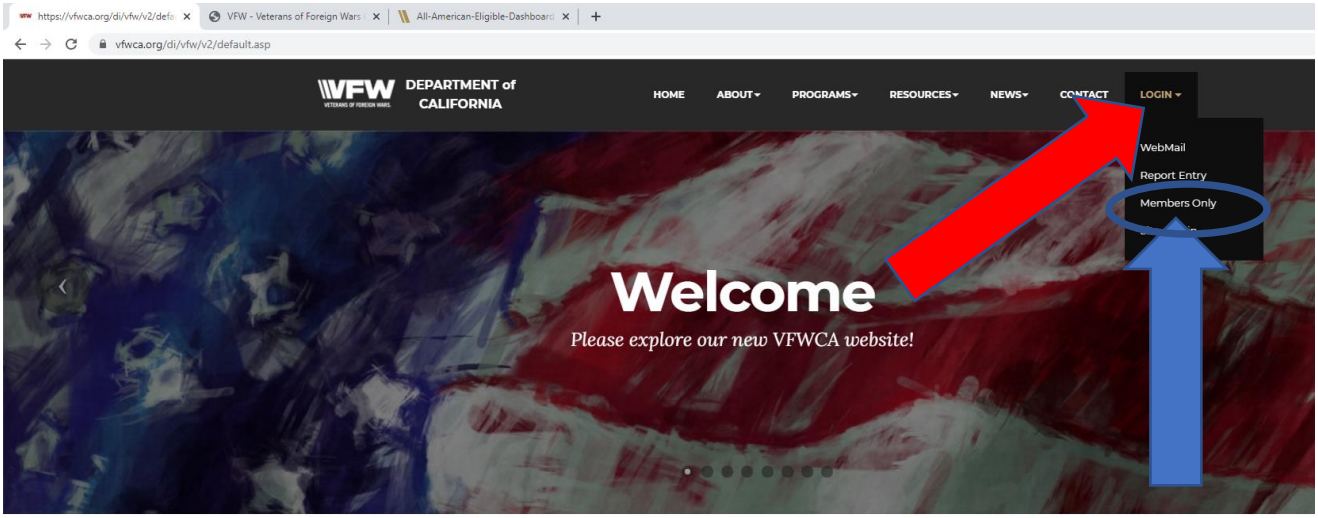
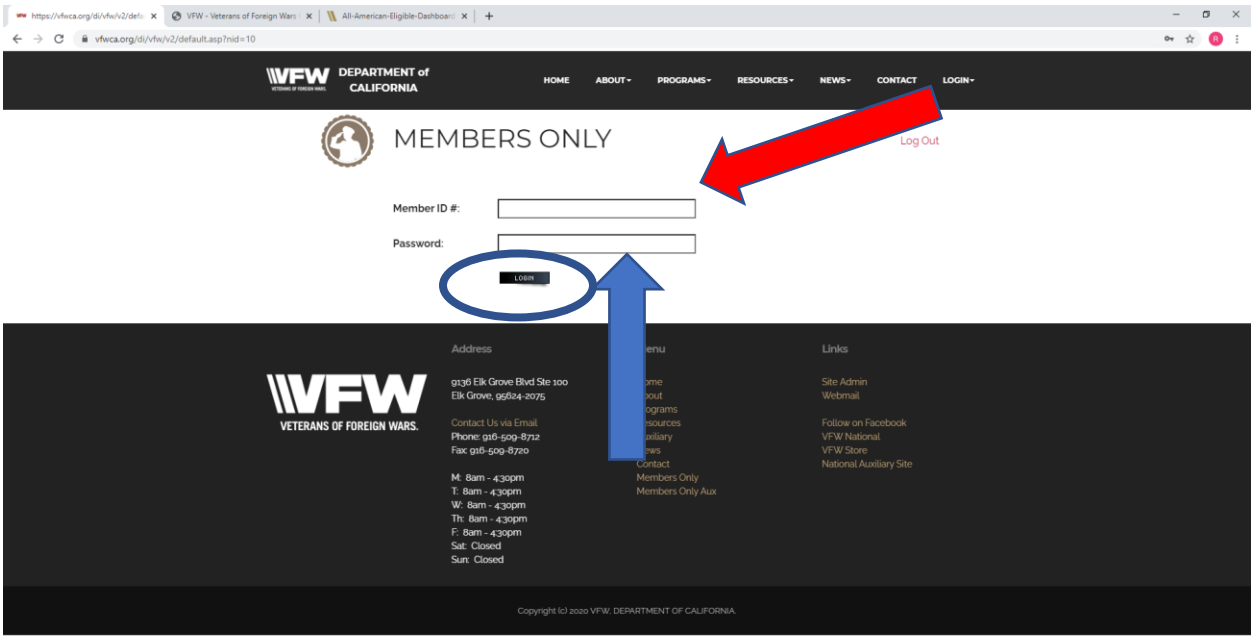
REPORTING SYSTEM TRAINING GUIDE

