

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 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 Menu (Left): Home, Clubs, State Assn's, Regional, AVA Home, Contact AVA

Right Side Buttons: Club Info, Events, Instructions, **Officer Update**, State Rep Upd

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.

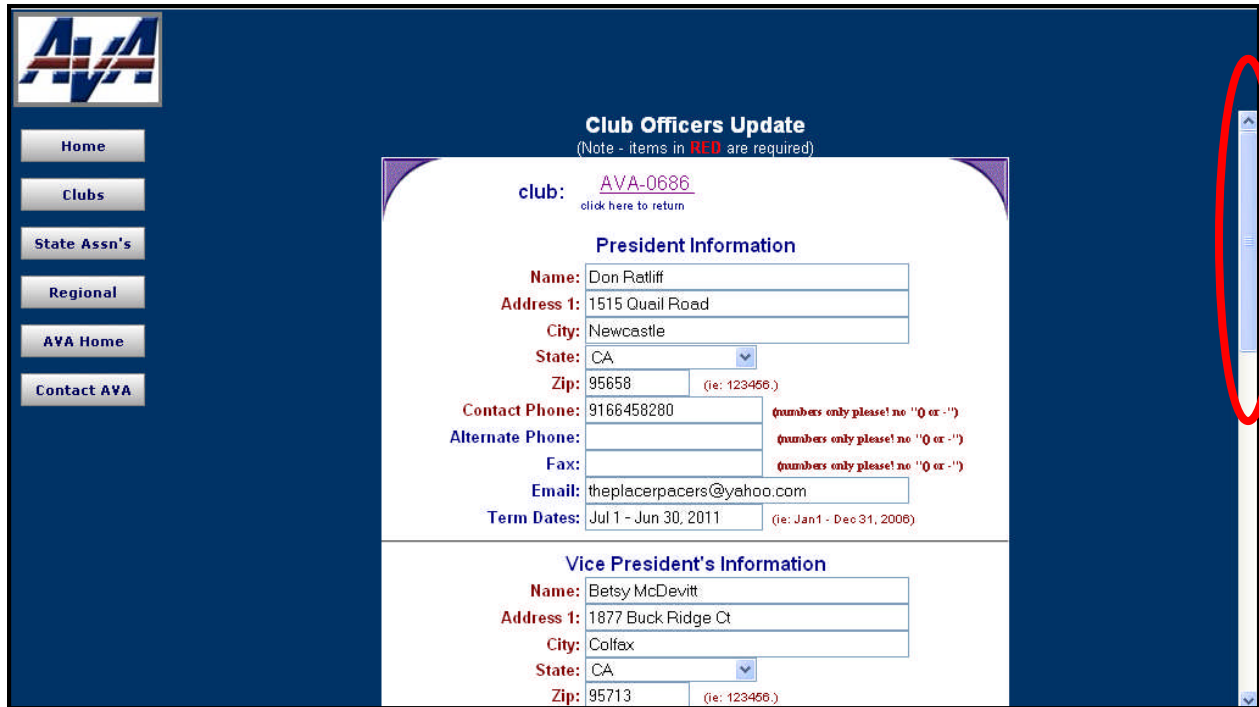


Figure 2a – Club Officers Update Page

- 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.

