

THE SEMI-ANNUAL ACTIVITIES REPORT Submitting through the Post Admin Site

The Catholic War Veterans require Posts to file a semi-annual Activities Report. This can be accomplished in one of two ways:

1. Manually on the paper form (available for download on cwv.org)
2. Electronically through the Post Admin Site. You must have a Username and Password to access this website. Contact the National Office to obtain these credentials.

This Tutorial shows you how to access the Post Admin Site, how and what to enter in the various sections of the Online Report Form.

1. LOG IN ON POST ADMIN SITE - go to the Post Admin Site - postadmin.cwv.org.

Click the **Log In** link in the upper right-hand corner (shown below). Enter your **Username** and **Password** on the next screen (shown below).

Administrative Site For CWV Posts

Administrative Site For CWV Posts

Home | Update Post Members | Post Activity Report | Update Post Officers | Report Member Dues | Print PerCapita Transmittal | Print Dues Notices

Member Administration

- Manage CWV Membership
- Deceased Members
- Delinquent Members
- Print Post Dues Notices
- Print Post Arrears Notices
- Report Member Dues
- Report National PerCapita Transmittal
- Print Selected New Member Welcome Cards
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards
- Current Post Officers

Post Administration

Reports

Web Admin (HQ USE ONLY)

CATHOLIC WAR VETERANS & AUXILIARY OF THE UNITED STATES

PROUDLY SERVING OUR NATION SINCE 1935

Log In

Home | Update Post Members | Post Activity Report | Update Post Officers | Report Member Dues

Log In

Please enter your username and password. [Register](#) if you don't have an account.

User Name:*

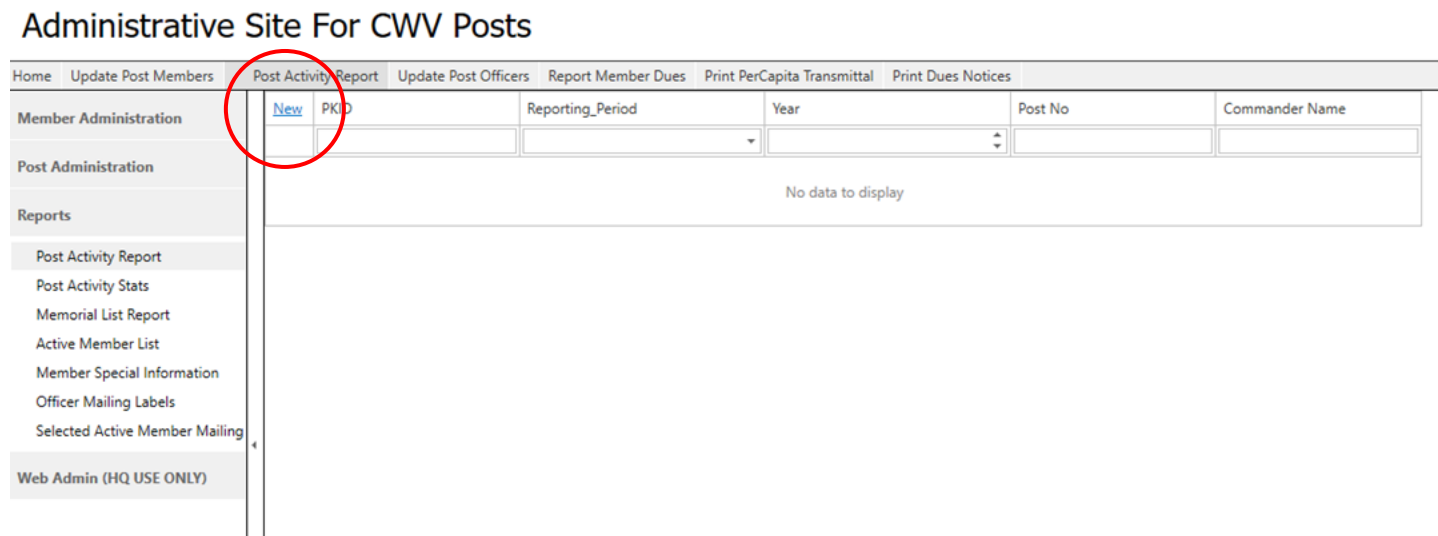
Password:*

Log In

2. CLICK THE **POST ACTIVITY REPORT** LINK (on the top Menu bar) - shown below



3. ENTER YOUR POST INFORMATION - Click **New** in the top section (shown below)



4. CREATE A REPORT - Enter the information in the blocks on top.

- Reporting Period - use drop down list to pick **Jan 1 - Jun 30** - **or** - **Jul 1 - Dec 31**
- Year - four-digit format (YYYY)
- Post No
- Commander's Name

