After logging in the VFW.org website, mouse over **My VFW** and click the **Program Dashboard Tool** tab.

On the All-American Eligible Dashboard page, it will default to information specific to the user who is using the site. You can use the various drop-down menus to look at information from all over.

On the All-American Eligible Dashboard page and you will be able to see a matrix displaying the various All-American Requirements and their status (i.e. Met or Unmet) for your post. **Note**: Officers with access (CDR, SVC, JVC, QM, and ADJ) will have different default views depending on their Post or District positions.

You can mouse over Met/Unmet to get more detailed information on the Requirement's status. In the example above, we see that the Post has met the Requirement with their VMS donation for this year and the amount they donated. This additional information can be viewed on the Buddy Poppy and Membership Requirements.

On the Community Service requirement, you will see an info icon (encircled lower case "i"). Clicking this brings up info on the quarterly reports that the Post have input reports for. **Note:** the field will be Red until the quarterly reports for the current quarter have been input. Once reports for the current quarter are input, the field will turn Green and the pop-up will update with the current quarter. Reports must be input on our State website with the via the Online Reporting page. Once at least one report in each category for the quarter are input there, the AAD will update.

The Online Reporting page is found on our State website. Once getting to the State website, go to the Resources drop-down and select "Online Reporting". Clicking on "Click here" link, log in using your Post credentials, and enter your community service reports.

When you are ready to make/submit an entry into the system, click the **Entries** tab at the top of the All-American Eligible Dashboard page.

On the Entries page, click on the **Create Entry** button.

The Create Entry page will open with default values filled in derived from information specific to the user who is using the system. If you need to change any of the default values, use the drop-down menus to adjust the item as needed.

The primary drop-down that users will manipulate is the **Programs** drop-down. This is used to select the program the user is submitting a report for. **Note:** the Programs drop-down options menu may change from year-to-year dependent on which Programs are designated as All-American requirements

For **Patriot's Pen**, use the various checkboxes and entry fields to enter your program information. Add any additional relevant information in the Notes field. When done, click the **Save** button. **Note:** the **Save** button may be a bit farther down the page so scroll down the page a bit if you don't see it.

Entry Type:	Program	**Auxiliary Participated?**	◉ Yes ○ No
Program:	Patriot's Pen	**Number of Participating Students:**	12
Department:	Virginia	**Number of Winners Advanced:**	1
District:	10	**Monetary Awards:**	$ 950.00
Post:	XXXX	**Additional Money Expended:**	$ 800.00

Notes:

12 Patriots Pen entries, 1 Advanced to District level for competition. The Post conducts a joint Scholarship awards ceremony (PP/VOD)for the top three in each category, and feeds the participants and their families before the ceremony.

The sample entry above displays a **Patriot's Pen** entry that was approved by District, Department, and National.

Create Entry

Entry Type:
Program ⌄

Program:
Voice of Democracy ⌄

Department:
Virginia ⌄

District:
10 ⌄

Post:
1503 ⌄

Auxiliary Participated?
○ Yes ● No

Number of Participating Students:
[   ]

Number of Winners Advanced:
[   ]

Monetary Awards:
$ [   ]

Additional Money Expended:
$ [   ]

Notes:
[   ]

For **Voice of Democracy**, use the various checkboxes and entry fields to enter your program information. Add any additional relevant information in the Notes field. When done, click the **Save** button. **Note:** the **Save** button may be a bit farther down the page so scroll down the page a bit if you don't see it.

Entry Type:	Program	**Auxiliary Participated?**	⦿ Yes ◯ No
Program:	Voice of Democracy	**Number of Participating Students:**	9
Department:	Virginia	**Number of Winners Advanced:**	1
District:	10	**Monetary Awards:**	$ 2450.00
Post:	XXXX	**Additional Money Expended:**	$ 800.00

Notes:

9 students participated, 1 advanced to District for judging. The Post conducts a joint scholarship (PP/VOD) ceremony, recognizing the top three in each category, along with their families before the ceremony.

The sample entry above displays a **Voice of Democracy** entry that was approved by District, Department, and National.

Reminders

- Community Service reports are added using the State Online Reporting page. The information input there is used to update the AAD.
- Programs that require entries to be input into the AAD are the responsibility of each Post.
- Day of Service (DoS) participation must be input in the #StillServing page on the National website: https://todaysvfw.org/day-of-service/
- The date for your DoS **must** occur in the month of May 2025 to qualify for the All-American requirement. **Note:** once you input your event, email the report to Lynn Rolf, National Program Director and State HQ to ensure visibility for your event submission.
- Lynn Rolf – Lrolf@vfw.org   State HQ – statehq@vfwva.org