

## 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 click on [Club Events Data](#).
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.

**Welcome to the AVA Club Homepage**

Club Number	AVA-0686
Membership	132
Club Name	Placer Pacers
Official Address	PO Box 142 Auburn CA 95604
Shipping Address	1515 Quail Road Newcastle CA 95658
Financial Address	1951 Quail Road Newcastle CA 95658
Official Contact	Don Ratliff - (916)645-8280
E-Mail	theplacerpacers@yahoo.com
Web Listing - City / State	Auburn, CA
Club Website	www.placerpacers.org
Last Officer Update	7/10/2010

Navigation buttons on the right side of the page:

- Club Info
- Events
- Instructions
- Officer Update
- State Rep Update** (circled in red)

**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.

**AVA**

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[Clubs](#)  
[State Assn's](#)  
[Regional](#)  
[AVA Home](#)  
[Contact AVA](#)

[Back to Club Information Page](#) » **State Representative Updates**

**Club Number** AVA-0686

**Primary State Representative**

**Name** Don Ratliff

**Mailing Address** 1515 Quail Road

**Optional Box #**

**City | State | Zip** Newcastle CA 95658

**Work Phone**

**Home Phone** 916-645-8280

**Fax**

**E-Mail** theplacerpacers@yahoo.com

**Term**

**Alternate State Representative**

**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.

Term	<input type="text"/>
<b>Alternate State Representative</b>	
Name	<input type="text" value="Betsy McDevitt"/>
Mailing Address	<input type="text" value="1877 Buck Ridge Court"/>
Optional Box #	<input type="text"/>
City   State   Zip	<input type="text" value="Colfax"/> <input type="text" value="CA"/> <input type="text" value="95713"/>
Work Phone	<input type="text"/>
Home Phone	<input type="text" value="530-637-1761"/>
Fax	<input type="text"/>
E-Mail	<input type="text" value="betsywalks@gmail.com"/>
Term	<input type="text"/>
<input type="button" value="Submit Update"/>	

**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.

**AVA**

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**State Rep Information Updated...**

Club Number: AVA-0686

**Primary State Representative**

Name: Don Ratliff

Mailing Address: 1515 Quail Road

Optional Box #:

City | State | Zip: Newcastle CA 95658

Work Phone:

Home Phone: 916-645-8280

Fax:

E-Mail: theplacerpacers@yahoo.com

Term:

**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.