

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.

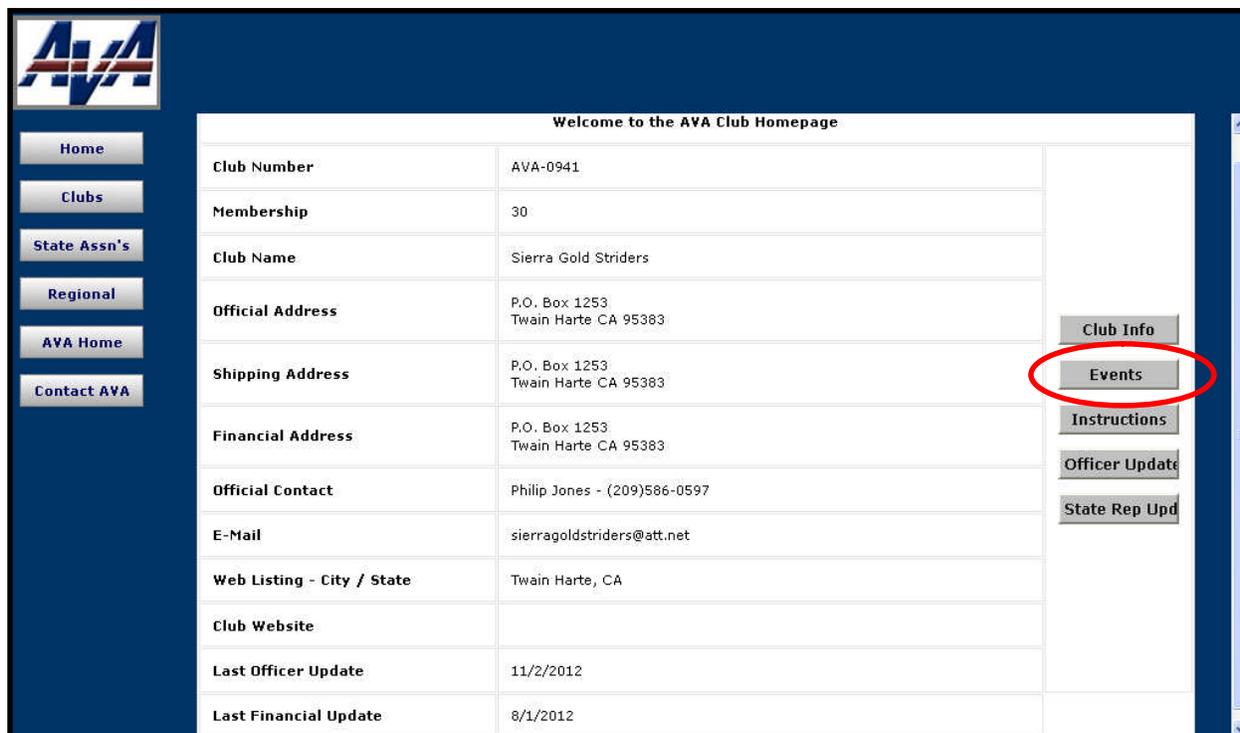


Figure 1 - Club Home Page

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

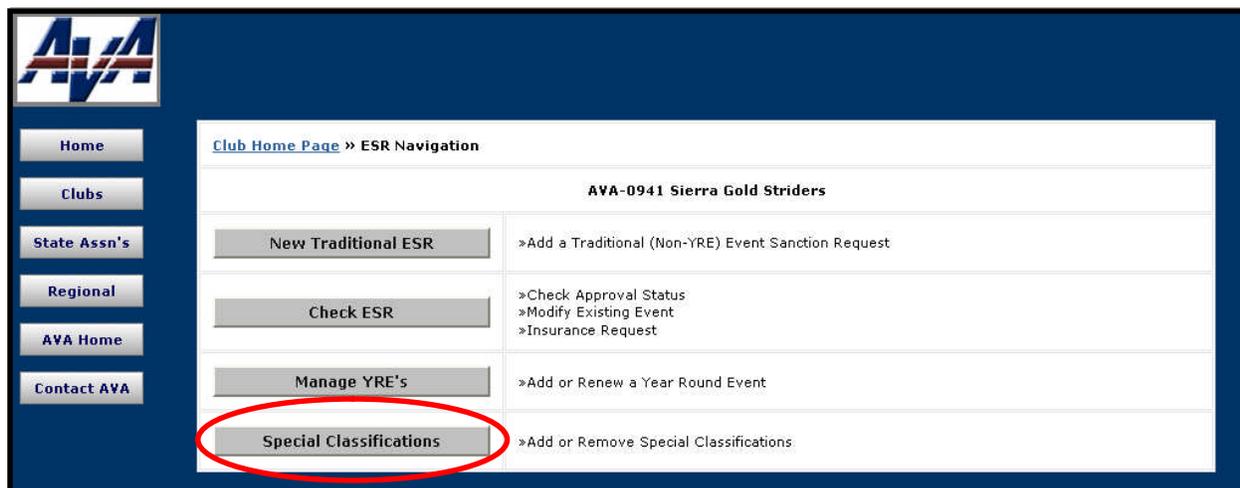


Figure 2 – ESR Navigation Page

