

Entering and Editing State Association Representative Information

Clubs that are members of State Associations use these instructions to enter or edit club representatives' information.

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

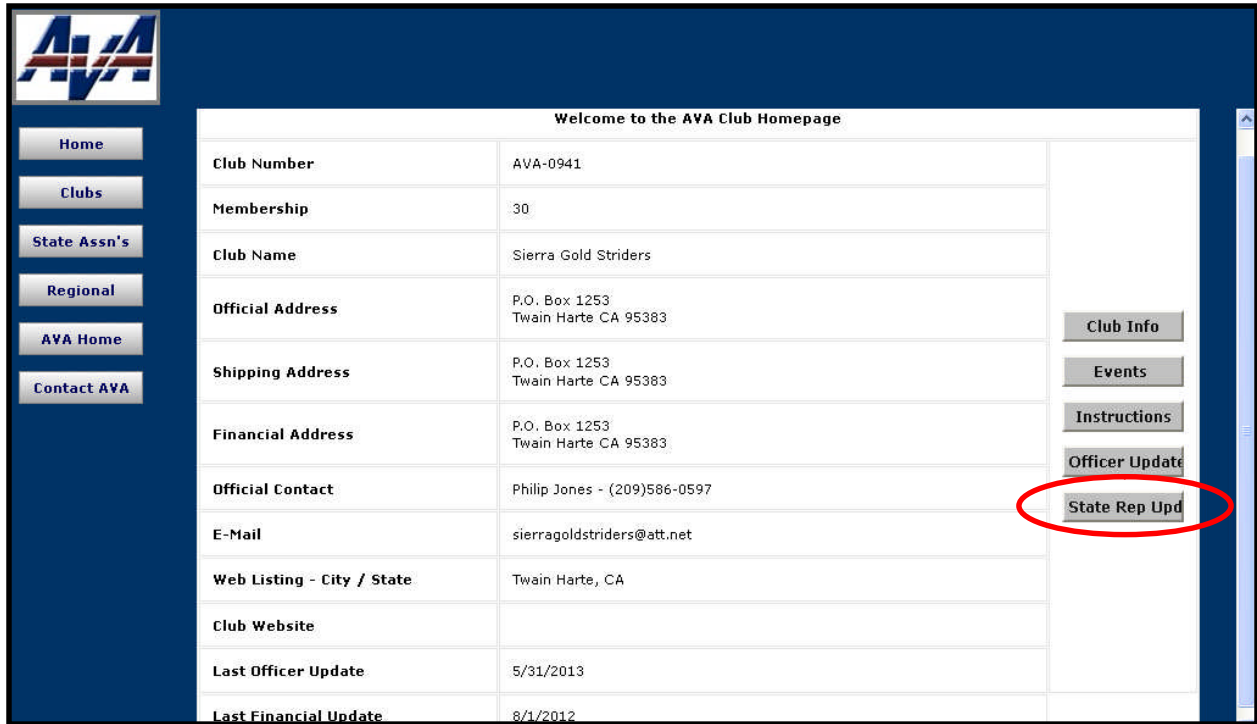


Figure 1 - Club Home Page

- 1) From the Club Home Page, click on the **State Rep Update** button. This will get you to the State Representative Updates page.

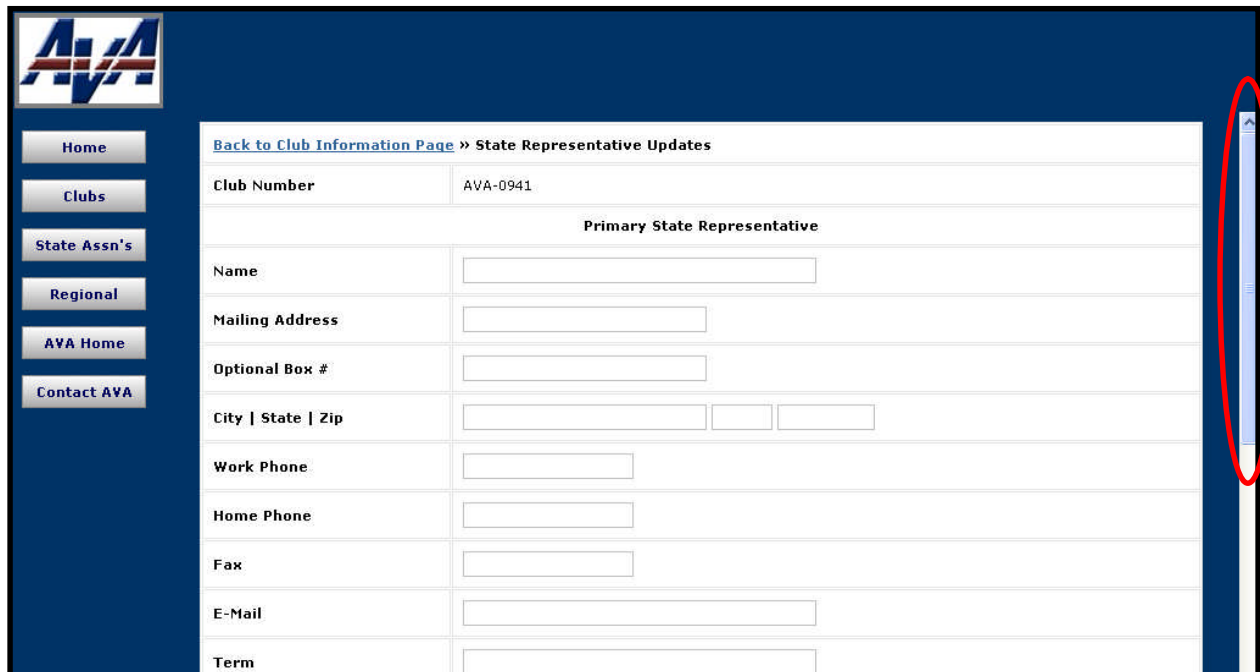


Figure 2a – State Representative Updates Page

- 2) You will need to scroll down to the bottom of the page using the slide bar on the right, entering and editing State Representative information as you go.

Figure 2b – State Representative Updates Page

- 3) Check your entries and edits for accuracy, and click on the **Submit Update** button. A confirmation message is displayed as shown in Figure 2c.

Figure 2c – State Representative Updates Page

- 4) Use your browser's print capability to print a copy of this page.
- 5) Click on [Back to Club Information Page](#) to get to the Official Club Information Update page, or click on [AVA Home](#) to return to the AVA Home Page.