This document is about event stamp text editing. The following link is provided as a convenience for those wanting to learn "How to" sanction ACE Events:

http://nodegreen.com/esr/docs/ACE-How-To-20181031.pdf

Due to the efforts of Chris Zeglin, the capability for clubs to edit/customize the text of yet to be cut event stamps is now available. Clubs are permitted to edit the 2 lines of text for any YRE, SE, or TE stamp starting 2 days after the event has been approved by the region's sanctioning authorities (in some states both the state association and the regional director are required).

The following provides a brief description of how to use this new feature. Please use a Chrome, MS Edge, or Firefox web browser to execute the following steps (NOT Internet Explorer).

1. Starting at the AVA home page, ava.org, select "Clubs" to display the club login page and use your club credentials to login as a club.
2. On the display club home page click on the "Edit Stamps" button that is displayed in a partial image of a club's home page below:

3. This will take you directly to your club's stamps page on my.ava.org as shown below for AVA-0238.
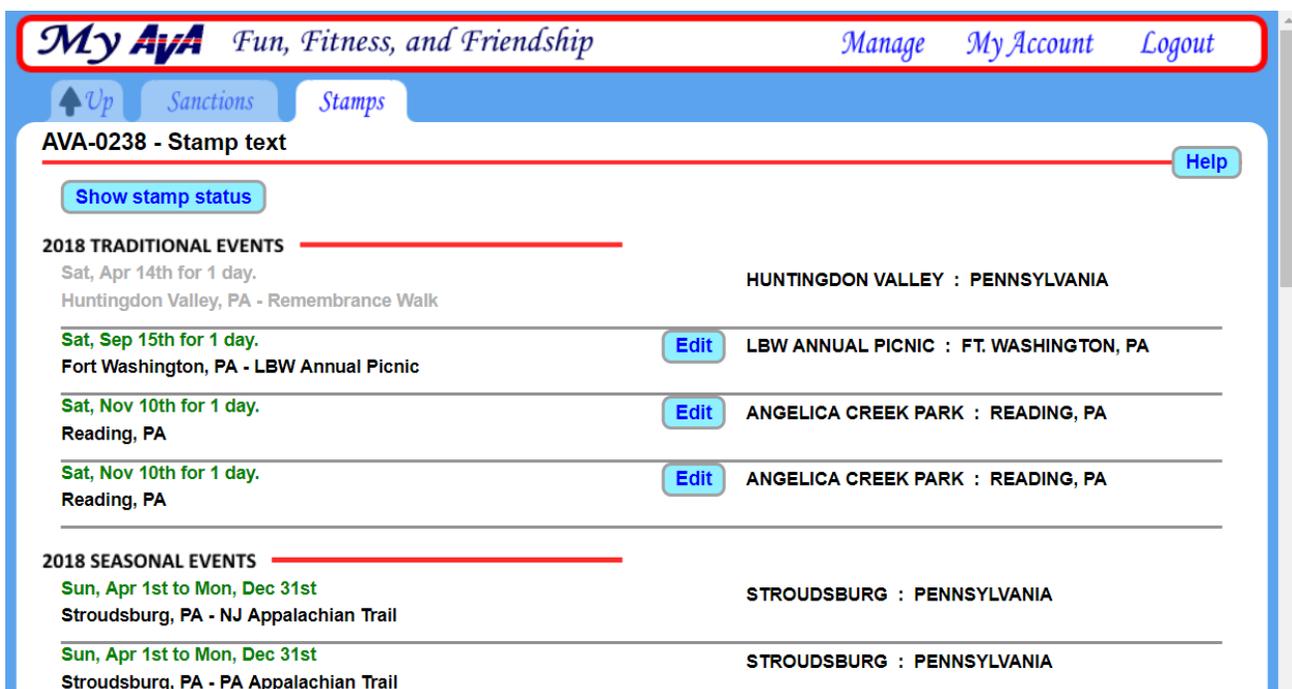
Note, the page displays is the top of the "stamp" page showing the "Edit" Buttons for TEs with stamps yet to be cut. Use the scroll bar to view/edit YRE/SE events on your club's stamp page.

4. Click on the "Edit" button next to one events. Again, events where the stamps have already been laser cut (or scheduled for cutting) will **not** have an "Edit" button. Shown below is an example of the displayed stamp edit page for AVA-0238.

Notice the club has changed the 2 lines of the stamp to reflect that this event includes the annual club picnic. (Before editing the text for this stamp, the first line contained "FORT WASHINGTON" and the second line contained "PENNSYLVANIA".)

5. On the displayed edit page for your club's stamp you can enter the top and bottom line text for the stamp, then click on the "Update title" button to see how the text will appear on the stamp. (This will also save the changed text to the stamp info database from which stamps are later laser cut.)

6. You may repeatedly edit and update the text to optimize the stamp. If you enter too many characters an appropriate error message will be generated. Before reaching the maximum number of characters, the stamp software reduces letter font size as the number of letters is increased.

7. You may use the arrow buttons at the top of the page to proceed to the next event with an editable stamp or use the "Return to stamp list" button to select a particular event.

Remember, the capability to edit a stamp for a newly approved event will appear about 2 days after the event is approved. Also, a club may repeatedly edit a stamp up until it is scheduled for production, typically <u>about</u> 2 months before the start date of the event.

As a general rule, stamps should at least have the city and state somewhere on the stamp. Use of the 2 letter state abbreviations is OK.

For 2018 YRE/SE's renewed for 2019, the 2018 stamp text is inherited for the corresponding 2019 stamp. So, you may edit the 2019 stamp text or leave it as it was for 2018. For new TEs the stamp software will by default put the event city on the first line and state on the second line. As for YRE/SEs, clubs may edit/change stamps for new TEs about 2 days after they are approved.

New (not renewed) YRE/SEs may take a bit longer than 2 days after approval before their stamps can be edited since these events must first have a new stamp number assigned. This assignment is done by AVA HQ staff when new events are detected by a back-office app that is periodically initiated by the staff.

Clubs with anniversaries will no longer receive an "Anniversary Slug". Instead anniversary clubs may use the stamp text editing feature to add text indicative of their anniversary to one or more of their new event stamps. For example, the first line of text of a stamp could be changed to include "25TH ANNIV" for a club celebrating a 25th anniversary.

If you have any questions please send an email to Mike Green, AVA IT Committee, mikeginf@gmail.com.

I hope you agree having the ability to edit stamps is a great feature. I am looking forward to stamping my books with creative, customized stamps in the future. Thanks, Chris!