



Officer Election Report
User Guide for
DAV and Auxiliary Users



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Welcome to the Officer Election Report

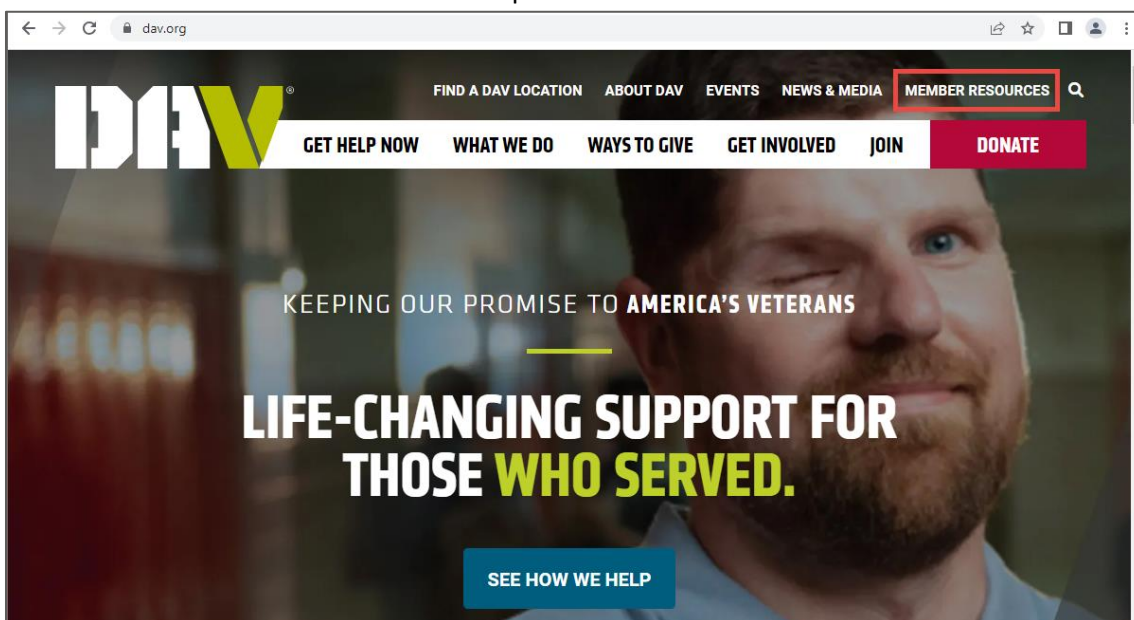
The Officer Election Report (OER) is another one of the online tools accessible through your Membership CRM Page on MyDAV.org.

Register or Sign in to MyDAV.org

If you haven't already registered for login credentials for MyDAV.org, or if you need help logging in, utilize the tools available on the Member Resources site on DAV.org.

Locate resources to help access MyDAV.org

1. Navigate to DAV.org.
2. Click the **Member Resources** link on the top menu.



3. Scroll down to the **Register or Sign-in to MyDAV.org** section.
4. Click the appropriate button.

Button	Action
Register	If you haven't previously signed up, complete the New User Registration form and submit it for processing. You will receive a confirmation email when your login credentials are ready to use.
Sign-In	Use your login credentials to access your MyDAV.org resources.
MyDAV.org Manual	This user guide provides an overview of the self-service repository, as well as steps to assist in registering or accessing the site. It also includes descriptions of the available resources.



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Register or Sign-in to MyDAV.org

DAV is excited to offer access to [MyDAV.org!](#) Once you're registered and validated you'll have access to your DAV record, be able to request new membership cards, manage and make payments toward your membership dues, and much more! DAV officers will also have access to a wide-variety of reports and other functions.

[Registration instructions](#)

REGISTER

SIGN-IN

MYDAV.ORG MANUAL

COMMUNICATE WITH US BY TEXT!

You can now get membership information and answers to your questions sent straight to your phone.

