Adding and Changing Event Information

Paragraphs 4.07.II.B.5 through 4.07.II.B.8 of the American Volkssport Association Policy Manual establishes the requirement that additional or supplemental information be entered at least 60 days before the date of the event, and rules for making changes to information already in the AVA Electronic Sanctioning System.

[Note: Only the Sanctioning Authority, the Regional Director or designee, can cancel, reschedule an event (change the date(s)), or change the location.]

Follow the instructions in Getting Started – Accessing the Club Home Page to get to 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.

	Welcome to the AVA Club Homepage	
Home Club Number	AVA-0941	
Clubs Membership	30	
te Assn's Club Name	Sierra Gold Striders	
egional Official Address	P.O. Box 1253 Twain Harte CA 95383	Club Info
Shipping Address	P.O. Box 1253 Twain Harte CA 95383	Events
Financial Address	P.O. Box 1253 Twain Harte CA 95383	Instructions
Official Contact	Philip Jones - (209)586-0597	State Pen Lind
E-Mail	sierragoldstriders@att.net	State Kep Opt
Web Listing - City / State	Twain Harte, CA	
Club Website		
Last Officer Update	5/31/2013	
Last Financial Update	8/1/2012	

Figure 1 - Club Home Page

1. After you have collected all the information you need to make additions or changes to the Electronic Sanction Request (ESR), click on the **Events** button to get to the ESR Navigation page.

A _l A		
Home	Club Home Page » ESR Navigation	8
Clubs		AVA-0941 Sierra Gold Striders
State Assn's	New Traditional ESR	>Add a Traditional (Non-YRE) Event Sanction Request
Regional AVA Home	Check ESR	»Check Approval Status »Modify Existing Event »Insurance Request
Contact AVA	Manage YRE's	»Add or Renew a Year Round Event
	Special Programs	»Add or Remove Special Programs

Figure 2 – ESR Navigation Page

- 2. You have already entered the basic information, so now you add the information that is missing which must be done not later than 60 days prior to the date of the event or make changes or corrections.
- 3. Click on that **CHECK ESR** button to get to the Club ESR Status Listing page.

A _V A	0.2							
Home			Clu clu Retu	b ESR S (sorted by ub: AVA-C	tatus Li ^(entry date))941 Siel Navigation	sting rra Gold Striders		
State Assn's	Event ID	Event City / Stat	te or Country	In Re (clic	surance quest Date :k to request)	Entry Date	Approvals	
Regional	Туре	YRE #	Start	End Spec	Special Sial Program	Stamp Issued	Modify ESR	
AVA Home	96023	Jackson - Town Startin	- Amador Cour g Point Listing	nty, CA F Ir R	Click to Request Isurance EQUEST	6/5/2013 1:59:09 PM	Approvals	
	YRW	2014/Y0255	(1/1/2014) (1	12/31 <u>spe</u> 2014)	<u>cial Program</u> <u>Listing</u>	(Edit	$\mathbf{\Sigma}$
	93852	Yosemite Nation - Maripo Startin	nal Park - Clou Isa County, CA g Point Listing	dsRest F	Click to Request Isurance	7/22/2012 6:01:56 PM	Approvals	

Figure 3 – Club ESR Status Listing Page

- 4. This is a listing of your entire club current ESRs.
- 5. Look for the one you are working on, **96023** in this example, and click on the **Edit** button. This will take you to the ESR Updates page

		ESR updates	- Please be accu	ırate - Check	your spelling			
Clubs		E	Club <u>Return</u>	AVA-0941 Si to ESR Navigatio	erra Gold Striders on Page			-
State Assn's			Eve	ent Number 96	5023			
Regional		Club Number	AVA-0941	Event	Region	Pacific	*	_
AVA Home		Event Dates	1/1/2014 to 12/31/201	4	x			
Contact AVA		Event Type	Year Round Walk	*	Event State Assn	ААА-СА 💙		Ĭ
		Start Point Only (website basic info)	Best Western An	nador Inn				
	Start	Start Point Address and Driving Directions (Start Point: Starting Point book) (website more details)	200 S. Hwy 49, Ja Hwy 49 SE and S Amador Inn and above computer. mark a registration	ackson, CA 95 St Rt 88 . Enter Denny's. Loo After comple on envelope, in	642. SE corner of parking lot betwe k for binder on sh ting registration h nclude payment, j	S ▲ een nelf og, ▼ put		

Figure 4a – ESR Updates Page

- 6. The basic information that you entered earlier is in its proper field, leaving many fields for you to fill in or change.
- 7. Begin by entering necessary information in the **Start Point Address and Driving Directions** field, as illustrated here. (The ZIP Code is helpful for those searching for driving directions on the internet.) This is a good place to enter GPS coordinates if your event is in the boondocks and driving directions are exceptionally difficult.
- 8. You will need to scroll down to get to the next few fields.

