# DISTRICT
# DASHBOARD CHEAT SHEET & COORDINATION INSTRUCTIONS

**VFW**

VETERANS OF FOREIGN WARS.

# VFW District Programs Dashboard

# Cheat Sheet & Coordination Instructions

- Create an OMS account to access.

- District Adjutant can submit reports for the District and on behalf of all of the Posts within the District.

- Read Commander-in-Chief's current VFW National Membership Program. Once logged in click:
    - https://www.vfw.org/my-vfw/vfw-training-and-support/membership-recruiting-and-retention
    - Or, from My VFW, click on the Membership Recruiting and Retention link located under Membership Quick Links.

- Review Training Guide & Video for District-level Entries
    - https://www.vfw.org/my-vfw/programs-dashboard-toolprograms-dashboard-tool-training

- District submits their own report for what they judged or graded at the District level only. District does not take credit for their Posts' participation submissions.
    - District Program Chairperson should provide all information to District Adjutant. District QM should relay $ expended/awarded to Adjutant prior to submission.
    - District Adjutant must approve or reject Post reports once the chairperson confirms they received an entry for judging. A Red Alert notification will appear if entries have been submitted by Posts within the District. Click on the notification to review.
    - District Adjutant 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. It is an analysis tool for all reports.
    - Gray Bar to the right options:
        - Numerical is an excel-based report;
        - Graphical option are graphs that show the trends over time.