

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.

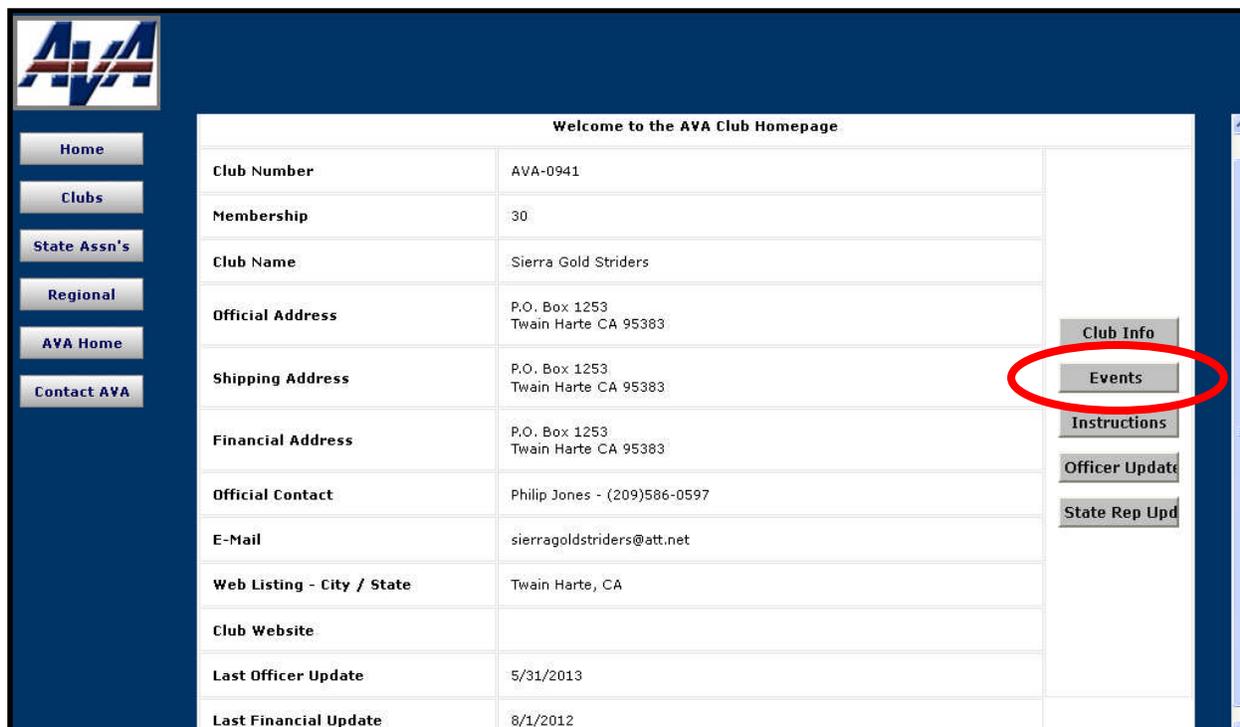


Figure 1 - Club Home Page

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.



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.