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.

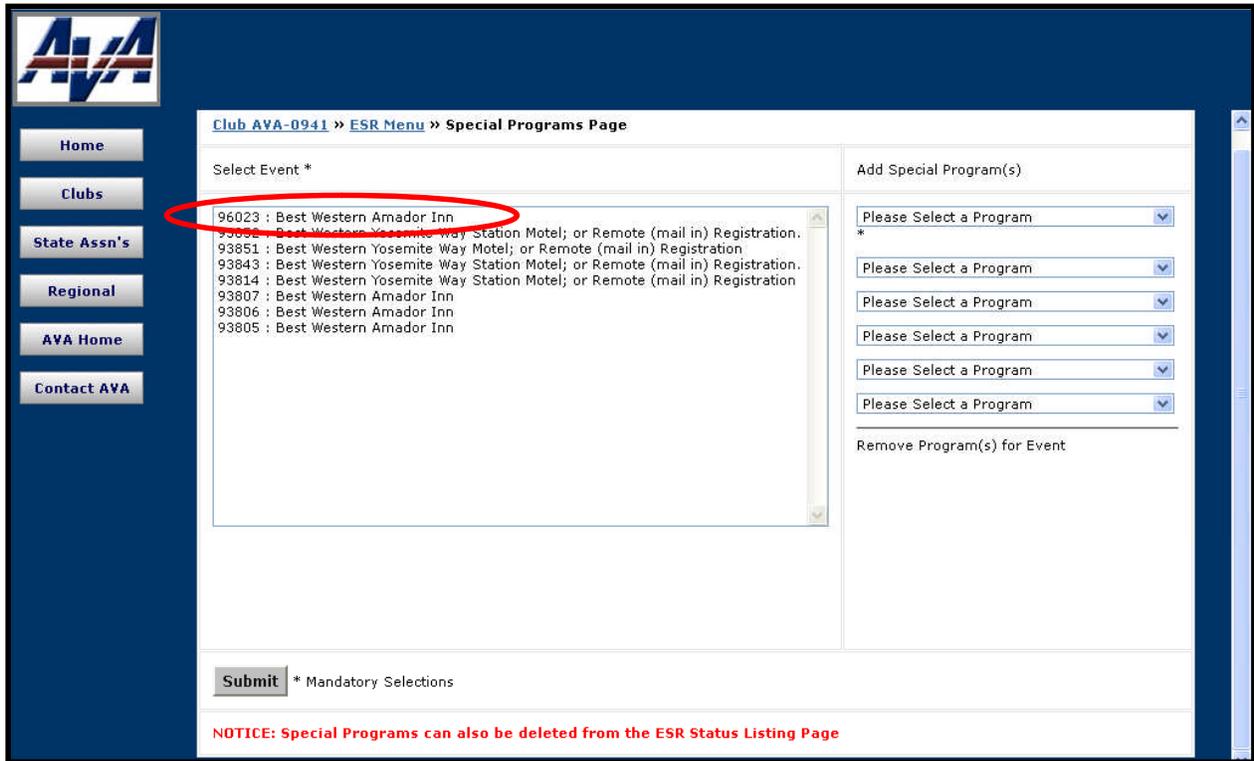


Figure 3a – Special Programs Page

- Your club's current events - Regular, Year Round and renewed Year Round Events - are listed there on the left.
- 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.

