

Submitting Electronic Event Participation Reports

Paragraph 4.11 of the AVA Policy Manual establishes parameters for After Action Reporting. It is highly recommended that clubs become familiar and stay current with the policy.


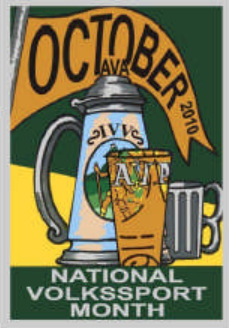

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Figure 1 - American Volkssport Association Home Page

- 1) From here, the AVA Home Page, click on [Club Events Data](#) (in the column on the left of the AVA Home Page) to reach the Club Home Page Entry page.

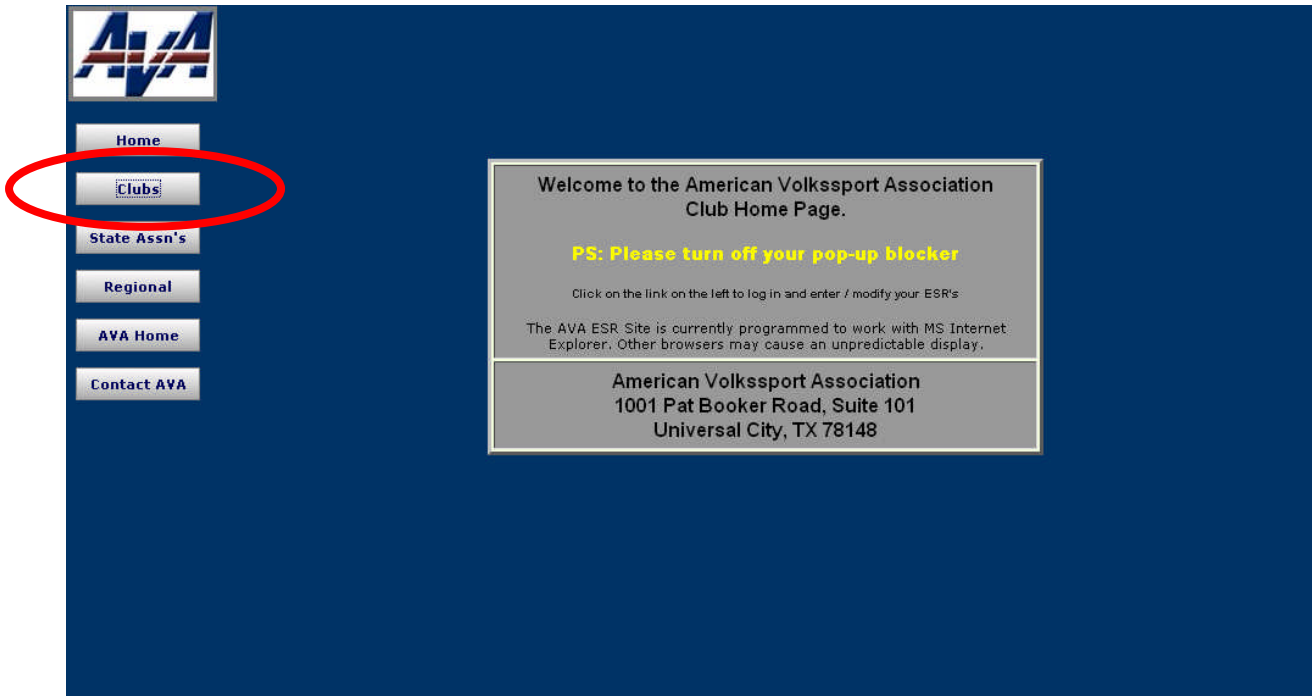


Figure 2 - Club Home Page Entry Page

- 2) Click on the **Clubs** button to reach the Club Login Page.