Member Access:

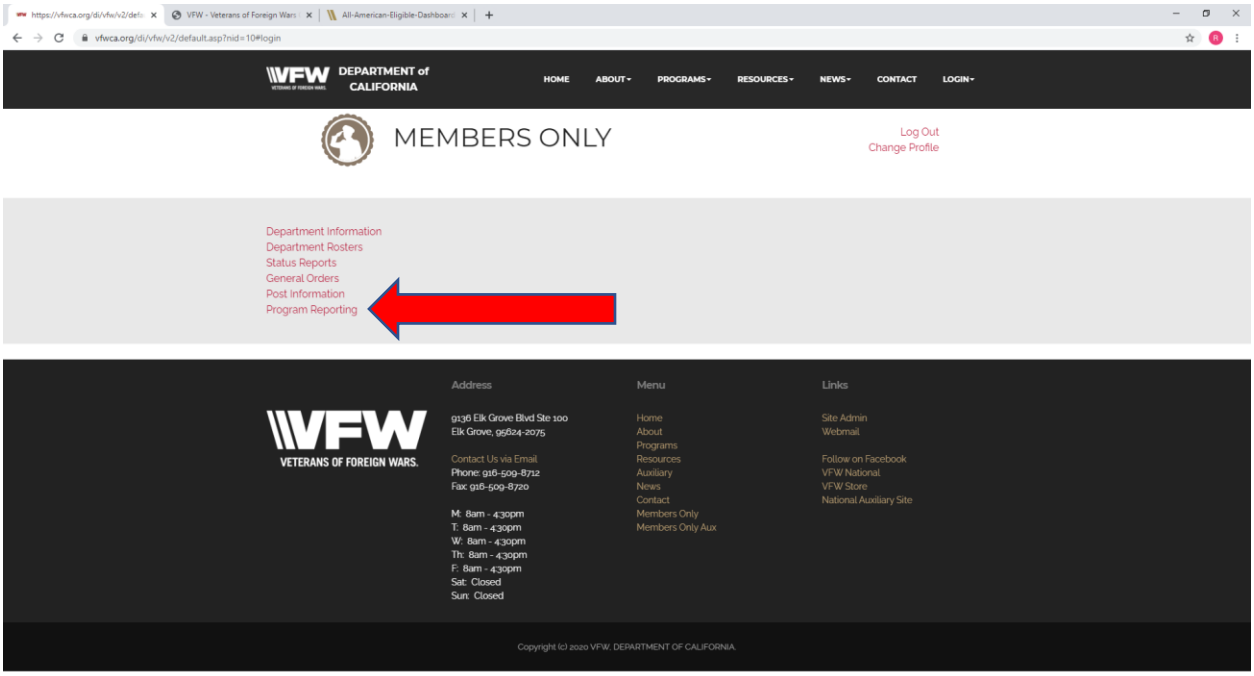
Navigate to the VFW Department of California website at www.vfwca.org and click on the LOGIN (red arrow) option on the top menu bar. Then click on the Members Only link (blue arrow).



