VFW Auxiliary
Department of Missouri
# Online Reporting

The VFW Auxiliary for the Department of Missouri has their own website www.vfwauxmo.org to keep track of the Auxiliary activities or projects completed for the year. This enables the Auxiliary to report an activity/project as soon as they have completed it and not wait until the end of the year when the yearend reports are due.

While any member can do the reporting, the Auxiliary should decide who will do it. This avoids duplicate reports sent to the Department Chairmen. Some suggestions are:
- Each chairman in the Auxiliary does their own reporting.
- At each meeting the chairmen gives the Secretary (or the person who has been appointed to do this) a written report of what was done for their program.
- The programs could be divided between several members who would be responsible to do the online reporting. (Ex: 3 different members to split the 12 programs.)
- Just make sure each month, the reports have been entered.

## How to login on the website www.vfwauxmo.org

- Enter "vfwauxmo.org" in your browser and hit enter. You will see the screen below. Go to LOGIN and pull down the drop-down menu.
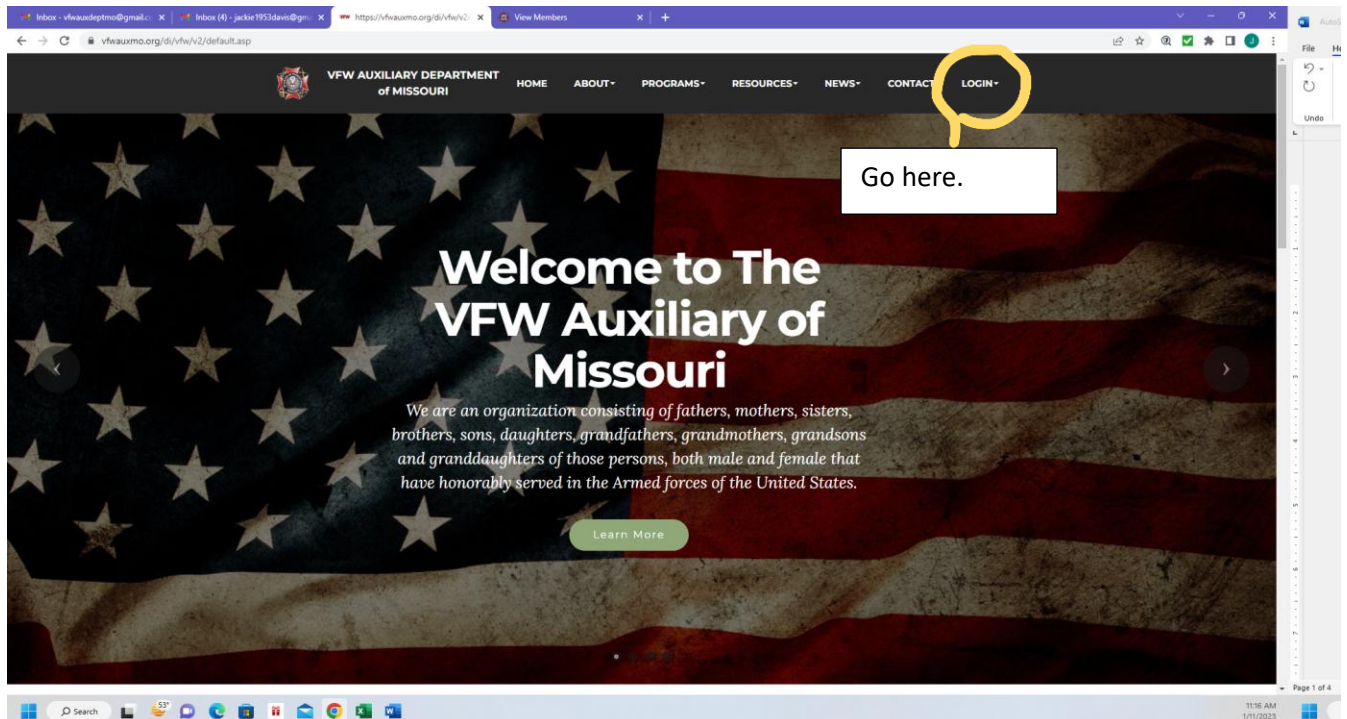

