

# The Online Start Box

This is the third of a series of articles that will help you understand the capabilities of the OLSB (Online Start Box). This article discusses the club management interface for the OLSB. At this time there are 16 different clubs sponsoring 48 AVA events that use the OLSB. Any club that does not already have an OLSB walk for 2017 and is interested in sanctioning an AVA event that would employ the OLSB should contact either Chris Zegelin or Mike Green.

A club considering sponsoring an OLSB event needs to have at least one reasonably computer literate person who will be able use the OLSB system web interface to manage the club's events. To become a club OLSB manager this person will need to

- 1) Setup a personal OLSB user account.
- 2) Login to his/her personal account , then use the account's "Connections" page (My Account -> My Connections) to request management privileges from a club Point of Contact (POC, as found in the club's listing on the AVA website).
  - a. Submitting a request triggers the OLSB system to send an email to the selected club's POC.
  - b. This email contains the name of the user requesting management privileges and a unique, time-sensitive connection code having the format, CA-####-####.
- 3) The club POC then grants a user OLSB management privileges for the club by giving the requesting user the CA connection code.
- 4) Upon obtaining the CA code from the POC, the user submits the CA code to the OLSB system by using the connection code entry field provided on the user account's Status page.
- 5) The OLSB processes the entered CA Code then configures a button with the club's name on the user's Status page.
  - a. The user may use this button to access the club management interface for the club in question.
  - b. The OLSB system retains granted club access privileges for a user account when the user logs out.

Notice that a club's OLSB manager does not necessarily have to be the same person as the club's POC. Also, a club POC may approve multiple OLSB managers; in which case, the managers should coordinate their efforts and responsibilities.

Using the OLSB club management interface, a club OLSB manager is able to do the following:

- 1) Add or remove other OLSB managers for the club.
- 2) Display a list of all AVA sanctioned events sponsored by the Club (as listed on the AVA website).
- 3) View the ESR data for a selected event from this list.
- 4) Submit for approval any event from this list for inclusion in the OLSB system. (An event will only be approved after specific content requirements for the ESR data fields and walk directions are met.)
- 5) Upload an "event" pdf file that contains walk instructions, a map, and other pertinent info about the event.
- 6) Download various OLSB club reports including :
  - a. A club information report that lists all of the club's AVA sanctioned events along with the status for prospective and approved OLSB events.
  - b. An event activity report for the current quarter that lists OLSB user registrations and completions for all OLSB events sponsored by the club.
  - c. A participation report for previous quarters that provides totals of paid and free walkers who have completed a walk for each club OLSB event. This report also documents the total of walking fees collected by the OLSB system for the club for each quarter.
  - d. An event report containing quarterly event sign-in sheets for each club OLSB event. Each report looks like a standard start box log book sign-in sheet with the AVA Athletic waiver followed by the list of users

along with the date they registered for the event. This report should be archived at the end of each quarter by the club in the same manner as sign-in sheets from a physical start box.

- 7) Submit a club PayPal email address that will be used to receive end of the quarter distributions for the fees collected for the club by the OLSB.
  - a. The submission of the club PayPal email address generates an approval email to the Club POC.
  - b. Similar to the scheme for granting club management privileges, the approval email contains a validation code and the entered PayPal email address.
  - c. The club POC should review/confirm the PayPal email address then forward the validation code to the club manager.
  - d. The club manger submits the validation code into the connection code entry field on his/her account's Status page to indicate the Club POC's approval of the newly entered PayPal address.
  - e. The OLSB system processes the entered validation code and displays the club's PayPal Email address as validated.

All event fees collected in a quarter by the OLSB are typically distributed 2 weeks after the end of a quarter to the club's Paypal account as indentified by their Validated PayPal Email Address (VPEA). Only those clubs with a VPEA (setup as listed above, 7a-e) will receive funds. Any funds not distributed because of a lack of a VPEA will receive funds the following quarter and then only if a VPEA is in place.

The OLSB system does **NOT** submit the end of quarter event participation reports to the AVA. The participation report (listed above, 3c) provides sufficient data for the club to manually enter their quarterly event participation using the AVA ESR system.

The OLSB system does **NOT** send any funds to the AVA on behalf of the club. If the club PayPal account is connected to a bank account, PayPal supports transferring any funds received by a PayPal account into its associated bank account.

The following is a list of the advantages of sponsoring an OLSB event from the club's point of view:

- 1) No need to arrange for the location of a physical start box.
- 2) No expense for printing walk directions.
- 3) No need to regularly stock a physical start box with walk directions, start cards, payment envelopes, pens, ink pad, etc.
- 4) No need to travel to a physical start box to collect quarterly participation data.
- 5) No need to annually change the event stamp in a physical start box.
- 6) Revised walk directions can be immediately uploaded. No need to change or throw out old / out-of-date walk directions.
- 7) Support for enhanced walk directions without regard to page count since there are no printing costs. Enhanced walk directions can/should include everything you might put in a physical walk box about the event including historical information, local restaurants, other events sponsored by the club, club membership forms, etc. as well as turn-by-turn walk directions and a color map.
- 8) No need to deal with cash or checks sent in by event participants. Received OLSB funds can be electronically transferred to the club's checking account that is used to pay the AVA and other club expenses.
- 9) The flexibility to choose a start location where there is good parking available without having a physical start box location nearby.

Hopefully, it is apparent that the OLSB has features which not only make it easier for a user to register, pay for and complete OLSB events; but also there are features which make the management of an OLSB event easier for a club.