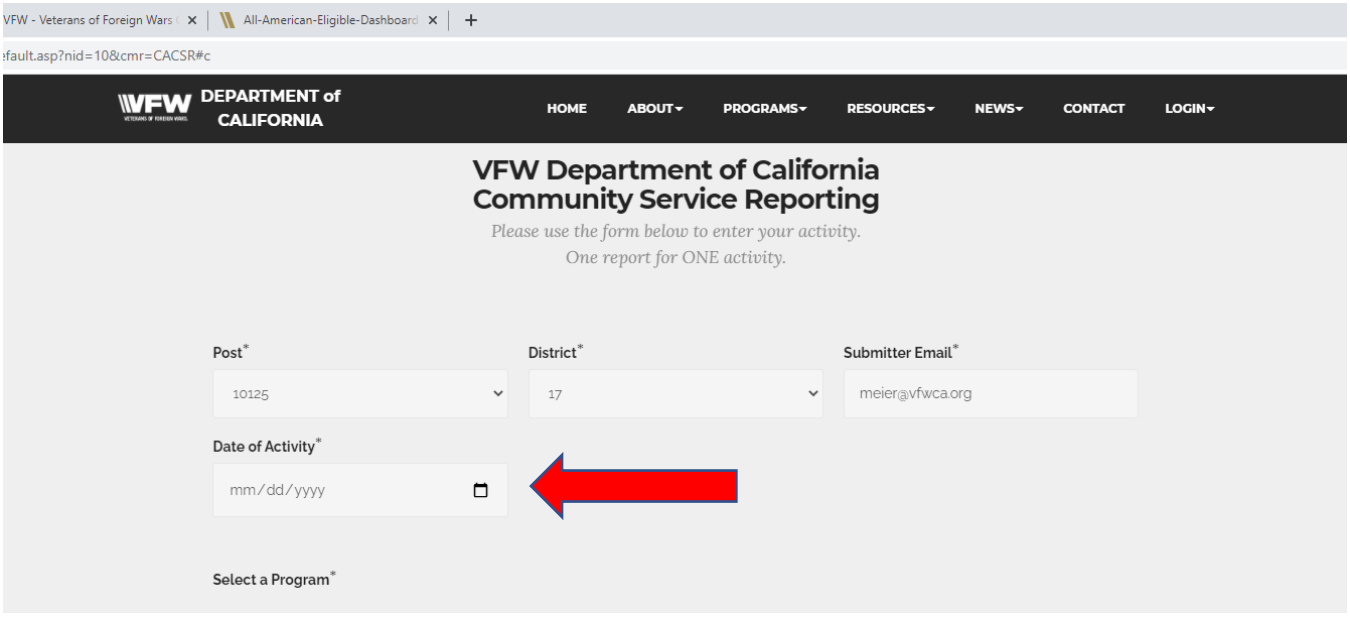
After clicking on the Members Only link, you will enter your VFW Membership ID number (red arrow) and enter your password (blue arrow). Your password is your last name with the first letter capitalized; i.e., Smith. Then click the "LOGIN" button.

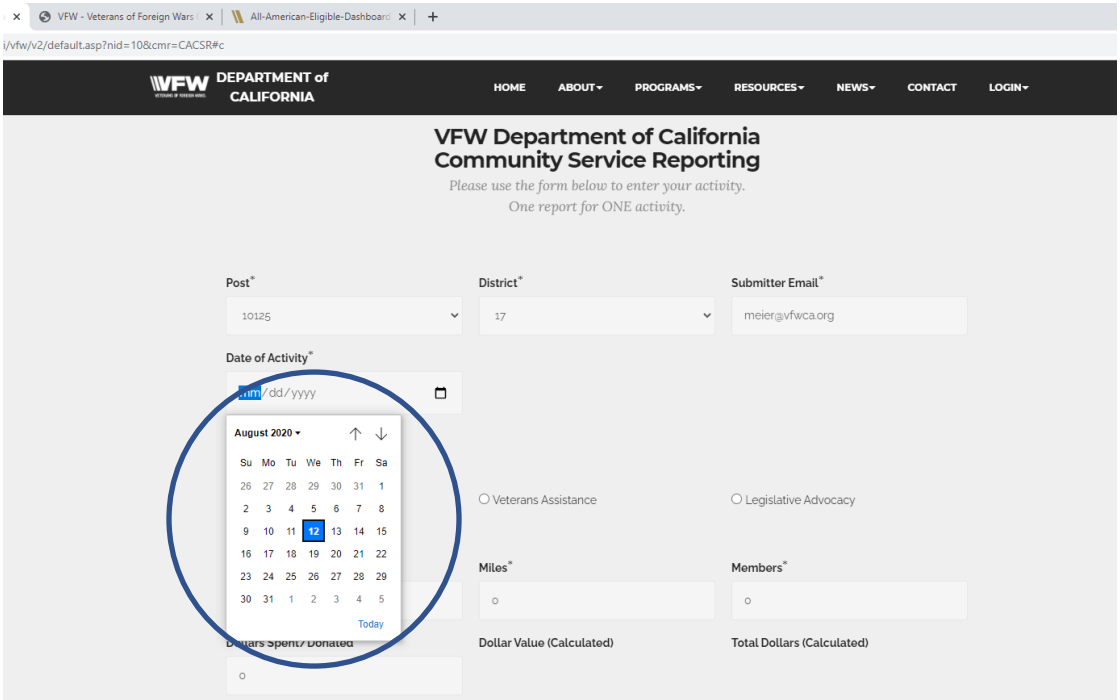


You will then select "Program Reporting".