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

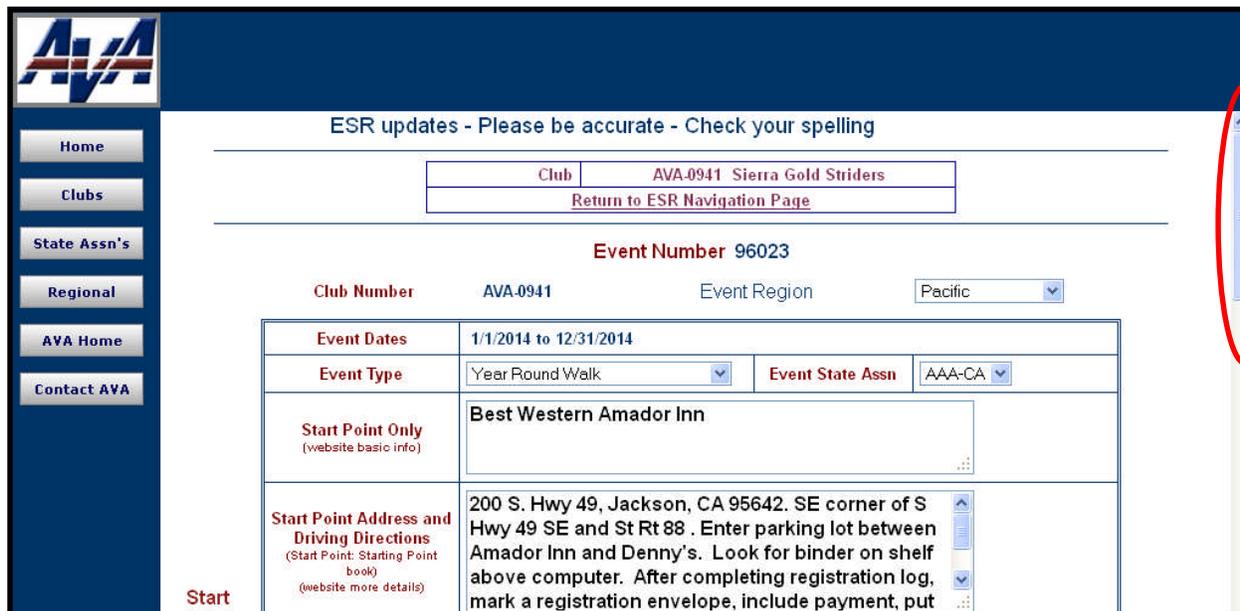


Figure 4a – ESR Updates Page

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.

Point Details Home Clubs State Assn's Regional AVA Home Contact AVA	Extended Description <small>(event info: Starting Point book) (website more details)</small>	Daily, dawn to dusk. The trail has a few hills and is mostly paved. Jackson is a gold rush-era town, and the tour will take you through an old cemetery, which includes the grave of Angelo Noce, founder
	Event Comments	Another opportunity for antique collectors to satisfy your "need", as you will walk past, and into, many shops selling antiques located in buildings mostly older than the contents; that sometimes refers to
	Event Name	<input type="text" value="Town - Amador County"/>
	Event City:	<input type="text" value="Jackson"/>
	Event State	<input type="text" value="CA"/>
	Event Website <small>Enter website address only! (e.g. www.abc.com/walkerevent.htm)</small> <small>DO NOT ADD "HTTP://" to listing</small>	<input type="text"/>
	Distance	<input type="text" value="12 km"/>
	Foreign Events (Region = FN)	
Event Country	<input type="text"/>	
Foreign Justification	<input type="text"/>	

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.

The screenshot shows a web form titled "More Details" for updating an Event Rating. On the left is a navigation menu with links: Home, Clubs, State Assn's, Regional, AVA Home, and Contact AVA. The form contains the following fields:

- Event Rating:** A dropdown menu with "2" and "A" selected.
- Start Time (s):** A text input field containing "Daily, down to dusk."
- Awards:** A dropdown menu with "IVV Credit Only" selected.
- None:** A dropdown menu with "None" selected, accompanied by a no-wheelchair icon.
- Yes:** A dropdown menu with "Yes" selected, accompanied by a dog icon.
- Medium:** A dropdown menu with "Medium" selected, accompanied by a stroller icon.
- Yes:** A dropdown menu with "Yes" selected, accompanied by a restroom icon.
- Wheel Chair:** A dropdown menu with "None" selected.
- Pets:** A dropdown menu with "Yes" selected.
- Stroller Access:** A dropdown menu with "Medium" selected.
- Restrooms:** A dropdown menu with "Yes" selected.

Below the form, a red note states: "***These fields are used for YRE's only.***". At the bottom, the "Submit" and "Reset" buttons are circled in red.

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.
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.

