



VFW AUXILIARY

Welcome

Online 
Auxiliary  Academy



VFW AUXILIARY

**HOW TO ENTER DELEGATES AND
ALTERNATES FOR NATIONAL CONVENTION
ONLINE
AT WWW.VFWAUXILIARY.ORG
BY THE
MAY 31 DEADLINE**



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BE PREPARED TO ENTER DELEGATES/ALTERNATES

- A. YOU WILL NEED A LIST THAT LISTS THE FOLLOWING INFORMATION:
1. EACH DELEGATE/ALTERNATE'S (1) MEMBER ID NUMBER
 2. FIRST AND LAST NAME
 3. THE AUXILIARY NUMBER.
- B. GO TO THE VFW AUXILIARY VFW WEBSITE AT www.vfwauxiliary.org
- C. IF YOU HAVE A LOGIN, MOVE ON TO STEP D; OTHERWISE, YOU WILL NEED TO FOLLOW THE INSTRUCTIONS FOR CREATING A LOGIN
- D. GO THROUGH LOGIN AND ALONG THE LEFT HAND SIDE, FIND THE TOPIC **"DELEGATE SELECTION."**



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ELECTED DELEGATE SELECTION PROCESS

UNWAVERING SUPPORT



FOR UNCOMMON HEROES™

This document outlines the process for selecting your elected Delegates and Alternates for the upcoming National Convention. These selections of those elected are stored by National Headquarters until the following year when elections for the next National Convention are taking place.



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Search for elected member to select as a Delegate or Alternate

Member Logout
My Committees
My Profile
My Transactions
Department Dues
Department Directory
Add New Member
Installation Reports
Name/Address Changes
Delegate Selection ← 1
Upcoming Events
Reporting Center
Officer Tools
Online Store

Member #:
First Name: ← 2
Last Name:
Organization Acronym:
 ← 3

Assigned Delegates

Member #	Name	Organization Name	Delegate Type
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Search Results

Member #	Name	Organization Name	Delegate Type
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1. Click on “Delegate Selection”
2. Fill in at least one piece of search criteria
3. Click on the GO button to perform the search



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Select elected member to set as a Delegate or Alternate

Member Logout
My Committees
My Profile
My Transactions
Department Dues
Department Directory
Add New Member
Installation Reports
Name/Address Changes
Delegate Selection
Upcoming Events
Reporting Center
Officer Tools
Online Store


Member #:
First Name:
Last Name:
Organization Acronym:

Assigned Delegates

Member #	Name	Organization Name	Delegate Type
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Search Results

Member #	Name	Organization Name	Delegate Type
33009	Janice G Criswell	National Headquarters	
33009	Janice G Criswell	Wheatland Auxiliary 2864	

 **1**

1. Click on the member ID number of elected member



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Choose Delegate or Alternate



Member Logout
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LAVFW Delegates Selection | Delegate Profile

Personal Information

organization: Wheatland Auxiliary 2864
member id: 33009
first name: Janice
middle name: G
last name: Criswell
deceased? No

delegate selection: 

1. Select Delegate or Alternate
2. Click Save or Apply
3. Clicking on Cancel will load the search screen



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See current selections and setup additional elected representatives as needed

Member Logout
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Reporting Center
Officer Tools
Online Store

Member #:
First Name:
Last Name:
Organization Acronym:

Assigned Delegates

Member #	Name	Organization Name	Delegate Type
33009	Janice G Criswell	National Headquarters	Delegate
33009	Janice G Criswell	Wheatland Auxiliary 2864	Delegate

Search Results

Member #	Name	Organization Name	Delegate Type
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1. Current elected members will be listed here
2. Repeat the outlined steps to add another Delegate or Alternate

Once an elected member is selected, that change is no longer editable online. Any changes to an elected representative will need to be made with National Headquarters well in advance of National Convention.



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And remember it is **essential** that your Auxiliary follow any lawful order issued by your Department or the National Organization.



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THANK YOU

If you have questions, please call us at 816.561.8655, e-mail us at info@vfwauxiliary.org, or visit our website at www.vfwauxiliary.org.