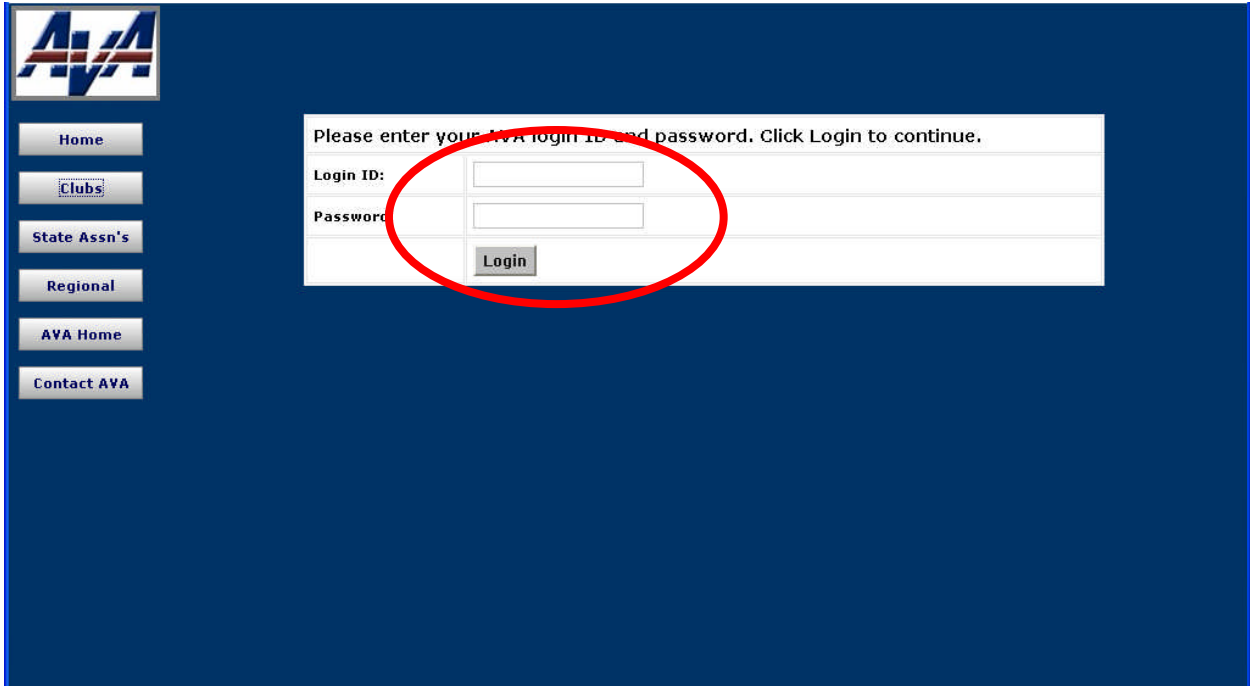


Figure 3 - Club Login Page

- 3) Reach the Club Home Page by first entering the correct **Login** and **Password** information and clicking the **Login** button.

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.

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	7/13/2010
Last Financial Update	7/16/2010

Club Info
Events
Instructions
Officer Update
State Rep Upd

Figure 4 - Club Home Page

- 4) Click on the **Events** button to reach the ESR Navigation Page.