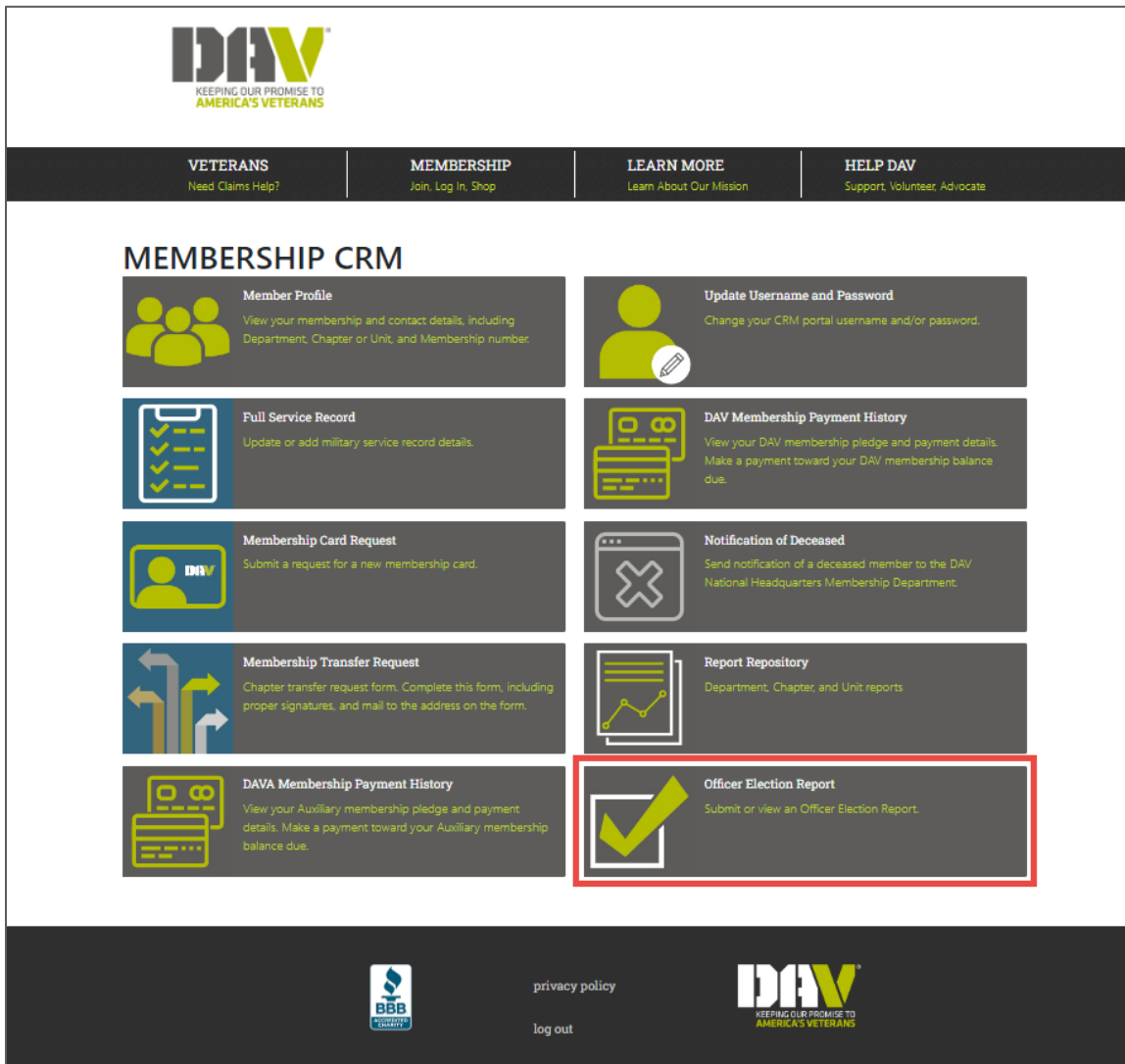
Work with an Officer Election Report

If you have access to view and/or edit an Officer Election Report (OER), the button will appear at the bottom right of the Membership CRM Page.

The main OER screen gives you visibility into each report available for your department/chapter/unit.

Access an OER

1. Log in to your Membership CRM Page on MyDAV.org.
Note: See [Register or Sign in to MyDAV.org](#) in this guide for assistance.
2. Click **Officer Election Report**.
Note: See [Email Notifications](#) in this guide to ensure you receive messages related to the OER via your preferred email address.



The screenshot shows the MyDAV.org Membership CRM interface. At the top, there is a navigation bar with four main categories: VETERANS (Need Claims Help?), MEMBERSHIP (Join, Log In, Shop), LEARN MORE (Learn About Our Mission), and HELP DAV (Support, Volunteer, Advocate). Below this is the 'MEMBERSHIP CRM' section, which contains a grid of ten interactive buttons. The 'Officer Election Report' button, located in the bottom right corner of the grid, is highlighted with a red border. It features a green checkmark icon and the text 'Officer Election Report' and 'Submit or view an Officer Election Report.' Other buttons include Member Profile, Update Username and Password, Full Service Record, DAV Membership Payment History, Membership Card Request, Notification of Deceased, Membership Transfer Request, Report Repository, and DAVA Membership Payment History.

