

- Enter the NM VFW Website

<https://vfwnm.org>

- Select "Community Service" in the "Log in" toggle.
- Top row, select the Year of the Community Service served.
- Top row, select the Month of the Community Service served.
- Top row, select the Post of the Community Service served.

After selecting the Post, the Email will be automatically selected. You can enter another email if needed.

- Select a "Program", toggle your choice.
- Select an "Activity", toggle your choice.
- Apply a "Description" of you Community Service performed.
- Enter "Dollars" amount, if needed.
- Enter number of "Members" that helped.
- Enter number of "Miles" per person that helped.
- Look to the left part of the screen below the Community Service that you just completed. There is a "Green +". Select that to enter additional Community Service.
- When all Community Services are complete for the Month, go to the "Voice of Democracy", "Patriots Pen", & "Teacher Award" and toggle "Yes" if completed for the month. Otherwise leave it at "No".
- Select "Submit" when complete.
- Your report has been submitted successfully!