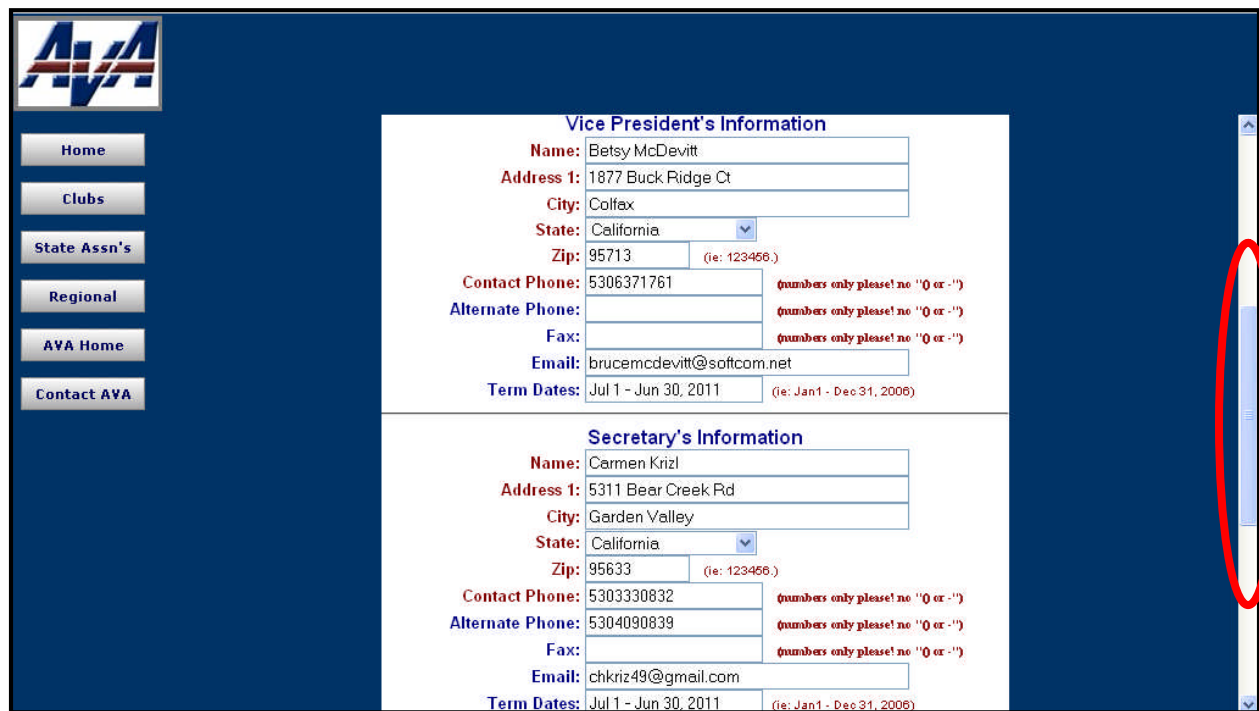


Figure 2b – Club Officers Update Page

Zip: 95633 (ie: 123456.)
Contact Phone: 5303330832 (numbers only please! no "0" or "-")
Alternate Phone: 5304090839 (numbers only please! no "0" or "-")
Fax: (numbers only please! no "0" or "-")
Email: chkriz49@gmail.com
Term Dates: Jul 1 - Jun 30, 2011 (ie: Jan1 - Dec 31, 2006)

Treasurer's Information
Name: Pat Lucero
Address 1: 1951 Quail Road
City: Newcastle
State: California
Zip: 95658 (ie: 123456.)
Contact Phone: 9164340205 (ie: 1234567890)
Alternate Phone: (ie: 1234567890)
Fax: (ie: 1234567890)
Email: pjlucero1939@att.net
Term Dates: Jul 1 - Jun 30, 2011 (ie: Jan1 - Dec 31, 2006)
Member Count: 132

Figure 2c – Club Officers Update Page

- 3) 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.

AVA

Home

Clubs

State Assn's

Regional

AVA Home

Contact AVA

Update Club POC, Shipping Address and Financial Statements Address

club:AVA-0686 Placer Pacers

Select Official Contact

Select UPS Address

Select Financial Address

Official Address

Secretary

Official Address

NOTE: you must assign a contact for each!

Submit Reset

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.

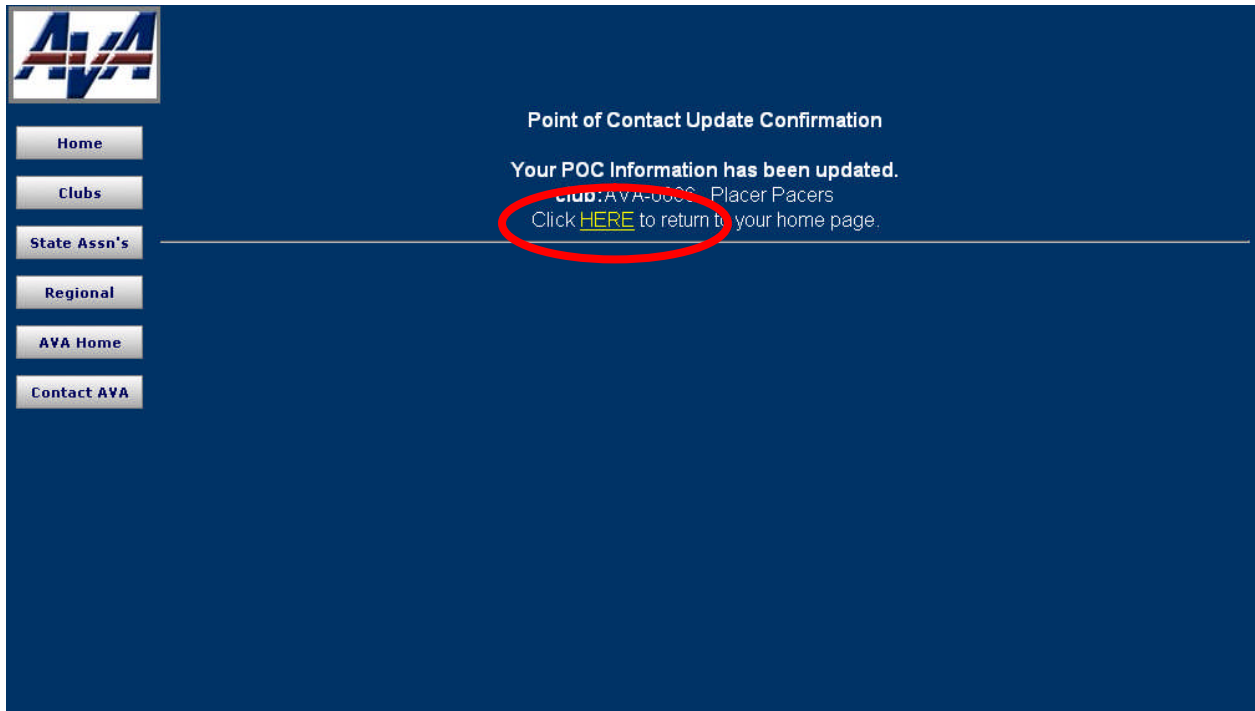


Figure 4 - Point of Contact Update Confirmation page

- 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.