

AMVETS Riders

On-Line Program Reporting

- 1) Go to the AMVETS National website: www.amvets.org
- 2) On the left margin hover over 'AMVETS in Action' (a menu will open)
- 3) Select 'Reporting Programs' from this menu
- 4) Select 'Login to Online Reporting'
- 5) For 'New Users' enter your membership number and click submit
Fill in all your information requested to create your account and click 'continue'
- 6) For 'Returning Users enter your login and password.
- 7) On the opening page select 'Add New Program Data'
- 8) All users click on 'Click here' next to **Need help?**
Read all this information for ease of use and understanding
- 9) Under the 'Program Category' drop down menu select 'RIDERS CHAPTERS (only)
- 10) Under 'Comments' give a complete description of the event including dates
- 11) Under 'Volunteers' enter the number of volunteers for the event
Volunteers include all that helped on the event
Volunteers include all that attended the event (sign in sheet)
- 12) Under 'Hours' enter the total number of hours
Each volunteer that helped in the event
Each participant of the event (sign in sheet)
Sign in sheet should include a city & state column
- 13) Under 'Miles' enter the total miles
Each volunteer that helped in the event
Each participant of the event (sign sheet)
- 14) Under 'Activity Cost' enter the amount of expenses to hold the event
- 15) Under 'Cash Donations' enter the amount raised and donated to whatever the cause
- 16) After filling all required fields click on 'Preview Data (Step 1 of 2)'

- 17) On this page review your data and confirm all data fields are correct then press 'Submit Data (Step 2 of 2)'

Review & Edit Reports

- 1) Follow steps 1 – 6
- 2) Select 'Review Reports'
- 3) Click 'Edit'

Review and/or make changes as needed

- 4) Click 'Save Changes'