3. The features on this screen:

Feature	Description
A	A drop-down list of all OERs available in the system. Choose a membership year from the list to reduce the rows in the table to that single record. Filter the table by Status or Last Modified By , as necessary.
B	The Start button is available for the upcoming membership year as long as all previous OERs are in an Approved status.
C	The Revise button is available for the most current approved OER only. Use this to update current officers, meeting information, or department/chapter/unit contact information.
D	The View button will open a read-only printable report for the Membership Year chosen.
E	<p>The Status column indicates the status for each OER.</p> <ul style="list-style-type: none"> • Not Started – A new report. • Submitted – A report that has been sent for approval. While in this status, no additional changes can be made. • Rejected – A report that contains errors that must be resolved. • Approved – A newly submitted or revised OER is accepted and applicable updates have been made in the CRM. This information will appear in all membership reports.
F	Choose to show 5, 10, or all available OERs in the table by changing the number of entries.
G	Use the Search field to find OERs for a particular year. For example, if you type "2007" in the field, 2 records – 2006/2007 and 2007/2008 display.



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VETERANS

Need Claims Help?

MEMBERSHIP

Join, Log In, Shop

LEARN MORE

Learn About Our Mission

HELP DAV

Support, Volunteer, A

[BACK TO MEMBERSHIP CRM](#)

Frederick R. Bristol Mem. #19

Showing 1 to 5 of 23 entries

A Membership Year	Status	Last Modified By	
2023 / 2024	Not Started		Start B
2022 / 2023 - Revision	Approved	April	Revise View C
2022 / 2023	Approved		View D
2021 / 2022	Approved		View
2020 / 2021	Approved E		View

F Show 5 entries Previous 1 2 3 4 5 Next Search: G

Note: Below is an example of a printable OER, rendered by clicking the **View** button.

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OFFICER ELECTION REPORT

PRINT/DOWNLOAD

Organization:	Membership Year:	Report Status:
AUX	2021 / 2022	Approved
Department:	Chapter/Unit:	
16 - AUX Kentucky	19 - Frederick R. Bristol Mem. #19	
Election Date:	Installation Date:	
3/19/2021	3/19/2021	
Officer Authorized To Receive Mail:	Judith	16019
Commander:	April M.	16019
Senior Vice Commander:	Carla L.	16019
1st Junior Vice Commander:	Micah C	16019
Adjutant:	Betty S.	16019
Treasurer:	Sandy	16019.
State Inspector General:		
Legislative Chairman:		
Membership Chairman:		
Chaplain:		
Sergeant-at-Arms:		
Judge Advocate:		
Elected State Executive Committee Member:		
Alternate State Executive Committee Member:	Patricia S.	16019.

Complete a new OER

1. Click **Start** for the appropriate OER.
Note: See [Access an OER](#) in this guide for assistance.
2. Complete the appropriate fields.
Note: All mandatory fields are identified with ***Required**.
Note: Gray fields are read-only. If changes are needed, please contact the Membership Department.

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OFFICER ELECTION FORM

Organizational Details

Organization: AUX	Membership Year: 2023 / 2024
Department: 16 - AUX Kentucky	Chapter/Unit: 19 - Frederick R. Bristol Mem. #19
Employer ID (EIN): 23	Date of Annual Election: *Required mm/dd/yyyy
State: KY	Date of Installation: *Required mm/dd/yyyy
City: Erlanger	Election Month: March
Web Site Address: <input type="text"/>	

Meeting Details

Address of Regular Meetings: 860 Dolwick Dr	Meeting Day of Week: Tuesday
City: Erlanger	Meeting Week(s): <input type="checkbox"/> First <input type="checkbox"/> Second <input checked="" type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Last
State:	Meeting Month(s):

3. Make updates to the **Meeting Details, Officers**, and other information, as necessary.
Note: All contact details are pre-filled with information from the previous OER.
 - a. Click the **X** to remove an Officer, as necessary.



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Officers Commander

Member:
April M.

Name: April M.
Mailing Address: 13
City: N
State:
Zip: 4

Membership #: 16
Telephone: (513)
Email:

Senior Vice Commander

Member:
Catherine L.

Name: Catherine L.
Mailing Address: 6
City: C
State:
Zip: 4

Membership #: 16
Telephone: (513)
Email:

1st Junior Vice Commander

Member:
Vacant Officer

Name: Vacant Officer

- b. To add or replace an Officer, click the **magnifying glass** if you do not know the membership number.
- c. Enter the criteria to locate the individual and scroll down to click **Search**.
Note: The search results only display the members of the department/chapter/unit for which you are submitting the report. If the person does not appear, they are not eligible for the position.

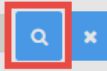


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Contact Details

Officer to Receive Mail:

Vacant Officer



Membership #:

Update with primary contact information from officer's constituent record

Address for Mail:

Telephone:

207 Bluegrass Ave

(606) -922

City:

Newport

State:

KV

Zip:

41071-2801

Officers Commander

Member:

April M.

Name: April M.

Mailing Address: 1342

City:

State:

Zip: 4!

