



Officer Election Report  
User Guide for  
DAV and Auxiliary Users



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## Welcome to the Officer Election Report

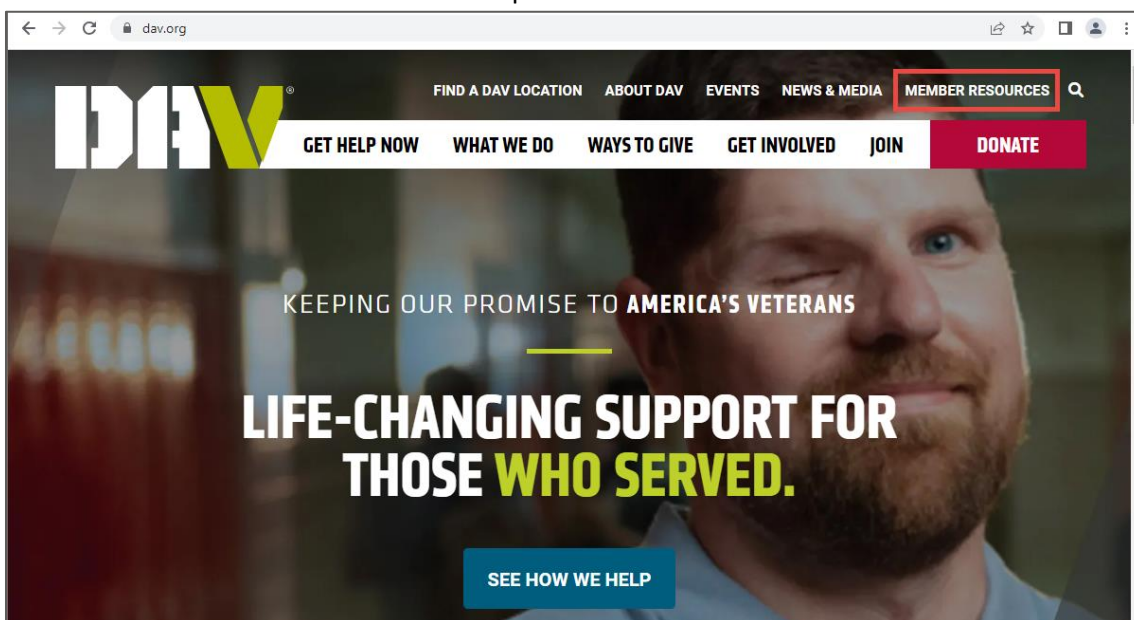
The Officer Election Report (OER) is another one of the online tools accessible through your Membership CRM Page on MyDAV.org.

## Register or Sign in to MyDAV.org

If you haven't already registered for login credentials for MyDAV.org, or if you need help logging in, utilize the tools available on the Member Resources site on DAV.org.

### Locate resources to help access MyDAV.org

1. Navigate to [DAV.org](http://DAV.org).
2. Click the **Member Resources** link on the top menu.



3. Scroll down to the **Register or Sign-in to MyDAV.org** section.
4. Click the appropriate button.

| Button                  | Action  |
|-------------------------|---|
| <b>Register</b>         | If you haven't previously signed up, complete the <b>New User Registration</b> form and submit it for processing. You will receive a confirmation email when your login credentials are ready to use. |
| <b>Sign-In</b>          | Use your login credentials to access your MyDAV.org resources.  |
| <b>MyDAV.org Manual</b> | This user guide provides an overview of the self-service repository, as well as steps to assist in registering or accessing the site. It also includes descriptions of the available resources.       |



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### Register or Sign-in to MyDAV.org

DAV is excited to offer access to [MyDAV.org](#)! Once you're registered and validated you'll have access to your DAV record, be able to request new membership cards, manage and make payments toward your membership dues, and much more! DAV officers will also have access to a wide-variety of reports and other functions.

[Registration instructions](#)

REGISTER

SIGN-IN

MYDAV.ORG MANUAL

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### COMMUNICATE WITH US BY TEXT!

You can now get membership information and answers to your questions sent straight to your phone.

## Work with an Officer Election Report

If you have access to view and/or edit an Officer Election Report (OER), the button will appear at the bottom right of the Membership CRM Page.

The main OER screen gives you visibility into each report available for your department/chapter/unit.