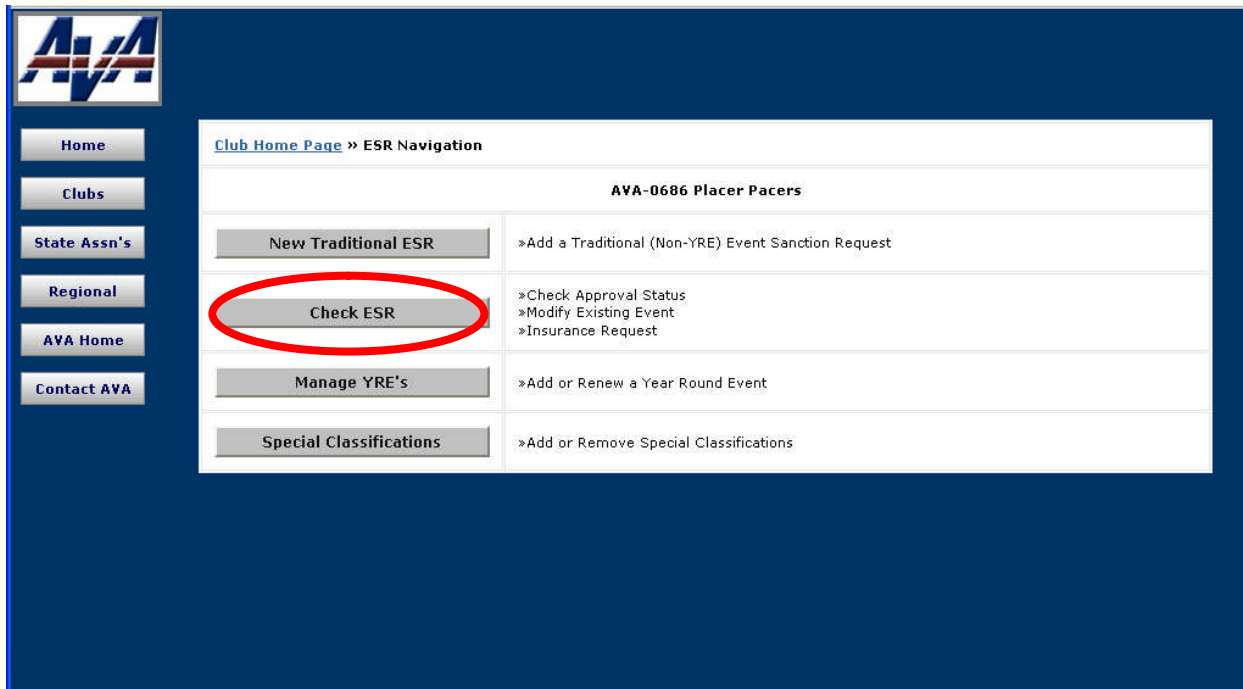


Figure 5 - Club ESR Navigation Page

5) Click on the **Check ESR** button to reach the Club ESR Status Listing Page.

AVA

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

Club ESR Status Listing
(sorted by entry date)
club: AVA-0686 Placer Pacers
[Return to ESR Navigation Page](#)

Event ID	Event City / State or Country		Insurance Request Date (click to request)	Entry Date	Approvals	
Type	YRE #	Start	End	Special Classification	Stamp issued	Modify ESR
86813	Grass Valley - Empire Mine, CA	Date Submitted: 2/21/2010		1/15/2010 5:42:07 PM	Approvals	
W	(4/17/2010) (4/18/2010)	Special Classification Listing	3/26/2010	Edit	Participation Report	
86812	Nevada City - Nevada City, CA	Click to Request Insurance REQUEST		1/15/2010 5:40:06 PM	Approvals	
W	(4/17/2010) (4/18/2010)	Special Classification Listing	3/26/2010	Edit		

Figure 6 - Club ESR Status Listing Page

- 6) Locate the correct **Event ID** number for the report, **86813** in this example, and note that in the bottom right corner of the box there are two buttons **Edit** and **Participation Report**.
- 7) Click on the button labeled **Participation Report** to reach the Event Participation Updates page.

ESR Navigation Page » Club ESR Status Listing » Event Participation Updates

Club	AVA-0686 Placer Pacers				
Event ID	86813				
Event City	Grass Valley - Empire Mine				
State	CA				

Event After Action Report

	Award	IVV Credit Only	Non-IVV	Free	Coupons
Participation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 7a - Traditional Event Participation Updates Page

8) This is the window for reporting participation in a Traditional Event. The window for reporting participation in a Year Round Event is on page 10.

[Note: The Event Participation Report for Traditional Events must be received at AVA Headquarters by the thirtieth day after the last day of the event. It is strongly recommended that the report be submitted quickly to minimize the possibility of forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing.]

9) Check the **Event ID** to ensure that you are about to enter data for the correct event.

10) Enter the appropriate numbers in the categories across the bottom of the form, and double check. After verifying the data, click the **Submit Update** button. When you click on **Submit Update** a popup will appear asking for confirmation. This is yet another opportunity for you to verify the participation numbers.

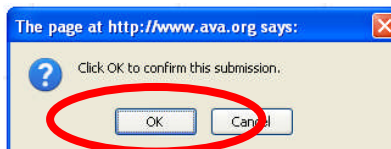


Figure 7b – Submit Confirmation Popup

11) Click **OK** to submit your report, or **Cancel** if you want to make changes.

