

## 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 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.

### Club Information Terms and Definitions

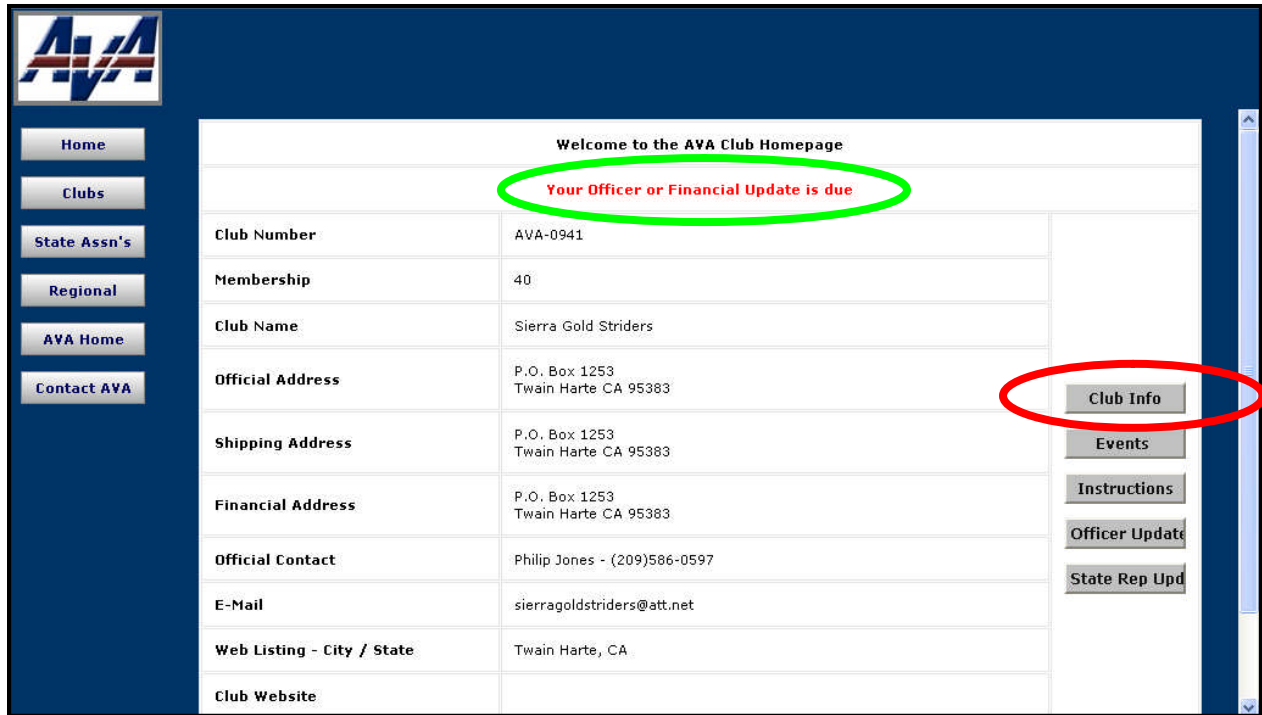
**Official Contact** - Name, Phone Number and Email Address – This is the person of record for the club, the individual to be contacted by anyone seeking information about the club. This information is displayed under the Club Listing on the AVA website and in TAW.

**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.



**Figure 1 - Club Home Page**

- 1) From the 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.
- 2) Note the Alert Message reminder that an Officer Update or the Club's Financial Report is due. Follow the instructions in the Entering and Editing Officer Information module to update the club's officer information.

**AVA-0686**  
Placer Pacers

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

**Order Club Supplies**  
**Officer Updates**  
**State Rep Updates**  
**Return to Home Page**

**Official Club information Update**

**Official Address** PO Box 142  
**Club City** Auburn  
**Club State** California  
**Accept Default value or select from list**  
**Club Zip** 95604  
**Web Listing City** Auburn  
**Web Listing State** California  
**Accept Default value or select from list**  
**Official Contact** Jay LaCroix  
**Phone** 9162152273  
**NUMBERS ONLY - no "(" " )" or " -"**  
**Email** theplacerpacers@yahoo.com  
**Club URL** www.placerpacers.org  
**ies: www.ava.com - do not add "HTTP://"**

**Figure 2a – Official Club Information Update Page**

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

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

State Rep Updates  
Return to Home Page

**Official Club information Update**

Official Address PO Box 142

Club City Auburn

Club State California  
Accept Default value or select from list

Club Zip 95604

Web Listing City Auburn

Web Listing State California  
Accept Default value or select from list

Official Contact Jay LaCroix

Phone 9162152273  
NUMBERS ONLY - no "( " ) " or " - "