A _l A		J.			
Home Clubs	Details	Extended Description (event info: Starting Point book) (website more details)	Daily, dawn to dusk. The trail h mostly paved. Jackson is a go the tour will take you through a which includes the grave of Ar	as a few hills and is old rush-era town,and an old cemetary, ngelo Noce, founder	~
State Assn's Regional		Event Comments	Another opportunity for antiqu your "need", as you will walk p shops selling antiques located older than the contents; that so	e collectors to satisfy ▲ past, and into, many ▲ I in buildings mostly ometimes refers to	1
AVA Home		Event Name	Town - Amador County		-
Contact AVA		Event City:	Jackson	Event Website Enter website address only! (dexwww.cyz.com/walkerevent.htm) DO NOT ADD "HTTP://" to listing	
		Event State	CA	Distance 12 km	J
			Foreign Events (Regio	on = FN)	
		Event Country			
		Foreign Justification			

Figure 4b – ESR Updates Page

- 9. Enter information about the walk and the route in the **Extended Description** field. This is where you "sell" your event; make it sweet, but do not be verbose or redundant by entering AVA Special Event information, water, restroom, pet, wheelchair and baby stroller information...unless there is an exception or a special accommodation that can be had.
- 10. Additional information concerning the walk can be entered in the **Events Comments** field. Again, don't be redundant. This information will not appear in the *Starting Point*, only on the public page of the AVA Website, but it is an extra opportunity to market your event to those who are searching online for a walking adventure.
- 11. If your event has a name, enter it in the **Event Name** field. This field is especially useful if there is more than one event in the city or town. Note in the example that the county has been added to the name; this information is especially handy here in the name field for the "county counters" amongst us.
- 12. Ignore that Foreign Events section.
- 13. Scroll down past the Point of Contact information, to the bottom of the page. However, don't scroll past it if you need to make changes to the POC information.

More Details Clubs Event Rating 2 < A <	A _l A				
State Assn's Regional AYA Home Contact AYA Contact AYA Current Values: Image: Current Values: <	Home	<u>u</u>	More	Details	
Regional Start Time (s) Daily, dawn to dusk. AYA Home Awards IW Credit Only Contact AYA None Yes None Yes Medium Yes Image: Start Time (s) Image: Start Time (s) None Yes Medium Yes Image: Start Time (s) Image: Start Time (s) None Yes Medium Yes Image: Start Time (s) Image: Start Time (s) None Yes Medium Yes Image: Start Time (s) Yes None Yes Image: Start Time (s) Yes Image: Start Time (s) Image: Start Time (s) Yes Image: Start Time (s) Image: Start Time (s) None Yes Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image: Start Time (s) Image	State Assn's	Event Rating	2 💌 A 💌		
AVA Home Awards IVV Credit Only IVV Credit Only Contact AVA None Yes Medium Yes None Yes Medium Yes Image: Strate of the stra	Regional	Start Time (s)	Daily, dawn to dusk.		
Contact AVA None Yes Medium Yes Current Values: Image: Current Values:	AVA Home	Awards	IVV Credit Only		
Current Values: Image: C	Contact AVA	None	Yes	Medium	Yes
Wheel Chair Pets Stroller Access Restrooms None Yes Medium Yes ****These fields are used for YRE's only.***	Current Values:		1	*	
None Yes Medium Yes ****These fields are used for YRE's only.***		Wheel Chair	Pets	Stroller Access	Restrooms
**** These fields are used for YRE's only.***		None 💌	Yes 💌	Medium 💌	Yes 🛩
			****These fields are u	used for YRE's only.***	

Figure 3c – ESR Updates Page

- 14. Use Table 1 to determine value for the **Event Rating**.
- 15. Enter the start time interval and finish time in the **Start Time(s)** field.
- 16. Select the proper response from the drop down menus for the Awards, Wheelchair, Pets, Stroller Access and Restrooms fields.
- 17. You can always go back and edit your ESR once submitted, but now would be a good time to check what you have just done. Spelling is often a good thing to check, as is punctuation. Disregard what you were taught in typing class, we like only one space following a period or colon.

