

Squadron Project Reporting Instructions

1. Go to www.sonsofamvets.org
2. Scroll to the bottom of the page and log in with your user name.
3. Your “user dashboard” will be display. To enter a project report, click on “Enter a new project report”. To list the project reports you have entered, click on “Squadron Project Report – Detailed Listing”.

This dashboard contains all of the menu options that are available to you. Any option that is in blue are currently enabled. Those options that are in black are not enabled at this time. As we progress, we will be “enabling” all of the other options.

4. Enter the following information (**Note:** the calculated amounts are **NOT** displayed on the screen. They are computed when you press the Submit button. We are working on fixing this.) :
 - a. Work Date
 - b. Project category (Americanism, Community, Education / Health, Other, Post Support, VAVS)
 - c. Project Description
 - d. Number of volunteers
 - e. Total Volunteer hours
 - f. Miles driven
 - g. Activity cost
 - h. Cash donation
5. Click the Submit button.
6. Repeat steps 4 and 5 for each project report you have.
7. Once you have entered all of your reports, you can click on the “Display the project reports” button at the top of the page. This will take you to the Member’s Project Reporting page.
8. When the Member’s Project Reporting page is display, please click on the Apply button. Your reports will then be displayed.
9. If you want to change one of the reports, simply click on the Project Number (PR No) for the specified report. This will bring up the Project Report page for the specific report. Make your changes and click on the Submit button at the bottom of the page.

If you would like to watch a video that will walk you through the process step by step, simply:

1. Logon to the site.
2. Click on the Training Video tab on the home page.
3. Find the video entitled Project Reporting. Click on the icon and the video will start.
4. When the video starts, you will see a gear in the bottom right hand corner of the video area. Click on the gear wheel and choose 720p. This will increase the play back resolution. The screen will be much clearer if you choose this option.