

OLSB event POCs,

The interface for adding your club's Paypal account e-mail address is now in place on the bottom of the OLSB club Reports page. The designated OLSB club POCs should promptly enter their club's Paypal account e-mail address which will be used to receive funds distributed from the OLSB walking fees accumulated for the 1st quarter of 2017 during the 2nd week of April 2017.

Here are the steps for setting your club's Paypal Email address assuming you have management privileges for the club in question.

1. Login to your OLSB account
2. In the "Clubs, People, ... I can manage" section, click on the club you are managing.
3. Click on Reports.
4. At the bottom of the Reports page (an example shown below), enter the club's Paypal e-mail address.

The screenshot shows the website interface for The California Volkssport Association. The main content area is titled "AVA - Northeast Region - Reports". It contains several sections: "Club Information report", "ONLINE START BOX REPORTS" (with a sub-section for "Participation numbers for AVA" and a dropdown menu), and "CLUB PAYPAL EMAIL ADDRESS". The "CLUB PAYPAL EMAIL ADDRESS" section includes a text input field for the "Payment email" and a "Send validation email" button. The sidebar on the left contains links such as "Home", "Calendars", "Clubs and Events", "About Us / FAQ", "The Compass", "CVA Pages / Docs", "Online Start Box", and "Download 2017 Convention Byer".

5. Hit the "send validation email" button.
This will send a validation e-mail to the club's designated POC (from the club's information on the AVA website). This e-mail will contain a confirmation code of the form, PE-####-####.
6. Retrieve the PE code from the club POC email.
7. Login to your OLSB account.
8. Enter PE code into the connection code box and submit.

You may now check the club's Report to confirm that the email address has been verified.

This confirmation steps (5-8) provide an additional security check to assure that club POC is aware and approves of any changes to the club's Paypal e-mail address. Only confirmed Paypal email addresses will be used to distribute end of the quarter funds.