

Database management for AVP-USA

1. Local Group Information

- a. This is displayed on avpusa.org for people to find and contact your Local Group.
- b. The Local Group Contact is usually the president/convener of your Local Group, but can be someone else.
- c. Edited by logging in to <https://avpusa.org>, then accessing the database (see link on Facilitator Home Page). This is public information, so contact addressing is at your discretion. If the name of your Local Group changes, update it here.

2. Program Sites

- a. Each Local Group will manage one or more Programs (Prison, Community, Special). Listed by you in the PROGRAM SITES tab next to your Local Group entry.
- b. Each Prison Program will usually always have a Coordinator (Community Programs occasionally). May be the same person as the Local Group contact. We use this list to contact Coordinators.

3. Local Group Workshop Information

- a. For each workshop done, enter summary information into the database.
- b. Access database as above, then select the WORKSHOP tab next to your Local Group entry.
- c. Note: Quickly display your yearly workshop statistics with the “Annual Report” link.

4. T4F Workshop new facilitator reporting

- a. For every T4F workshop send data outlined below to: data@avpusa.org.
 - i. New Community Facilitator
 1. Date of T4F
 2. Full name
 3. Mailing address
 4. Email address
 5. Phone (optional)
 6. Name of Local Group they will join
 - ii. New Inmate Facilitator
 1. Date of T4F
 2. Full Name
 3. DOC #
 4. Prison name (we have addresses for all prisons unless it's a new program)
 5. If individualized mail addressing is absolutely necessary (eg: cell block, tier, bed #, etc) include that too.
- b. Each person registered will receive a “Welcome to AVP-USA” email that outlines some of the services available from AVP-USA (and how to get them), one of which is an automatic one-year introductory subscription to The Transformer. Other services include access to discounted prices in the product store, and our Discussion Groups (Eg: AVP-L).

5. To contact us for changes/questions, etc.

- a. To update your contact info (ie: address or email changes): Edit your profile when logging in to <https://avpusa.org>.
- b. For Transformer-specific issues: transformer@avpusa.org