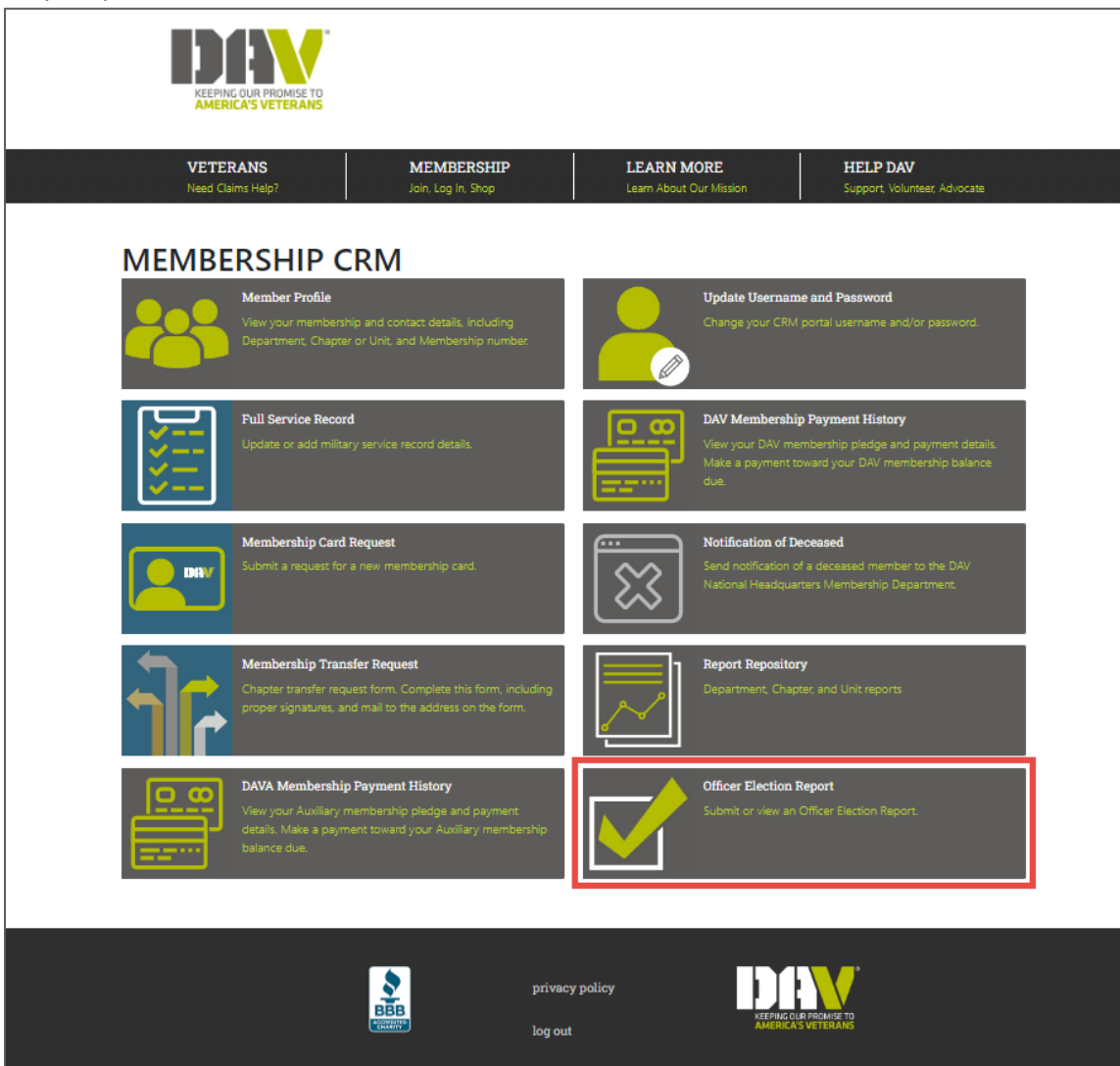
### Access an OER

1. Log in to your Membership CRM Page on [MyDAV.org](https://MyDAV.org).

**Note:** See [Register or Sign in to MyDAV.org](#) in this guide for assistance.

2. Click **Officer Election Report**.

**Note:** See [Email Notifications](#) in this guide to ensure you receive messages related to the OER via your preferred email address.



