

Entering and Editing Club Information

Paragraph 1.02.II.D.1 of the American Volkssport Association Policy Manual establishes the requirement for reporting club information. It is highly recommended that clubs become familiar and stay current with the policy. Every club must submit a report within thirty days of the change of an officer or any club information.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the report from the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

Club Information Terms and Definitions

Official Contact - Name, Phone Number and Email Address – This is the person of record for the club, the individual to be contacted by anyone seeking information about the club. This information is displayed under the Club Listing on the AVA website and in TAW.

Official Address - This is the mailing address which receives Checkpoint, *The American Wanderer* and event stamps. Financial Statements can be directed to this address.

Shipping Address - This address receives all UPS Shipments. This must be a real street address as UPS will not deliver to PO Box addresses. Examples of items that might be shipped via UPS are trail marking materials, specialty orders and multiple event stamps. Anything that must be sent over-night will be sent to the UPS address.

Financial Address - This address receives the club monthly financial statement which includes invoices. The exception to this is invoices for merchandise orders which are included with the order.

After entering data in all of the fields you must select the Point of Contact, UPS Address and Financials Address. Your choices for each are President, Vice-President, Secretary, Treasurer and Official Address.

The screenshot shows the AVA Club Homepage. On the left is a vertical navigation menu with buttons for Home, Clubs, State Assn's, Regional, AVA Home, and Contact AVA. The main content area is titled "Welcome to the AVA Club Homepage" and contains a table of club details. On the right side of this table is a vertical column of buttons: Club Info (circled in red), Events, Instructions, Officer Update, and State Rep Upd.

Welcome to the AVA Club Homepage	
Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

Figure 1 - Club Home Page

Click on the **Club Info** button on the right side of the page. This will get you to the Official Club information Update Page.

AVA-0941
Sierra Gold Striders

If any of the information below is incorrect, please make the appropriate changes and press the Submit button.

Official Club information Update

Official Address P.O. Box 1253

Club City Twain Harte

Club State CA
Accept Default value or select from list

Club Zip 95383

Web Listing City Twain Harte

Web Listing State CA
Accept Default value or select from list

Official Contact Philip Jones

Phone 2095860597
NUMBERS ONLY - no "(") " or" -"

Email sierragoldstriders@att.net

Club URL
ie: www.xyz.com - do not add "HTTP://"

Submit **Reset**

Figure 2 – Official Club Information Update Page

Make changes to the club information, and using the scroll bar on the right, scroll to the bottom of the page.

Verify that the information is now correct and click on the **Submit** button.

This will bring you a verification page indicating that your submission has been accepted.

Your changes have been submitted.

If you wish to review the changes, use the link below to return to your home page.

[AVA-0686](#) <= Press here to return to your home page

Figure 3 – Verification Page

Click on the club's AVA number to return to the Club Home Page where you can review your handiwork.

Welcome to the AVA Club Homepage

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Last Financial Update	8/1/2012

Navigation buttons (left sidebar): Home, Clubs, State Assn's, Regional, **AVA Home**, Contact AVA

Navigation buttons (right sidebar): Club Info, Events, Instructions, **Officer Update**, State Rep Upd

Figure 4 - Club Home Page

Verify that the club information is as you want it. Repeat the above steps until you are satisfied, then click on the **AVA Home** button to return to the AVA Home Page.

If you have not already done so, and are prepared, you may enter additional updates by clicking on either the **Officer Updates** (noting the red Alert Message at the top of the page) or **State Rep Updates** buttons and following the instructions for Entering and Editing Officer Information or Entering and Editing State Representatives Information.