

# AVA CLUB MAINTENANCE USER GUIDE

## I. INTRODUCTION

A. Purpose: The guide provides instructions to help AVA clubs enter club information, sanction requests for AVA events, and edit event information.

B. Getting to the Club Maintenance page.

1. First, to enter the AVA website, get access to the Internet and enter AVA's web address: [www.ava.org](http://www.ava.org). At the first AVA page, called the 'home page', go to the Administrative section on the left side of the page and click on Sanctions & Club Data.

2. Clicking on Sanctions & Club Data, causes the Club Maintenance and ESR Entry Site page to appear. See Figure 1.

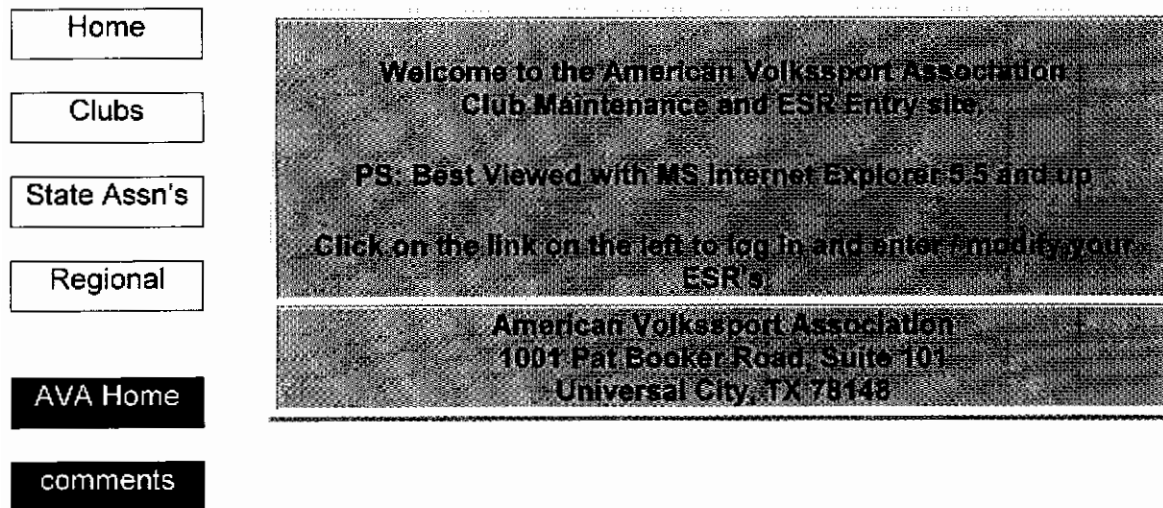


Figure 1. Club Maintenance and ESR Entry Site

3. Action Buttons. The action buttons at the left margin lead to pages for clubs, a state organization or a regional director. Using the club, state association or regional director button requires a Login ID and password to continue. Clicking on the buttons at the left margin cause the following actions:

a. Home. Clicking on this button brings the viewer back to the page shown in Figure 1.

b. Clubs. Clicking on this button brings the viewer to the entry page for AVA clubs.

c. State Assn's. Clicking on this button brings the viewer to the entry page for State Associations. State Associations may also choose the 'club' button.

d. Regional. Clicking on this button brings the viewer to the entry page for the Regional Director. A Regional Director may also choose the 'club' or 'State Assn' button.

e. AVA Home. Clicking on this button brings the viewer to the AVA home page (the first page shown after entering [www.ava.org](http://www.ava.org)).

f. comments. Clicking on this button produces a blank email message that can be completed to communicate with AVA Headquarters.

## II. DATA ENTRY FOR AVA CLUBS.

A. Access to Club's data. Clicking on the Club button (see Figure 1) causes the Club Maintenance page shown in Figure 2 to appear. Note that access to any club section requires a Login ID and password. If you do not have a Login ID or password, check with your club president. Club presidents acquire Login IDs and passwords from their regional director.

### B. Club Maintenance Page.

1. Enter the Login ID and password in the appropriate box on the page and click on the Login button. If both the Login ID and password are valid, you will go on the next page. If nothing happens or the 'Please enter a valid Login ID and password' message blinks, you do not have a valid ID or password, or you entered them incorrectly. Check to assure that you did not have your 'Caps Lock' key on. If access is not granted, check with your club president.

2. Reset button. Clicking on the Reset button erases all data entered into the Login ID and password boxes. Clicking on AVA Org Home Page returns you to the AVA Home Page.

#### Club Maintenance

Please enter your below *exactly* as given you by an AVA representative, then enter the password. Once your account is validated, click on the link to your AVA Club Maintenance home page.

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Login	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

---

Please enter a valid Login ID and password  
[AVA.Org Home Page](#)

Figure 2. Club Maintenance Page

3. Once you enter your correct login ID and password, the box in Figure 3 appears on the Club Maintenance page to confirm the club to which access is granted. Click on the 'Click here to proceed' message.

Club:	AVA-0000
Club Name:	AVA Club Name
Welcome! You have been authenticated	

Figure 3. Club Maintenance Page

4. Once you gain entry into your club's part of the AVA website, you are greeted by the AVA Club Maintenance Home Page (Figure 4, below). The page should show current information about your club, it's addresses and points of contact. The Club Info button on the right side of the page indicate actions that you can take on behalf of your club. The Events button allows you to enter sanction requests for all AVA events and to edit events already submitted. The Instructions button gives instructions for data entry. The AVA Web button returns you to the AVA home page.

Welcome to the AVA Club Maintenance Home Page

<b>Club Number:</b>	AVA-0000	AAA-WA
<b>Club Name:</b>	AVA Club Name	
<b>Official Address:</b>	PO Box XYZ Anywhere WA 00000-0000	
<b>UPS Address</b>	2222 Any St Any City, WA 00000	
<b>Financial Statements</b>	17 - 36th Street Anywhere WA 00000	
<b>Contact</b>	Contact's Name	<b>Phone:</b> (000)000-0000
<b>E-Mail:</b>	Contact's Email address	
<b>Web Listing City &amp; State:</b>	Anywhere, WA	
<b>Club Website:</b>	Club's website address	

Club Info

**Change basic information regarding your club**

Events

**Sanctioned Events Navigation**

Instructions

**Help and Advice**

AVA WEB

AVA Home