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.
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.

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.
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.

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.
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.
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.

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.

Table 1 – Trail Rating
See Policy Manual Section 4.10.II.C for application guidance
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.

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.”
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.