



Using the CWV & Auxiliary Database System Pamphlet 3

- **How to Add a New Member**
- **Adding Other Database Information**

Open your Post or Unit website. Click on the Log In in the upper right corner of the Homepage. The Log In page is pictured below. Fill in your user name and password and click on the Log In button.

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:

Log In

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

Once you have logged onto your Post or Unit website, your home page will appear and look similar to the one pictured below.

- Click on the **Membership Administration** navigation bar in the menu on the left.

CWV Post 1655

Home Recent Events Calendar CWV History

Public

- Post Calendar
- Memorial List
- Recent Events
- Post History
- Post News
- Post Photo Albums
- Photo Uploader
- Post File Viewer
- Post Officer Profiles
- Important Web Links
- Contact Us
- Web Admin
- Membership Administration**
- Post Administration
- Reports

CATHOLIC WAR VETERANS OF THE UNITED STATES

Welcome to the Catholic War Veterans S
Our Post is located at 6101 Lausche Ave., Cl
3rd Tuesday of the r

The Membership Administration Menu will open and will look just like the one below.

Click on the **Manage CWV Membership** option from the choices listed.



The screenshot displays the website for CWV Post 1655. At the top, there is a navigation bar with tabs for Home, Recent Events, Calendar, and CWV History. Below this is a left-hand menu with various options. The 'Membership Administration' option is circled in red, and within it, 'Manage CWV Membership' is highlighted. Other menu items include Public, Web Admin, Deceased Members, Delinquent Members, Print Post Dues Notices, Print Post Arrears Notices, Report Member Dues, Report National PerCapita Transmittal, Print Selected New Member Welcome LTRs, Print Selected Members Cards, Print All Cards for selected Post, Print Blank Cards, Post Administration, and Reports. The main content area features a banner with the text 'CATHOLIC WAR VETERANS OF THE UNITED STATES' and an image of a soldier in profile against an American flag. Below the banner, there is a blue text box with the following text: 'Welcome to the Catholic War Veterans S...', 'Our Post is located at 6101 Lausche Ave., Cl...', and '3rd Tuesday of the n...'. The word 'Prou' is partially visible at the bottom right of the banner image.

A Roster of your Post or Unit membership will pop up and look like the screen below.

CWV Post 1655 Welcome

Home Recent Events Calendar CWV History Why Us? Index of CWV Posts

Export to PDF Export to XLS Export to XLSX Export to RTF Export to CSV

Member Address Information													
#	PKID	Member TYPE	Joined	Dues YR	Last	First	Middle	Addr1	City	State	ZIP Code	Phone NO	C
Edit New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DERBY RUN	WILLOUGHBY HILLS	OH	44092-2677	440-516-1539	
Edit New	724	Regular Renewal	2/1/1999	15	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH	44095	440-954-1426	
Edit New	741	Regular Renewal		15	BOZARN	REV. JOSEPH	P.	6019 LAUSCHE AVE.	CLEVELAND	OH	44103	216-361-1444	
Edit New	109	Regular Renewal		15	BROWN	PAUL		1224 E. 61st St	Cleveland	OH	44103		
Edit New	162	Regular Renewal		15	CROSS, JR.	HARRISON	R.	12031 EDGEWATER DRIVE APT 101	LAKEWOOD	OH	44107		
Edit New	769	Regular Renewal		15	DEBEVEC	JAMES	V.	1942 BRUSHVIEW DR.	RICHMOND HTS.	OH	44143		
Edit New	783	Regular Renewal		15	EVANS	REV. RICHARD		7367 YORK RD	PARMA	OH	44130	216-524-1987	
Edit New	18639	Regular Renewal	1/22/2014	15	FRITZ	JEROME	C.	29214 LAKE RD.	BAY VILLAGE	OH	44140	440-808-3891	
Edit New	209	Regular Renewal		15	GALLAGHER	REV. THOMAS		3125 SMITH ROAD, APT. #403	FAIRLAWN	OH	44333		
Edit New	805	Regular Renewal		15	GENOVESE	RONALD	S.	516 DICKERSON RD.	WILLOWICK	OH	44095	1-440-943-5190	

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Note: If you export grouped data to RTF, be certain to open the resulting file with an editor that fully supports RTF features, including tables. For instance, Microsoft WordPad doesn't support this feature and thus the file may appear as if corrupted.