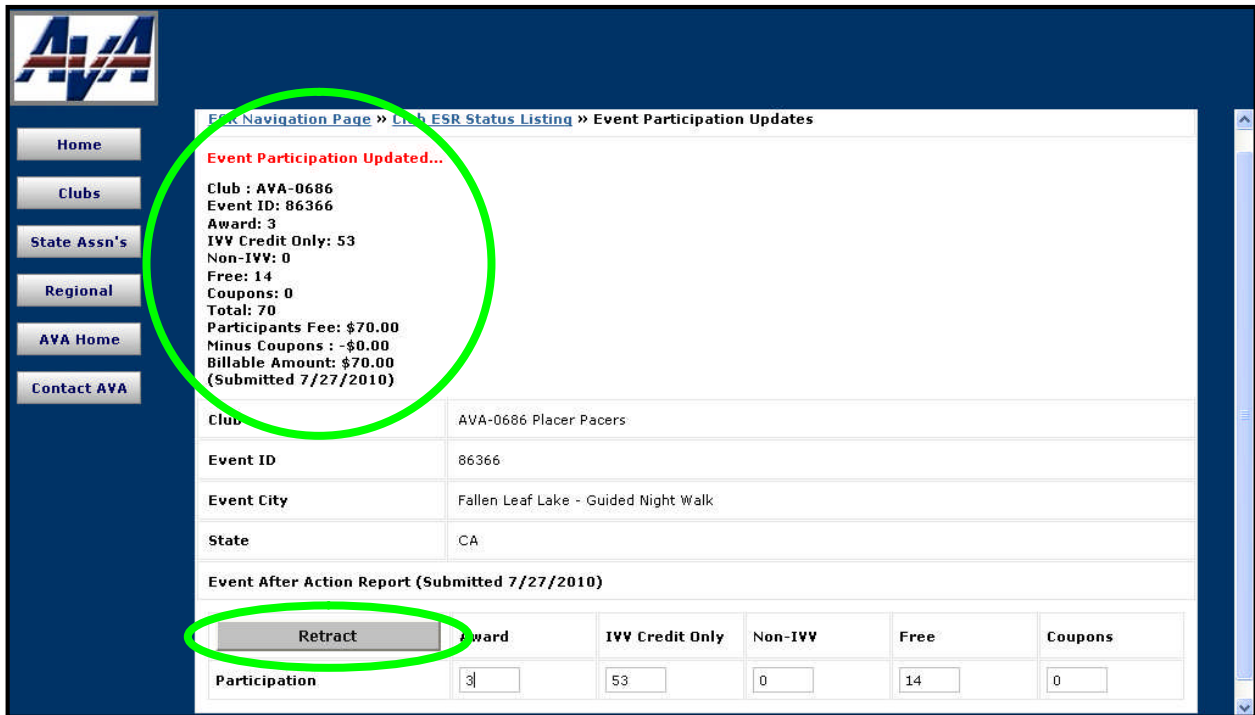


Figure 8a - Traditional Event Participation Updates Page – Updates Confirmed

12) Once the update information is submitted, a confirmation message will be displayed in the upper left of the Event Participation Updates page; the entry date, data, and a **Retract** button will also be shown.

