

One Page for Entering Quarterly Participation Data

Starting with 2019 Q4, a new one-page participation data entry form has been deployed. This new form lists all of the active YRE/SEs for a chosen club and quarter providing data entry boxes for each of these events on a single webpage. Features of this page include:

1. **Save** - The on-page entry scheme 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 and save the data for a few events, close your browser, then come back later and login to your AVA club account, click on Events, then click on the “YRE/SE Participation Report” button and then scroll down on the displayed page to continue where you left off.
2. **Change** - Once an event’s participation data has been “Saved”, the entered data is shown with green background and a “Change” button is provided to make changes to previously saved entries. The participation totals so far for the year are also displayed for each event.
3. **Confirm/Submit** - Once the participation data has all been saved for each event, a “Confirm/Submit” button will appear at the bottom page. Also displayed on the bottom of the page is the Amount Due along with additions for any ACE-WG events the club may have entered for the quarter in question. The user is encouraged to do one final review of all participation entries. Feel free to use the Browser’s print capability to help with your review. Clicking on the “Confirm/Submit” button results in the creation of the club’s Quarterly YRE/SE Participation Invoice pdf file based on the confirmed data. Please remember, there is NO support for a club making further changes after confirming/submitted their participation data. (As a last resort, you may contact the AVA National Office, who will be able to clear a confirmation, so further changes can be made, after possibly deleting any data already transferred into the AVA accounting system.)
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 at least once to formally submit the club’s Invoice data to the AVA Billing system. This click will also trigger your browser to provide a prompt to open or save the invoice file. The Invoice file may be viewed, saved, and/or printed out multiple times from this page using the Invoice Download button. If you close your browser then log back in later, clicking on the “YRE/SE Participation Report” button will bring to the download page where you will be able to again download/view/save the Invoice pdf.
5. **Pay** - You may use the top portion of the first page of invoice pdf to send along with your payment via US Mail to AVA. Actually, it is sufficient to send a check (possibly via a bill payment service) for the Amount Due with the memo area containing the club’s AVA account number (shown both on the Invoice and the download page) along with the year and quarter. The AVA National Office will no longer be sending or emailing out quarterly invoices, unless explicitly requested to do so by the club. (See the next to last paragraph.)

For Online Start Box (OSB) events, the OSB participation data is automatically imported from the OSB system and displayed in a row with the designation “OSB Participation”. There is also a “Non-OSB Participation” row of data entry boxes with a Save/Change button for OSB events. This row is provided to allow for entering participation done outside of the OSB system. (Some clubs have physical stamps for their OSB events that are used for club group walks and/or supporting remote registration by US Mail. These Non-OSB entry boxes are for this separately tracked participation.)

After having downloaded the Invoice file at least once, clubs who have NOT chosen to go “Paperless” will have the option to request a paper copy of the invoice they downloaded. One should expect as much as a 2 week delay before receiving the paper copy, due to the manual effort required by the AVA National Office and US Mail delays. Beginning 4/1/2020, clubs requesting a paper copy of the Quarterly YRE/SE Participation Invoice will be assessed a \$5 Shipping and Handling fee. (It is assumed that clubs who have chosen to go paperless will be able to download their Invoice and not have it sent as an email attachment.)

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 and payments. If you have any questions, concerns, or discover any undesirable behavior (bugs) in this new data entry system please send an email to at_rd@ava.org.