To add a new member, click on **New** from any row on the left side of the screen.

A small sub-screen will pop up.

Welcome ohiochw\$\$\$r

Recent Events Calendar CWV History Why Us? Index of CWV Posts Con

[t to XLSX](#) [Export to RTF](#) [Export to CSV](#)

Member Address Information											
Member TYPE	Joined	Dues YR	Last	First	Middle	Addr1	City	State	ZIP Code	Phone NO	Cell
Waiver			BASKOVIC	JOSEPH	S.	481 DERBY RUN	WILLOUGHBY HILLS	OH	44092-2677	440-516-1539	
regular renewal	2/1/1999		BLAU	MICHAEL	G.						
regular renewal			BOZARN	REV. JOSEPH	P.						
regular renewal			BROWN	PAUL							
regular renewal			CROSS, JR.	HARRISON	R.						
regular renewal			DEBEVEC	JAMES	V.						
regular renewal			EVANS	REV. RICHARD							
regular renewal	1/22/2014		FRITZ	JEROME	C.						
regular renewal			GALLAGHER	REV. THOMAS							
regular renewal			GENOVESE	RONALD	S.	516 DICKERSON RD.	WILLOWICK	OH	44095	1-440-943-5190	

Edit Form

Member TYPE: Joined:

Dues YR: Last:

First: Middle:

Addr1: City:

State: ZIP Code:

Phone NO: Cell Phone:

Email: Dept:

Chapter: Post No:

Member Since: Branch:

Office Post:

[Update](#) [Cancel](#)

4 5 >

be certain to open the resulting file with an editor that fully supports RTF features, including tables. For instance, Microsoft WordPad doesn't support this feature and thus the file may appear as if corrupted.

Fill in the all of the information in the fields listed below. Use the tab button or your cursor to move between the fields.

- Member Type – leave as New Member
- Joined – fill in the date you received the application and dues
- Dues YR – put in the current **2-digit** membership year (ex. 16)
- Last name - use ALL CAPITAL LETTERS
- First name - use ALL CAPITAL LETTERS
- Middle initial – do NOT put in entire middle name, just the initial
- Addr1 – street address to include apartment number, if applicable
- City
- State – 2 letter abbreviation
- ZIP – with Plus 4 if you have it
- Phone NO – with area code
- Cell Phone Number - with area code
- Email - this is especially important for the officers!
- Dept – chose the correct the Department from the drop down menu
- Chapter – if applicable
- Post No – Post number
- Member since – should default to current year
- Branch – chose the appropriate service branch from the dropdown menu
- Office Post – if they are a Post Officer, pick from drop down menu

Once you have entered all the information, click on **Update** in the lower right corner of the small screen.

Return to your Roster, and follow these instructions to continue adding any additional new members.

There is more information that you can add to the database as you get it.











To add this additional information, click on the (+) sign at the far left of the members row (shown on the next page).

- Life Membership - When a member becomes a Life Member, it is recorded here, with the date they paid the fee
- Birthday – helpful if your Post does anything to honor members' birthdays, and lets you know when a member turns 85 and no longer has to pay dues, and helps you figure the amount due if they decide to become a life member.
- Sponsor – if a member was recruited by a particular member
- Deceased - Can mark if the member is Deceased and date of death