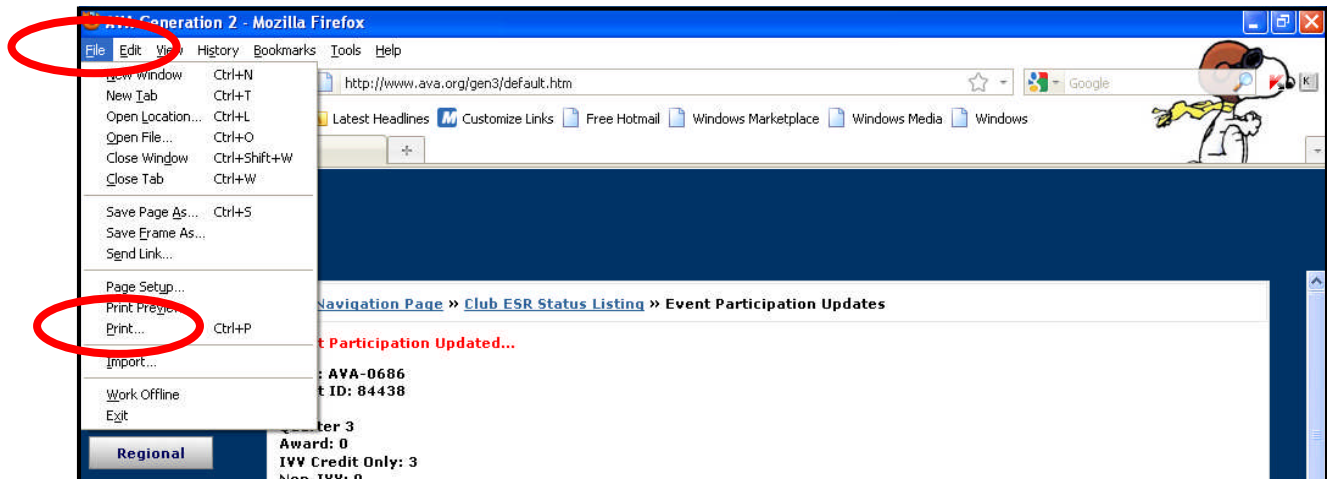


Figure 8b – Printing the Report Confirmation

13) Use your internet browser's print capability to print this page before leaving it (the message will vanish when you leave the page and the electrons will be recycled). Click on **File** in the upper left of your browser, click on the **Print** option from the drop down menu, and then select the printer from the popup menu (not shown).

- 14) You wonder what that **Retract** button is for. Then you notice that there is an error in the data that you entered. Now you know.
- 15) If the numbers are not what you intended, click on the **Retract** button to reset the form to all zeros. (See Figure 7a, page 7)

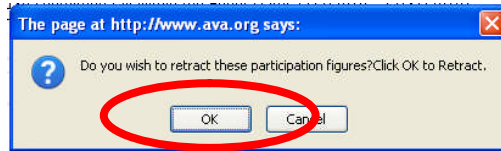


Figure 8c – Retract Confirmation Popup

- 16) Click on **OK** to retract your report and start all over at step number 10 on page 7.
Note: You must make the correction immediately. The ESR and the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters.
- 17) An automatic e-mail notice is sent to the club POC showing the participation data that was entered. A sample email is shown on the page 13. Also given on page 13 is information on submission of Free Credit Coupons.
- 18) Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.

State: CA
Event Dates: 1/1/2010 - 12/31/2010

YRE / Seasonal Quarterly Participation Report

Please fill in the checkbox with a mouse-click and enter the participation data for the quarter(s) you're submitting. Verify the quarter(s) you're submitting fall within the Event Dates (1/1/2010 - 12/31/2010). Quarters previously submitted are read-only. Incorrect submissions may be retracted and re-submitted.

Quarter	Award	IVV Credit Only	Non-IVV	Free	Coupons
<input checked="" type="checkbox"/> 1 (Submitted 4/12/2010) Item Filled	0	18	0	5	0
<input checked="" type="checkbox"/> 2 (Submitted 7/14/2010) Item Filled	0	5	0	0	0
<input checked="" type="checkbox"/> 3 (Submitted 7/30/2010) Retract	0	3	0	0	0
<input type="checkbox"/> 4 (Oct 1 - Dec 31)	0	0	0	0	0

Submit Update

Figure 9a - Year Round/Seasonal Event Participation Updates Page

- 19) For Year Round and Seasonal Events, make certain the applicable **Quarter** box is checked. You will get this pop-up if you don't:

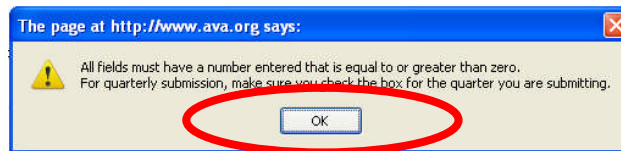


Figure 9b - Error Message

- 20) Click **OK** and *now* check the **Quarter** box.
- 21) The values have already been set for zero, so you just need to enter the appropriate numbers in the five categories, double check and click on the **Submit Update** button. When you click on Submit Update a popup will appear asking for confirmation. This is yet another opportunity for you to verify the participation numbers.

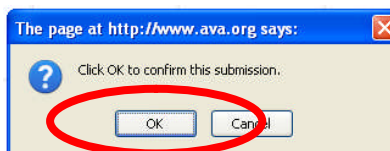


Figure 9c - Submit Confirmation Popup

- 22) Click **OK** to submit your report, or Cancel if you want to make changes.

