**Post**

**Dashboard Cheat Sheet & Coordination Instructions**

* Create an OMS account to access.
* Read Commander in Chiefs Membership Program
	+ <https://www.vfw.org/my-vfw/vfw-training-and-support>
	+ Click on Membership Recruiting & Retention Tab
* Review Training Guide & Video for Post level Entries
	+ <https://www.vfw.org/my-vfw/all-american-dashboard>
* VMS donation's preferred method is made by clicking link at top below your name. Ensure you enter your Post #. The dashboard is updated at midnight every day.
* Minimum donation for VMS is $125
* N/A means Not applicable to Post level.
* KPI Tools mean Key Performance Indicators. Analysis tool for all reports.
* Voice of Democracy & Patriots Pen entries are made by Post Adjutant/Quartermaster, SVC, JVC, CDR when your winner is submitted to the District level Chairman**.**

-The Program Chairman should provide all information to the Adjutant. QM should relay $ expended/awarded to the Adjutant prior to submission.

* Membership is updated through Memstats daily.

-Every post is rank-ordered by division. Hover over the percentage to see the ranking and what is left to be Met for the membership requirement.

* Buddy Poppy is updated by National once the Posts Buddy Poppy order has been invoiced.

**District**

**Dashboard Cheat Sheet & Coordination Instructions**

* Create an OMS account to access
* District Commander, District SVC, District JVC, District QM and District Adjutant can submit reports for the district and on behalf of all of the posts within the district
* Read Commander in Chiefs Membership Program
	+ <https://www.vfw.org/my-vfw/vfw-training-and-support>
	+ Click on the Membership Recruiting & Retention Tab
* Review Training Guide & Video for District level Entries
	+ <https://www.vfw.org/my-vfw/all-american-dashboard>
* The district submits its own report for what it judged or graded at the district level only. The district does not take credit for their post-participation submissions.
	+ The District Program Chairman should provide all information to the District Adjutant. District QM should relay $ expended/awarded to the Adjutant before submission.
	+ District Adjutant/Commander/SVC/JVC/QM must approve or reject post reports once the chairman confirms they received an entry for judging. A Red Alert notification will appear if entries have been submitted by the Posts within the district. Click on the notification.
	+ District Adjutant/Commander/SVC/JVC/QM can submit on behalf of their posts
* N/A means Not Applicable to District Level
* Reports can be generated by clicking on the reports tab for all programs.
* KPI Tools mean Key Performance Indicators. Analysis tool for all reports.

**Department**

**Dashboard Cheat Sheet & Coordination Instructions**

* The department submits its own report for what they judged or graded at the department level only. Does not take credit for their posts/district submissions.
	+ The Department Program Chairman should provide all information to the Department Adjutant. Department QM should relay $ expended/awarded to the Adjutant before submission.
	+ Department Adjutant & QM must approve or reject post/district reports once the chairman confirms they received an entry for judging. A Red Alert notification will appear if entries have been submitted by the Posts/Districts within the Department. Click on the notification.
	+ Department Adjutant & QM can report on behalf of all posts within their department.
* VMS donation's preferred method is made by clicking the VMS Donation link at the top below your name. Ensure you enter your Department name. The dashboard is updated nightly.
* Community Service must be entered by prior to June 31 through the dashboard for every post & its auxiliary total. If the state is utilizing the national website solutions platform and has subscribed to an online community service reporting tool the data will be updated daily and no report is needed.
* KPI Tools mean Key Performance Indicators.
* Reports can be generated by clicking on the reports tab for all programs.