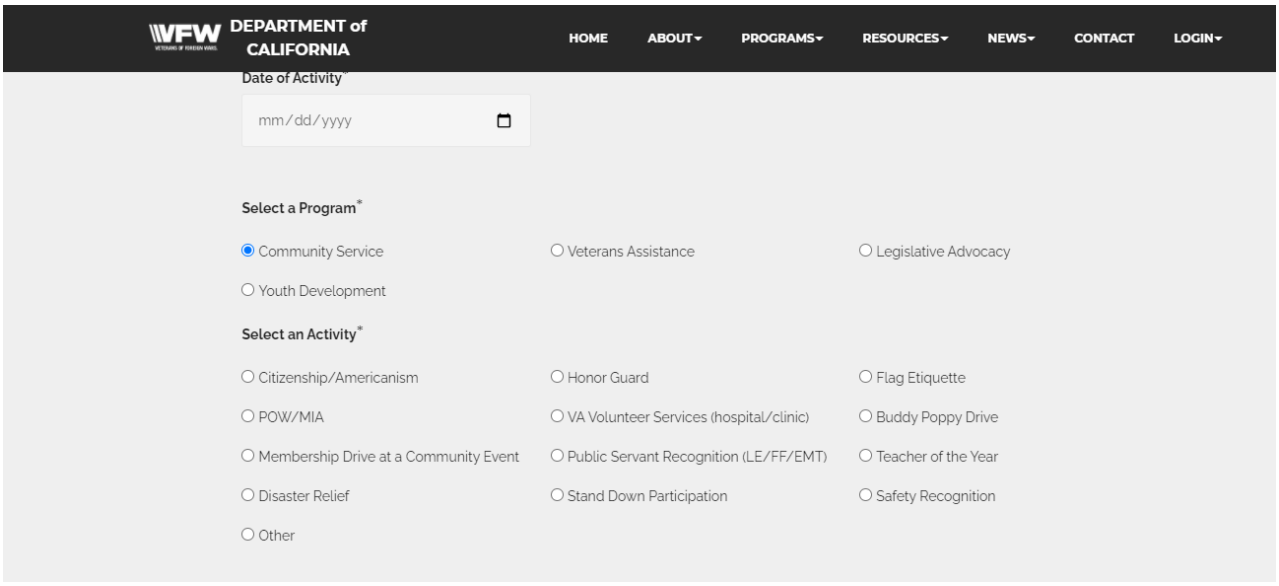
The VFW Department of California Community Service Reporting form will pop up. Your Post, District, and email will automatically populate based on your membership information. You will need to enter the Date of Activity. You can also use the calendar button.