When you pull down the menu your will see the following:

You will see this menu. Click on Members Only
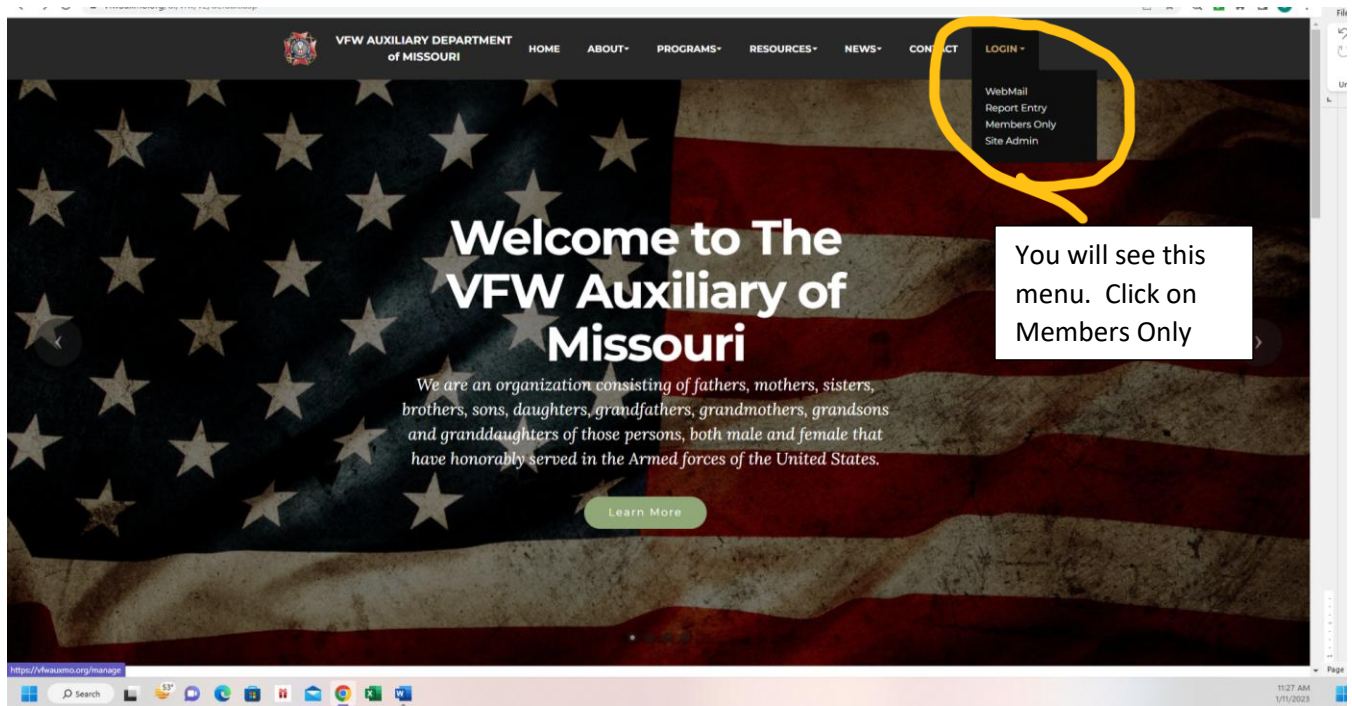
- **Below is the login screen. You will login by:**
  - **Entering your Member ID #. (This is on your membership card)**
  - **Password is your last name in lower case as it appears on your membership card .**
  - **Hit enter.**

