NEW DEPARTMENT OF MO VFW AUXILIARY WEBSITE!

New site: vfwauxmo.org
Have you logged into the new website yet?

WHAT IS NEW ABOUT THIS SITE:
- Scroll down on the Home Screen and **announcements** can be found there.
- Go to Programs and you can download everything National has on MALTA.
  - ✓ The first area under each program is the most recent information sent out by our Department Chairmen
  - ✓ All materials from National is located next
- **Members only** is now a section where you can report what your Auxiliary is doing.
  - ✓ To login, **username** is your VFW Auxiliary ID number off your membership card.
    - ▪ Your **password** is your last name written just like it is on your membership card.
  - ✓ Under this section, you can look at our roster book and the program book.

We now have online reporting!!!!!
- ✓ Hit the Program Reporting tab and it will give you any area that you would like to report.
- ✓ Notice that it will fill in the Auxiliary number and your email that is on file with National.
- ✓ Click on the Program you want to report, and a screen will show up.
- ✓ Fill in all the items that relate to what you want to report. When selecting the category, you want to submit, try to find the one that closely relates to what you are reporting. Unfortunately, it will only allow you to hit one category at a time. But the chairmen will give you credit if you have more than one category mentioned in the description area.
  YOU MUST FILL IN THE DESCRIPTION ON ALL REPORTING. This is VERY important. Say you are reporting giving out flags, if you don't fill in under description how many flags given out, then we can't give you credit.
- ✓ When you are done filling in the form, hit submit. The email showing at the top will get a confirmation email with the information you submitted.
- ✓ The Department Chairman will check periodically to see if any reports have been submitted. They will then decide if they have enough information. If so, they will accept the report. If they don't, they will email you and tell you why it isn't accepted. You then will **HAVE to resubmit the report,** fixing what they have asked you to fix.

We are asking Auxiliaries to **submit finished projects at least quarterly**. Our quarters are:
> **April 16 – July 31**
> **August 1 – October 31**
> **November 1 – January 31**
> **February 1 – April 15.**

Who is responsible for doing the online reporting???? That is up to your Auxiliary. It could be each of the Chairmen, but if they can't do it, you could appoint someone to do it. **YOU DECIDE** who does the reporting.

If you are an Auxiliary that **does not** have a member who can submit your information online, then the year end reports are in the back of the program book. You can submit them as you finish a project, you don't have to wait till the end of the year.