The screenshot shows the 'Administrative Site For CWV Posts' interface. At the top right, it says 'Welcome mikeb ! [Log Out]'. Below the header is a navigation bar with links: Home, Update Post Members, Post Activity Report (selected), Update Post Officers, Report Member Dues, Print PerCapita Transmittal, and Print Dues Notices. On the left is a sidebar menu with categories: Member Administration, Post Administration, Reports, Post Activity Report, and Post Activity Stats. The main content area contains a form with fields for PKID, Reporting_Period (a dropdown menu), Year (a dropdown menu), Post No, and Commander Name. Below these fields are two rows of tabs: the first row has 'Catholic Action' (selected), 'Americanism', 'Youth Activities', 'Veterans Welfare', 'Ritual & Ceremonies', 'Preserve our History', 'Membership', and 'Admin Items'; the second row has 'Catholic Action', 'Americanism', 'Youth Activities', 'Veterans Welfare', 'Ritual & Ceremonies', 'Preserve our History', 'Membership', and 'Admin Items'. The 'Reporting_Period' dropdown is set to '1959' and the 'Year' dropdown is set to '2020'. The 'Post No' field contains '1959' and the 'Commander Name' field is empty.

For each section of the Report Form:

- Tab or click your way through the columns and rows to report numbers for each activity (hours spent, money spent, etc.)
- For Yes or No answers - some sections will have check boxes in the left column to indicate YES or NO
 - check for YES
 - leave blank for NO

When finished you can preview the information you entered in each section by clicking the **Preview Changes** button.

When finished entering your data, click **Update** in the lower right corner. **Your data will be lost if you do not click UPDATE.**

NOTE: Once you have completed an online Report Form, when you login to fill out a report for the next Reporting Period, it will automatically open to your Post. You will be able to view any Reports previously submitted.

CATHOLIC ACTION SECTION - the Online Report defaults to this section when first opened. Enter data, click Update.

Post Activity Report
 Post Activity Stats
 Memorial List Report
 Active Member List
 Member Special Information
 Officer Mailing Labels
 Selected Active Member Mailing
 Web Admin (HQ USE ONLY)

Catholic Action Americanism Youth Activities Veterans Welfare Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	Support of Vocations				
1	Spiritual Bouquet for the Pope				
2	Keep Christ in Christmas Program				
3	Fr. Capodanno/ Fr Kapaun Causes				
4	The Rosary for Missions Program				
5	Corporate Communion Breakfasts				
6	Dec'd Member Memorial Program				
7	Pro-Life Activities				
8	Fight Pornography				
9	Substance Abuse				
10	Other				

Preview changes Cancel changes

Update Cancel

Enter your Post data in the rows and columns here

AMERICANISM SECTION - click the **Americanism** tab to open. Enter data, click Update.

Reporting_Period: [] Year: [2020]
 Post No: [1959] Commander Name: []

Catholic Action **Americanism** Youth Activities Veterans Welfare Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	Support for Our Troops				
1	Patriotism / Honor Our Flag				
2	Honor Our Flag				
3	Elections				
4	Community Activities / Service				
5	Other				

Preview changes Cancel changes

Update Cancel

Enter your Post data in the rows and columns here

YOUTH ACTIVITIES SECTION - click the **Youth Activities** tab to open. Enter data, click Update.

Post No: 1959 Commander Name:

Catholic Action Americanism **Youth Activities** Veterans Welfare Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	Patriotic Poster Contest				
1	Christmas Poster Contest				
2	Valentine's Day Contest				
3	Easter Poster Contest				
4	Essay Contest				
5	Post Scholarship Program				
6	Cuite Scholarship Donations				
7	Cuite Scholarship Applicants				
8	Other				

Preview changes Cancel changes

Update Cancel

Enter your Post data in the rows and columns here

VETERANS WELFARE SECTION - click the **Veterans Welfare** tab to open. Enter data, click Update.

