

FILING THE NEW 4th Quarter Participation Reports

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Beginning with the upcoming end of the year, 2019 Q4, a new one-page participation data entry form will be deployed. This new form will list all of the active YRE/SEs for a chosen club and quarter and provide data entry boxes for each of these events on a single webpage. Features of this form include:

1. **Save Buttons** - Instead of submitting an event's participation, this form provides a "Save" button for each event to store participation data on the AVA servers. There is no need to enter all the data at one time. You can enter the data for a few events, close your browser, then come back later and login to your AVA club account and continue on the same form where you left off.
2. **Change Buttons** - Once an event's participation data has been "Saved", a "Change" button is provided to make changes to previously saved entries.
3. **Confirm/Submit Button** - Once the participation data has all been saved for all events, a "Confirm/Submit" button will appear. The user is encouraged to do one final review of all participation entries. Clicking on the "Confirm/Submit" button results in all of the participation data on the form being submitted to the AVA server. Further changes after confirming/ submitting are not supported.
4. **Invoice Download** - Once the participation data has been confirmed/submitted, an "Invoice Download" button will appear. The user needs to click on this button to get (download) their AVA Invoice as a pdf file. This file should be printed out and the top portion of the first page sent via US Mail to AVA along with the club payment (check). The AVA National Office will be no longer be sending out quarterly invoices, unless explicitly requested to do so by the club.

For Online Start Box (OSB) events, the OSB participation data will automatically be imported from the OSB system and displayed in the new form. Data entry boxes for OSB events are also provided to allow for entering participation done outside of the OSB system. (Some clubs have physical stamps for club group walks and/or for supporting remote registration. These entry boxes are for this separately tracked participation.)

It is hoped the new one-page, participation entry form, will make the task of entering YRE/SE data simpler for clubs as well as significantly reduce the manual effort of AVA National Office staff to handle club quarterly invoices.