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### MEMBERSHIP CRM

- Member Profile**  
View your membership and contact details, including Department, Chapter or Unit, and Membership number.
- Update Username and Password**  
Change your CRM portal username and/or password.
- Full Service Record**  
Update or add military service record details.
- DAV Membership Payment History**  
View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due.
- Membership Card Request**  
Submit a request for a new membership card.
- Notification of Deceased**  
Send notification of a deceased member to the DAV National Headquarters Membership Department.
- Membership Transfer Request**  
Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form.
- Report Repository**  
Department, Chapter, and Unit reports.
- DAVA Membership Payment History**  
View your Auxiliary membership pledge and payment details. Make a payment toward your Auxiliary membership balance due.
- Officer Election Report**  
Submit or view an Officer Election Report.

 [privacy policy](#) [log out](#) **DAV**  
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3. The features on this screen:

| Feature  | Description  |
|----------|--|
| <b>A</b> | A drop-down list of all OERs available in the system. Choose a membership year from the list to reduce the rows in the table to that single record. Filter the table by <b>Status</b> or <b>Last Modified By</b> , as necessary.   |
| <b>B</b> | The <b>Start</b> button is available for the upcoming membership year as long as all previous OERs are in an <b>Approved</b> status.   |
| <b>C</b> | The <b>Revise</b> button is available for the most current approved OER only. Use this to update current officers, meeting information, or department/chapter/unit contact information.  |
| <b>D</b> | The <b>View</b> button will open a read-only printable report for the <b>Membership Year</b> chosen.   |
| <b>E</b> | The <b>Status</b> column indicates the status for each OER. <ul style="list-style-type: none"><li>• <b>Not Started</b> – A new report.</li><li>• <b>Submitted</b> – A report that has been sent for approval. While in this status, no additional changes can be made.</li><li>• <b>Rejected</b> – A report that contains errors that must be resolved.</li><li>• <b>Approved</b> – A newly submitted or revised OER is accepted and applicable updates have been made in the CRM. This information will appear in all membership reports.</li></ul> |
| <b>F</b> | Choose to show 5, 10, or all available OERs in the table by changing the number of entries.  |
| <b>G</b> | Use the <b>Search</b> field to find OERs for a particular year. For example, if you type "2007" in the field, 2 records – 2006/2007 and 2007/2008 display.   |

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[BACK TO MEMBERSHIP CRM](#)**Frederick R. Bristol Mem. #19**

Showing 1 to 5 of 23 entries

| Membership Year                        | Status   | Last Modified By                |  |
|--|--|---------------------------------|--|
| <div>A</div> <div></div>               | <div></div>  | <div></div>                     |  |
| 2023 / 2024                            | Not Started  |                                 | <div>B</div> <div>Start</div>                  |
| 2022 / 2023 - Revision                 | Approved   | April                           | <div>C</div> <div>Revise</div> <div>View</div> |
| 2022 / 2023                            | Approved   |                                 | <div>D</div> <div>View</div>                   |
| 2021 / 2022                            | Approved   |                                 | <div>View</div>                                |
| 2020 / 2021                            | Approved   | <div>E</div>                    | <div>View</div>                                |
| <div>F</div> <div>Show 5 entries</div> | <div>Previous</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>Next</div> | <div>Search:</div> <div>G</div> |  |



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**Note:** Below is an example of a printable OER, rendered by clicking the **View** button.

[BACK TO OER LANDING PAGE](#)

## OFFICER ELECTION REPORT

PRINT/DOWNLOAD

|   |   |                 |
|---|---|-----------------|
| Organization:                               | Membership Year:                          | Report Status:  |
| <b>AUX</b>                                  | <b>2021 / 2022</b>                        | <b>Approved</b> |
| Department:                                 | Chapter/Unit:                             |                 |
| <b>16 - AUX Kentucky</b>                    | <b>19 - Frederick R. Bristol Mem. #19</b> |                 |
| Election Date:                              | Installation Date:                        |                 |
| <b>3/19/2021</b>                            | <b>3/19/2021</b>                          |                 |
| Officer Authorized To Receive Mail:         | Judith                                    | 16019           |
| Commander:                                  | April M.                                  | 16019           |
| Senior Vice Commander:                      | Carla L.                                  | 16019           |
| 1st Junior Vice Commander:                  | Micah C                                   | 16019           |
| Adjutant:                                   | Betty S.                                  | 16019           |
| Treasurer:                                  | Sandy                                     | 16019           |
| State Inspector General:                    |   |                 |
| Legislative Chairman:                       |   |                 |
| Membership Chairman:                        |   |                 |
| Chaplain:                                   |   |                 |
| Sergeant-at-Arms:                           |   |                 |
| Judge Advocate:                             |   |                 |
| Elected State Executive Committee Member:   |   |                 |
| Alternate State Executive Committee Member: | Patricia S.                               | 16019           |

