



ONLINE PROGRAMS REPORTING



Reporting your programs online is an easy, no-hassle way to complete this semi-annual and be done with it.

1. Go to **www.amvets.us/reports**
2. **Create a profile** if you are new to online programs reporting. After completing your new profile, you'll be redirected back to the log-in page.
3. **Log in.**
 - *USERNAME: membership ID#*
 - #PASSWORD: you created when you set up your profile.*
4. **Click "Add New Program Data".**
 - *Ensure the "Six month period ending in:" at the top of the screen has the correct date listed for what you are reporting.*
6. **Under "Program Category", select a program** which most closely correlates with what you are reporting from the drop-down list of options. Include details in the comments section.
 - *If your program does not fit into any of the options, select "Other-Community Service". Include details in the comments section.*
7. **Enter the # of volunteers** who took part in the activity under the "Volunteers" section.
8. **Enter the # of hours worked per volunteer** in the "Hours" section.
9. **Enter the total # of miles driven by all volunteers** in the "Miles" section.
10. **Enter any cost associated with the activity** in the "Activity Cost" section.
11. **Enter any donations collected** under the "Cash Donations" section.
12. **Repeat Steps 6-11 on the next line for your next programs entry.**
13. **Click "Preview Data"** towards the bottom of the screen when you are finished reporting ALL PROGRAMS information for that 6-month period.
 - *If you have any corrections to make, click "Make Changes" to edit your submission.*
15. Once you have double checked your submission for accuracy, **click "Submit Data"**.