Enter your ID # and your last name as it appears on your membership card .
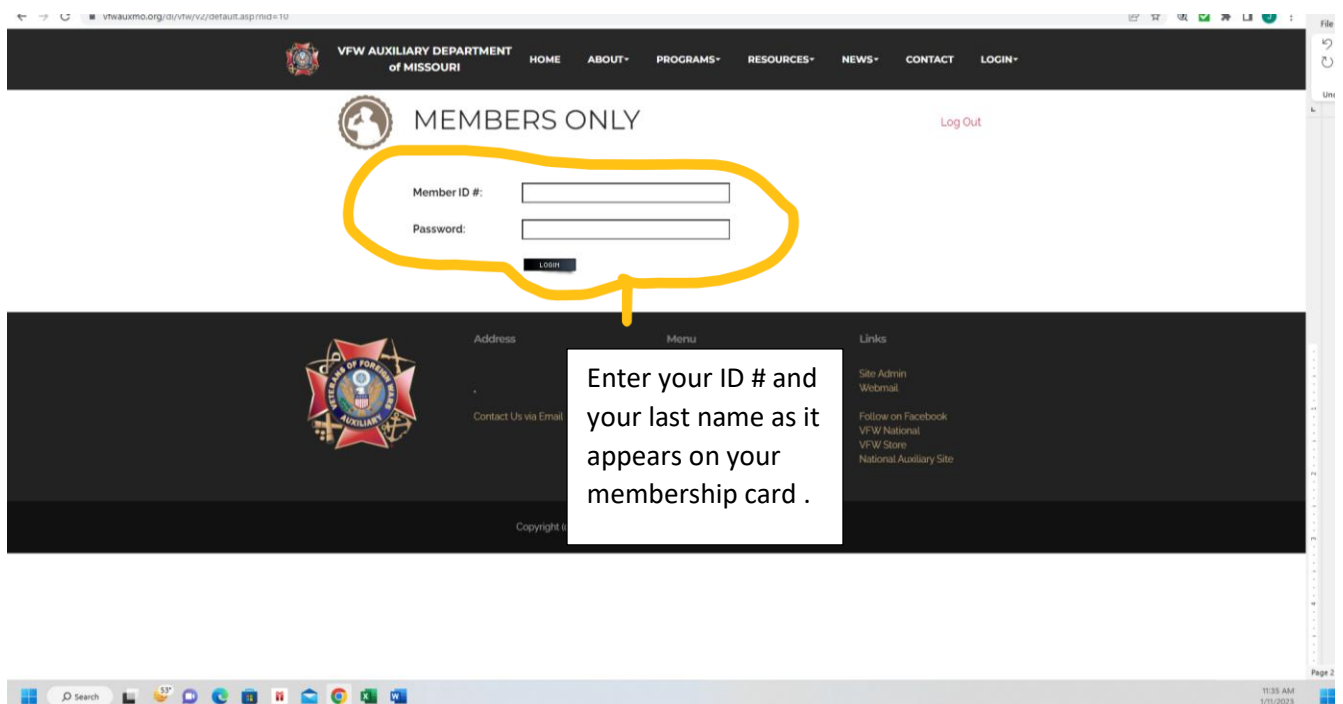
You will see the next screen (MEMBERS ONLY). If you want to change your password, go to the "Change Profile". You will see where you can change your password.

To change password or to log out.

