



## **Using the CWV & Auxiliary Database System Pamphlet 1**

- **How to Register as a User on the Website**
- **How to Log In to Use the Site Functions**

This Instruction Pamphlet will explain how to use the Catholic War Veterans Post & Auxiliary Unit Intranet Database systems (new version) to update your members dues payments.

Each Post and Unit in the nation has a website that contains their Post / Unit database containing a list of all member information for the Post / Unit.

- For CWV Posts - website is **<http://postXXXX.cwv.org>**  
*(insert your Post number goes where the X's are.)*
- For Auxiliary Units - website is **<http://auxXXXX.cwv.org>**  
*(insert your Unit number goes where the X's are.)*

To update your database, you must first register as a Member of your website and be granted administrative privileges.

To do this is fairly easy. Open your Post / Unit website and click on **Register** in the upper right hand corner of the page. This is circled in red below.



The screenshot displays the website for CWV Post 1655. The top navigation bar includes links for Home, Recent Events, Calendar, CWV History, Why Us?, Index of CWV Posts, and Contact Us. In the upper right corner, the links 'Log In' and 'Register' are circled in red. A left-hand sidebar contains a 'Public' section with links to Post Calendar, Memorial List, Recent Events, Post History, Post News, Post Photo Albums, Photo Uploader, Post File Viewer, Post Officer Profiles, Important WEB Links, and Contact Us. Below this is a 'Web Admin' section with links to Membership Administration, Post Administration, and Reports. The main content area features a large banner with the text 'CATHOLIC WAR VETERANS OF THE UNITED STATES OF AMERICA' and a logo. The banner also includes the text 'Proudly Serving Our Nation Since 1935!' and a welcome message: 'Welcome to the Catholic War Veterans St Vitus Post 1655 website. Our Post is located at 6101 Lausche Ave., Cleveland, OH and meets on the 3rd Tuesday of the month.'

The screen pictured below will pop up.

CWV Post 1655

Home	Recent Events	Calendar	CWV History	Why Us?	Index of
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### Create a New Account

Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

User Name:

E-mail:

Password:

Confirm password:

Fill in the information requested in the boxes and hit **Create User**.

When you are registered, a message will pop up prompting you to go to the Log In page.

The Log In page is pictured below. Fill in your user name and password and log in.

CWV Post 1655

Home      Recent Events      Calendar      CWV History

### Log In

Please enter your username and password. [Register](#) if you don't have an account.

User Name:

Password:

[Forgot your password? Click here!](#)

You may want to write down your user name and password somewhere. Your Post or Department Administrator has no access to your password and cannot send it to you if you forget it.

Once you have a response back from your Post or Unit Administrator that you have privileges to update your Post or Unit database, log back onto your website and follow the instructions in any of the Instruction Pamphlets in the Using the CWV & Auxiliary Database System Series.

**With a few clicks of your mouse, you will save hours of time:**

- **not having to alphabetize members by name, type out each member's name, address, ZIP and type of renewal on many pages of paper forms, as you have had to in the past for a Transmittal.**
- **Not having to type out an Officer Roster every year**