



VFW AUXILIARY

Welcome!

Online 
Auxiliary  Academy



VFW AUXILIARY

VFW AUXILIARY SECRETARY:

ONLINE ENTRY OF VFW AUXILIARY INSTALLATION REPORTS

****IMPORTANT NOTE**** If new officers are already in place for the new term year, **STOP**, they have already been entered by National Headquarters or the Department upon receipt of Installation Report. Please **DO NOT** re-enter, as duplicates will be created.

The current Auxiliary Secretary for the current term year must enter the new term officers for upcoming year by June 30, or the Report of Installation must be sent to Department and/or National for entry.

1. LOGIN
2. Click Installation Reports
3. Enter Auxiliary Number (Acronym)
4. Click "Go."



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Home

Login

- [Member Logout](#)
- [My Committees](#)
- [My Profile](#)
- [My Transactions](#)
- [Department Dues](#)
- [Department Directory](#)
- [Membership Center](#)
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- [Reporting Center](#)
- [Disciplinary Action Forms](#)
- [Officer Tools](#)
- [Online Store](#)

Acronym:

Go

Select an organization listed below or enter t

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

- AK - Department of Alaska
- AL - Department of Alabama
- AR - Department of Arkansas
- AZ - Department of Arizona
- CA - Department of California
- CO - Department of Colorado
- CT - Department of Connecticut
- DC - Department of Dist of Col.
- DE - Department of Delaware
- FL - Department of Florida
- GA - Department of Georgia
- HI - Department of Hawaii
- IA - Department of Iowa
- ID - Department of Idaho
- IL - Department of Illinois
- IN - Department of Indiana



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5. Double click on Auxiliary Name and Number, highlighted in green.

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Acronym:

Select an organization listed below

[1000 - Fraas-Fain Auxiliary 1000](#)



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6. Enter current information reported on Report of Installation: Date of Installation; Continuous Annual Dues amount; Meeting information; and EIN number. To make changes, highlight the field and type over. Click “Save”.

demographic information

organization name: Fraas-Fain Auxilliary 1000
organization type: Auxiliary acronym: 1000
institution date: 02/07/1933 80 years ago
institution city: institution state: MO
perpetual charter date: 05/17/1988
installation date: 04/11/2013 EIN #: 44-0534680
dues amount: \$25.00
action date: reason code:
meeting day/night: 2nd Thursday meeting time: 7:00pm
meeting place: 1002 E Hwy 24
meeting city: Independence state: MO zip: 64050

[Save](#) [Cancel](#) [Add Officer](#) [Export Officers](#)

related organizations

Organization Name	Organization Type
District 5 Department of Missouri	District
Department of Missouri	Department

current & future officers

Officer Name	Position	acting	Start Date	End Date	
Glebe Diane	President		07/01/2012	06/30/2014	edit
Oliver Shirlene A	Treasurer		07/01/2012	06/30/2014	edit
Walker Karen	Secretary		07/01/2012	06/30/2014	edit



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7. See Current & future officers/Officer Name: If newly elected officers are same as current, click edit. One click will renew officer term and default end date to one year ahead. Click "Save".

New Officer

8. To add a *new officer* for the new term year, click Add Officer. Type Member ID number or First and Last Name. Click "Go".

Add Officer - Search

Please use the fields below to search for Auxiliary and DAL Members that you wish to add as a future Officer.

You are searching for members related to Fraas-Fain Auxiliary 1000

[<<back to organization profile](#)

Member #:

Last Name:

First Name:



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9. Click on "Name"



Add Officer - Search Results

[<< back to search](#)

Georgia R Simmons
Fraas-Fain Auxiliary 1000
Member #: 2940916

10. See Auxiliary Officer/relationship type, click drop down arrow, choose type and click. Type in start date 07/01/15 and end date 06/30/16 for new term year. Click "Save".