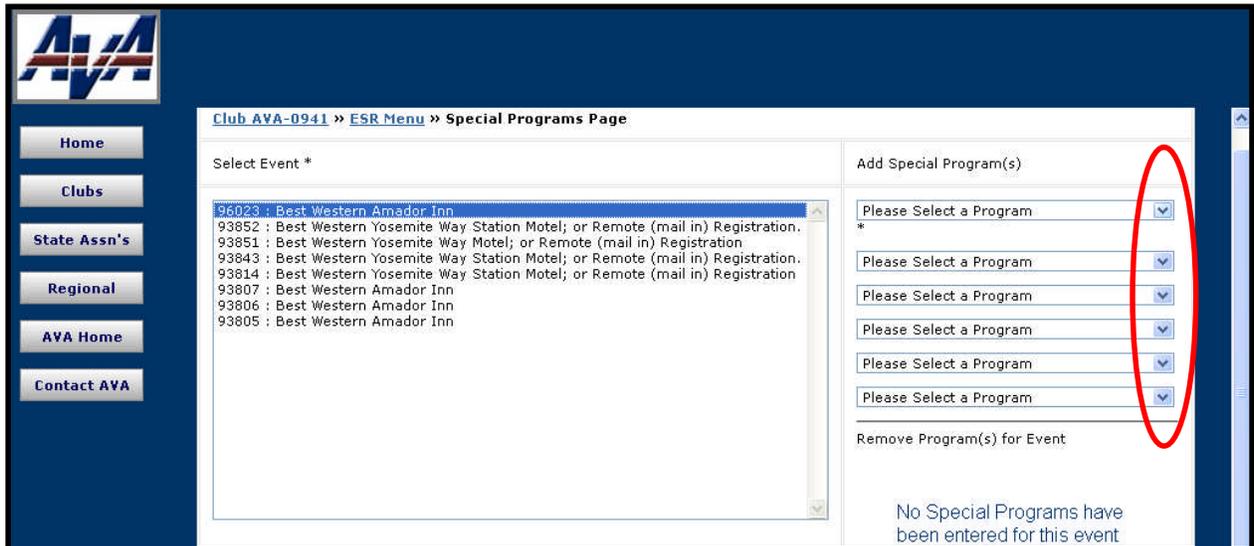


Figure 3b – Special Programs Page

- 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.

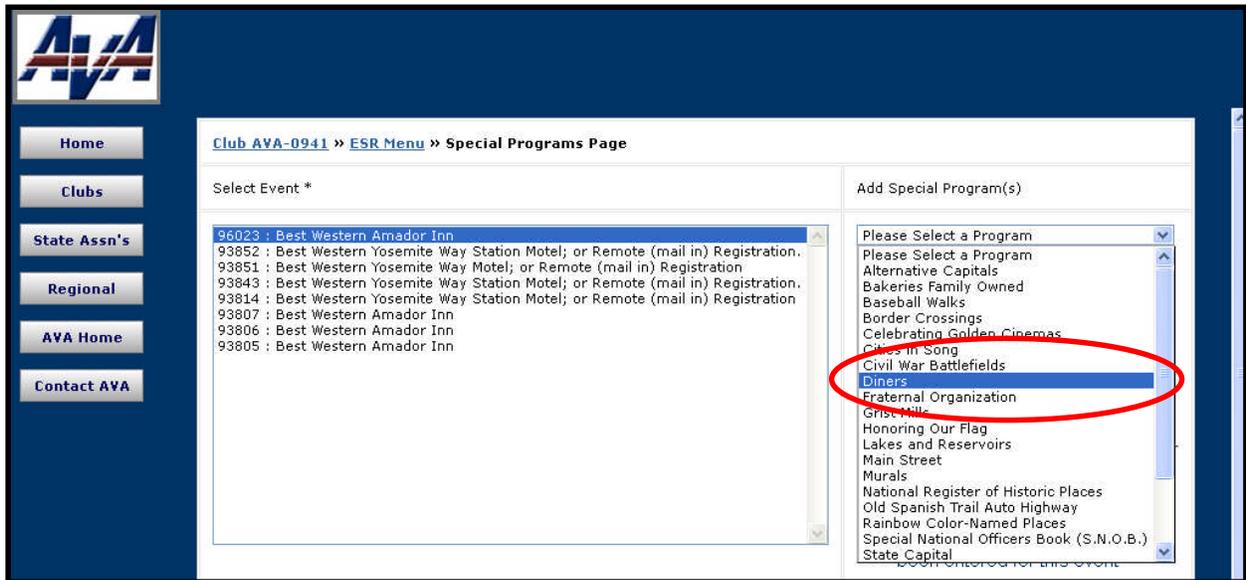


Figure 3c – Special Programs Page

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.

