

Getting Started - Accessing the Club Home Page

To enter or change Electronic Sanction Requests or club and officer information you must first access the Club Home Page. You do that by first finding your way to the AVA Web Site at ava.org.

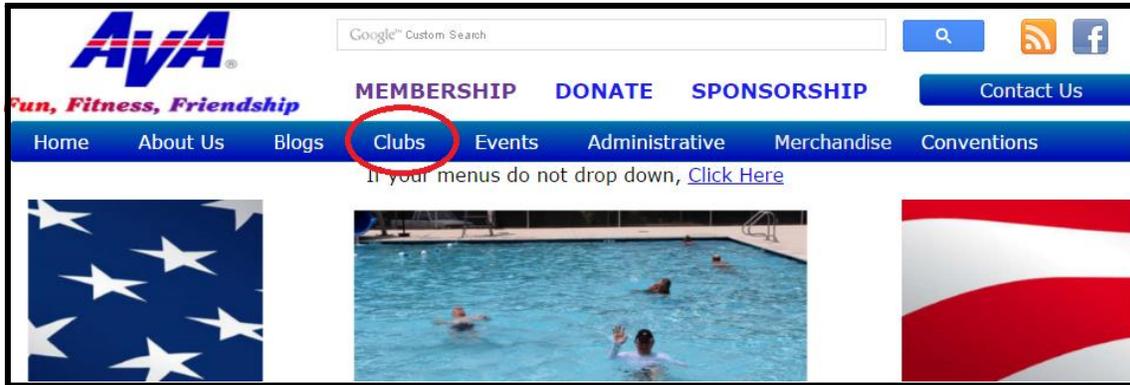


Figure 1a. Accessing Club Home Page, Step 1

Once there, you can make your way to your club's page by placing your mouse pointer over Clubs on the menu bar. This will cause a drop-down menu to appear.

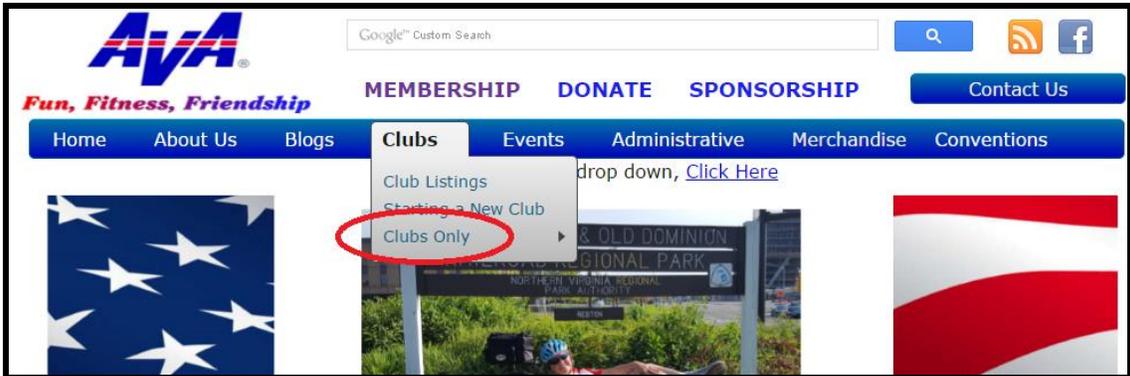


Figure 1b. Accessing Club Home Page, Step 2

Now move the cursor over Clubs only on the drop-down menu. This will cause a pop-up menu to appear.



Figure 1c. Accessing Club Home Page, Step 3

Move the cursor over Club Home Page-ESR, and click the left mouse button. This will take you to the Club Home Page.

