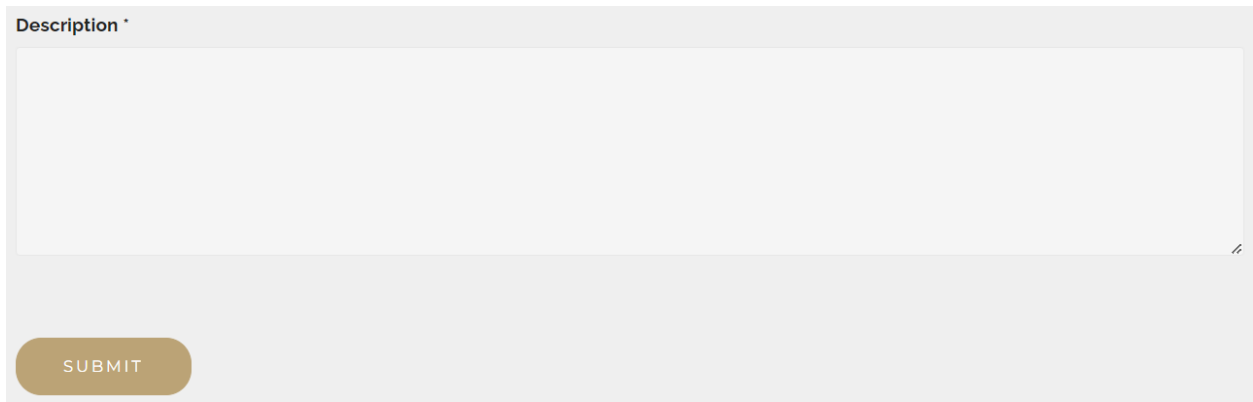
- Auxiliary Promoted, participated or recognized any patriotic holiday (please add details in description box below)
- Promoted, participated or recognized any branch of service birthday (please add details in description box below)
- Distributed/Presented American Flags 2x3 or larger (please add details in description box below)
- Participated in a POW/MIA program (please add details in description box below)
- Presented POW/MIA flags 2x3 or larger (please add details in description box below)
- Presented certificate(s) to a business/citizen in recognition of displaying their American Pride (please add details in description box below)
- Used Americanism material/resources provided through MALTA (please add details in description box below)
- Conducted patriotic education in the community - flyers, facebook, newspaper, etc... (please add details in description box below)
- Conducted patriotic education within the Auxiliary/Post (please add details in description box below)
- Auxiliary Held a Family Freedom Festival (please add details in description box below)
- Recognized BLUE STAR/GOLD STAR Mothers and Families (please add details in description box below)
- Other-Americanism (please add details in description box below)

9) Next you will add your...

- CUMULATIVE HOURS
- MILES
- NUMBER OF MEMBERS
- DOLLARS SPENT/DONATED
- NUMBER OF POPPIES USED
- NUMBER OF YOUTH INVOLVED
- THE DEPARTMENT CHAIRMAN'S NAME
- THE NUMBER OF PROJECTS

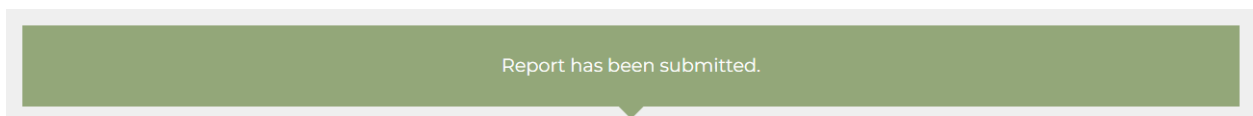
| | | |
|------------------------|----------------|----------|
| Cumulative Hours* | Miles* | Members* |
| 0 | 0 | 0 |
| Dollars Spent/Donated* | Poppies* | Youth* |
| 0 | 0 | 0 |
| Chairman* | # of Projects* | |
| | | |

10) DESCRIPTION: Here you need to explain the “who, what, when, where & why”

A screenshot of a web form. At the top left, the word "Description" is followed by an asterisk. Below this is a large, empty rectangular text input area. At the bottom left of the form, there is a rounded rectangular button with the word "SUBMIT" in white capital letters on a brown background.

11) Then click on “SUBMIT”

12) You will receive a message back at the top, that the “REPORT HAS BEEN SUBMITTED”.



IF you DO NOT receive the message that your report has been submitted, please make sure that ALL required (*) fields are filled in... Then hit SUBMIT again.

13) You will receive an email confirmation, that you have submitted your report.

14) IF the report is not accepted by the Department Chairman, you will receive an email from the chairman explaining why. At this point, you will need to re-submit the report with the corrections.

*****Please note** Submitting your report, DOES NOT mean that it has been approved/accepted by the Department Chairman.***