

# New Website Info

1. When you get on the Home Page ([www.vfwil.org](http://www.vfwil.org)) please scroll all the way down the page. You will find announcements and directions on how to use the page and other good things.
2. To make reports do the following:
  - a. Go to the Login tab (top)
  - b. Click on Report Entry
  - c. Your user name is your Post Number
  - d. Password is District Number
  - e. Once you get in look to the lower left of the screen.
  - f. If you are doing the old X sheet reporting (except for Hospital Reporting) click on Program Activity, for Hospital Reports click on Hospital Report.
  - g. Look for the button on the right side of the box that says ADD. Click it!
  - h. Add your info. Keep scrolling, it is there.
  - i. HINT: Hold Down both the Control and the F key. This will open a search box (top of the page on Internet Explorer, bottom of the page on Firefox.....those that use Apple products please upgrade to Android or Windows boxes.) Put in the report you wish to make in the box that opened, e.g. type in Americanism and it will take you to the Americanism Reporting area.
3. Poppy Orders, Convention Registration, Audits, and Bond Applications: Follow Steps 1 and Steps 2 a through e. Click on the appropriate entry area in the bottom left. Fill out the forms.
4. To look at something that looks like the old X sheet click on X sheet on the bottom left. To see only your district or post use the box at the top of the sheet.
5. We will have the donations and other items up shortly.
6. DON'T get frustrated....Call HQ for assistance.