

Submitting ESR – Year Round 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.

To enter an Electronic Sanction Request for a Year Round or Seasonal 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.

Welcome to the AVA Club Homepage

| | |
|----------------------------|---------------------------------------|
| Club Number | AVA-0941 |
| Membership | 30 |
| Club Name | Sierra Gold Striders |
| Official Address | P.O. Box 1253 Twain Harte CA 95383 |
| Shipping Address | P.O. Box 1253 Twain Harte CA 95383 |
| Financial Address | P.O. Box 1253 Twain Harte CA 95383 |
| Official Contact | Philip Jones - (209)586-0597 |
| E-Mail | sierragoldstriders@att.net |
| Web Listing - City / State | Twain Harte, CA |
| Club Website | |
| Last Officer Update | 11/2/2012 |
| Last Financial Update | 8/1/2012 |

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

Figure 1 - Club Home Page

1. After you have collected all the information you need for the Electronic Sanction Request (ESR), click on the **Events** button to get to the ESR Navigation page.

Club Home Page » ESR Navigation

AVA-0941 Sierra Gold Striders

| | |
|-------------------------|--|
| New Traditional ESR | >Add a Traditional (Non-YRE) Event Sanction Request |
| Check ESR | >Check Approval Status >Modify Existing Event >Insurance Request |
| Manage YRE's | >Add or Renew a Year Round Event |
| Special Classifications | >Add or Remove Special Classifications |

Figure 2 – ESR Navigation Page

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

AVA

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

Year Round Events Listing for
(sorted by entry date)

Club #: AVA-0941 Sierra Gold Striders

[Return to ESR Navigation Page](#)

[Create New YRE](#)
[Add Special Program](#)

| Event ID | City - Event Name | | | Renew Your Event |
|----------|--|------------|------------|-------------------------------------|
| Type | YRE Number | Start Date | End Date | |
| 93852 | Yosemite National Park - Clouds Rest - Mariposa County | | | |
| YRSW | 2013/Y0734 | 5/1/2013 | 10/31/2013 | |
| | Renew Event | | | <input type="checkbox"/> No Renewal |
| 93851 | Yosemite National Park - Half Dome - Mariposa County | | | |
| YRSW | 2013/Y0765 | 5/1/2013 | 10/31/2013 | |

Figure 3 – ESR Navigation Page

- You have two choices on this page, to create a new Year Round Event or add Special Programs to existing YREs. Right now you are going to create a new YRE. (Special Programs may be added from here, or you may follow the instructions in module Adding Special Programs.)
- Click on [Create New YRE](#) to get to the Year Round Events New Event Entry page.

Year Round Events
New Event Entry
club: Sierra Gold Striders
Return to Club Page

CAPLOCKS key is OFF before typing - All information is reviewed before final posting to the website

Club Number: Make sure the club# matches AYA-0941

Please Select Region
Select Region for EVENT

Event Dates: Start Date: (MM/DD/YYYY) End Date: (MM/DD/YYYY)
MM/DD/YYYY to MM/DD/YYYY

Event Type: Year Round Walk

State Assn: Select State Assn
(Select a State Assn for the EVENT location if applicable)

Start Point Only
(website basic info)
(max 255 characters)

Extended Description
(event info: Starting Point book)
(website more details)

Figure 4a - Year Round Events New Entry Page

5. Take a minute and read the marquee flowing across the top of the page, then start filling in the information you have collected, scrolling down and entering information as you go.
6. 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.
7. You need to be extra careful with the **Start Date** and **End Date**, making sure that these are future dates.
8. The default setting for **Event Type** is Year Round Walk; if your ESR is for another type of event, or a Seasonal Event, click on the check box and take you pick from the drop down menu.
9. If there is a State Association in the state *where the event is to be held*, make the appropriate selection for the **State Assn** drop down menu.
10. Note that the **Start Point Only** field means Start Point ONLY. It's looking for something like, "McDonalds, or Starbucks, or Mama's Café" and nothing more. This is where the "walk box" is located; where event registration takes place.
11. **Extended Description** is where you "sell" your event. Be frugal, but provide trail information that will encourage participation. Hints about sunscreen, water, snakes, heat, would be good information for walkers to have, for example.
12. The **Select Region for EVENT**, **Start Date**, **End Date**, **Start Point Only**, and **Extended Description**, fields shown on this Figure are required. You will receive error messages if you try to submit the ESR without them.

Details

Start Point Address and Driving Directions
(Start Point: Starting Point book)
(website more details)

Event City
(website basic info)

Event Name
(website basic info)

Event State
(website basic info) Select State

Distance
(website basic info)

Event Website
(website basic info)

Enter website address only!
(ie: www.xyz.com/walkerevent.htm)
DO NOT ADD "HTTP://:" to listing

Point of Contact

| | | |
|---|-----------------------------------|----------------------|
| (Name - First & Last) | (Address) | |
| (City) | (State) (XX) | (Zip) (numbers only) |
| (Phone) (numbers only please! no "()" or "-") | (E-Mail Address) (ie: web@avaorg) | |