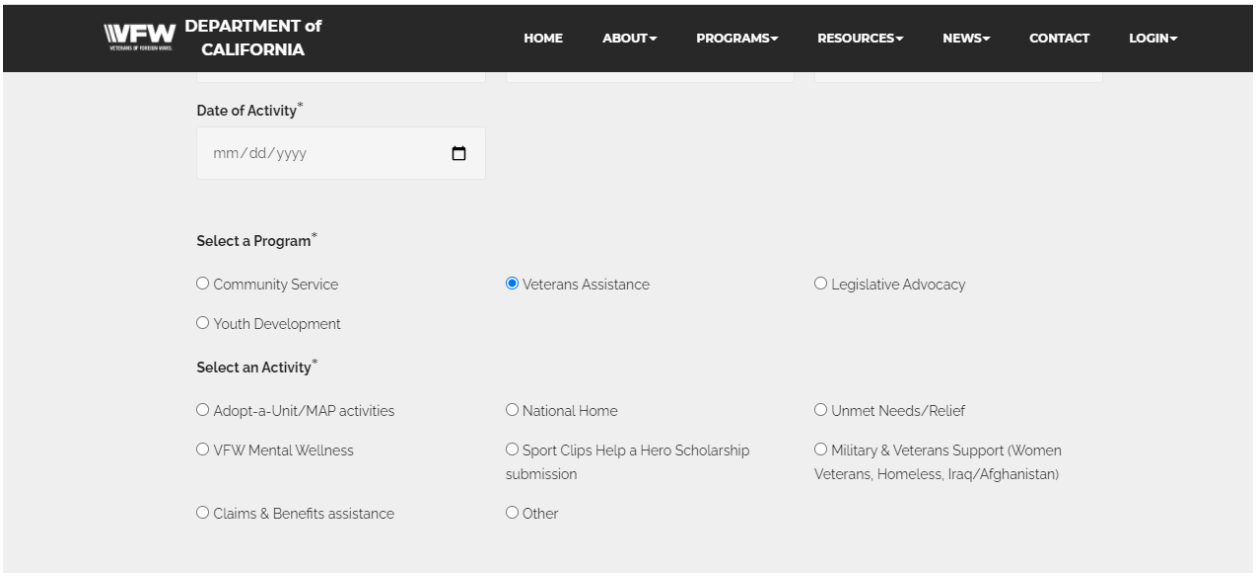


Next you will select the appropriate program for your report: Community Service, Veterans Assistance, Legislative Advocacy, or Youth Development. Your selection will drop down into activity categories.

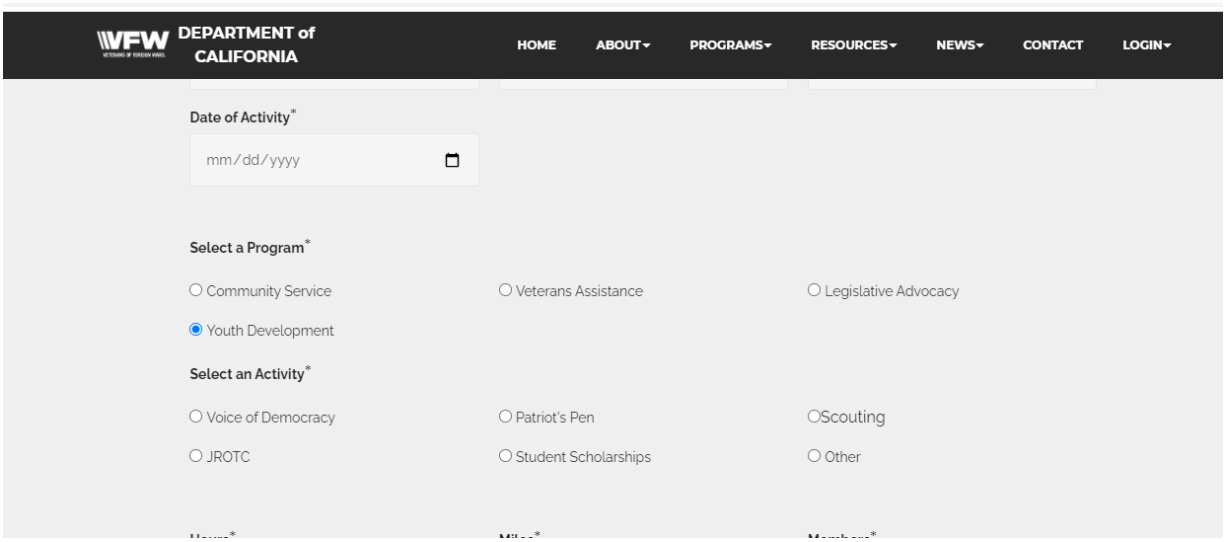
Community Service options:



Veterans Assistance Options:

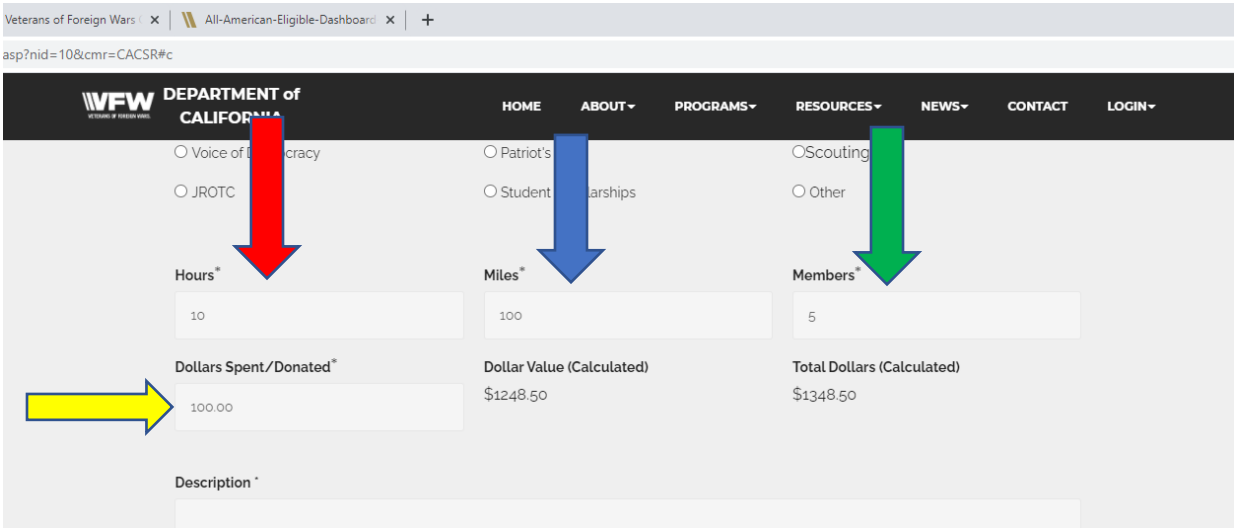


Youth Development options:



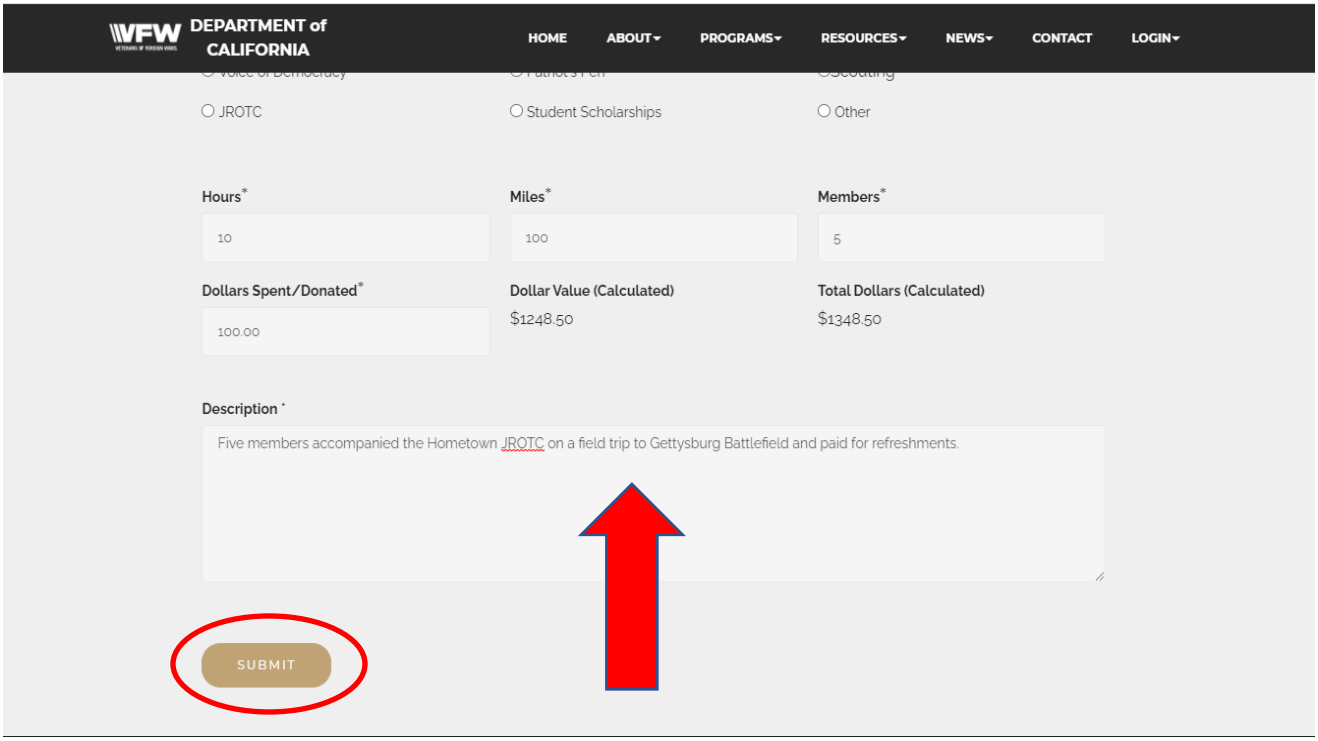
Legislative Advocacy does not have Activity categories associated with it.

Next you will enter the number of hours for the activity (red arrow), the number of miles driven for the activity (blue arrow), the number of members who participated in the activity (green arrow) and any money spent on the activity (yellow arrow).



The program automatically calculates the dollar value based on IRS approved rates for volunteer hours and mileage.

Lastly, you will enter a description of the activity. This is required or your report will be deleted. The click the SUBMIT button.



You will receive a confirmation email from the system with the information you submitted.

If you have any questions, contact the Department at info@vfwca.org.