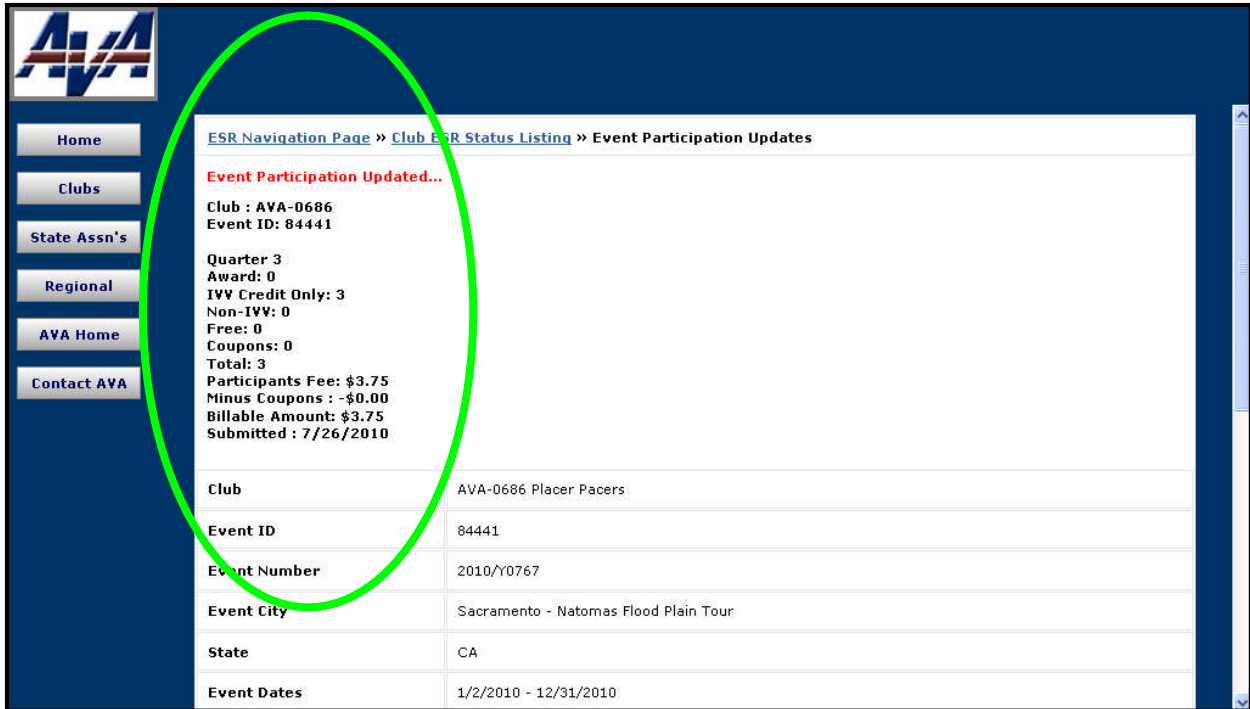


Figure 9d – Report Confirmation Message

23) After the quarterly report is submitted, a confirmation message will be displayed in the upper left of the Event Participation Updates page; the entry date, data, and **Retract** button will be shown with the quarter entry line. (Note in Figure 9a that the First and Second Quarter reports have been submitted for this Year Round Event and that billing has been accomplished. Also note that the **Retract** buttons have disappeared. The same will occur for subsequent quarterly reports.)

