Submitting ESR – Traditional Event

Paragraph 4.07 of the American Volkssport Association Policy Manual establishes the requirement and rules for event sanctioning. It is highly recommended that clubs become familiar and stay current with the policy.

It is also recommended that all information necessary to complete the ESR be gathered before you start. An Event Sanction Worksheet is available on the AVA website in AVA Club Forms at http://www.ava.org/avaforms/Event_Sanction_Worksheet.pdf. Although the form suggests that some information can be provided later, it is best to be as complete as possible with the initial entry. This is especially true with Year Round and Seasonal Events, as publishing of the Starting Point is well before the start date of the events.

To enter an Electronic Sanction Request for a Traditional Event, you must get to the Club Home Page by following the instructions in Getting Started – Accessing the Club Home Page.

Briefly,

1. From the AVA home page placing your mouse pointer over Administrative on the menu bar, move the cursor over Clubs only on the drop-down menu, move the cursor over Club Home Page-ESR, and click.

2. Click on the Clubs button of the Club Home Page Entry page.

3. Enter Login ID and Password and click on the Login button of the Club Login page.
1. After you have collected all the information you need for the Electronic Sanction Request (ESR), (an Event Sanction Worksheet is available on the AVA website in AVA Club Forms at [http://www.ava.org/avaforms/Event_Sanction_Worksheet.pdf](http://www.ava.org/avaforms/Event_Sanction_Worksheet.pdf)) click on the **Events** button to get to the ESR Navigation page.

2. To enter a sanction request for a Traditional Event (not a Year Round or Seasonal event), click on the **New Traditional ESR** button. This will take you to the Event Sanction Request page.
3. Fill in the information, scrolling down and entering information as you go.

4. Be careful with that drop down list in the upper right for selecting the region; it is for the region *where the event is to occur*, which may not be your own. Pick the wrong region and your sanction request might not get approved...at least not as timely as you might expect.

5. You need to be extra careful with the **Start Date** and **End Date**, making sure that these are future dates.

6. The default setting for **Event Type** is Walk; if your ESR is for another type of event, click on the check box and take you pick from the drop down menu.

7. If there is a State Association in the state where the event is to be held, make the appropriate selection for the **EVENT State Association** drop down menu.

8. The **Registration/Start Point** field is where the Start Table is located; where event registration takes place. It is looking for something like, “Copper Canyon Park, or CVS Parking Lot, or Lucky Supermarket” and nothing more.

9. Enter the city/town/village where the Registration/Start Point is located, where the registration will take place, in the **Event City** field.

10. If your club has a website and it will have information on this event, you should enter it in the **Event Website** field.

11. Select the **Event State** from the drop down menu.

12. Enter the distance(s) of the event route(s) in the **Distance** field.
13. Complete the **Point of Contact** fields.

14. If your club does not have one, and this event will have high visibility for marketing and promotion, you may wish to check **Yes** in the **IVV Loaner Banner Requested** option.

15. One event stamp will normally be sufficient; however, if this is a high interest event and you anticipate several hundred participants, you might consider requesting additional stamps.

16. Double check your entries, and then click on the **Submit** button. This will take you to the Event Sanction Request [confirmation] Page.

Note: The section for **Foreign Events Only** fields, **Country** and **Justification** is not currently authorized for club use. If/when it is, you will fill these in if the event is being held in a non-IVV country. You must identify the country and justify how your event will promote Volkssporting in that country. The correct Region for events in foreign countries is FN, not your own.
17. Record that Event ID number shown at the upper left (this one is 84015). This number will be used to track this event from now on, and is the number you will put on the event brochure.

18. Check the information you have submitted one more time. If you wish to make a copy of this form, use the "Print" option on your browser.

19. Note the caution there at the bottom of the page.

20. Click on the club’s AVA number shown in red just below the shaded ESR information, **AVA-0686** in this example, to return to the club’s home page.
21. You have just entered the basic information that is necessary to get your event approved. You have until 60 days prior to the date of the event to provide additional information such as Start Point Address and Driving Directions and Extended Description of the Event.

22. If you have additional information now and wish to go ahead and enter it, click on the Events button to get back to the ESR Navigation Page and follow the instructions in the module Adding and Changing Event Information.

23. If you are finished for the day, click on AVA Home.