Auxiliary Officer Relation | [Installation - Officer Relation](#)

relationship	
individual:	Georgia R Simmons
organization:	Fraas-Fain Auxiliary 1000
relationship type:	Secretary ▾
start date:	07/01/14 
end date:	06/30/15 



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See new officer position under current & future officers.

current & future officers					
Officer Name	Position	acting	Start Date	End Date	
Glebe Diane	President		07/01/2012	06/30/2014	edit
Oliver Shirlene A	Treasurer		07/01/2012	06/30/2014	edit
Walker Karen	Secretary		07/01/2012	06/30/2014	edit
Simmons Georgia R	Secretary		07/01/2014	06/30/2015	edit

****Note**** -- As of 07/01/15, Officers with a 6/30/15 end date will drop down to show in Past Officers file.

Current Officer- position change

11. To change position of current officer, click Add Officer, type in name or ID number, click on name, go to relationship type, click drop down arrow, choose type and click. Type in start date 07/01/15 and end date 06/30/16 for new term year. Click Save. [Same procedure for a new officer.]

Entries are now completed!



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The decision has been made to allow only Department Secretaries or Treasurers to make Name, Address, and contact information changes online.

It is of vital importance that the Auxiliary notify the Department of any officer changes or address changes for President, Secretary or Treasurer during the term year. Please complete the Officer Change or Correction form.

****Note** -- email addresses are particularly important; please be accurate when entering them.**

*****AFTER ENTERING THE NEW AUXILIARY OFFICERS, YOU WILL NEED TO GO INTO THE NAME/ADDRESS CHANGES TO ENTER THE NAME, ADDRESS, PHONE NUMBER AND/OR E-MAIL ADDRESS CHANGES OF THE OFFICERS YOU JUST ENTERED.*****

THIS IS SUCH AN IMPORTANT STEP—A WONDERFUL HELP TO ALL WHO USE ANY INFORMATION ABOUT THE OFFICERS OF A PARTICULAR AUXILIARY.



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TO MAKE NAME/ADDRESS CHANGES:

1. Click on Name/Address Change along the left hand side:

Member Logout
My Committees
My Profile
My Transactions
Department Dues
Department Directory
Membership Center
Installation Reports
Name/Address Changes
Delegate Selection
Upcoming Events
Reporting Center
Disciplinary Action Forms
Officer Tools
Online Store
Emblem Branding Center

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

Complete information and Click "GO."

Go

Search Results		
Member #	Name	Organization Name

Ladies Auxiliary VFW National Headquarters - 406 West 34th Street, 10th Floor, Kansas City, MO 64111
Phone: 816-561-8655 - Fax: 816-931-4753 - Email: info@ladiesauxvfw.org
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2. Select member information

Member Logout
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Emblem Branding Center

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

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

When selected, the number will turn green.

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3. Make changes needed and SAVE!

Member Profile | Name & Address

Personal Information

organization: Wheatland Auxiliary 2864
member id: 33009
first name: Janice
middle name: G.
last name: Criswell
date of birth: 4/29/1947
deceased?

Address Information [add](#)

Type	Address Line 1	Address Line 2	City	State	Zip	Primary?	
Home	3176 Woodview Ridge Dr Apt 205		Kansas City	KS	66103-3632	<input checked="" type="checkbox"/>	edit

Phone Information [add](#)

Type	Number	Primary?	
Home	(816)799-7070	<input checked="" type="checkbox"/>	edit
Home	(785)673-9349	<input type="checkbox"/>	edit
Business	(816)561-8655	<input type="checkbox"/>	edit

Fax Information [add](#)

Type	Number	Primary?	
------	--------	----------	--

Email Information [add](#)

Type	Email Address	Primary?	
personal	janicecriswell@hotmail.com	<input type="checkbox"/>	edit
business	jcriswell@ladiesauxvfw.org	<input checked="" type="checkbox"/>	edit

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Use the **“add”**
and **“edit”** to
make changes.
Be sure and SAVE!



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AUXILIARY SECRETARIES:

YES, PUTTING IN NEW AUXILIARY OFFICERS MAY BE A SCARY PROCESS, BUT AFTER ONE OR TWO SUCCESSES, YOU WILL FEEL MUCH MORE COMFORTABLE AND SOON BECOME PROFICIENT .

- ✓ **WE KNOW THAT YOU HAVE THE SKILLS INPUT AUXILIARY OFFICERS.**
- ✓ **YOU HAVE THAT “CAN DO” ATTITUDE!**

“THANK YOU” FOR INPUTTING YOUR AUXILIARY’S OFFICERS!