

Take aways from the Annual Report/Awards Webinar

13 November 2024

IT Notes:

Currently, there is no data that is saved year-over-year in the annual report. Councils are encouraged to save their completed annual report, and those copies can be used to copy/paste information that has not changed into the next year's annual report.

- **To save your annual report:**
 1. Select Preview Report at the bottom of the form
 2. Select PRINT
 3. Change printer to Adobe PDF or print to PDF
 4. Select a folder on your computer and save

Additionally, you can use this step to print a hard copy.

If a council is inputting data to create their Annual Report, they may save their work and come back to it later. The data in each section is saved for 60 days before it expires. **Note:** each time data is saved the 60-day clock is restarted. Every time you update a section your 60 day clock is restarted for that section. **Do not submit a partial sections of the annual report.**

Whether this is your first time or not, please **listen to the Annual Report tutorial**. Nailah Kamal does a splendid job walking you through the report features. The tab to access the video is posted on the Council Annual Report page.

Points of Interest:

1. There are 10 Sections to the Annual Report
2. It is helpful if you compile your information and documents prior to beginning your council's annual report. Please, do not wait until February to start writing. Best plan is to gather info all year. For consideration of awards, inputs must be received by February 15.
3. Open every box, section and page of the Report. (11 pages, 7 graded awards categories)
4. If there is not enough space on the report page, there is a text box at the bottom to add additional information. **Bulletize your report inputs** it will make a difference.
5. Within the Annual Report are buttons for Awards consideration. Councils must select which awards they wish to be considered for (Mackie, Council Performance, Ship/Unit Adoption). **Be clear and specific** about the Award categories in which you want to compete. You will only be considered for the Categories that you designate.
6. If your council wants to be considered for the Mackie Awards, upload samples of your social media products, newsletters and URLs for website access.
7. After completing each section click review answers. When you are ready to submit print your form for your records and then click submit. Please see suggestions on how to save as PDF.

8. Once you have submitted your annual report, allow time for the data to populate. You will receive an email with a copy of your submission and you can save this for your records.
9. More questions? Email the Member Engagement team at annualreport@navyleague.org

Suggestions:

- Convert the report to a PDF, so next year, you can simply cut and paste words about events that are repeated.
- NLUS Logo – The current Navy League Logo is the only official logo authorized. Previous logos reflect NLUS's history and are retired, but are not the official logo. The Operation Manual pages 2-15/16 gives specific guidance. The official logo may be downloaded via the Navy League website under Council Support Material.
- Please refrain from using the Marine Corps Logo.
- If in your review, there is something missing you wish the National Awards Committee to consider, the Council President may submit to the Chair of the Awards committee via. their Region President.

Link to Annual Report:

<https://www.navyleague.org/council-annual-report/>

Note:

The Annual Report is valuable for several reasons. Most notably it keeps your council in "good standing" with NLUS HQ. Councils are recognized for their efforts via. Council Performance Awards, and it keeps the semi-annual stipends flowing.