Adding Special Programs

Special Programs have proven to be a phenomenal addition to American Volkssporting, attracting volkssporters from around the country to events that they would not otherwise consider. Imagine a volkssporter from Southern California driving to a walk in Ohio just to get a stamp in a special book...and stopping at numerous events between to get stamps in other special books. Special Programs are especially advantageous for Year Round Events, leading clubs to go out of their way to find routes that qualify for as many as they can. The dark side of the program is that some volkssporters become incensed when they discover a qualifier that wasn't announced in the club's event listing. So, whether to reap the monetary benefits, to keep volkssporters happy or to simply join in the fun, you need to add Special Programs to your Electronic Sanction Requests...if there are any.

To enter Special Program information, you must get to the ESR Navigation Page by following the instructions in Submitting an Electronic Sanction Request.

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.

A A				
		Welcome to the AVA Club Homepage		^
Home	Club Number	AVA-0941		-
Clubs	Membership	30%		
State Assn's	Club Name	Sierra Gold Striders		
Regional	Official Address	P.O. Box 1253 Twain Harte CA 95383	Club Info	
Contact AVA	Shipping Address	P.O. Box 1253 Twain Harte CA 95383	Events	
	Financial Address	P.O. Box 1253 Twain Harte CA 95383	Instructions	111
	Official Contact	Philip Jones - (209)586-0597	Chete Des Had	
	E-Mail	sierragoldstriders@att.net	State kep upu	
	Web Listing - City / State	Twain Harte, CA		
	Club Website			
	Last Officer Update	11/2/2012		
	Last Financial Update	8/1/2012		~

Figure 1 - Club Home Page

1. Click on the **Events** button to get to the ESR Navigation page.

A _l A		
Home	Club Home Page » ESR Navigation	8
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
	Special Classifications	Add or Remove Special Classifications

Figure 2 – ESR Navigation Page

2. Okay, here you are in the ESR Navigation Page; you've entered (or changed) the ESR and now you want to add Special Programs.

[This is an annual exercise for your YREs and Seasonals. You will have to add Special Programs for them again next year. You will also have to re-enter them if you make a change to the ESR later.]

3. Click on the button labeled **Special Classifications** there at the bottom. This will take you to the Special Classification Page.

A _l A			
Home	<u>Club AVA-0941</u> » <u>ESR Menu</u> » Special Programs Page		>
Clabo	Select Event *	Add Special Program(s)	
	96023 : Best Western Amador Inn	Please Select a Program	
State Assn's	93851 : Best Western Yosemite Way Motel; or Remote (mail in) Registration 93843 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration 93814 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration	Please Select a Program 💌	
Regional	93807 : Best Western Amador Inn 93806 : Best Western Amador Inn	Please Select a Program 💌	
AVA Home	93805 : Best Western Amador Inn	Please Select a Program 💌	
Contact AVA		Please Select a Program 🛛 💌	
Contact AVA		Please Select a Program	
	X	Remove Program(s) for Event	
	Submit * Mandatory Selections		
	NOTICE: Special Programs can also be deleted from the ESR Status Listing Page		

Figure 3a – Special Programs Page

- 4. Your club's current events Regular, Year Round and renewed Year Round Events are listed there on the left.
- 5. Click on the one that you are interested in (you can get to the others later, if you are of a mind to), and you will then get the event highlighted in blue.

A _I A			
Home	<u>Club AVA-0941</u> » <u>ESR Menu</u> » Special Programs Page		
	Select Event *	Add Special Program(s)	
Clubs	96023 : Best Western Amador Inn 93852 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration.	Please Select a Program 🛛 📝	
State Assil s	93851 : Best Western Yosemite Way Motel; or Remote (mail in) Registration 93843 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93814 : Best Western Yosemite Way Station Motel: or Remote (mail in) Registration	Please Select a Program	
Regional	93807 : Best Western Amador Inn 93806 : Best Western Amador Inn	Please Select a Program	
AVA Home	93805 : Best Western Amador Inn	Please Select a Program 🗸	
		Please Select a Program 🛛 💌	
Contact AVA		Please Select a Program	
		Remove Program(s) for Event	
		No Special Programs have been entered for this event	

Figure 3b – Special Programs Page

6. You are now able to select the Special Programs that you wish to add – six at a time. Click on the check box of the first Please Select a Program option to get a drop down (sometimes it drops up) menu with the whole list of current Special Programs as shown in Figure 3c.

Home	<u>Club AVA-0941 » ESR Menu</u> » Special Programs Page	
Clubs	Select Event *	Add Special Program(s)
State Assn's Regional AVA Home Contact AVA	96023 : Best Western Amador Inn 93852 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93851 : Best Western Yosemite Way Motel; or Remote (mail in) Registration 93843 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93814 : Best Western Amador Inn 93806 : Best Western Amador Inn 93805 : Best Western Amador Inn	Please Select a Program V Please Select a Program Aternative Capitals Bakenies Family Owned Baseball Walks Border Crossings Celebrating Golden Cinemas Ciection Bong Civil War Battlefields Diners Fraternal Organization Grist Mile Honoring Our Flag Lakes and Reservoirs Main Street Murals National Register of Historic Places Old Spanish Trail Auto Highway Rainbow Color-Named Places Special National Officers Book (S.N.O.B.) Interview

Figure 3c – Special Programs Page

- 7. Note that Diners is shaded in blue. That is because it is about to be selected the unseen cursor is hovering over it.
- 8. That is the one you want, so click on it.