CWV Post 1655

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Member Address Information

#	PKID	Member TYPE	Joined	Dues YR	Last	First	Middle	Addr1	City	State	ZIP Code
 Edit New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DERBY RUN	WILLOUGHBY HILLS	OH	44092-26
 Edit New	724	Regular Renewal	2/1/1999	15	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH	44095
 Edit New	741	Regular Renewal		15	BOZNAR	REV. JOSEPH	P.	6019 LAUSCHE AVE.	CLEVELAND	OH	44103
 Edit New	109	Regular Renewal		15	BROWN	PAUL		1224 E. 61st St	Cleveland	OH	44103
 Edit New	162	Regular Renewal		15	CROSS, JR.	HARRISON	R.	12031 EDGEWATER DRIVE APT 101	LAKEWOOD	OH	44107
 Edit New	769	Regular Renewal		15	DEBEVEC	JAMES	V.	1942 BRUSHVIEW DR.	RICHMOND HTS.	OH	44143
 Edit New	783	Regular Renewal		15	EVANS	REV. RICHARD		7367 YORK RD	PARMA	OH	44130
 Edit New	18639	Regular Renewal	1/22/2014	15	FRITZ	JEROME	C.	29214 LAKE RD.	BAY VILLAGE	OH	44140
 Edit New	209	Regular Renewal		15	GALLAGHER	REV. THOMAS		3125 SMITH ROAD, APT. #403	FAIRLAWN	OH	44333
 Edit New	805	Regular Renewal		15	GENOVESE	RONALD	S.	516 DICKERSON RD.	WILLOWICK	OH	44095



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Once you click on the (+), a small sub-screen will show up. Click on **Edit** at left of this screen and another sub-screen will open with fields for this additional information to be entered.

CWW Post 1655

Home

Recent Events

Calendar

CWW History

Export to PDF

Export to XLS

Export to XLSX

Export to RTF

Export to CSV

#	PKID	Member TYPE	Joined	Dues YR	Last	First	Middle	Addr1				
Edit New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DE				
Edit New	724	Regular Renewal	2/1/1999	15	BLAU	MICHAEL	G.	355 E. ST				
#	PKID	Life Member	Life DT	Dues YR	Birth Day	Branch of Service	Member Since	Joined	Sponsor	Date Dues PD	Report NO	D
Edit	724	<input type="checkbox"/>		15	4/16/1966		1999	2/1/1999		12/3/2013	0	
Edit New	741	Regular Renewal		15	BOZNAR	REV. JOSEPH	P.	6019 L AVE.				

Member Address In

#	PKID	Member TYPE	Joined	Dues YR	Last	First	Middle	Addr1	City	State
Edit New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DERBY RUN	WILLOUGHBY HILLS	OH
Edit New	724	Regular Renewal	2/1/1999	15	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH

#	PKID	Life Member	Life DT	Dues YR	Birth Day	Branch of Service	Member Since	Joined	Sponsor	Date Dues PD	Report NO	Deceased	Dtof Death	Last
724		<input type="checkbox"/>		15	4/16/1966		1999	2/1/1999		12/3/2013	0	<input type="checkbox"/>		BLAU

Life Member	<input type="checkbox"/>	Life DT	
Dues YR	15	Birth Day	4/16/1966
Branch of Service		Member Since	1999
Joined	2/1/1999	Sponsor	
Date Dues PD	12/3/2013 12:00:00 AM	Report NO	0
Deceased	<input type="checkbox"/>	Dtof Death	
Last	BLAU		

[Update](#) [Cancel](#)

Edit New	741	Regular Renewal		15	BOZNAR	REV. JOSEPH	P.	6019 LAUSCHE AVE.	CLEVELAND	OH
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In this sub-menu, you can fill in the following information, using the tab button to move between the fields:

- Life Membership – click the checkbox on left for updating a Regular Member to a Life Member. You **MUST** check this box or this will not register on the database.
- Life DT - You **MUST** fill in a date they became a Life Member or this will not register on the database
- Birthdate – put in the date in mm/dd/yyyy format
- Branch of Service – this should be prefilled, but if not, use drop down menu.
- Member since date – put in the **year only**. This info is printed on the membership card so is **very important**.
- Joined – this should be prefilled. If not, use the mm/dd/yyyy format
- Sponsor – name of CWV member who recruited this member (if applicable).
- Date dues PD – this should be prefilled. If not, use the mm/dd/yyyy format
- Deceased – Use this checkbox to mark a current member as deceased
- Dtof Death – put in date in mm/dd/yyyy format. This information moves the member to the memorial list.

Once you have entered all the information, click on **Update** in the lower right corner of the small screen.