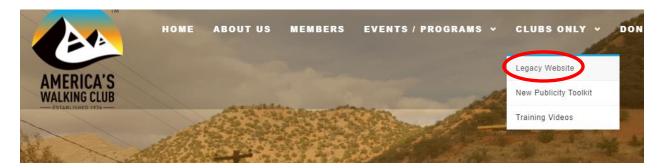# Getting Started - Accessing the Club Home Page

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, then under the "CLUBS ONLY" menu item, click on "Legacy Website".
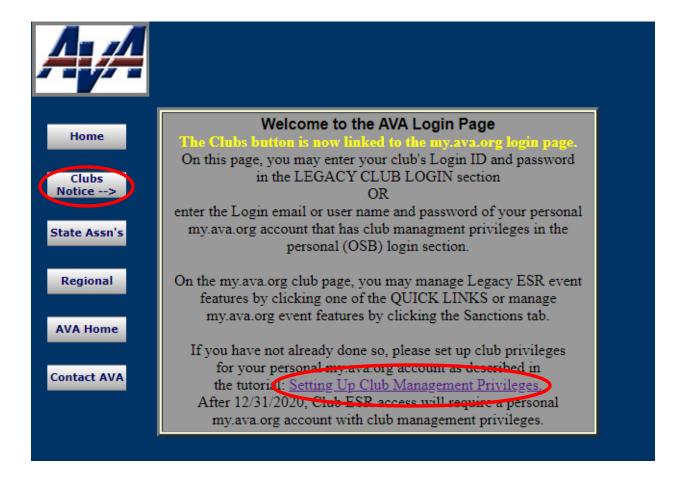

Below is an image of the AVA legacy website:

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.

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

Move the cursor over "Club Home Page ESR", then click the left mouse button. This will take you to the legacy Login Home Page.
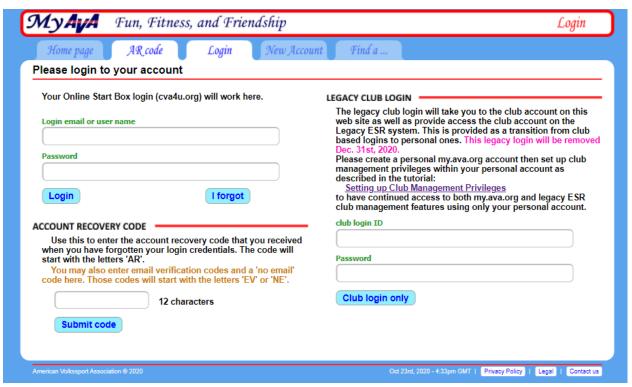

The action buttons at the left margin lead to pages for clubs, a state organization or a regional director. Using the club, state association or regional director button requires a Login ID and

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 my.ava.org login page.
- State Assns - Clicking on State Assns brings the viewer to the legacy login page for State Associations who may also choose the Clubs option.
- Regional - Clicking on Regional brings the viewer to the legacy login 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.

Notice there is a link on the legacy Login Home page to view the my.ava.org tutorial on "Setting up Club Management Privileges". Here is the same link: https://my.ava.org/find-a-tutorial.php?club_management As a pre-requisite, you will need to have created a personal my.ava.org account. If you have not already done so, here is a link to a detailed tutorial on creating an my.ava.org personal account: https://my.ava.org/find-a-tutorial.php?create_account .
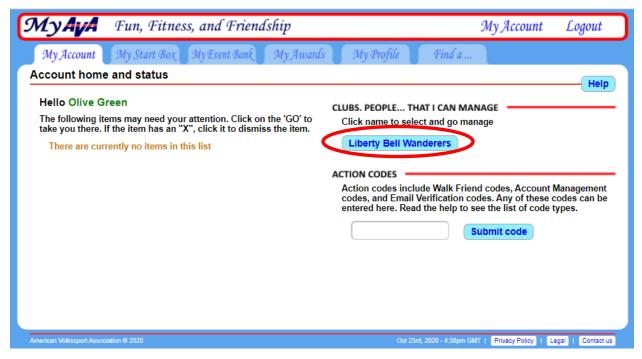
Move the cursor over "Clubs" and click. (The cursor must be positioned directly over the letters. Clubs will become underlined.) This will bring you to the Login Page on my.ava.org.
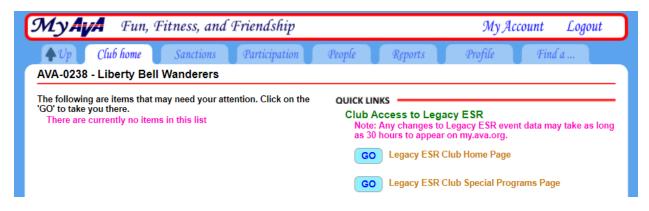
If you have a personal my.ava.org account, then use the left side of this page to login. If you do not, you may use the club's login credentials on the right side of the page; **but** you will soon need to have setup a my.ava.org personal account with club management privileges as mentioned above.

SHORT CUT for Clubs (not for State Associations nor RDs) : In the future, you can go directly to the my.ava.org Login Page by simple using the following link: https://my.ava.org/login.php so you don't have to go through the above steps starting from the ava.org website. Or starting from ava.org, you can just click on the "Members" menu item.

Upon logging on with your personal credentials, your my.ava.org status page will be displayed that will look something like the following page image:

In this case, the user who has logged in is Olive Green and she has already setup club management privileges for the "Liberty Bell Wanders". Again, the my.ava.org tutorial, https://my.ava.org/find-a-tutorial.php?club_management explains how to setup club management privileges for any AVA club. Clicking on (in this case) the "Liberty Bell Wanders" button will take to club's my.ava.org home page as shown below.

The above is the same page displayed when you login directly using the club's login credentials. (Note, the direct login with club credentials will soon be no longer supported so, if you have not already done so, be sure to setup club management privileges for your my.ava.org account.)

Most club activities (like creating new events, editing legacy event data, enter participation data, etc.) are now done on the legacy ESR system. However, new event features (for already created events) are being slowly added to my.ava.org that you may explore by first clicking on the "Sanctions" tab then clicking on one of the newly displayed tabs next to the Sanctions tabs. In the future, certain features now supported on the legacy ESR will be moved to (and improved) on my.ava.org.

On the club's my.ava.org home page, clicking on the "GO" button next to "Legacy ESR Home Page" will display the legacy AVA Club Homepage:

Welcome to the AVA Club Homepage

Club Number	AVA-0238	Club Info
Membership	104	Events
Club Name	Liberty Bell Wanderers	Edit Stamps
Official Address	694 Cotlar Lane Warminster PA 18974	Instructions
Shipping Address	694 Cotlar Lane Warminster PA 18974	Officer Updates
Financial Address	16 Church Rd Horsham PA 19044	State Rep Updates
Official Contact	David Doerffel - (267)566-0432	
E-Mail	dtdoerffel@gmail.com	
Web Listing - City / State	Warminster, PA	
Club Website	www.libertybellwanderers.net	
Last Officer Update	11/4/2019	
Last Financial Update	11/15/2019	

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. (Note that not all states have AVA State Associations.) Follow the instructions for Entering and Editing State Representatives Information'

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