For entering reports – select Program reporting.
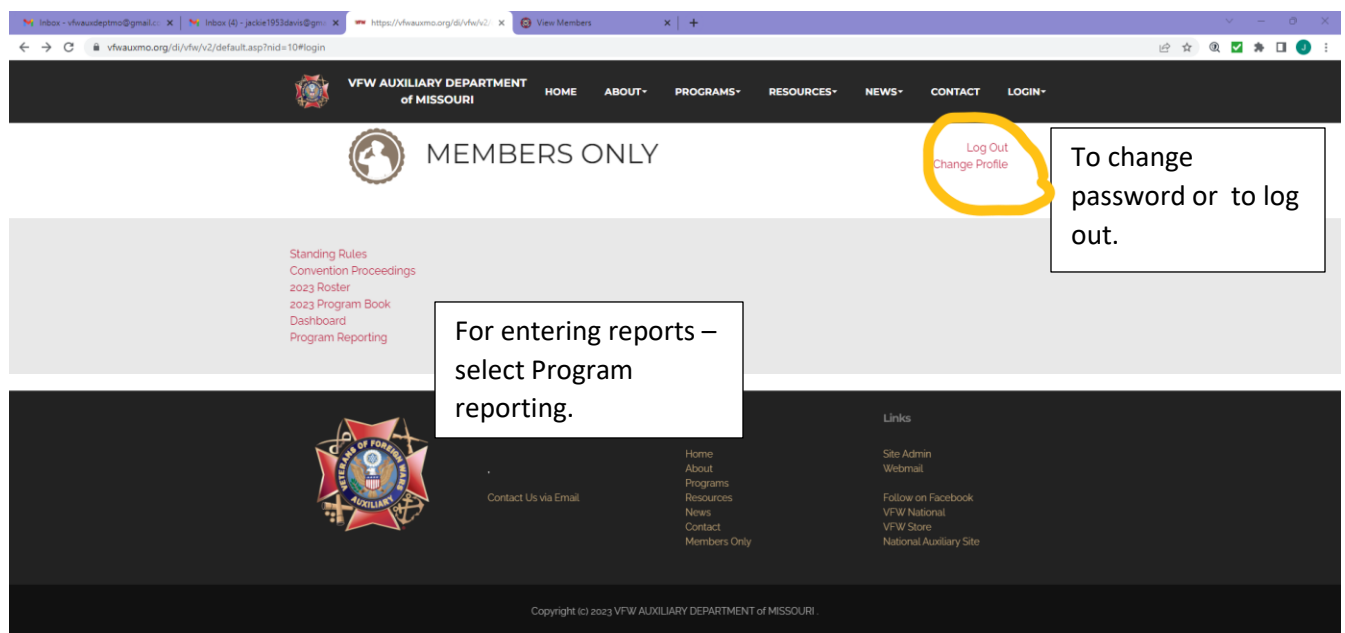
The above screen is where you will go to do the reporting. You will select "Program Reporting" and hit enter. This will take you to the reporting screen. (See below.)

Please remember to you are only reporting on one project at a time.

Use the scroll bar to move the screen up to select the program you want to do your reporting.

Your Auxiliary number will already be list along with your District. It is important that you enter your email and the date of the activity/project. Once that is completed, use

the scroll bar to move the screen down so you can select the program you need. Just click on the white circle next to the program name to bring up that program.

Click on the program you want to do your reporting.

We have selected Scholarships. The screen below shows the information needed on Scholarships. (This mirrors the yearend report. It has all the information needed for our Department President to report to the National VFW Auxiliary.)

Click on the statement that best describes your activity/project. Some of the statements may have additional drop-down menus where you may need to provide additional information. Be sure to enter that information.

Scroll down again to get to the bottom of the page. For each program you will find:

- **Cumulative Hours**
- **Miles**
- **Members**
- **Dollars Spent/Donated**
- **Youth**

Enter those that pertain to that activity/project. **Remember you are reporting on one activity/project at a time.**

It is important to give a descriptive account of the event or project.

Once you are done with your report, Hit submit.

The Department Chairmen are using the information in the description to help them when they give out their awards at the end of the year. You want to paint them a picture of what your Auxiliary did for this activity/project. Once you are satisfied with your report, hit submit.

You can print what you have submitted.

Once you submit the report, you will be able to print it. You should do this, so you have a record of what you have submitted to the Department Chairman. You will also get an email that your report has been submitted. What you submitted will be in that email.

If an Auxiliary wants to see what programs have been reported, they can go through the steps from above, but instead of selecting "Program Reporting", they select "Dashboard".

If you click on the number in green, it will tell you what has been reported.

On the top left hand side of the screen, you select "Auxiliary" from the first drop down menu. In the blank bar, type in the Auxiliary number. Hit submit. This will show you in green what programs have been reported.

You can click on the number in green under the programs to see what the Department Chairman has approved. It will list all the projects that have been submitted and approved.

It is so important that your Auxiliary report your projects. With the online reporting, you are able to report your projects as you complete the project. All of this is to eliminate the reporting at the end of the year when you send your yearend reports to the the Department Chairman. This gives us real time information, letting us know what the Auxiliaries are doing.