

AVA ELECTRONIC EVENT PARTICIPATION REPORTING INSTRUCTIONS

Traditional Events and YRE/Seasonal Events

Participation data for both of these events MUST BE electronically reported NO LATER THAN 30 DAYS after the event or quarter ends as follows:

Go to the **AVA Home Page** (www.ava.org) and:

- 1) Click on **Club Events Data** (bottom left side of page).
- 2) Click on **Clubs** button.
- 3) Enter **Login and Password** (assigned to your club).
- 4) Click on **Login**.
- 5) Click on **Click here to proceed**.
- 6) Click on **Events** button.
- 7) Click on **Check ESR** button.
- 8) Find the applicable event being reported under **Event ID** column (top left).
- 9) Click on **Participation Report** button (under **Edit** button).
- 10) Insert the participation data in the applicable boxes. For YRE/SEA Events: make certain the applicable "Quarter" box is checked. After 1QTR, the entry data will be shown for each prior quarter.
- 11) Verify the data and then click: **Submit Update** button. Once the **Submit Update** button has been clicked you cannot change any data. An automatic e-mail notice is sent to the club POC showing the participation data that was entered.
- 12) Print a copy of the page for your records.
- 13) Click on **Club ESR Status Listing** to make additional reports or click on **X** to close the web site.

Coupons

If any coupons are reported, the coupons must be sent to the AVA NATHQ as follows:

Traditional Events: Print your AVA Club Number AND the Event Number on the back of each coupon being submitted. Mail them to the AVA NATHQ when returning the IVV Certification Stamp within 10 calendar days:

Example:

AVA-944
#86262

YRE/Seasonal Events: Print your AVA Club Number AND the Event Number on the back of each coupon being submitted. Mail them to the AVA NATHQ within 30 calendar days after the quarter ends.