



# WREATHS *across* AMERICA

## Finding Reports in Your Volunteer Dashboard

Your Volunteer Dashboard lets you manage every group and location you're listed as a page owner for. It's organized into simple dropdown menus so you can open each section, explore the options, and find what you need in just a few clicks — with built-in instructions to guide you along the way. You can always return to your main dashboard view anytime by clicking the Dashboard button at the top left of your screen.

When you log in, select your Group or Location from the dropdown menu in the top right corner of your Dashboard. This ensures you're working on the correct page before making updates or viewing reports. Once you've selected your page, here's what you'll find under each header:

### ★ **Manage:**

Keep your registration details up to date, customize your WAA page, and invite or view group members.

### ★ **Promote:**

Connect with your community! Send messages to volunteers or supporters, upload your contacts, and send thank-yous or reorder requests. You can also create news posts or photo albums to showcase your local efforts and share your WAA story.

### ★ **Research:**

Find the details that help you track and manage the progress of your group and/or location.

- Under Reporting, view your Wreath Count Report and Volunteer Report.
- Under Research Orders, search for individual orders anytime.
- Under Grave Specific, manage all grave-specific requests, send photos of their wreaths placed, and request reorders so their loved ones receive a wreath again this year.
- You'll also find Honor Card and Remember Wall orders here.

### ★ **More:**

Access supplies, create a Page Alert for quick updates, and review our Volunteer Policies.

### **Helpful Tip:**

Don't be afraid to explore! Each section is built to guide you step by step, and you'll discover how easy it is to manage your page and reports with just a few clicks.

***Need help? Contact your Regional Liaison Team—they're happy to assist.***

REMEMBER



HONOR



TEACH