



AUXDATA II ACTIVITY LOG GUIDE

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MEMBER LOGIN

- Login: <https://uscg.force.com/auxcommunity/login>
- Enter your username and password
- Salesforce Login Verification Code is required and will be sent to your email as it appears in Auxdata (this code is required each time you login).



Please check your username and password. If you still can't log in, contact your USCG Auxiliary Members Community administrator.

Username

YourMemberNumber@uscg.aux

Password

.....

Log In

Remember me

[Forgot Your Password?](#)

United States Coast Guard (USCG) HQ employee? [Log In](#)

- If you do not know your password, click on [Forgot Your Password?](#)


7029: MEMBER ACTIVITY FORM

99A, 99B, 99C, 99D, 99E

- Click on Activity Logs
- Click on New (top right-hand side of the screen)
- New Activity-select a record type-Unit/Individual-NEXT
- New Activity: Unit/Individual
 - Unit: search for your unit, i.e., Choctaw Ridge 0123456
 - OPCON: (select the one that applies)
 - First District Southern Region
 - Sector New York
 - Station New York
 - Mission Code: Select the mission code:
 - **99A Leadership Activity**
 - **99B Recreational Boating Safety (RBS) Support**
 - **99C Marine Safety (MS) Support**
 - **99D Training Support**
 - **99E Auxiliary Administrative/Logistical Support**
 - Mission Start Time: use the First Day of the month, i.e., 6/1/2020
 - Duration: Enter the number of hours for this activity
 - Summary of Activities: i.e., FSO-FN Report
 - SAVE
- Review activity information to ensure accuracy
- Click on Member Assignment
- In Search User type your member number or last name
- Click on Member ID and then click **ADD MEMBER**
- Click on Member ID and Change Position to Lead
- Click on **Update Activity Members**
- Click on Details
- Click on Review Status and change from Open to Approval Requested and Click **SAVE** at the bottom
- The SO-IS or FSO-IS will review for approval
- An automatic email is generated informing you that the entry has been approved or rejected

Cloning Tool

The Cloning Tool enables you to duplicate the entry created.

- Next to the Edit Box there is a drop down arrow to  CLONE
- This will duplicate the previous entry; indicate new information
 - Unit: search for your unit, i.e., Choctaw Ridge 0123456
 - OPCON: (select the one that applies)
 - First District Southern Region
 - Sector New York
 - Station New York
 - Mission Code: Click on the pencil to select a new mission code, i.e., **99E Other Admin/Log Supt**
 - Mission Start Time: use the First Day of the month, i.e., 2/1/2020
 - Duration: Enter the number of hours for this activity
 - Summary of Activities: i.e., Change of Watch
 - SAVE
- Review activity information to ensure accuracy
- Click on Member Assignment
- In Search User type your member number or last name
- Click on Member ID and then click **ADD MEMBER**
- Click on Member ID and Change Position Lead
- Click on **Update Activity Members**
- Click on Details
- Click on Review Status and change from Open to Approval Requested and Click **SAVE** at the bottom
- The SO-IS or FSO-IS will review for approval
- An automatic email is generated informing you that the entry has been approved or rejected

7030 – Activity Report - Mission

- Click on Activity Logs
- Click on New (top right-hand side of the screen)
- New Activity-select a record type-Unit/Individual-NEXT
- New Activity: Unit/Individual
 - Unit: search for your unit, i.e., Choctaw Ridge 0123456
 - OPCON: (select the one that applies)
 - First District Southern Region
 - Sector New York
 - Station New York
 - Mission Code: Select the mission code, i.e., **06B Other Member Training**
 - Mission Start Time: use the date of the training, i.e., 6/15/2020
 - Duration: Enter the number of hours for this activity
 - Summary of Activities: i.e., MT-Joe Coastie-Leadership Development Certification
 - SAVE
- Review activity information to ensure accuracy
- Click on Member Assignment
- In Search User type your member number or last name
- Click on Member ID and then click **ADD MEMBER**
- Scroll down to Click on Member ID and Change Position (Lead)
- In Search User type trainee member number or last name, i.e., Coastie or 0123456
- Scroll down to Click on Member ID and **ADD MEMBER**
- Click on Member ID and Change Position (Trainee)
- Click on **Update Activity Members**
- Click on Details
- Click on Review Status and change from Open to Approval Requested and Click **SAVE** at the bottom
- The SO-IS or FSO-IS will review for approval
- An automatic email is generated informing you that the entry has been approved or rejected

7038 – Recreational Vessel Examinations

- Click on Activity Logs
- Click on New (top right-hand side of the screen)
- New Activity-select a record type-Unit/Individual-NEXT
- New Activity: Unit/Individual
 - Unit: search for your unit, i.e., Choctaw Ridge 0123456
 - OPCON: (select the one that applies)
 - First District Southern Region
 - Sector New York
 - Station New York
 - Mission Code: Select the mission code:
 - **91A Vessel Safety Check**
 - **91B Facility Inspection**
 - **91H Paddlecraft Inspection**
 - Mission Start Time: use the date of the event, i.e., 6/15/2020
 - Duration: Enter the number of hours for this activity
 - Summary of Activities: i.e., Vessel Safety Checks
 - Scroll Down to Vessel Exam Details:
 - Enter Number of Exams Given
 - Enter Number of First Time
 - Enter Number of Exams First
 - Enter Number of High Focus
 - SAVE
- Review activity information to ensure accuracy
- Click on Member Assignment
- In Search User type your member number or last name
- Click on Member ID and then click **ADD MEMBER**
- Click on Member ID and Change Position (Lead)
- If there is a trainee involved:**
 - In Search User type trainee member number or last name, i.e., Coastie or 1234567
 - Click on Member ID and then click **ADD MEMBER**
 - Click on Member ID and Change Position (Trainee)
- Click on **Update Activity Members**
- Click on Details
- Click on Review Status and change from Open to Approval Requested and Click **SAVE** at the bottom
- The SO-IS or FSO-IS will review for approval
- An automatic email is generated informing you that the entry has been approved or rejected

7046 – RBS Visitation

- Click on Activity Logs
- Click on New (top right-hand side of the screen)
- New Activity-select a record type-Unit/Individual-NEXT
- New Activity: Unit/Individual
 - Unit: search for your unit, i.e., Choctaw Ridge 0123456
 - OPCON: (select the one that applies)
 - First District Southern Region
 - Sector New York
 - Station New York
 - Mission Code: Select the mission code: **11 RBS Visitor Missions**
 - Mission Start Time: use the date of the event, i.e., 6/15/2020
 - Duration: Enter the number of hours for this activity
 - Summary of Activities: i.e., Program Visits
 - Scroll Down to Program Visits:
 - Enter Number of Visits
 - Enter Business Name
 - SAVE
- Review activity information to ensure accuracy
- Click on Member Assignment
- In Search User type your member number or last name
- Click on Member ID and then click **ADD MEMBER**
- Click on Member ID and Change Position (Lead)
- If there is a trainee involved:**
 - In Search User type trainee member number or last name, i.e., Coastie or 1234567
 - Click on Member ID and **ADD MEMBER**
 - Click on Member ID and Change Position (Trainee)
- Click on **Update Activity Members**
- Click on Details
- Click on Review Status and change from Open to Approval Requested and Click **SAVE** at the bottom
- The SO-IS or FSO-IS will review for approval
- An automatic email is generated informing you that the entry has been approved or rejected