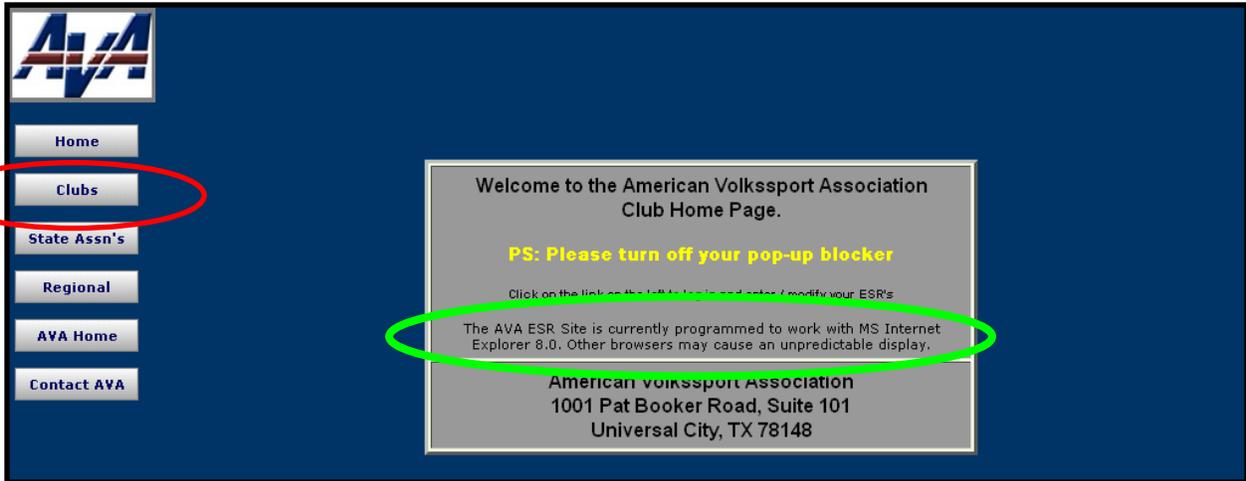


Figure 2. Club Home Page, Entry Page

Move the cursor over Clubs and click. (The cursor must be positioned directly over the letters. Clubs will become underlined.) This will bring you to the Login Page.

Please note the warning that, “The AVA ESR Site is currently programmed to work with MS Internet Explorer 8.0. Other browsers may cause an unpredictable display.”

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. **If you do not have a Login ID or password, check with your club president or regional director.** Clicking on the buttons at the left margin cause the following actions:

- Home - Clicking on **Home** brings the viewer back to the welcome page.
- Clubs - Clicking on **Clubs** brings the viewer to the entry page for login.
- State Assns - Clicking on **State Assns** brings the viewer to the entry page for State Associations who may also choose the **Clubs** option.
- Regional - Clicking on **Regional** brings the viewer to the entry page for the Regional Director who may also choose the **Clubs** or **State Assns** options.
- AVA Home - Clicking on **AVA Home** brings the viewer to the AVA Home Page (the first page shown after entering www.ava.org, shown in Figure 1).
- Contact AVA - Clicking on **Contact AVA** produces a blank email message that can be completed to communicate with AVA Headquarters.

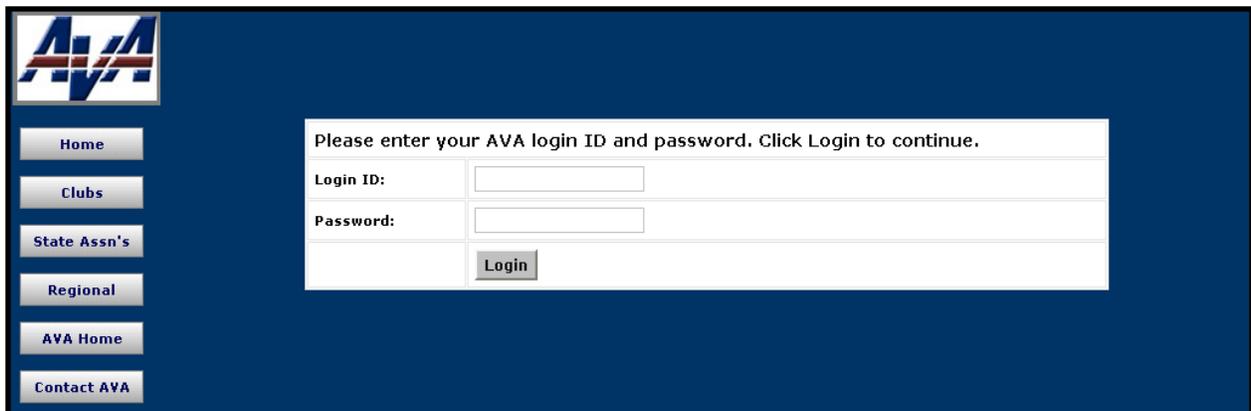


Figure 2. Club Login Page

Follow the login instructions to get to your home page.

Welcome to the AVA Club Homepage	
Club Number	AVA-0941
Membership	30
Club Name	Sierra Gold Striders
Official Address	P.O. Box 1253 Twain Harte CA 95383
Shipping Address	P.O. Box 1253 Twain Harte CA 95383
Financial Address	P.O. Box 1253 Twain Harte CA 95383
Official Contact	Philip Jones - (209)586-0597
E-Mail	sierragoldstriders@att.net
Web Listing - City / State	Twain Harte, CA
Club Website	
Last Officer Update	11/2/2012
Last Financial Update	8/1/2012

Figure 3. Club Home Page

The Club Home Page should show current information about your club, its addresses and points of contact.

The **Club Info** button on the right side of the page indicates actions that you can take on behalf of your club. Follow the instructions for Entering and Editing Club Information.

The **Events** button allows you to enter sanction requests for all AVA events and to edit events already submitted. Follow the instructions for Entering and Editing Event Information.

The **Instructions** button gives instructions for data entry.

The **Officer Updates** button brings you to the Club Officer Updates page. Follow the instructions for Entering and Editing Officer Information.

Finally, the **State Rep Updates** button provides the page for entering information on club representatives to AVA State Associations (California, Florida, Illinois, Indiana, Maryland, North Carolina, Ohio, Oregon, Pennsylvania, Texas, Virginia, and Washington). Follow the instructions for Entering and Editing State Representatives Information.

You are on your way; see other Help Modules for guidance.

Chris Mellen, Wayne Holloway