

# VAA Equipment Exchange

VAA has implemented an equipment exchange service. Players may announce either that they have equipment available or that they have equipment they wish to find. The announcements are anonymous. The contact information for the announcement poster is not displayed unless the poster intentionally displays the information within the announcement body. Players who to send a message to the person posting the announcement click a 'Contact Poster' link and fill in the on-line form poster expressing a desire to be contacted. It is then the poster's decision whether or not to pursue the exchange.

**Disclaimer:** The exchange is provided by the VAA as a service to its players. Participants take full responsibility to ensure that the exchanges are completed to each individual's satisfaction. VAA will not police any exchange, the accuracy of information provided, the quality of the equipment, nor the completion of any payments.

**Warning:** The VAA exchange service is a public forum. Participants are subject to the same behavioral guidelines as any other VAA event. Postings found to have inappropriate content will be removed from the exchange. Any individuals found to intentionally violate VAA policies and guidelines will be subject to possible sanctions.

**Posting An Announcement:** Announcements for both the 'Equipment Available' and 'Equipment Wanted' exchanges are managed the same way.

1. **Posting an announcement:** Use the 'User Add Announcement' to create a new announcement. Fill in the required information and click on 'Process Request.'
2. **Confirming an announcement is authentic:** To ensure spammers and hackers are not attempting to steal our website, an email is sent to the email address in the posting information. You must click on the URL (or paste it into your browser if email links are not active) to confirm it was you who posted the announcement. You should see a message in an Internet browser window acknowledging that you clicked on your URL.
3. **Approving an announcement:** A separate email is sent to someone monitoring the exchange. The monitor reviews the announcement for inappropriate content and not for accuracy. Like the person posting the message, the monitor must click on the URL in his/her email signaling approval of the posting. The posting is only visible after both the person posting the announcement and the exchange monitor click on the link within their respected email to signal approval of the announcement.
4. **Changing an announcement:** Not currently implemented. Delete the existing announcement and post a new one.
5. **Deleting an announcement:** Use the 'User Delete Announcement' and provide the poster's email address to display a list of announcements associated with that email address. Check (click) the box before the appropriate announcement(s) and click on the 'Delete' button. An email is sent to the poster's email address to authenticate the request. Click on the link within the email and the announcement is deleted.

**Responding to an Announcement:** For someone wishing to read and perhaps respond to an announcement:

1. Click on the announcement. This will display the announcement text
2. To respond to the announcement, click on the 'Contact Poster' link
3. Complete the required information and click on 'Send Message'
  - o All fields are required
  - o The system does not verify the email address when it accepts the response. Ensure the contact information (email and phone number) is correct or the person posting the announcement may not be able to contact you.
4. The poster has the choice of whether or not to pursue the exchange

**System Management:** If there is a problem with the announcement (e.g., you forget which email address was used to post the announcement), various members within the VAA organization have the ability to manage the postings. The standard announcement utility that manages the announcements on the league home page has been upgraded to view, change, and delete the equipment exchange announcements. Send and email to [admin@vaasports.org](mailto:admin@vaasports.org), explain the problem plus the league hosting the exchange and someone will address the issue.

**Note to Administrators:** If there is a problem with the equipment posting, the announcements are visible through the standard announcement maintenance page. HOWEVER – changing announcements through this page causes a data error in the posting. This page should be used for no purpose other than deleting a posting that is not desired.