Member Search

Searching for Officer to Receive Mail

Lookup ID / Member ID

Membership #

Last Name

First Name

Middle Name

Suffix

Senior Vice Commander



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Member Search

City

State

ZIP/Postal code

Phone

Include Deceased
 Check Nickname
 Check Aliases

SEARCH

Cancel

- d. Locate the appropriate person and click **Select** to add the information to the OER.

Member Search

Search Results:

Max of 100 members returned.

Constituent	April M.	Status:
Lookup:		Active
158:	Suffix:	Department:
Membership	Date of Birth:	16 - AUX
Number:	19:	Kentucky
1601:	Full Address:	Chapter/Unit
Membership		#:
Account		19 - Frederick
Type:		R. Bristol
Full Life		Mem. #19
Name:	OH, 45157-	SELECT

Cancel

4. Scroll down and double-check all information to be submitted for review.



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Review

Organizational Details Meeting Details

Department: 16 - AUX Kentucky

Chapter/Unit: 19 - Frederick R. Bristol Mem. #19

Employer ID # (EIN): 23'

Date of Annual Election: 03/19/2019

Date of Installation: 03/19/2019

Revision Change Date: 06/12/2023

Meeting Day of Week: Tuesday

Meeting Months: January, March, May, July, September, November

Meeting Weeks: Third

Meeting Time: 5:30:00 PM

Address of Regular Meetings: 860 Dolwick Dr

City: Erlanger

State: KY

Zip: 41018-2774

Web Site Address:

Officer Assignments

Commander: April M.

Senior Vice Commander: Catherine L.

1st Junior Vice Commander: Vacant Officer

Adjutant: Betty S.

Treasurer: Betty S.

Legislative Chairman:

Membership Chairman:

Judge Advocate:

Chaplain:

Sergeant-at-Arms:

Elected Executive Committee Member: April M.

Alternate Executive Committee Member: Patricia S.

Officer Authorized to Receive Mail: Betty S.

Address for Mail: 860 Dolwick Drive

City: Erlanger

State: KY

Zip: 41071-2801

Telephone: (606) -922

Fax:

5. Once the information is verified, enter your **Membership Number** to sign the report.
Note: If you have multiple memberships, be sure to use the membership number associated with the department/chapter/unit OER you are signing.
6. Click **Submit**.
Note: Once the **Submit** button is clicked, you will not have access to make additional changes unless the report is rejected (and sent back to update errors) or approved.
Note: If you are not ready to submit the report for approval, click **Save** to keep your changes for submission at a later time. Saved reports will be automatically deleted after 15 days.



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Sign And Submit

You acknowledge that by clicking on the "Save", the "Submit" or similar button on this website, you are indicating your intent to sign the relevant document or record and that this will constitute your signature. Electronic signatures, whether digital or encrypted, are intended to authenticate this writing and have the same force and effect as manual signatures.

Signed By Title Of Officer:

Signed By Name Of Officer:

Signed By Officer Membership ID #:

**Commander, Officer Authorized April M.
to Receive Mail, Elected
Executive Committee Member**

1601

SAVE

SUBMIT

7. Review the confirmation message, indicating you have successfully submitted the OER to the Membership Department for review and approval.
8. Click **Done**.

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Your Officer Election Report has been submitted. Thank you!


DONE

Email Notifications

All email communication that occurs as a result of actions taken on the OER will go to the email that is set as Primary in your MyDAV.org profile. This email may be different than the one you use to log in to MyDAV.org.

Set your primary email address

1. Log in to your Membership CRM Page on [MyDAV.org](https://mydav.org).
Note: See [Register or Sign in to MyDAV.org](#) in this guide for assistance.
2. Click **Member Profile**.




The screenshot shows the MyDAV.org Membership CRM interface. At the top is the DAV logo and navigation menu. The main content area is titled 'MEMBERSHIP CRM' and contains several interactive tiles. The 'Member Profile' tile is highlighted with a red border. Below it are tiles for 'Full Service Record', 'Membership Card Request', 'Membership Transfer Request', and 'DAVA Membership Payment History'. To the right are tiles for 'Update Username and Password', 'DAV Membership Payment History', 'Notification of Deceased', 'Report Repository', and 'Officer Election Report'. The footer includes the BBB Accredited Charity logo, 'privacy policy', 'log out', and the DAV logo.

3. Within your **Member Profile**, scroll down to the **Email** section.



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VETERANS
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MEMBER PROFILE

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Your memberships

Department: 16 - AUX Kentucky	Chapter/Unit: Frederick R. Bristol Mem. #19
Status: Active	Account Type: Full Life

4. Select the appropriate email as **Primary**.
5. Click **Submit**.

Email

Work: TJones@dav.org
 Primary
[Edit](#) [Delete](#)

Home: familyemail01@gmail.com
 Primary
[Edit](#)

[Add New](#)

SUBMIT