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 placing your mouse pointer over Administrative on the menu bar, move the cursor over Clubs only on the drop-down menu, move the cursor over Club Home Page-ESR, and click.

2. Click on the Clubs button of the Club Home Page.

3. Enter Login ID and Password and click on the Login button of the Club Login page.
1) From the Club Home Page, click on the **State Rep Update** button. This will get you to the 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.
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.

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.

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