	Part 1 – INCLINE/ELEVATION		Part 2 - TERRAIN
1	Very small hills or very little stair climbing. Probably suitable for strollers and wheelchairs. Cumulative elevation gain from Starting Point: up to 200 feet.	A	Almost entirely on pavement.
2	Some moderate hills and stair climbing. Probably suitable for strollers. May not be suitable for wheelchairs. Cumulative elevation gain from Starting Point: 200 - 1000 feet.	В	A significant part of the route is on well-groomed trails with very few obstacles.
3	Some significant hill or stair climbing. Not suitable for strollers or wheelchairs. Cumulative elevation gain from Starting Point: 1000 - 2000 feet.	C	A significant part of the route is on somewhat difficult terrain (rocky/rooted paths or soft sand.)
4	Lots of significant hills or stair climbing. Cumulative elevation gain from Starting Point: 2000 - 3500 feet.	D	A significant part of the route is on very difficult terrain.
5	Many steep hills. Cumulative elevation gain from Starting Point: more than - 3500 feet.	E	The majority of the route is on very difficult terrain.

Table 1 – Trail Rating



- 18. If you want to start all over with your updates/changes, clicking on the **Reset** button deletes what you just entered. This does not change information that was previously submitted.
- 19. Final check complete; click on that **Submit** button. This will take you to the ESR Update Confirmation Page.

A _l /A					
Home		(See below	R Update Confirmation Page		^
Clubs State Assn's	/our Information was up	odated آذیلا Don't use the	Return to ESR Navigation Page Back Button to enter a new/modify an ESR.		
Regional			Event Number: 96023		U
AVA Home	Club:	AVA-0941	Event Region:	PA	
Contact A¥A	Event Dates:	1/1/2014 to 12/31/201	14		
	Event Type:	YRW	Event State Assn:	AAA-CA	

Figure 4a – ESR Update Confirmation Page

- 20. This page is the result of your handiwork. Be proud. Make a copy of it by using the Print option on your browser.
- 21. Scroll down, reading along the way, to the bottom of the page.

Event Name:	Town - Amador County				
Event City:	Jackson				
Event Website:					
	Name: Philip Jones	Address: P.O. B	ox 1253		
Point of Contact	<mark>City:</mark> Twain Harte	State: CA		Zip: 95383	
	Phone: 2095860597	Email: SierraGoldStric	lers@att.net		
		More Details			
Rating	2A		Start Time:	Daily, dawn t	o dusk.
Awards and Fees:	IVV Credit Only	122			
	None	Yes	Mediu	ım	Yes
Amenities		*	×.	e	
Event State:	СА		.1	Distanc	:e: 12 km
Foreign Justification:					

Figure 4b – ESR Updates Page

- 22. All is well, but look at the very bottom. There are no events in the **Event Special Classifications Listing**.
- 23. If there are AVA Special Programs associated with this walk, then there is one thing more to be done; add them, and we shall get to that.
- 24. Scroll back to the top of the page and click on the space labeled **Return to ESR Navigation Page**, noting the caution not to use the Back Button."

Home	Club Home Page » ESP Navigatio		
Clubs		 A¥A-0941 Sierra Gold Striders	
State Assn's	New Traditional ESR	»Add a Traditional (Non-YRE) Event Sanction Request	
Regional AVA Home	Check ESR	*Check Approval Status *Modify Existing Event *Insurance Request	
Contact AVA	Manage YRE's	»Add or Renew a Year Round Event	

Figure 5 – ESR Navigation Page

- 25. From here you can enter another ESR, edit the one you just entered, add or renew a YRE or add those AVA Special Events.
- 26. If you are done for the day, click on **AVA Home**.
- 27. If you are ready to add the Special Events, then click on the **Special Programs** button and follow the instructions in the Adding Special Events module.