### How to Enter Programs in the VFW All-American Program Dashboard

# Step 1 - Log In

Go to vfw.org and log in with your VFW account credentials.

# Step 2 - Open the Program Dashboard Tool

From your member portal, select Program Dashboard Tool.

### Step 3 – Go to Entries

On a computer: Click Entries in the top right corner.

On a phone: Open the menu and tap Entries.

Then click Create Entry.

#### Step 4 - Set Entry Type

Entry Type: Leave as Program.

#### Step 5 – Select the Program

Choose VOD, PP, or TA. If you are a District, change Post to District Entry.

## Step 6 - Complete Right-Side Fields

Auxiliary Participation - Yes or No.

Number of Participating Students - Total entries submitted.

Number of Winners Advanced – 1 per 15 entries from Post; 1 first-place per category at District; Department advances 1 to National.

Monetary Awards – Amount your Post paid winners.

Additional Money Expended – Certificates, gifts, etc.

Notes – Recommended to list winners' names and that they advanced.

### **Tips for Success**

Double-check counts and amounts.

Use Notes for helpful reporting information.