

USING THE CATHOLIC WAR VETERANS DATABASE

It is the responsibility of the local Catholic War Veterans Posts, Auxiliary Units and Departments to maintain the records of their membership and keep them up-to-date and accurate. To accomplish this, the National CWV provides each Post access to an online Administrative Site.

Each CWV Post and Auxiliary Unit should have a member designated as their Post Database Administrator that will maintain the records of their membership. It is suggested that a second member be designated as an alternate Administrator. Suggested Administrators:

- Primary Administrators: Post 2VC or Unit 2VP or Membership Committee Chair
- Alternate Administrators: Post Commander, Unit President

Persons designated as Administrators should contact the National HQ to obtain database access privileges (by phone 703-549-3622 or email admin@cwv.org or use the Contact Us page on cwv.org).

Provide the name, email, and phone number of the person you are seeking access for, with a suggested Username and Password. National HQ will assign a Username and Password to your Administrator and contact them when they have been granted access to the database.

Once access has been granted, you can start maintaining and updating your Post or Unit records. Use the following links to sign in:

- For CWV Posts - cwvadmin.cwv.org
- For Auxiliary Units - auxunits.cwv.org

The screens pictured below will pop up. Use the Log In link in the upper righthand corner to get started.

Administrative Site For CWV Posts

[Log In |](#)

[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 Letters
- Print Selected Members Cards
- Print All Cards for Post
- Print Blank Cards

Post Administration

Reports

Web Admin (HQ USE ONLY)



CWV Auxiliary Unit Administrative Website

[Log In |](#)

[Home](#) [Update Unit Members](#) [Update Unit Officers](#) [Report Member Dues](#) [Print PerCapita Transmittal](#) [Print Dues Notice](#)

Membership Administration

- Manage AUX Membership
- Deceased Members
- Print Unit Dues Notices
- Print Address Labels for Unit
- Report Member Dues
- Report Unit PerCapita Payment Transmittal
- Print New Member Welcome Letters
- Print All Cards for Unit
- Print Selected Members Cards
- Print Unit Arrears Notices
- Delinquent Members

AUX Unit Administration

Reports

Web Admin



Once you have clicked on the Log In link, the screen below will come up. Fill in your Username and Password, then click Log In box.

Administrative Site For CWV Posts [Log In](#)

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

Log In

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

User Name:*

Password:*

Log In

Your Post and Unit database is a storehouse for information about your membership. It is used to generate Membership Cards every year, so it is important to keep the records accurate and up-to-date.

The following PDF Tutorials are available in this series for Post and Unit Administrators to learn how to use the various functions of the database:

1. Pamphlet 1 - Using the Catholic War Veterans Database (this PDF)
2. Pamphlet 2 – Adding a New Member to the database
3. Pamphlet 3 – Update Dues & Print Transmittals
4. Pamphlet 4 – Mark a Member as Deceased
5. Pamphlet 5 – Print Membership Cards
6. Pamphlet 6 – Update Post Information & Update Officer Listing