### Complete a new OER

1. Click **Start** for the appropriate OER.

**Note:** See [Access an OER](#) in this guide for assistance.

2. Complete the appropriate fields.

**Note:** All mandatory fields are identified with **\*Required**.

**Note:** Gray fields are read-only. If changes are needed, please contact the Membership Department.

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## OFFICER ELECTION FORM

### Organizational Details

|                          |   |
|--------------------------|---|
| Organization:            | Membership Year:                          |
| <b>AUX</b>               | <b>2023 / 2024</b>                        |
| Department:              | Chapter/Unit:                             |
| <b>16 - AUX Kentucky</b> | <b>19 - Frederick R. Bristol Mem. #19</b> |
| Employer ID (EIN):       | Date of Annual Election:                  |
| 23                       | *Required<br>mm/dd/yyyy                   |
| State:                   | Date of Installation:                     |
| KY                       | *Required<br>mm/dd/yyyy                   |
| City:                    | Election Month:                           |
| Erlanger                 | March                                     |
| Web Site Address:        |   |
|                          |   |

### Meeting Details

|                              |  |
|------------------------------|--|
| Address of Regular Meetings: | Meeting Day of Week:   |
| 860 Dolwick Dr               | Tuesday  |
| City:                        | Meeting Week(s):   |
| Erlanger                     | <input type="checkbox"/> First <input type="checkbox"/> Second <input checked="" type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Last |
| State:                       | Meeting Month(s):  |
|                              |  |

3. Make updates to the **Meeting Details, Officers**, and other information, as necessary.

**Note:** All contact details are pre-filled with information from the previous OER.

- a. Click the **X** to remove an Officer, as necessary.



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### Officers Commander

Member:

Name: April M.  
Mailing Address: 13  
City: N  
State:  
Zip: 4

Membership #: 16  
Telephone: (513)  
Email:

### Senior Vice Commander

Member:

Name: Catherine L.  
Mailing Address: 6  
City: C  
State:  
Zip: 4

Membership #: 16  
Telephone: (513)  
Email:

### 1st Junior Vice Commander

Member:

Name: Vacant Officer

- b. To add or replace an Officer, click the **magnifying glass** if you do not know the membership number.
- c. Enter the criteria to locate the individual and scroll down to click **Search**.  
**Note:** The search results only display the members of the department/chapter/unit for which you are submitting the report. If the person does not appear, they are not eligible for the position.



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## Contact Details

### Officer to Receive Mail:

Vacant Officer



Membership #:

☐ Update with primary contact information from officer's constituent record

Address for Mail:

Telephone:

207 Bluegrass Ave

(606) -922

City:

Newport

State:

KV

Zip:

41071-2801

## Officers Commander

Member:

April M.

Name: April M.

Mailing Address: 1342

City:

State:

Zip: 41

### Member Search

#### Searching for Officer to Receive Mail

Lookup ID / Member ID

Membership #

Last Name

First Name

Middle Name

Suffix

Cancel



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A dialog box titled "Member Search" with a close button in the top right corner. It contains several input fields: "City" (text), "State" (dropdown), "ZIP/Postal code" (text), and "Phone #" (text). Below these are three checkboxes: "Include Deceased", "Check Nickname", and "Check Aliases". A "SEARCH" button is highlighted with a red rectangle. A "Cancel" button is located at the bottom right.

- d. Locate the appropriate person and click **Select** to add the information to the OER.

A dialog box titled "Member Search" with a close button in the top right corner. It displays "Search Results:" and "Max of 100 members returned." Below this is a table of member information. The "Name:" field is highlighted with a red rectangle. A "SELECT" button is also highlighted with a red rectangle. A "Cancel" button is located at the bottom right.

| Constituent | April M.       | Status:        |
|-------------|----------------|----------------|
| Lookup:     |                | Active         |
| 158:        | Suffix:        | Department:    |
| Membership  | Date of Birth: | 16 - AUX       |
| Number:     | 19:            | Kentucky       |
| 1601:       | Full Address:  | Chapter/Unit   |
| Membership  |                | #:             |
| Account     |                | 19 - Frederick |
| Type:       |                | R. Bristol     |
| Full Life   |                | Mem. #19       |
| Name:       | OH, 45157-     |                |

