

Web/ Electronic Roster Information and FAQs

All State Council and Chapter Presidents must complete and return the VVA Web and Electronic Roster Access Form to the Membership Department with all the required information. Below is some information to help you complete the form.

General Information

Web rosters can be accessed by logging into the roster website. The state council/chapter designee can only view the roster that he/she has been given access to. The benefit of having access to the web roster site is that you can login and get a roster of your membership at any time. The site is “live” meaning you will be able to see membership changes (renewals, new members, etc.) as the applications are being processed/entered into the database by the Membership Department.

Those state councils/chapters who choose electronic rosters will receive the official roster via email on a monthly basis after all of the applications for that month have been processed.

The official membership roster will be sent in both (Excel and PDF) formats. Updated VVA Web and Electronic Roster Access Forms must be submitted no later than July 15th of an election year or sooner if there is a change in designee during the election term.

FAQs

1. How is the designee for each state council/chapter chosen?
The state council/chapter president is responsible for selecting the designee to receive the roster.
2. How many individuals can receive the roster?
Only one person per state council/chapter can have access and/or receive the roster.
3. Does everyone receive a user name and password?
Those who want access to web rosters will receive a username and password as well as a link to access the roster site after the access form has been received and processed. The access information will be sent via email to the address that is provided.
4. Can a state council/chapter receive a paper copy of the roster if they do not have access to a computer?
The VVA National Office does not send paper copies of the state council/chapter rosters. A chapter that does not have access to a computer should contact their state council president to make arrangements to receive the roster.

Please contact Tracie Houston at thouston@vva.org with any questions or concerns.

VVA Web and Electronic Roster Access Selection Form

ONLY ONE SELECTION BELOW IS ALLOWED:

My State Council/Chapter would like to have access to the **Web Roster**.
State Council Name/Chapter Number: _____ State: _____
Point of Contact: _____ Member ID: _____
Title: _____
Email Address: _____

My State Council/Chapter would like to have access to the monthly **Electronic Roster**.
State Council Name/Chapter Number: _____ State: _____
Point of Contact: _____ Member ID: _____
Title: _____
Email Address: _____

Name/Title

State Council or Chapter Number

Contact Number

MAIL TO: VVA Membership Department, 8719 Colesville Rd., Ste. 100, Silver Spring, MD 20910