

## MALTA TRAINING

1. **Go to <https://vfw auxiliary.org>**
  - a. Sign in under Malta Member Login
  - b. Your Auxiliary Membership Number and then your password
2. **Go to <https://malta.vfwauxiliary.org/Account/NewLogin>**
  - a. If Not go to Activate Account
  - b. First Name
  - c. Last Name
  - d. Member ID Number
  - e. Zip /Postal Code
  - f. Activated Account
3. **Top Line *(only Presidents, Secretaries and Treasurers will have Duties)***  
Home, Profile, Duties, Resources, Event, Make Gift and Report
4. **Your personal information will come up**
  - a. Your Auxiliary Membership
  - b. Your Membership Information
  - c. List of Officers
    - i. Your Auxiliary
    - ii. Your District
    - iii. Your Department
    - iv. Your National
5. **Top Right-hand corner**  
Envelope, ?(question Mark), Support, Logout, Bird(Twitter), f(Facebook), P(Pinterest) & arrow(You Tube)
6. **The blue line across the top**
  - a. House
    - i. Is your main page
  - b. Profile
    - i. My Profile
      1. Your Member information
      2. Contact Information
      3. Your Subscription
        - a. If you want your Magazine by email
      4. Your Eligibility
      5. Spouse Information
      6. Officer History
        - a. What office you held in the Auxiliary, District, and National
      7. Skills and Interests
    - ii. Payments and Receipts
      1. Events that you sign up for
    - iii. Change Password
      1. If you need to change password

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- c. Duties
  - i. Whatever office you hold on the Auxiliary, District, and Department
  - ii. Hit the tab that you want to use.
- d. Resources
  - i. Podium Edition
  - ii. National Program
  - iii. National Program Presentation
  - iv. National Program Award Forms
  - v. Family Freedom Festival
  - vi. Building on the VFW Auxiliary Foundation
  - vii. The Program
  - viii. National Convention Book

## Top Line

- 7. **Join Us has ideas??** To do with your community
- 8. **About Us** is National Officers, National Ambassadors, National District, Council Members, National Staff, FAQ and Online Auxiliary Academy
- 9. **MALTA** Information on each Member
- 10. **Online Auxiliary Academy** has videos on Membership, Members, Secretary and Treasurer
- 11. **Social Media** (Facebook) has videos on how to set it up.
  - a. **Membership & Leadership** has videos on how to engage your Members
  - b. **What We Do** – you can click on a program to get resources.
  - c. **Scholarship** – What National has to offer
    - 1. *Continuing Education*
    - 2. *Young American Creative Patriotic Art Contest*
    - 3. *Patriot's Pen*
    - 4. *Voice of Democracy*
- 12. **Blog** – Different things you can read
- 13. **Media**-Your Emblem branding center, Media Contacts, News, Magazine, E-Newsletter signup and Photo Gallery
- 14. **Event**
  - a. The events for National
- 15. **Make Gift**
  - a. You can make a personal gift
    - 1. Cancer Aid & Research
    - 2. Health & Happiness
    - 3. Patriotic Art
- 16. **Report**
  - i. CMR-Conference Summary
  - ii. Gift Conference Summary
  - iii. Membership Summary

## 17. Duties

- a. Treasurer Shortcuts
  - i. Process Dues
  - ii. Reports
  - iii. Receipts
  - iv. Withdrawals by National
  - v. Deposit by National
  - vi. Make a gift
  - vii. Purchase a bond
  
- b. Manage Members
  - i. View Members
  - ii. New Membership
  - iii. Rejoin Member
  - iv. Process Dues
  - v. Convert to Life
  - vi. Transfer Membership
  - vii. Address Labels
  - viii. Phone & Email List
  - ix. Order Membership Cards
  - x. Print Membership Cards
  - xi. Event Registration
  
- c. Manage Department
  - i. Edit Dues Amount
  - ii. Bank Account
  - iii. Officers/Installation Reports
  - iv. Edit Department Address
  - v. Edit Department Address
  - vi. Officer Contact Information
  - vii. Treasurer Resource
  - viii. Officer Resource
  - ix. Bond Purchase for Department Entities
  
- d. Department Information
  - i. Auxiliaries Installation
  - ii. Auxiliaries Bond
  
- e. Districts
  - i. District Installation
  - ii. District Bond
  
- f. Institute Date and Address
  
- g. Department Membership