




4083 Iron Works Parkway  
Lexington, KY 40511  
859-259-2742 | Fax: 859-259-1628

## ASHA Charter and Youth Clubs Renewal and Management online

The ASHA is excited to announce the launch of the online Charter Club and Youth Club renewal and management.

Charter Club officers and Youth club advisors can now renew and manage their clubs online through their Membership profile page. Club advisors and officers need to contact Alexandra Harper ([a.harper@asha.net](mailto:a.harper@asha.net)) to be added so you can see your club on your profile page.

### RENEWING YOUR CHARTER CLUB

Upon login, as a Charter Club officer, you will see your club listed on your Membership Profile page. A link,  **RENEW** will be located by the Club Name.

### WHAT CAN I DO?

As a Club Officer, you can:

#### 1- Enter club information

- a. State or Area represented
- b. Year organized
- c. Website URL
- d. Email address
- e. Incorporated
- f. Contact Person
- g. Annual Meeting Date

#### 2- Club Bylaws

- a. Club officers can upload the Bylaws as part of the requirement to submit renewal online.

#### 3- Club Events





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- a. Clubs are required to enter at least 2 club sponsored promotional events, but you can add as many events as your club is sponsoring.

#### 4- Club Rosters

- a. Clubs are required to add members to the roster prior submitting an application for renewal.
  - i. Copy the roster from previous year, and add/remove members
  - ii. Add members to the roster, ASHA ID is required to add members to the roster.
  - iii. The roster keeps track of ASHA membership percentage, and **MUST** meet the club requirements before completing the renewal process online.

#### 5- Notes:

- a. The ASHA will update the officers for the club and assign the contact you request for the club (the one who would be responsible for updates and renewals). Please continue to contact Alexandra Harper with any changes to club officers so we can keep our information up-to-date.
- b. **It is the club's responsibility to keep their roster current in order for members to apply for Charter Club competing/non-competing memberships.**






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## RENEWING YOUR YOUTH CLUB

Upon login, as a Youth Club officer, you will see your club listed on your Membership Profile page. A link,

 **RENEW** will be located by the Club Name.

## WHAT CAN I DO?

As a Club Advisor, you can:

### 1- Enter club information

- |  |                        |
|--|------------------------|
| a. Name of Organization                  | d. Email address       |
| b. Stable or Charter Club<br>Affiliation | e. Barn Phone          |
| c. Contact Person                        | f. Annual Meeting Date |

### 2- Club Events

- Clubs are required to enter at least 2 club sponsored events, but you can add as many events as your club is sponsoring.

### 3- Club Rosters

- Clubs are required to add members to the roster prior submitting an application for renewal.
  - Copy the roster from previous year, and add/remove members
  - Add members to the roster, ASHA ID is required to add members to the roster.
  - The roster keeps track of ASHA membership percentage.

### 4- Notes:


- The ASHA will update the advisors for the club and assign the contact for the club. Please continue to contact Alexandra Harper with any changes to club officers so we can keep our information up-to-date.
- It is the club's responsibility to keep their roster current in order for members to apply for Youth Club competing membership.**





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## MANAGING YOUR CHARTER CLUB

Upon login, as a Charter Club officer, you will see your club listed on your Membership Profile page. A link,  **UPDATE** will be located by the Club Name.

## WHAT CAN I DO?

As a Club Officer, you can:

### 6- Update club information

- a. Incorporated
- b. Email address
- c. Website URL

### 7- Club News and Bylaws

#### a. Club News

- i. Upload your stories and share your news. Your stories will be posted on the Charter Club page under Club Events. Accepted documents are word doc, pdf, excel and image files.

#### b. Update Club Bylaws

- i. Club officers can upload and update bylaws at any time during their club membership year to keep ASHA informed.
- ii. ASHA will receive notifications when a club uploads files.

### 8- Club Events

- a. Are you hosting an event? Club officers can keep the ASHA informed about their events. You can add as many events as your club is sponsoring, the minimum requirement is 2 per club.

### 9- Club Rosters

- a. Club officers can now manage their roster.
  - i. Add members to the roster, ASHA ID is required to add members to the roster.





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- ii. The roster keeps track of ASHA membership percentage, and **MUST** meet the club requirements.

**10- Notes:**

- a. The ASHA will update the officers for the club and assign the contact you request for the club (the one who will be responsible for updates and renewals). Please continue to contact Alexandra Harper with any changes to club officers so we can keep our information up-to-date.
- b. **It is the club's responsibility to keep their roster current in order for members to apply for Charter Club competing/non-competing memberships.**
- c. The club **MUST** be active before it can be managed.






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## MANAGEING YOUR YOUTH CLUB

Upon login, as a Youth Club officer, you will see your club listed on your Membership Profile page. A link,

 **UPDATE** will be located by the Club Name.

## WHAT CAN I DO?

As a Club Advisor, you can:

- 5- Update club information**
  - a. Charter Club or Barn Affiliation
- 6- Club News and Bylaws**
  - a. Club Happenings and News**
    - i. Upload your stories and share your news. Your stories will be posted on the Youth Club page under Club Events. Accepted documents are word doc, pdf, excel and image files.
- 7- Club Events**
  - a. Are you hosting an event? Club advisors can keep the ASHA informed about their events. You can add as many events as your club is sponsoring, the minimum requirement is 2 per club.
- 8- Club Rosters**
  - a. Club advisors can now manage their roster.
    - i. Add members to the roster, ASHA ID is required to add members to the roster.
    - ii. The roster keeps track of ASHA membership percentage, and **MUST** meet the club requirements.
- 9- Notes:**
  - a. The ASHA will update the advisors for the club and assign the contact for the club. Please continue to contact Alexandra Harper with any changes to club advisors so we can keep our information up-to-date.





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- b. **It is the club's responsibility to keep their roster current in order for members to apply for Youth Club competing membership.**
- c. The club **MUST** be active before it can be managed.

