DAV EMPOWERS VETERANS

RESPECT

ADVOCACY

HONOR

SUPPORT

COMMITMENT
Webmaster & Membership System Seminar
DAV National Convention
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Agenda

• **DAV Members Portal**
  – Members Portal Introduction
  – Appointing a Webmaster
  – Accessing the Site
  – Login Information
  – Help & Support
  – DAV Members Portal Demonstration

• **DAV Membership System**
  – Who Has Access
  – Accessing the System
  – Report Types
  – Guide to Reports and Other Online Resources
  – DAV Membership System Demonstration

• **Questions**
DAV Members Portal

Announcements

Reduce Your Picture Sizes Before Uploading to Your Site
by Lyn Collins
The size of a photo taken by a digital camera is typically large, even when saved in a compressed file format such as .jpg. It's not uncommon for a single picture to be several megabytes. In a graphics or photo editing program, crop photographs to the...

Help with Formatting Picture Views and Creating Officer Photo Library
by Lyn Collins
Many of you have asked for assistance on how to change the views on your photo gallery so that the picture thumbnails will display by default. You have also asked how to get your Officer Photos on your Officers page...well, ask and you shall receive...

Department and Chapter Website Information
by Heather Coleman
The DAV wants to enable every Department and Chapter to have its own website. DAV is currently hosting these sites at no charge to its Departments and Chapters.
The websites are pre-populated with some basic information for each Department and...

Add new announcement
Members Portal Introduction

The DAV Members Portal is designed to provide you with a web presence to assist you with offering the highest possible quality representation and advocacy services to veterans, their families and their survivors.

**Key benefits:**

- Improve communications throughout the DAV membership organization.
- Standardize website naming convention across all Department and Chapter websites.
- Eliminate undesirable web content or website domain names.
- Provide a web presence to Departments and Chapters who lack the resources to create their own.
- Provide even higher levels of quality service to America’s veterans and their families.
Appointing a Webmaster

The webmaster must be an active member of the chapter and be appointed by the Commander or Adjutant.

To appoint a webmaster:
2. From the menu on the left choose Getting Started.
3. Review the 4 templates and choose the one for your site. (The application will ask your template preference.)
4. Click the link for the Portal Website Application.
5. Answer the questions on the application and click Finish.

Once the application is submitted please allow time for processing. The newly appointed webmaster will receive an email with instructions.
Accessing Your Portal Site

There are three options for accessing your site.

**Access through DAV Members Portal Homepage:**
2. From the menu, choose *Departments & Chapters*.
3. Find the appropriate link for the site you want to access.
   - If you are looking for a Department, click on the Department you are looking for in the list. For example, if you want to look at the Department of Ohio, click on ‘Dept. of Ohio’. If you are looking for a specific chapter in Ohio, choose the link ‘Dept. of Ohio Chapters’. You will be taken to a list of chapters in Ohio from which to choose.

**Access through DAV.org:**
2. Under the *Membership* menu option, choose *Local Chapters*.
3. Choose *Find a Chapter or Department Website*.
4. Follow step 3 from above.

**Access through Direct URL:**
The address (URL) for a *Department* is based on the following format:

http://state_abbreviation.dav.org (Ex: http://oh.dav.org)

The address (URL) for a *Chapter* is based on the following format:

http://state_abbreviation.dav.org/chapter_number (Ex: http://oh.dav.org/01)

(Note: Single-digit chapters are formatted with a “0” first; ex: 01, 02 etc.)
Login Information

Usernames
• The username for a **Department** is based on the following format: 
  frat\State_abbreviationwebmaster 
  (Ex: frat\ohwebmaster)
• The username for a **Chapter** is based on the following format: 
  frat\State_abbreviationChapter_numberwebmaster 
  (Ex: frat\oh01webmaster)

Passwords
• Generic passwords are assigned during initial setup and given to the 
  webmaster, along with instructions on how to change it via email after the 
  application is submitted.
• Forgotten passwords can be changed at [www.dav.org/mypassword](http://www.dav.org/mypassword) or by 
  calling DAV Membership at 1-888-236-8313.
Help & Support

Located at www.davmembersportal.org under Help & Support the following helpful materials can be found:

- Webmaster User Manual
- Frequently Asked Questions
- Login Troubleshooting
- Customizing Views in the Photo Library
- Password Management
- Posting Announcements Tutorial
- Posting Announcements to Chapter Sites from Department
Membership System
Who Has Access

Members:
• His/her own membership record

Department Officers:
  Commander, Adjutant, Senior Vice Commander, Officer to Receive Mail
  – His/her own membership record
  – Membership records of all members within his/her department
  – Reports
  Other Department Officers
  – His/her own membership record

Chapter Officers:
  Commander, Adjutant, Senior Vice Commander, Officer to Receive Mail
  – His/her own membership record
  – Membership records of all members within his/her chapter
  – Reports
  Other Chapter Officers
  – His/her own membership record

*Note: There are other access levels for employees of DAV.
Accessing the System

To access the DAV Membership System:

2. Enter your membership number.
3. Enter your password.
   - If you have never signed in, the default password is your date of birth in the format (MM/DD/YYYY). Once logged in you will be taken to a screen to change your password.
   - If you do not know your password, please contact the DAV Membership Department (1-888-236-8313) to have it reset.
Report Types

Listed below are few of the reports that are helpful to your department/chapter.

• **Membership Activity** – Displays activity of members during a selected date range.

• **Membership List** - Displays a list of all members, along with the member's current address, phone number, balance due, and membership status in a specified department/chapter. You are also able to generate mailing labels for members within your department/chapter.

• **Population Summary** - Displays a list of the current membership counts for a specified department, and all of its chapters.

• **Recruitment** - Displays a list of recruiters in a given department and chapter, for a specified membership year.
Guide to Reports and Other Online Resources

To access the Membership System Guide to Reports and other online resources:

2. Under the Membership menu option, choose Members Only.
3. Enter your membership number.
Membership System Demonstration

![Image of Disabled American Veterans membership system login page]
Questions and Answers
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