## **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.

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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.

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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.

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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.

Home	
Clubs	Welcome to the American Volkssport Association Club Home Page.
State Assn's	PS: Please turn off your pop-up blocker
Regional	Click on the link on the 1-th to take the start and the your ESR's
AVA Home	The AVA ESR Site is currently programmed to work with MS Internet Explorer 8.0. Other browsers may cause an unpredictable display.
Contact AVA	American voikssport Association
	Universal City, TX 78148

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.

A <sub>l</sub> A			
Home	Please enter yo	ur AVA login ID and password. Click Login to continue.	
Clubs	Login ID:		
Shaha Annala	Password:		
State Assn's		Login	
Regional			
AVA Home			
Contact A¥A			

Figure 2. Club Login Page

Follow the login instructions to get to your home page.

A <sub>l</sub> A								
Harris	Welcome to the AVA Club Homepage							
	Club Number	AVA-0941						
Clubs	Membership	30						
State Assn's	Club Name	Sierra Gold Striders						
Regional AVA Home	Official Address	P.O. Box 1253 Twain Harte CA 95383	Club Info					
Contact A¥A	Shipping Address	P.O. Box 1253 Twain Harte CA 95383	Events					
	Financial Address	P.O. Box 1253 Twain Harte CA 95383	Instructions Officer Update					
	Official Contact	Philip Jones - (209)586-0597	State Rep Upd					
	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.