Catholic Action Americanism Youth Activities **Veterans Welfare** Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	VA Medical Facility Visits				
1	VA Outpatient Clinic Visits				
2	Pre or Post Deployment Events				
3	Care Packages				
4	Greeting / Sympathy Cards				
5	Stand downs, Veteran Fairs				
6	Referrals to Service Officers				
7	Parish Veterans Ministry				
8	Assist Hospital Catholic Chaplain				
9	Hospice / Nursing Home Visits				
10	Blue / Gold / Silver Families				
11	Support for Needy Families				
12	Decorate Graves				
13	Family/Military/Vet Support Grps				
14	Poppy / Cross of Peace Drives				
15	Other				

Preview changes Cancel changes

Update Cancel

Enter your Post data in the rows and columns here

RITUAL & CEREMONIES SECTION - click the **Ritual & Ceremonies** tab to open. Use checkboxes, enter data, click Update.

PKID	Sub Category Name	Is Event Held	Num Of Members Involved	Hours Spent	Amount Spent
0	Monthly Post Meetings	<input type="checkbox"/>			
1	Open / Close Meetings with Ritual	<input type="checkbox"/>			
2	Post Officer Installation	<input type="checkbox"/>			
3	New Member Inductions	<input type="checkbox"/>			
4	Post Color Guard Functions	<input type="checkbox"/>			
5	Funerals / Wakes Participation	<input type="checkbox"/>			
6	Memorial Day Activities	<input type="checkbox"/>			
7	Veterans Day Activities	<input type="checkbox"/>			
8	Flag Day Activities	<input type="checkbox"/>			
9	Other Parades participation	<input type="checkbox"/>			
10	Other Ceremony Participation	<input type="checkbox"/>			

Enter your Post data
in the rows and
columns here

Update Cancel

PRESERVE OUR HISTORY SECTION - click the **Preserve Our History** tab to open. Use checkboxes, enter data, click Update.

PKID	Sub Category Name	Is Event Held	Num Of Members Involved	Hours Spent	Amount Spent
0	News / Press Releases	<input type="checkbox"/>			
1	Post has a newsletter?	<input type="checkbox"/>			
2	Post has website?	<input type="checkbox"/>			
3	Post has Facebook page?	<input type="checkbox"/>			
4	Other Social Media?	<input type="checkbox"/>			
5	Post History Book?	<input type="checkbox"/>			
6	Other	<input type="checkbox"/>			

Enter your Post data
in the rows and
columns here

Update Cancel

MEMBERSHIP SECTION - click the **Membership** tab to open. Use checkboxes, enter data, click Update.

PKID	Sub Category Name	Is Event Held	Num Of Members Involved	Hours Spent	Num Of Events
0	# Post Members (This Report)	<input type="checkbox"/>			
1	# New Members (This Report)	<input type="checkbox"/>			
2	# Deceased Members (This Report)	<input type="checkbox"/>			
3	Articles in Papers or Magazines	<input type="checkbox"/>			
4	Article in Diocesan News	<input type="checkbox"/>			
5	Articles in CWV magazine	<input type="checkbox"/>			
6	Recruitment Plan – attach copy	<input type="checkbox"/>			
7	Retention Plan – attach copy	<input type="checkbox"/>			
8	Participation in Recruitment Week	<input type="checkbox"/>			
9	Other	<input type="checkbox"/>			

Enter your Post data in the rows and columns here

[Update Cancel](#)

ADMIN ITEMS SECTION - click the **Admin Items** tab to open. Use checkboxes, enter data, click Update

PKID	Sub Category Name	Is Event Held	Date Filled
0	Post is Tax-exempt? - Yes or No	<input type="checkbox"/>	
1	Post Treasurer bonded? Yes or No	<input type="checkbox"/>	
2	Dept Conv Delegate Fees paid	<input type="checkbox"/>	
3	Post attendees at Dept Convention	<input type="checkbox"/>	
4	Nat'l Conv Delegate Fees paid	<input type="checkbox"/>	
5	Post attendees at Nat'l Convention	<input type="checkbox"/>	
6	Candidates for National Awards?	<input type="checkbox"/>	
7	Other	<input type="checkbox"/>	

Enter your Post data in the rows and columns here

[Update Cancel](#)