



Using the CWV & Auxiliary Database System Pamphlet 5

- **How to Mark a Member as Deceased**
- **How to Put a Member in Delinquent Status (dues not paid by 12/31)**
- **How to Bring Member out of Delinquent Status (dues paid after 1/1)**

Open your Post or Unit website. Click on **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 log in.

CWV Post 1655

Home	Recent Events	Calendar	CWV History
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Log In

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

User Name:

Password:

[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 **Membership Administration** 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

Multiple choices will appear and will look like the one below.

Click on the **Manage CWV Membership** option.

CWV Post 1655

Home Recent Events Calendar CWV History

Public

Web Admin

Membership Administration

Manage CWV Membership

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











Reports

CATHOLIC WAR VETERANS OF THE UNITED STATES

Pro

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

A Roster of your Post or Unit membership will appear 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			

Page 1 of 5 (41 items) < [1] 2 3 4 5 >

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 mark a member as Deceased, click on the (+) at the far left end of that member's row.

A small sub-screen will pop up – pictured and circled below.

CWV Post 1655

Home Recent Events Calendar CWV History Why Us? Index of

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					
⊕	Edit	New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DERBY BLVD	WILLOUGHBY HTLS	OH	44092-267			
⊖	Edit	New	724	Regular Renewal	2/1/1999		15	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH 44095			
⊖	Edit	New	724	Life Member	Life DT	Dues YR	Birth Day	Branch of Service	Member Since	Joined	Sponsor	Date Dues PD	Report NO	Deceased	Dtof Death	Last
⊖	Edit	New	741	Regular Renewal			15	BOZNAR	REV. JOSEPH	P.	6019 LAUSCHE AVE.	CLEVELAND	OH	44103		
⊕	Edit	New	163	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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Click on **Edit** at the far left of that sub-screen

Another sub-menu screen will pop up – pictured and circled below.

Click the check box next to the word Deceased on the left and put in the Date of Death on the right side – it's labeled Dtof Death.

CWV Post 1655 We

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	
⊕	Edit New	722	Waiver		16	BASKOVIC	JOSEPH	S.	481 DERBY RON	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

#	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 checked="" type="checkbox"/>		BLAU

Life Member	<input type="checkbox"/>	Life DT	<input type="text"/>
Dues YR	<input type="text" value="15"/>	Birth Day	<input type="text" value="4/16/1966"/>
Branch of Service	<input type="text"/>	Member Since	<input type="text" value="1999"/>
Joined	<input type="text" value="2/1/1999"/>	Sponsor	<input type="text"/>
Date Dues PD	<input type="text" value="12/3/2013 12:00:00 AM"/>	Report NO	<input type="text" value="0"/>
Deceased	<input checked="" type="checkbox"/>	Dtof Death	<input type="text" value="7/23/2015"/>
Last	<input type="text" value="BLAU"/>		

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

Click on **Update** on the bottom right of sub menu. Once that member has been updated as Deceased, he or she is removed from your active roster and moved to your Post Memorial List. If you do not include the date of death, the member will NOT appear on the Memorial List.

Marking a member as Delinquent – dues are not paid by 12/31

From your homepage, click on **Membership Administration**.



The screenshot displays the homepage of CWV Post 1655. At the top, the site title "CWV Post 1655" is visible. Below it is a navigation bar with tabs for "Home", "Recent Events", "Calendar", and "CWV History". On the left side, there is a "Public" menu with various options. The "Membership Administration" option is circled in red. 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 block that reads: "Welcome to the Catholic War Veterans S", "Our Post is located at 6101 Lausche Ave., Cl", and "3rd Tuesday of the m".

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

Pro

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

Multiple choices will appear in the Membership Administration Menu and will look 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 main menu with several categories: Public, Web Admin, Membership Administration, Post Administration, and Reports. The 'Membership Administration' category is expanded, showing a list of options. The option 'Manage CWV Membership' is circled in red. Other options in the list include 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, and Print Blank Cards. To the right of the menu is a large banner image featuring a soldier in profile against a background of the American flag. The banner text reads 'CATHOLIC WAR VETERANS OF THE UNITED STATES' and 'Welcome to the Catholic War Veterans S... Our Post is located at 6101 Lausche Ave., Cl... 3rd Tuesday of the n...'. The word 'Prou' is visible in the bottom right corner 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 mark a member as Delinquent, click on **Edit** on the far left of that member's row.

Once you have clicked Edit, a small sub-menu will appear. Use the dropdown menu in the Member TYPE field to change the Member TYPE to Delinquent.

