

Entering and Editing Officer Information

Paragraph 1.02.II.D.1 of the American Volkssport Association Policy Manual establishes the requirement for reporting officer 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 officer information. Additionally, change or not, an Officer Update Report must be submitted at least once annually between January 1 and November 15. If a report is not received by November 15, a late fee will be assessed, and the club will be placed in “not good standing” if a report is not received by December 31.

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 Entry page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.



Figure 1 - Club Home Page

- 1) From the Club Home Page, click on the **Officer Update** button on the right side of the page. This will get you to the Club Officers Update Page.

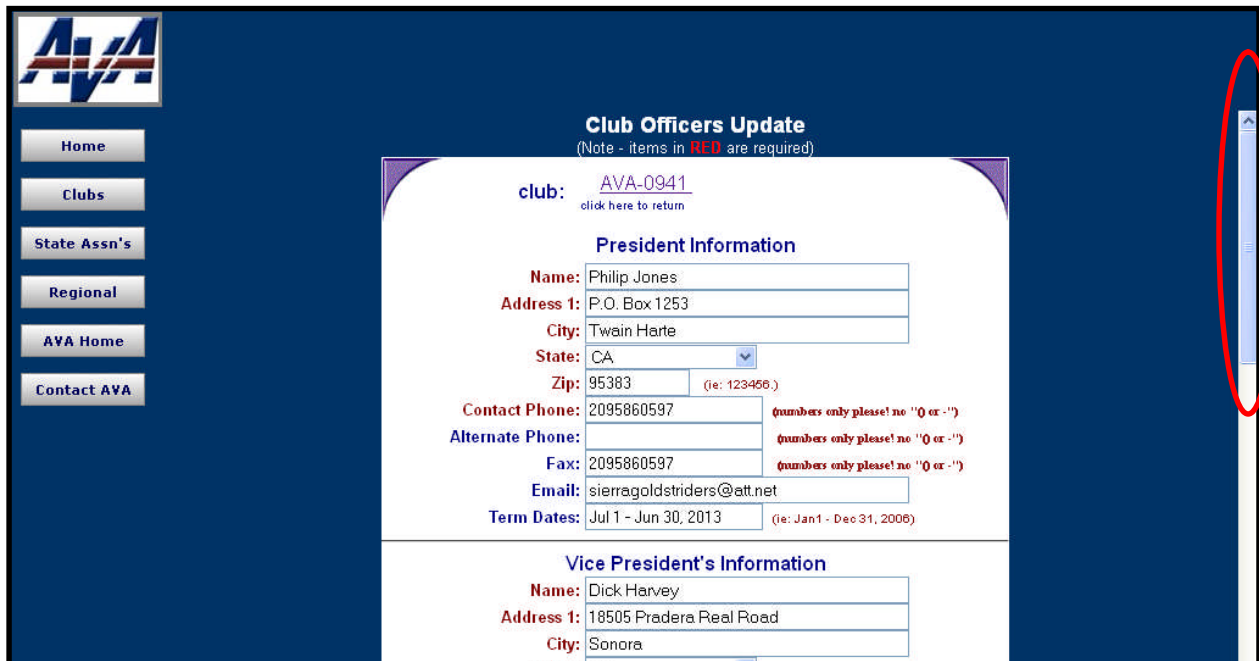


Figure 2a - Club Officers Update Page

- 2) You will need to scroll down to the bottom of the page using the slide bar on the right, changing officers' information as you go.

AVA

- Home
- Clubs
- State Assn's
- Regional
- AVA Home
- Contact AVA

Vice President's Information

Name: Dick Harvey
Address 1: 18505 Pradera Real Road
City: Sonora
State: CA
Zip: 95370 (ie: 123456.)
Contact Phone: 2095339492 (numbers only please! no '0' or '-')
Alternate Phone: (numbers only please! no '0' or '-')
Fax: (numbers only please! no '0' or '-')
Email:
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Secretary's Information

Name: Beverly Jones
Address 1: P.O. Box 1253
City: Twain Harte
State: CA
Zip: 95383 (ie: 123456.)
Contact Phone: 2095860597 (numbers only please! no '0' or '-')
Alternate Phone: (numbers only please! no '0' or '-')
Fax: 2095860597 (numbers only please! no '0' or '-')
Email: sierragoldstriders@att.net
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Figure 2b – Club Officers Update Page

AVA

- Home
- Clubs
- State Assn's
- Regional
- AVA Home
- Contact AVA

State: CA
Zip: 95383 (ie: 123456.)
Contact Phone: 2095860597 (numbers only please! no '0' or '-')
Alternate Phone: (numbers only please! no '0' or '-')
Fax: 2095860597 (numbers only please! no '0' or '-')
Email: sierragoldstriders@att.net
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Treasurer's Information

Name: Gini Madison
Address 1: 19534 Rewhide
City: Sonora
State: CA
Zip: 95370 (ie: 123456.)
Contact Phone: 2095328361 (ie: 1234567890)
Alternate Phone: 2095328361 (ie: 1234567890)
Fax: (ie: 1234567890)
Email: vsm45@yahoo.com
Term Dates: Jul 1-Jun 30, 2013 (ie: Jan1 - Dec 31, 2006)

Member Count: 30

Figure 2c – Club Officers Update Page

- Once you have completed all of the changes and updated the Member Count, click on the **Update** button. This will bring you to the Update Club POC, Shipping Address and Financial Statements Address page.