	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.	B 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

See Policy Manual Section 4.10.II.C for application guidance

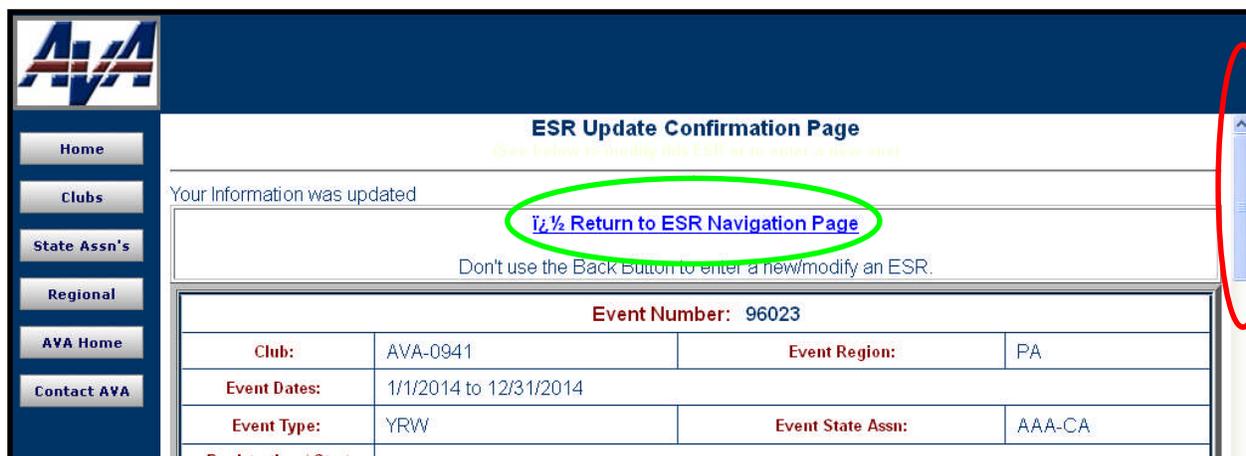


Figure 4a – ESR Update Confirmation Page

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.



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.”

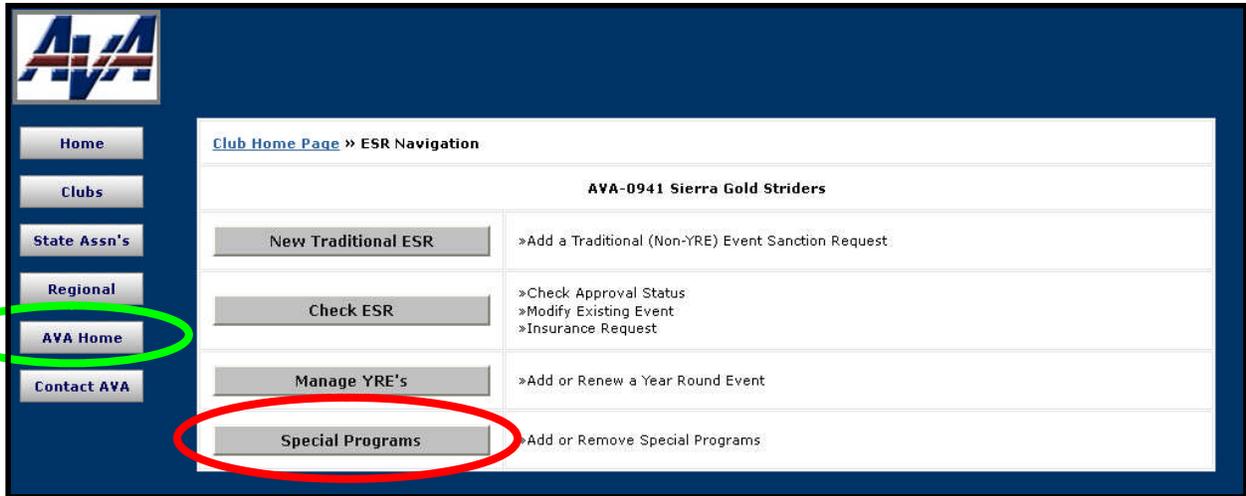


Figure 5 – ESR Navigation Page

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.