CWV Post 1655 Welcome ohio

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	Cell
Edit New	722	Waiver			16	BASKOVIC	JOSEPH	S.	481 DERBY BLVD	WILLOUGHBY HILLS	OH	44092-2077	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	BOZNAR	REV. JOSEPH	P.					
Edit New	109	Regular Renewal			15	BROWN	PAUL						
Edit New	162	Regular Renewal			15	CROSS, JR.	HARRISON	R.					
Edit New	769	Regular Renewal			15	DEBEVEC	JAMES	V.					
Edit New	783	Regular Renewal			15	EVANS	REV. RICHARD						
Edit New	18639	Regular Renewal	1/22/2014		15	FRITZ	JEROME	C.					
Edit New	209	Regular Renewal			15	GALLAGHER	REV. THOMAS						
Edit New	805	Regular Renewal			15	GENOVESE	RONALD	S.					

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](#)

Page 1 of 5 (41 items) < [1] 2 3 4 5 >

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.

Click on **Update** on the bottom right of sub menu. Once that member has been changed to Delinquent, he or she is removed from your active Roster and is moved to the Delinquent Member list.

Removing a member from Delinquent status

— dues are paid after 1/1

From your homepage, click on **Membership Administration**.

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., C
3rd Tuesday of the r*

Multiple choices will appear in the Membership Administration Menu and will looklike the one below.

Click on the **Delinquent Members** option.



The screenshot displays the website for CWV Post 1655. The top navigation bar includes links for Home, Recent Events, Calendar, and CWV History. A left-hand menu lists various administrative options under 'Membership Administration'. The 'Delinquent Members' option is highlighted with a red circle. Below the menu is a large banner featuring a soldier's profile against an American flag, with the text 'CATHOLIC WAR VETERANS OF THE UNITED STATES'. Below the banner, a blue text block provides a welcome message and the post's location: 'Welcome to the Catholic War Veterans S... Our Post is located at 6101 Lausche Ave., Cl... 3rd Tuesday of the n...'

CWV Post 1655

Home Recent Events Calendar CWV History

Public
Web Admin
Membership Administration
Manage CWV Membership
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
Reports

CATHOLIC WAR VETERANS OF THE UNITED STATES

Pro

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

A list of your Post or Unit's Delinquent members will appear and look like the screen shown here.

CWV Post 1655

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

Public Web Admin Membership Administration

Manage CWV Membership 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 Reports

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

Post Members Suspended For Non-Payment Of Dues

#	Dept	Post No	PKID	Last	First	Middle	Addr1	City	State	ZIP Code	Phone NO	Member Ty
Edit	OH	1655	724	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH	44095	440-954-1426	Delinquent
Edit	OH	1655	991	PLESCIA	ROBERT		394 HIGH TEE STREET	WILLOWICK	OH	44095	440-944-1125	Delinquent

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 tables as if corrupted.

To return a member to active status, click on **Edit** on the far left of the row for that member. A sub-menu will appear that shows all of that member's information. Make any necessary changes to the information shown and using the dropdown menu, change the Member TYPE to Regular Renewal.

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

Web Admin

Membership Administration

- Manage CWV Membership
- 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

Reports

Export to PDF | Export to XLS | Export to XLSX | Export to RTF | **Export to CSV**

Post Members Suspended For Non-Payment Of Dues

#	Dept	Post No	PKID	Last	First	Middle	Addr1	City	State	ZIP Code	Phone NO	Member TYPE	Dues YR	Date Dues PD
	OH	1655	724	BLAU	MICHAEL	G.	355 E. 328TH ST	WILLOWICK	OH	44095	440-954-1426	Delinquent	15	12/3/2013

Dept	<input type="text" value="OH"/>	Post No	<input type="text" value="1655"/>
Last	<input type="text" value="BLAU"/>	First	<input type="text" value="MICHAEL"/>
Middle	<input type="text" value="G."/>	Addr1	<input type="text" value="355 E. 328TH ST"/>
City	<input type="text" value="WILLOWICK"/>	State	<input type="text" value="OH"/>
ZIP Code	<input type="text" value="44095"/>	Phone NO	<input type="text" value="440-954-1426"/>
Member TYPE	<input type="text" value="Delinquent"/>	Dues YR	<input type="text" value="15"/>
Date Dues PD	<input type="text" value="Regular Renewal"/>		
	<input type="text" value="Delinquent"/>		

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

Edit	OH	1655	991	PLESCIA	ROBERT		394 HIGH TEE STREET	WILLOWICK	OH	44095	440-944-1125	Delinquent	15	10/23/2014
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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.

Click on **Update** on the bottom right of sub menu. Once that member has been updated as a Regular Renewal, he or she will be returned to your active roster.

Once the member is returned to your Active Roster, you **MUST** go in and update his or her dues as paid, and submit the applicable per capita payments.

(See Pamphlet 4 in the Database System Series for instructions on how to do this.)