

DEPARTMENT OF MICHIGAN VFW AUXILIARY WEBSITE
Reporting /Members Only
vfwauxmi.org

Login-Only need this if you are REPORTING or Getting on Members Only Page

- Report Entry Page
 - Username is your Membership
 - ID-Password is your Last name
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- Members Only Page
 - Username is your Membership
 - ID-Password is your Last name
 - Roster
 - Work Policy
 - Standing Rules
 - Officers Guide
 - Annual Book
 - Convention Proceedings

How to Report

- After you log in you will see the following along the left side of the screen
 - User ID:
 - Your Name

Site Management

- *Log Out
- *Pages
 - About
 - Officers
- *Officers
 - Department officers
 - District Presidents

Resources

- *FAQS
- *Image Editor

Reports

- View Reports
 - Report
 - Pick your Program
 - Summary
 - All Records
 - Summary
 - Field
 - District-then add your District # in the blank Box
 - Auxiliary- then add your Auxiliary # in the blank Box
 - Category-Means NOTHING
 - Begin Date
 - Put a start date in
 - End Date
 - Put an end date in
 - Search
 - Hit this when you are all done entering your information.

You only need “New Reports” if you are Reporting

New Reports

- *Reports
 - **To Search for a report**
 - District -Add District # in blank box
 - Click on Show Approved –hit search
 - Click on Show Unapproved -hit search
 - Change District to Auxiliary-Add Auxiliary # in blank box
 - Click on Show Approved –hit search
 - Click on Show Unapproved -hit search
 - If you click on the Date, it will take you right to the report page and show you what you reported. As long as it shows unapproved you can change the report. If it is approved already, you can't change it.
 - **To add a report**
 - Click on the black box that says ADD
 - You MUST fill in any empty boxes at the top of the page including your email and then hit ENTER
 - The header will turn RED
 - **Select a Program**
 - You can pick any program
 - GREEN +sign Next to the box that says Select a Program
 - **Select an Activity**
 - By clicking on the arrow, all the guide sheet requirements are listed for the Program that you picked. If what you want to report is NOT listed then please click on Other.
 - **Description**
 - This is where you would write and tell the Chairman all about the project that you did as an Auxiliary.
 - **Chairman**
 - If you know the chairman's name please add here
 - **Dollars**
 - Add any amount that was raised or spent
 - **Members**
 - Add how many members took part in the project
 - **Hours**
 - Add how many hours it took to complete the project
 - **Miles**
 - Add up all the miles from members that took part in the project and all drove separately

Once you fill in all the boxes and you want to add another Project click on the GREEN +sign Next to the box that says Select a Program and add your next project. You can add as many project as you want for as many different programs that you want.

Once you are done adding all your projects please click on the black box that says SUBMIT

PRINT- Click back on the date that you just submitted and hit PRINT