Email theplacerpacers@yahoo.com

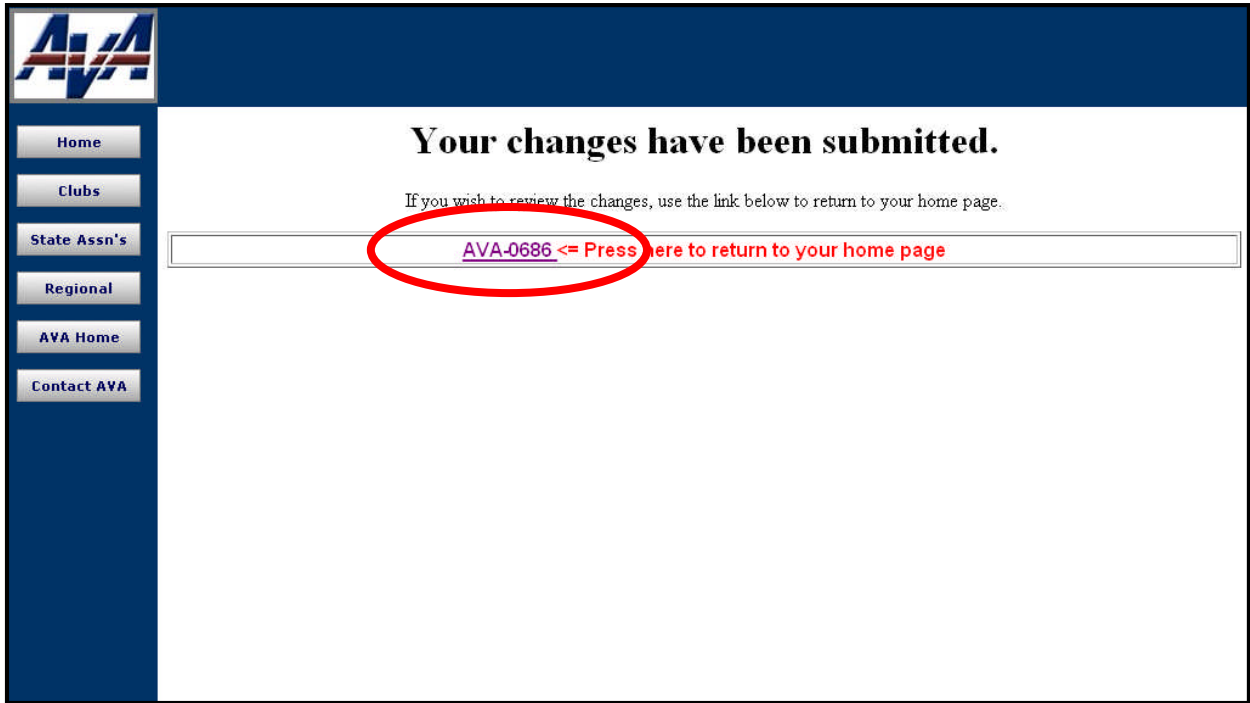
Club URL www.placerpacers.org  
ie: www.xyz.com - do not add "HTTP://"

Submit Reset

**Figure 2b – Official Club Information Update Page**

4) 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.



**Figure 3 – Verification Page**

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

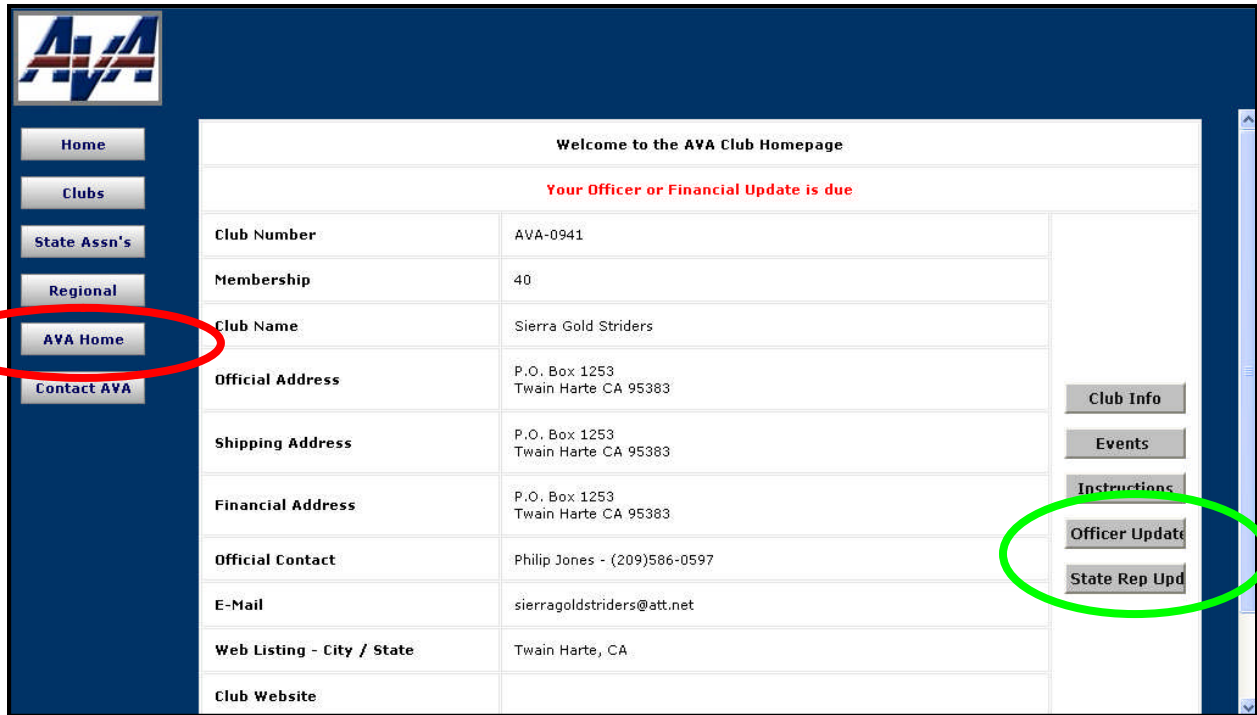


Figure 4 - Club Home Page

- 6) 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.