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.
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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register</td>
<td>If you haven’t previously signed up, complete the New User Registration form and submit it for processing. You will receive a confirmation email when your login credentials are ready to use.</td>
</tr>
<tr>
<td>Sign-In</td>
<td>Use your login credentials to access your MyDAV.org resources.</td>
</tr>
<tr>
<td>MyDAV.org Manual</td>
<td>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.</td>
</tr>
</tbody>
</table>
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

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.
   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.
3. The features on this screen:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>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 <strong>Status</strong> or <strong>Last Modified By</strong>, as necessary.</td>
</tr>
<tr>
<td>B</td>
<td>The <strong>Start</strong> button is available for the upcoming membership year as long as all previous OERs are in an <strong>Approved</strong> status.</td>
</tr>
<tr>
<td>C</td>
<td>The <strong>Revise</strong> button is available for the most current approved OER only. Use this to update current officers, meeting information, or department/chapter/unit contact information.</td>
</tr>
<tr>
<td>D</td>
<td>The <strong>View</strong> button will open a read-only printable report for the <strong>Membership Year</strong> chosen.</td>
</tr>
</tbody>
</table>
| E       | The **Status** column indicates the status for each OER.  
  - **Not Started** – A new report.  
  - **Submitted** – A report that has been sent for approval. While in this status, no additional changes can be made.  
  - **Rejected** – A report that contains errors that must be resolved.  
  - **Approved** – 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. |
| F       | Choose to show 5, 10, or all available OERs in the table by changing the number of entries. |
| G       | Use the **Search** 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. |
### Frederick R. Bristol Mem. #19

**Showing 1 to 3 of 23 entries**

<table>
<thead>
<tr>
<th>Membership Year</th>
<th>Status</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 / 2024</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2022 / 2023 - Revision</td>
<td>Approved</td>
<td>April</td>
</tr>
<tr>
<td>2022 / 2023</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2021 / 2022</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2020 / 2021</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

A: Select membership year
B: Start
C: Revise
D: View
E: Approved
F: Show 5 entries
G: Search
# OFFICER ELECTION REPORT

**Organization:** AUX

**Membership Year:** 2021 / 2022

**Department:** 16 - AUX Kentucky

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

**Election Date:** 3/19/2021

**Installation Date:** 3/19/2021

**Officer Authorized To Receive Mail:**
- Judith
- April M.
- Carla L.
- Micah C
- Betty S.
- Sandy

**Report Status:** Approved

**State Inspector General:**
- 16019

**Legislative Chairman:**
- 16019

**Membership Chairman:**
- 16019

**Chaplain:**
- 16019

**Sergeant-at-Arms:**
- 16019

**Judge Advocate:**
- 16019

**Elected State Executive Committee Member:**
- Patricia S

**Alternate State Executive Committee Member:**
- 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.

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

4. Scroll down and double-check all information to be submitted for review.
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.
7. Review the confirmation message, indicating you have successfully submitted the OER to the Membership Department for review and approval.

8. Click 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.
   **Note:** See Register or Sign in to MyDAV.org in this guide for assistance.
2. Click Member Profile.
3. Within your Member Profile, scroll down to the Email section.
4. Select the appropriate email as **Primary**.
5. Click **Submit**.