

Submitting ESR – Traditional Event

Paragraph 4.07 of the American Volkssport Association Policy Manual establishes the requirement and rules for event sanctioning. It is highly recommended that clubs become familiar and stay current with the policy.

It is also recommended that all information necessary to complete the ESR be gathered before you start. An Event Sanction Worksheet is available on the AVA website in AVA Club Forms at http://www.ava.org/avaforms/Event_Sanction_Worksheet.pdf. Although the form suggests that some information can be provided later, it is best to be as complete as possible with the initial entry. This is especially true with Year Round and Seasonal Events, as publishing of the *Starting Point* is well before the start date of the events.

To enter an Electronic Sanction Request for a Traditional Event, you must get to the Club Home Page by following the instructions in Getting Started – Accessing 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.

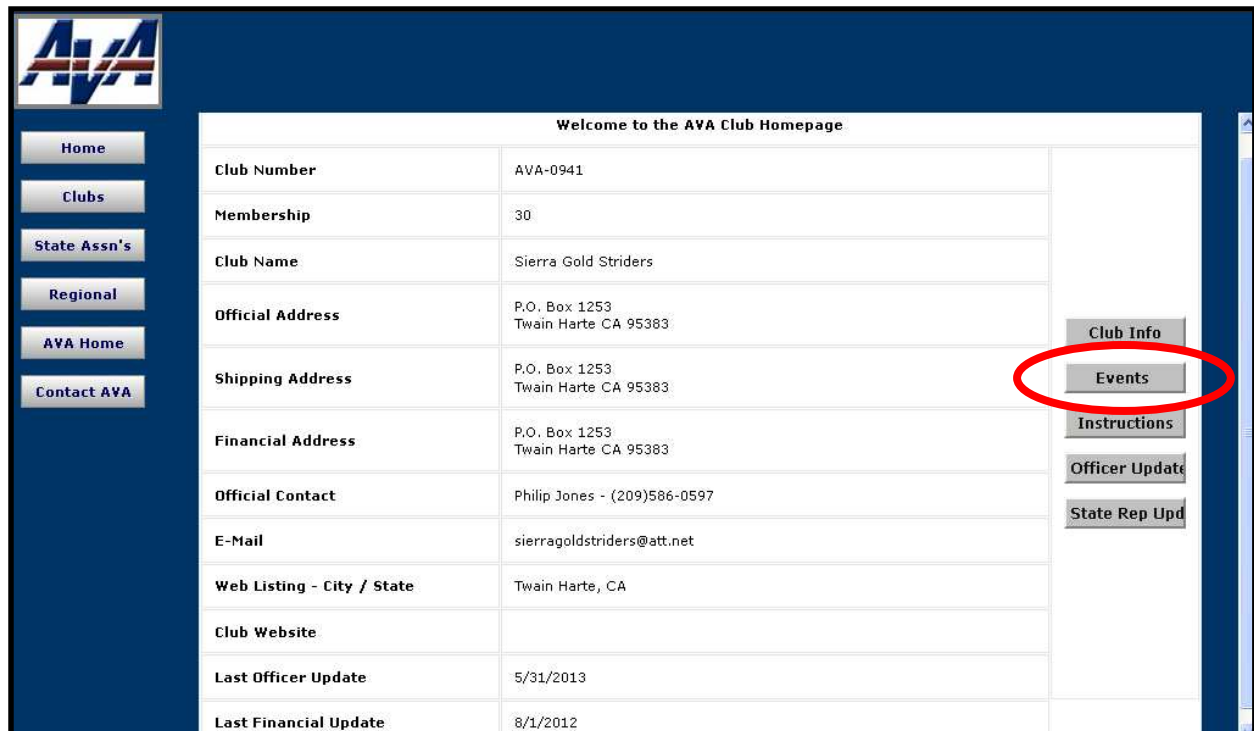


Figure 1 - Club Home Page

1. After you have collected all the information you need for the Electronic Sanction Request (ESR), (an Event Sanction Worksheet is available on the AVA website in AVA Club Forms at http://www.ava.org/avaforms/Event_Sanction_Worksheet.pdf) click on the **Events** button to get to the ESR Navigation page.