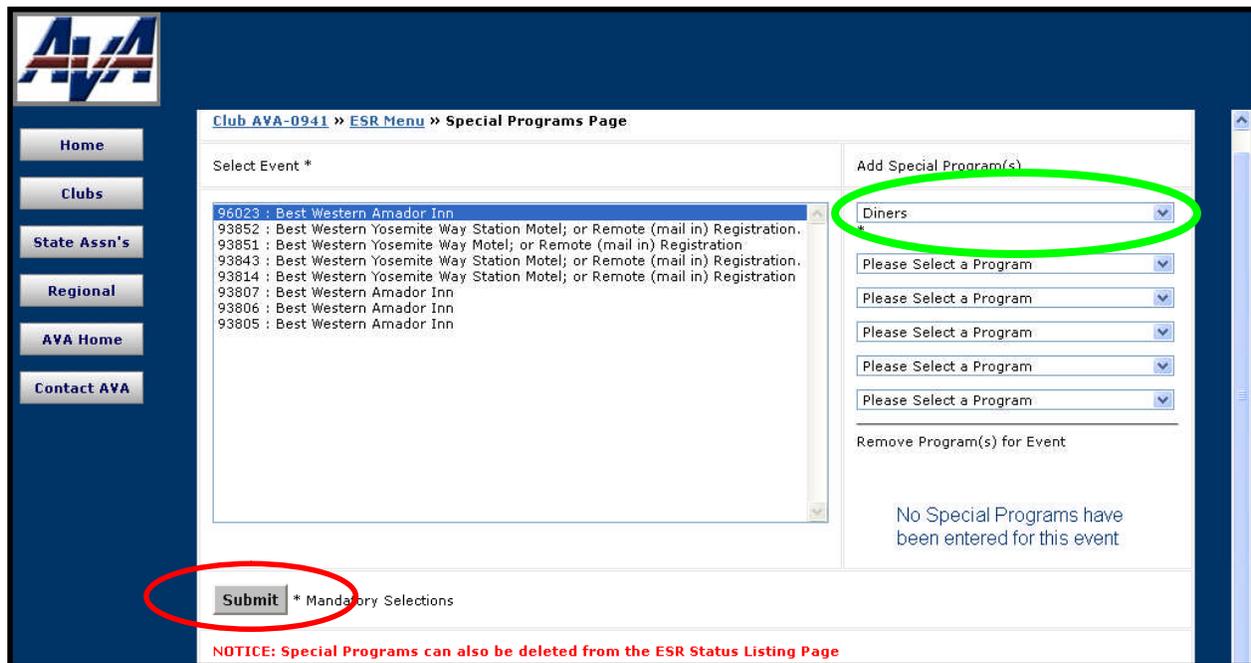


Figure 3d – Special Programs Page

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.

