

































































































































### **For Year Round Events/Seasonal Events:**

From **Check ESR** page click on the **Starting Point Listing** to see how your event will appear in the book.

If you have extra information that you would like to enter about the event or the surrounding area return to the navigation page, click on **Events** then **Check ESR**. Click on the **Edit** button for the appropriate event. This field **COMMENTS** is unlimited; the data entered will only appear on the AVA website.

Once the event has been approved and appears on the list of events look at it again. Click on the **link for more details** – this is what the public sees. Ask someone who is not familiar with the event to read the information and provide feedback on what is entered.

This information can be edited anytime. Once the sanctioning window has closed the changes will appear only on the website. If something about your event changes make those changes to the website.

To renew Year Round Event or Seasonal Event click on **YREs** then **Renew** for the event you wish to renew. You will need to enter a **new** date. Verify the remaining information; if everything is still current **Submit** the event. Print the confirmation page and keep it for your files.

Enter all Special Programs, if any.