HOW TO DOWNLOAD YOUR MEMBERSHIP ROSTER FROM VFW NATIONAL
INTO YOUR VSS SOFTWARE

1. There are two things you must remember before you start this operation and obtain your membership roster and they are:
   a. **Import** – this is a first time operation when you are setting up your VSS program for the first time. You have to import this roster from VFW National to get it installed. This puts your membership roster into your system and allows you to monitor your post membership numbers as VFW National has them recorded in your post.

   b. **Up Date** – this option is what is used after you have imported your membership roster from VFW National and you want to see who is added or had address changes, or was deceased and removed from your post roster.

2. Go to your web browser and add the following address to your address bar at the top of your website as follows: http://www.vfw.org/ and scroll all the way to the bottom of the page….in the bar across the bottom it will say…"Quartermaster Tools"….click that and in a column on the right look for the box that says "Memstats"…click this and the Memstats page will come up. Across the top there is a row of options….."back to member stats search page"….."Back to VFW home page"…"Feedback"…"Dept query"….."District Query"…and …."Post Query"…..click "Post Query"!

3. Once you have clicked the Post Query the next page you will see has a sign in page; YOU MUST SIGN IN USING THE QUARTERMASTERS MEMBERSHIP CARD NUMBER….and a password chosen by the QM. If you have never signed in before to obtain a password….you will need the QM's membership card number and a password chosen by you before you can begin to download this roster from VFW National….."REMBER THIS…..THE ONLY ONE WHO CAN GET A PASSWORD IS THE QM THAT WAS SENT TO NATIONAL ON THE ELECTION FORM. IT IS THE QM'S CARD NUMBER THAT WILL BE GIVEN THIS PASSWORD!

4. Once you have been given a password and you have signed into the VFW National website….you will see the page "Post Report". You can access a lot of useful information from here. Right now…we will only be downloading the "Membership Roster".

5. Just below the line that says "Post report for active members" there are two choices: "View Results"……and ….."Download Results". If you want to look at your roster….use….."View Results". If you want to "IMPORT" your roster into the VSS program for the First Time…..you must use "Download Results"! In the center, just below the "Download Results" option….there is a button that

says….."submit"…..click it! A small window will appear asking what you want to do.

6. This gives you three options…"Open"…."Save"…or "Cancel". If you click "Open" it will make your roster into a Excel Spreadsheet format so that if you click "View Results" you will be able to see this report. If you want to save this click the "Save" and it will as you where do you want to save this file. Here is where the fun begins…..

7. You will want to save this file in your computer where the VSS program can get to it. Since no information has ever been given to your VSS program before…you will need to send this saved file to the folder in VSS that it can see. So, here is the information you need to put in the box where the **save to** asks for as follows: **C:\Program files\VSS\postmems\update_All.csv**

8. Once you have clicked the Save To and put the information above in the box and you clicked save….this file will be sent to your VSS program for it to see. Now at the right of that box at the top of the window, you will see a **small blue box** with an arrow pointing down….click it. A drop box menu will appear showing all the files and folders on your machine. Look for the one that says "My Computer"….and click it….again click the blue arrow again and another drop down menu will appear and this time look for the "Local Disk (C:) and click it.

9. Now you will look for a folder called "Program Files" in the list and once you find it double click it and it will open up to all the files and folders in your computer. Look for the folder called "VSS" and double click it and it will open up and show you all the folders and files in the program. We are looking for the "Postmems" and when you find it….double click it.

10. This will now open up and you need to find the folder that says Updates"…double click this and this will tell the save to file where to send your roster.

11. Now that you have established the path for your file to be imported to at the bottom of your screen you will see the word "Save" button. A small window will appear that will say…."Download Complete". It will give your three options….."Open"…"Open Folder"….and "Close"….click "Close"….if you clicked "open" it would open your file as stated before.

12. Now that your Roster is downloaded and stored in the folder…you are now ready to "IMPORT" this into your VSS software……so now you can go to your Post Membership program and open it up.

13. Now that you are in your Membership program on the left side of your program you will see option buttons and the one you will need to open is called…"System Utilities". Click this and a small window opens that says "Roster Utilities"…click it!

14. A drop down menu will appear and you will need to move your cursor over the "Update Roster" and highlight it….and another menu will appear that gives you three choices…."update from national"…."update from department"…or "update from VSS"….click the "update from national"…and another window will appear asking "if the roster has been downloaded"….click YES.

15. Another window will open up that is similar to the one you used to create the path for the download, but, it will already have the path chosen, and the "updates" folder open, revealing the "All_csv" file….click on the "All_csv" file once to highlight it…….then click "OPEN".

16. A window will appear that says "confirm roster update" it will then say…."roster found, click YES to continue"……so now click YES! Watch below and you will see a green slider show up showing the progress of the update…..when it is finished, a window will appear saying "Roster update" and "Sucessfully udated XXX records" The XXX are the number of records or persons in your files…..

17. CONGRATULATIONS!!!!!!! You have just downloaded your roster from VFW National and imported it into your VSS Software…..you are now ready to use the Membership portion of the software.