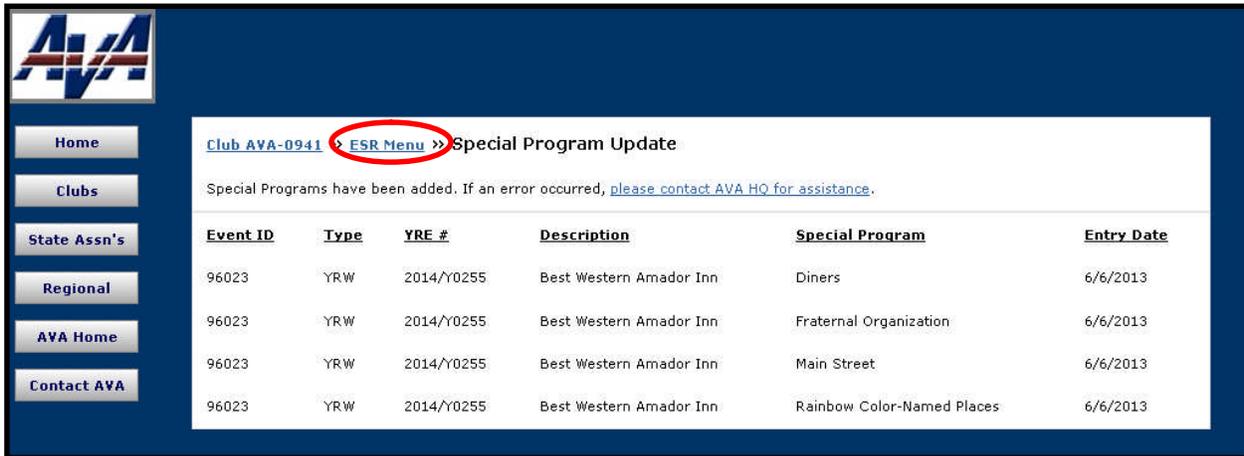


Figure 4 – Special Classification Update Page

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, [Club AVA-0941](#) 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.

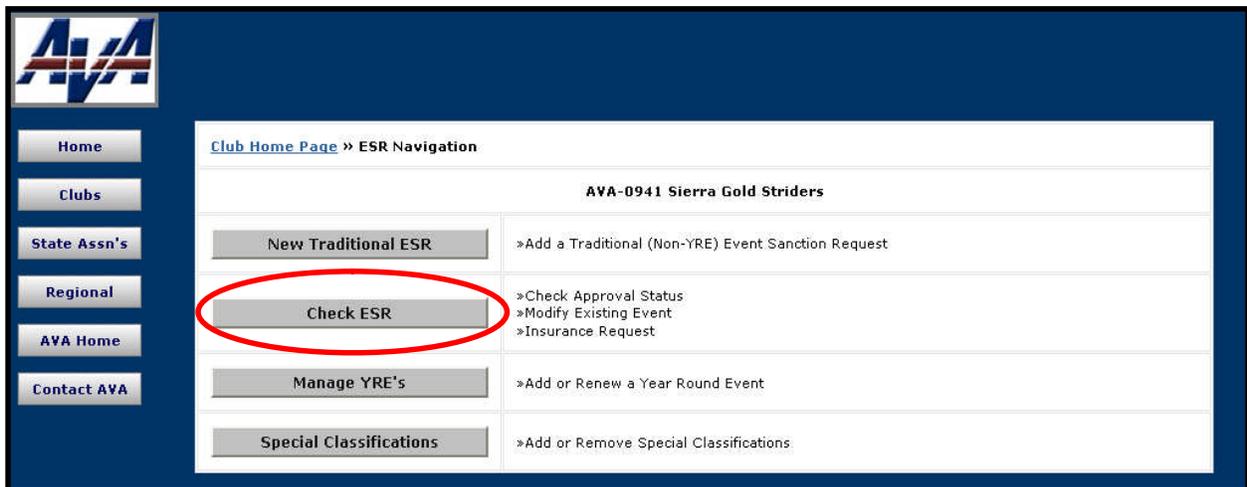


Figure 5 – ESR Navigation Page

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

Club ESR Status Listing
(sorted by entry date)
club: AVA-0941 Sierra Gold Striders
[Return to ESR Navigation Page](#)

Event ID	Event City / State or Country			Insurance Request Date (click to request)	Entry Date	Approvals
Type	YRE #	Start	End	Special Program	Stamp Issued	Modify ESR
96023	Jackson - Town - Amador County, CA Starting Point Listing			Click to Request Insurance REQUEST	6/5/2013 1:59:09 PM	Approvals
YRW	2014/Y0255	(1/1/2014)	(12/31/2014)	Special Program Listing		Edit
93852	Yosemite National Park - Clouds Rest - Mariposa County, CA Starting Point Listing			Click to Request Insurance REQUEST	7/22/2012 6:01:56 PM	Approvals
YRSW	2013/Y0734	(5/1/2013)	(10/31/2013)	Special Program Listing		Edit Participation Report

Figure 6– ESR Status 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.

[Back to Previous Page](#)

Diners
72888 Delete this Special Program
Fraternal Organization
72889 Delete this Special Program
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.