A _l /A	<u>Club A¥A-0941</u> » <u>ESR Menu</u> » Special Programs Page		
Home	Select Event *	Add Special Program(s)	
Clubs State Assn's Regional AVA Home Contact AVA	96023 : Best Western Amador Inn 93852 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93851 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93843 : Best Western Yosemite Way Station Motel; or Remote (mail in) Registration. 93807 : Best Western Amador Inn 93806 : Best Western Amador Inn 93805 : Best Western Amador Inn 93805 : Best Western Amador Inn	Diners.	(11)
	Submit * Mandabry Selections		
	NOTICE: Special Programs can also be deleted from the ESR Status Listing Pag	e	

Figure 3d – Special Programs Page

- 9. Note that Diners appears in the box.
- 10. You may repeat this operation and select five more Special Programs.
- 11. Once you have made your selections, click on the **Submit** button there on the bottom left to get the Special Program Update page.

Club AV4	-0941 ESR	Menu »Specia	l Program Update		
			· · · • 9. • · · • • • ·		
Special Pr	ograms have b	een added. If an er	ror occurred, <u>please contact AVA H</u>	<u>Q for assistance</u> .	
's <u>Event ID</u>	Туре	YRE #	Description	Special Program	Entry Dat
	10/22/2012/09/29	2007 C. 1000			<u>Lift() but</u>
96023	YRW	2014/Y0255	Best Western Amador Inn	Diners	6/6/2013
96023	YRW YRW	2014/Y0255 2014/Y0255	Best Western Amador Inn Best Western Amador Inn	Diners Fraternal Organization	6/6/2013 6/6/2013
96023 96023 96023	YRW YRW YRW	2014/Y0255 2014/Y0255 2014/Y0255	Best Western Amador Inn Best Western Amador Inn Best Western Amador Inn	Diners Fraternal Organization Main Street	6/6/2013 6/6/2013 6/6/2013

Figure 4 – Special Classification Update Page

- 12. This page confirms that you have added a Special Program(s) to the event indicated.
- 13. If your event qualifies for more than six Special Programs, you get to repeat the whole process, adding six Special Programs at a time until you are finished or fed up.
- 14. Click on **ESR Menu** to return to the ESR Navigation Page to add more Special Programs.
- 15. Click on the club identification number, <u>Club AVA-0941</u> in this example, to return to the Club Home Page.
- 16. That's all there is to adding Special Programs to your event. But, remember, you have to do this EVERY YEAR for your club's Year Round and Seasonal Events...and every time you make a change to the ESR.
- 17. Made a mistake? Then click on **ESR Menu** to return to the ESR Navigation Page.

A _l A		
Home	Club Home Page » ESR Navigation	
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 Classifications	*Add or Remove Special Classifications

Figure 5 – ESR Navigation Page

18. Click on the **Check ESR** button. This will take you to the Club ESR Status Listing.

4 , /A								
Home			c	lub ES (soi club: A	R Status Li ^{ted by entry date)} VA-0941 Sier	sting ra Gold Striders		
Clubs			F	Return to	ESR Navigation	Page		
State Assn's	Event ID	Event City / Sta	te or Countr	у	Insurance Request Date (click to request)	Entry Date	Approvals	
Regional	Туре	YRE #	Start	End	Special Special Program	Stamp Issued	Modify ESR	
AVA Home Contact AVA	96023	Jackson - Town <u>Startin</u>	i - Amador C Ig Point Listing	County, C4	Click to Request Insurance REQUEST	6/5/2013 1:59:09 PM	Approvals	
	YRW	2014/Y0255	(1/1/2014)	(12/31 /2014)	<u>Special Program</u> <u>Listing</u>)	Edit	
	93852	Yosemite Nation - Maripo <u>Startin</u>	nal Park - Cl osa County, (g Point Listing	louds Res CA	Click to t Request Insurance REQUEST	7/22/2012 6:01:56 PM	Approvals	
	YRSW	2013/Y0734	(5/1/2013)	(10/31 /2013)	<u>Special Program</u> <u>Listing</u>		Edit Participation Report	
		Figure	6-ESR	Statu	us Listing	Page		

19. Find the event you are interested in, and click on Special Program Listing.

20. This will give you a list of assigned Special Programs.

A _l A			
Home Clubs		Back to Previous Page	
State Assn's Regional	17	Diners	
AVA Home		72888 Delete this Special Program Fraternal Organization	
		72889 <u>Delete this Special Program</u> Main Street	-
		72890 Delete this Special Program Rainbow Color-Named Places	-
		72891 Delete this Special Program	

Figure 7 – ESR Status Listing Page

- 21. You have the option of deleting erroneously entered Special Program.
- 22. Do your deed(s), and then click on **AVA Home** and call it a day.