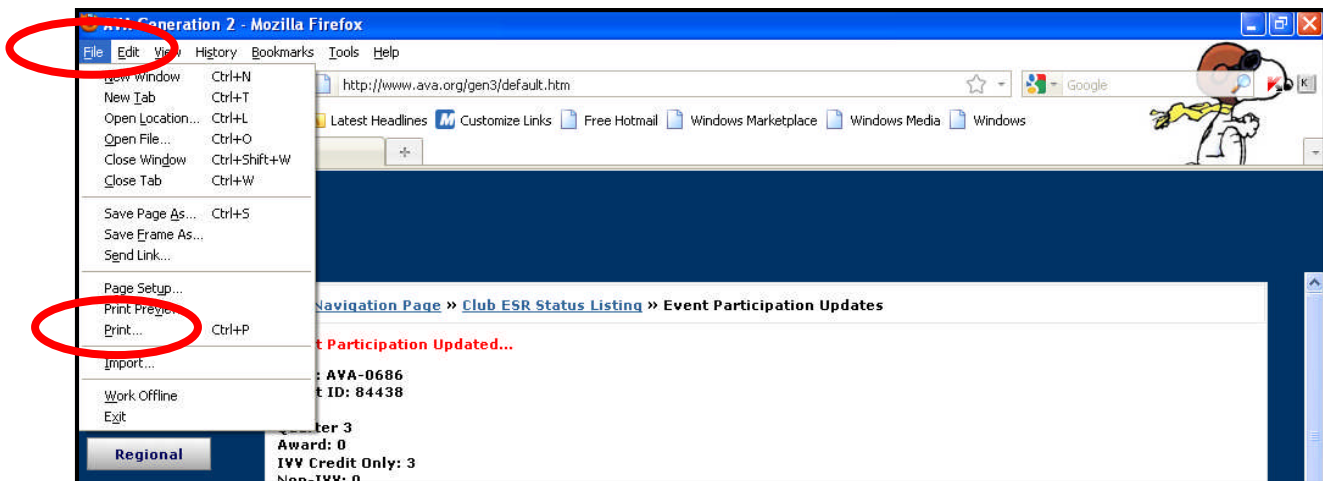


Figure 9e – Printing the Report Confirmation

24) Use your internet browser's print capability to print this page before leaving it (the message will vanish when you leave the page). Click on **File** in the upper left of your browser, click on the **Print** option from the drop down menu, and then select the printer from the popup menu (not shown).

- 25) If the numbers are not what you intended, click on the **Retract** button to try again. You will then get a popup asking you if you really want to retract your report.

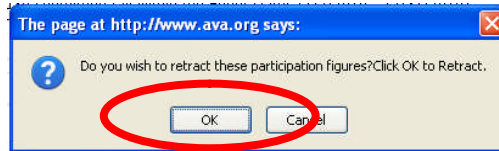


Figure 9f – Retract Confirmation Popup

- 26) Click on **OK** to retract your report and start all over at step number 17 on page 9.

Note: You must make the correction immediately. As shown in Figure 9a, the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters. You can also "correct" errors by adjusting the participation numbers in the report for the next quarter. Of course you will need to maintain your records and remember to make the adjustments.

- 27) An automatic e-mail notice is sent to the club POC showing the participation data that was entered. A sample email is shown on the page 13. Also given on page 13 is information on submission of Free Credit Coupons.

- 28) Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.

[The Quarterly Event Participation Report for Year Round and Seasonal Events must be received at AVA Headquarters by the thirtieth day after the last day of the reporting quarter (March, June, September and December). It is strongly recommended that the report be submitted quickly to minimize the possibility of forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing.]

From: "avahq@ava.org" <avahq@ava.org>
To: theplacerpacers@yahoo.com
Cc: cathy@ava.org
Sent: Mon, April 19, 2010 8:24:32 PM
Subject: Event Participation Submission

Club: AVA-0686
Event ID: 86813
Award: 27
IVV Credit Only: 87
Non-IVV: 0
Free: 46
Coupons: 15
Total: 160
Participants Fee: \$142.50
Minus Coupons: -\$18.75
Billable Amount: \$123.75
(Submitted 4/19/2010)

Figure 10 – Automatic Email

- 29) An email, as illustrated in Figure 10, will be automatically sent to the club’s listed email address confirming the report. You might consider saving this email in an appropriately labeled folder in your email manager, Outlook or Outlook Express.
- 30) Send no money now; just sit back and wait for the statement.
- 31) If you have reported Free Credit Coupons, print the Club’s AVA Number and the Event Number on the back of each coupon before mailing them to Headquarters.



Figure 11 – Example Free Credit Coupon

Free Credit Coupons must be received at AVA Headquarters by the thirtieth day after the last day of Traditional Events, and no later than 30 days after the end of the quarter in which they are reported for Year Round and Seasonal Events. Clubs may elect to hold the coupons and include them in the fourth quarter or final report for Year Round and Seasonal Events. Do not send coupons to Headquarters unless they have been reported electronically. The club will not receive credit for coupons unless they are first entered on the participation report. This applies to both Traditional and Year Round/Seasonal Events.