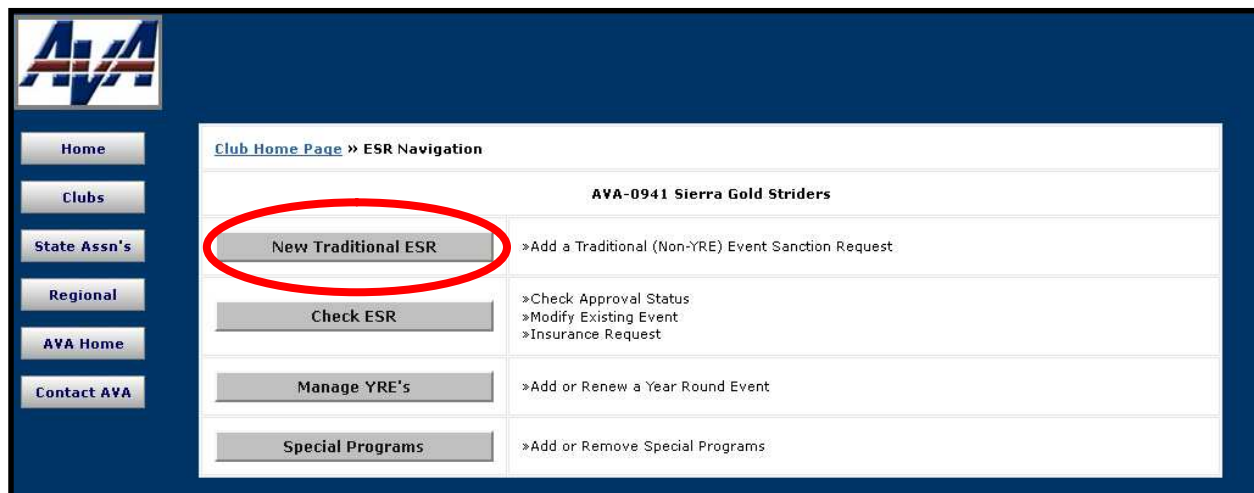


Figure 2 – ESR Navigation Page

2. To enter a sanction request for a Traditional Event (not a Year Round or Seasonal event), click on the **New Traditional Event** button. This will take you to the Event Sanction Request page.

Event Sanction Request
 Club: AVA-0941 Sierra Gold Striders
 Region: PA
[Return to ESR Navigation Page](#)

Club Number:	AVA-0941 Make sure the club# matches	Select Region Select the EVENT Region
Event Dates:	Start Date: (mm/dd/yyyy) mm/dd/yyyy	End Date: (mm/dd/yyyy) mm/dd/yyyy
Event Type	Use Mouse or Alt-(Up or Down Arrow) To Select Walk	EVENT State Association (Select a State Assn if applicable) Select State Assn
Registration / Start Point (website basic info)	(max 255 characters)	
Event City		
Event Website	Enter website address only! (ie:www.xyz.com/walkerevent.htm) DO NOT ADD "HTTP://;" to listing	
Event State	Select a State	Distance

Figure 3a – Event Sanction Request Page

3. Fill in the information, scrolling down and entering information as you go.
4. Be careful with that drop down list in the upper right for selecting the region; it is for the region *where the event is to occur*, which may not be your own. Pick the wrong region and your sanction request might not get approved...at least not as timely as you might expect.
5. You need to be extra careful with the **Start Date** and **End Date**, making sure that these are future dates.
6. The default setting for **Event Type** is Walk; if your ESR is for another type of event, click on the check box and take you pick from the drop down menu.
7. If there is a State Association in the state where the event is to be held, make the appropriate selection for the **EVENT State Association** drop down menu.
8. The **Registration/Start Point** field is where the Start Table is located; where event registration takes place. It is looking for something like, "Copper Canyon Park, or CVS Parking Lot, or Lucky Supermarket" and nothing more.
9. Enter the city/town/village where the Registration/Start Point is located, where the registration will take place, in the **Event City** field.
10. If your club has a website and it will have information on this event, you should enter it in the **Event Website** field.
11. Select the **Event State** from the drop down menu.
12. Enter the distance(s) of the event route(s) in the **Distance** field.