4. Scroll down and double-check all information to be submitted for review.



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## Review

### Organizational Details Meeting Details

**Department:** 16 - AUX Kentucky

**Chapter/Unit:** 19 - Frederick R. Bristol Mem. #19

**Employer ID # (EIN):** 231

**Date of Annual Election:** 03/19/2019

**Date of Installation:** 03/19/2019

**Revision Change Date:** 06/12/2023

**Meeting Day of Week:** Tuesday

**Meeting Months:** January, March, May, July, September, November

**Meeting Weeks:** Third

**Meeting Time:** 5:30:00 PM

**Address of Regular Meetings:** 860 Dolwick Dr

**City:** Erlanger

**State:** KY

**Zip:** 41018-2774

**Web Site Address:**

### Officer Assignments

**Commander:** April M.

**Senior Vice Commander:** Catherine L.

**1st Junior Vice Commander:** Vacant Officer

**Adjutant:** Betty S.

**Treasurer:** Betty S.

**Legislative Chairman:**

**Membership Chairman:**

**Judge Advocate:**

**Chaplain:**

**Sergeant-at-Arms:**

**Elected Executive Committee Member:** April M.

**Alternate Executive Committee Member:** Patricia S.

**Officer Authorized to Receive Mail:** Betty S.

**Address for Mail:** 860 Dolwick Drive

**City:** Erlanger

**State:** KY

**Zip:** 41071-2801

**Telephone:** (606) -922

**Fax:**

5. Once the information is verified, enter your **Membership Number** to sign the report.  
**Note:** If you have multiple memberships, be sure to use the membership number associated with the department/chapter/unit OER you are signing.
6. Click **Submit**.  
**Note:** Once the **Submit** button is clicked, you will not have access to make additional changes unless the report is rejected (and sent back to update errors) or approved.  
**Note:** If you are not ready to submit the report for approval, click **Save** to keep your changes for submission at a later time. Saved reports will be automatically deleted after 15 days.



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## Sign And Submit

You acknowledge that by clicking on the "Save", the "Submit" or similar button on this website, you are indicating your intent to sign the relevant document or record and that this will constitute your signature. Electronic signatures, whether digital or encrypted, are intended to authenticate this writing and have the same force and effect as manual signatures.

Signed By Title Of Officer:

Signed By Name Of Officer:

Signed By Officer Membership ID #:

**Commander, Officer Authorized April M.  
to Receive Mail, Elected  
Executive Committee Member**

1601

SAVE

SUBMIT

7. Review the confirmation message, indicating you have successfully submitted the OER to the Membership Department for review and approval.
8. Click **Done**.

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Your Officer Election Report has been submitted. Thank you!

DONE

## Email Notifications

All email communication that occurs as a result of actions taken on the OER will go to the email that is set as Primary in your MyDAV.org profile. This email may be different than the one you use to log in to MyDAV.org.

### Set your primary email address

1. Log in to your Membership CRM Page on [MyDAV.org](https://mydav.org).  
**Note:** See [Register or Sign in to MyDAV.org](#) in this guide for assistance.
2. Click **Member Profile**.



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**Member Profile**  
View your membership and contact details, including Department, Chapter or Unit, and Membership number.

**Update Username and Password**  
Change your CRM portal username and/or password.

**Full Service Record**  
Update or add military service record details.

**DAV Membership Payment History**  
View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due.

**Membership Card Request**  
Submit a request for a new membership card.

**Notification of Deceased**  
Send notification of a deceased member to the DAV National Headquarters Membership Department.

**Membership Transfer Request**  
Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form.

**Report Repository**  
Department, Chapter, and Unit reports

**DAVA Membership Payment History**  
View your Auxiliary membership pledge and payment details. Make a payment toward your Auxiliary membership balance due.

**Officer Election Report**  
Submit or view an Officer Election Report.

**BBB**  
ACCREDITED  
SINCE 1986

privacy policy


log out

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3. Within your **Member Profile**, scroll down to the **Email** section.



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## MEMBER PROFILE

[Back to Membership CRM](#)

**Your memberships**

|   |   |
|---|---|
| <b>Department:</b><br>16 - AUX Kentucky | <b>Chapter/Unit:</b><br>Frederick R. Bristol Mem. #19 |
| <b>Status:</b><br>Active                | <b>Account Type:</b><br>Full Life                     |

4. Select the appropriate email as **Primary**.
5. Click **Submit**.

### Email

Work: TJones@dav.org

☒ Primary

Edit Delete

Home: familyemail01@gmail.com

☐ Primary

Edit

[Add New](#)

**SUBMIT**