Go to AMVETS (National) Website Click on Programs for the dropdown menu Click on Submit Reports



4. Scroll down and select Online Reporting Portal



5. This is the screen that will come up next. 6. Enter YOUR email address. 7. Then click on Access my portal



8. A verification code will be sent to your email address.9. Go to your email inbox, retrieve the code, enter the code into the space provided, then click Continue.

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Option 1

8. a. A verification code can be sent to your phone.
9. a. Go to your text messages on your phone, retrieve the code, enter the code into the space provided, then click Continue.



Option 2

10. As you enter the portal, you will see a button that says "+ New Program Report." 11. Click on that button.

🕁 📴 🌞 🙆 👄 🖸 25 web.miniextensions.com/Q8pFeYItq0BJPdwxHY8n PREVIOUS RECORDS SAVED Total Number of Volunteers (current Total Number of Programs (current period) Total Number of Hours (current period) Total Cost of Programs (current period) As **YOU** enter Programs[®] these values will be updated. The count will start over after the Reporting Period Ends (June 30th and December 31st) You can record a new contribution or review & edit past ones. **Click HERE** + NEW PROGRAM REPORT Search

PROGRAMS DASH BOARD

12. You may only enter event information one at a time.



Fill in information as requested – **ALL FIELDS MUST BE FILLED OUT!**

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| Q Search | Contact Name Are you reporting as* | | |
| 6 members PROGRAM SU | Wanda Allen O AMVETS | | |
| Red Shirt Frid | Riders | | |
| | You must click on "Calculate activity cost" in order to calculate the full activity cost. You must then click on "Save volunteering record" or body for your record to be validated & saved | , | |
| | Calculate activity cost Do not clic | ck yet!! | |

A hard copy of the Sub-Categories has been provided in the past; however, you may click on the link for a digital version

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| | Activity full description Category Select Program Sub-category* Please refer to that document in case of a doubt on the category/sub-category. Q Search | |
| | 6 members PROGRAM SUB Red Shirt Frida Description of Activity* You must click on "Calculate activity cost" in order to calculate the full activity cost. You must then click on "Save volunteering record to be validated & saved Calculate activity cost | |

Choose the appropriate Category & Sub-Category based on definitions given.

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| You can re Q Search G members PROGRAM SUE Red Shirt Frida | Category Jelect Americanism Community Service Fundraising Legislative Awareness Membership Remembering Me Rolling to Remember Awareness Sad Sacks Suicide Awareness Suporting Veterans/ Families You must click on "Calculate activity cost" in order to calculate the full activity cost. You must click on "Save volunteering" in order to calculate the full activity cost. You must click on "Save volunteering" in order to calculate the full activity cost. You must click on "Save volunteering" in order to calculate the full activity cost. Do not click y | vet!! | |

Under the Number of Hours Worked – Submit the number of hours per SINGLE VOLUNTEER



S C R O L L D O W N

Mileage should be calculated per vehicle and entered in the appropriate space



After clicking "Calculate activity cost", the program will spit out the event's total value information.

| | New Program Report | ۲ | 8 😁 🕯 |
|---|--|---|---------------|
| | Activity Cost* Actual cash used in addition to hours & mileage (in case of any doubt, please refer to <u>that document</u>) \$ 0.00 | | |
| | Total cost of activity | ^ | |
| You can I | Cost of Mileage \$42.00 | | |
| Q Search | Cost of Total Hours \$570.80 | | |
| AMVETS r PROGRAM SU Incoming D | Total Cost of Program \$612.80 | | sh Fry RAM |
| <mark>6 member</mark> PROGRAM SU Red Shirt Fr | You must click on "Calculate activity cost" in order to calculate the full activity cost. You must then click on "Save volunteering record" in order for your record to be validated & saved. Save volunteering record Click NOW!! | | |

You will be sent back to the Program Dashboard

| AMVE1 | S National Programs Reporting Categories |
|-----------------------|---|
| | |
| Americanism | • 9-II Leremonies • AADAA (AAMVETE Aminot Drume & Alochol Aburo) |
| | AADAA (AINIVE IS Against Drug & Alconol Abuse) Americanism Contest |
| | |
| | |
| | |
| | Memorial Day Observances |
| | Patriotism Flag |
| | Scouting |
| | Veteran Commemoration Ceremony |
| | Veterans Day Observance |
| Community Service | Blood Drives |
| | Care Bear |
| | Clothing & Food Drives |
| | Natural Disaster Relief |
| | Other Community Service |
| | Safe Drive |
| | Scholarship Assistance |
| | Special Olympics |
| Fundraising | Incoming Donations |
| | Outgoing Donations |
| | Special Donations |
| Legislative Awareness | Legislative Advocacy Week |
| | State Legislative Days |
| Membership | Membership Drive |
| | Membership Open-House |
| Remembering Me | Carillon Care |
| | Military Funeral Honors |
| | POW/MIA |
| | Red Shirt Friday |
| | Static Display/Mausoleum |
| | Veteran Ceremony |
| | Veterans History Project |
| | White Clover (Remember Me) |
| Rolling to Remember | Clean up after event |
| Awareness | Participating in event |
| Sad Sarks | |
| | Scholarship |
| Suicide Awareness | Suicide Awareness |
| Supporting | Career Center Awareness |
| Veterans/Families | Chaplain Visits/Support |
| | Homeless |
| | Honor Flight Network |
| | National Guard Troops |
| | Peer-to-peer |
| | Sick/Hospitalized Veterans |
| | Support family Readiness Groups Momon Votimese |
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