Figure 3b – Event Sanction Request Page

13. Complete the **Point of Contact** fields.
14. If your club does not have one, and this event will have high visibility for marketing and promotion, you may wish to check **Yes** in the **IVV Loaner Banner Requested** option.
15. One event stamp will normally be sufficient; however, if this is a high interest event and you anticipate several hundred participants, you might consider requesting additional stamps.
16. Double check your entries, and then click on the **Submit** button. This will take you to the Event Sanction Request [confirmation] Page.

Note: The section for **Foreign Events Only** fields, **Country** and **Justification** is not currently authorized for club use. If/when it is, you will fill these in if the event is being held in a non-IVV country. You must identify the country and justify how your event will promote Volkssporting in that country. The correct Region for events in foreign countries is FN, not your own.

Event Sanction Request Entry

Your entry has been processed - Thank You

The information you entered is listed below and has been submitted to the appropriate approval authority. Use the "Print" option on your browser to print a copy of this form.

Event ID: 84015	Club Number: AVA-0686
Start Date for Event: 11/13/2010	End Date for Event: 11/14/2010
Event Type: W	Distance: 13, 10 & 5-k
Starting Point: El Dorado Orchards	
Event City: Camino	Website: www.placerpacers.org
Event State: CA	Region: PA
Foreign Events Only (FN Region)	
Country:	
Justification:	
Point of Contact Information:	
Name: Bette Haskell	State: CA
Address: 5790 Juarez Road	ZIP: 95726-9424
City: Pollock Pines	E-Mail: mtntlife2@sbcglobal.net
Phone: (530) 647 - 2726	
Other Information	
Entry Date: 5/13/2009 3:01:51 PM	State Assn: AAA-CA
Insurance ? false	IVV Banner ? false
# Stamps 1	96

Click here to return to your home page: [AVA-0686](#)

DO NOT USE THE "BACK" BUTTON TO ENTER A NEW ESR!
You MUST return to your club home page

Figure 4 – Event Sanction Request Page

17. Record that **Event ID** number shown at the upper left (this one is **84015**). This number will be used to track this event from now on, and is the number you will put on the event brochure.
18. Check the information you have submitted one more time. If you wish to make a copy of this form, use the "Print" option on your browser.
19. Note the caution there at the bottom of the page.
20. Click on the club's AVA number shown in red just below the shaded ESR information, **AVA-0686** in this example, to return to the club's home page.

Welcome to the AVA Club Homepage

Club Number	AVA-0686
Membership	132
Club Name	Placer Pacers
Official Address	PO Box 142 Auburn CA 95604
Shipping Address	1515 Quail Road Newcastle CA 95658
Financial Address	1951 Quail Road Newcastle CA 95658
Official Contact	Don Ratliff - (916)645-8280
E-Mail	theplacerpacers@yahoo.com
Web Listing - City / State	Auburn, CA
Club Website	www.placerpacers.org
Last Officer Update	7/10/2010

[Club Info](#)
[Events](#)
[Instructions](#)
[Officer Update](#)
[State Rep Upd](#)

Figure 5 - Club Home Page

21. You have just entered the basic information that is necessary to get your event approved. You have until 60 days prior to the date of the event to provide additional information such as Start Point Address and Driving Directions and Extended Description of the Event.
22. If you have additional information now and wish to go ahead and enter it, click on that **Events** button to get back to the ESR Navigation Page and follow the instructions in the module Adding and Changing Event Information.
23. If you are finished for the day, click on **AVA Home**.