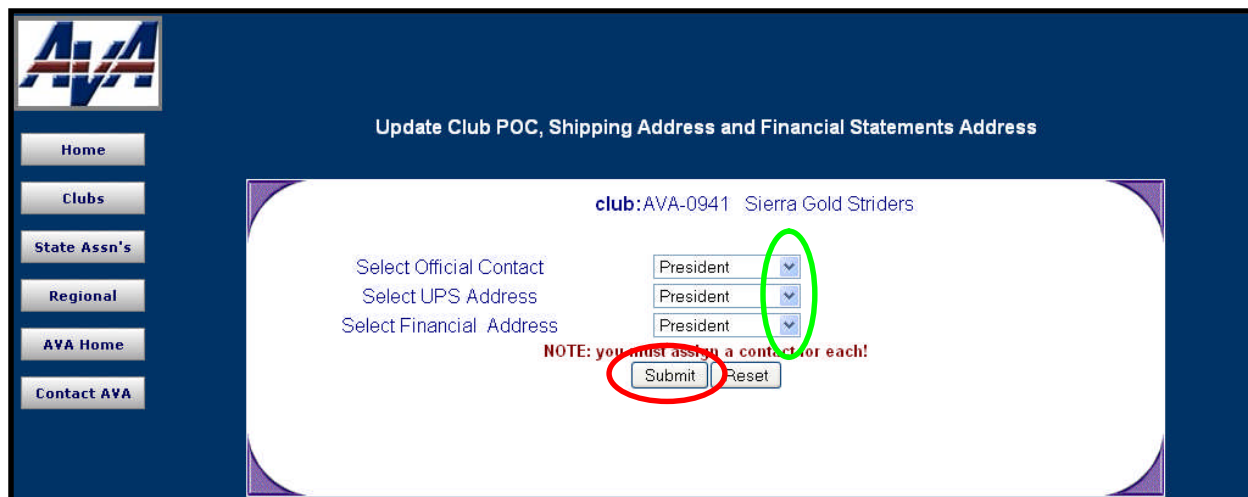


Figure 3 - Update Club POC, Shipping Address and Financial Statements Address **Page**

- 4) Make the appropriate selection from the three drop-down menus, and click on the **Submit** button. This will bring you the Point of Contact Update Confirmation page indicating that your submission has been accepted.

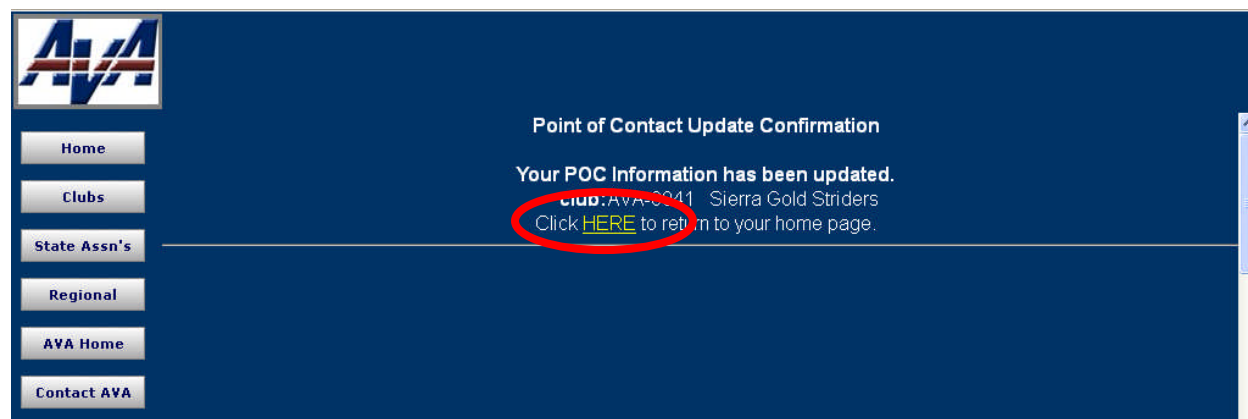


Figure 4 - Point of Contact Update Confirmation page

- 5) Click on **HERE** to return to the club's home page, and you have completed the club information and officer updates and submitted your officer update report.

Congratulations. If you completed this before November 15, you saved your club ten bucks.