Figure 4b - Year Round Events New Entry Page

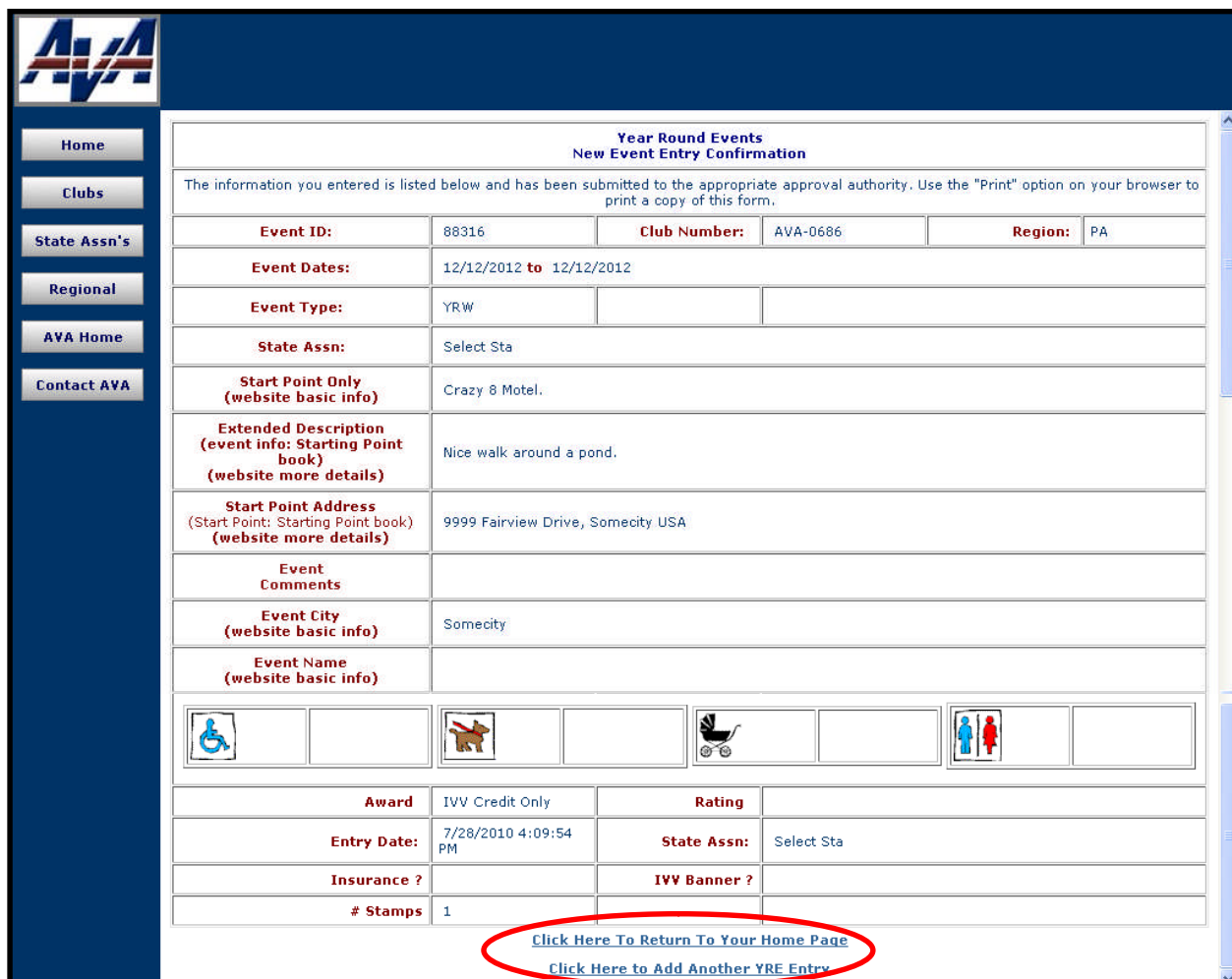
13. Include the ZIP code with the **Start Point Address and Driving Directions** to the "walk box" location. Try to limit driving directions to no more than two.
14. Enter the city/town/village where the "walk box" is located in the **Event City** field.
15. **Event Name** is an optional field, but if your event has a name (very helpful for cities/locations with multiple events), enter it in this field and nowhere else.
16. Select the **Event State** from the drop down menu.
17. Enter the distance(s) of the event route(s) in the **Distance** field.
18. **Event Website** is another optional field, but if your club has a website and it will have information on this event, you should enter it.
19. The **Start Point Address and Driving Directions**, **Event City**, **Event State**, **Distance**, and all of the **Point of Contact** fields shown on this figure are required. You will receive error messages if you try to submit the ESR without them.

Figure 4c - Year Round Events New Entry Page

20. Use Table 1 – Trail Rating to determine **Incline Rating** and **Terrain Rating**.
21. The **Award Type** field shown on this figure is required. You will receive the error message shown at Figure 6q if you try to submit the ESR without it.
22. Although the **Special Information**, **Event Rating** and **# Stamps** fields are optional, it is strongly recommended that they be filled in...strongly recommended.
23. Double check your entries, and then click on the **Submit** button. This will take you to the Year Round Events New Event Entry Confirmation page.




| | Part 1 – INCLINE/ELEVATION | | Part 2 - TERRAIN |
|---|---|---|---|
| 1 | Very small hills or very little stair climbing. Probably suitable for strollers and wheelchairs. Cumulative elevation gain from Starting Point: up to 200 feet. | A | Almost entirely on pavement. |
| 2 | Some moderate hills and stair climbing. Probably suitable for strollers. May not be suitable for wheelchairs. Cumulative elevation gain from Starting Point: 200 - 1000 feet. | B | A significant part of the route is on well-groomed trails with very few obstacles. |
| 3 | Some significant hill or stair climbing. Not suitable for strollers or wheelchairs. Cumulative elevation gain from Starting Point: 1000 - 2000 feet. | C | A significant part of the route is on somewhat difficult terrain (rocky/rooted paths or soft sand.) |
| 4 | Lots of significant hills or stair climbing. Cumulative elevation gain from Starting Point: 2000 - 3500 feet. | D | A significant part of the route is on very difficult terrain. |
| 5 | Many steep hills. Cumulative elevation gain from Starting Point: more than - 3500 feet. | E | The majority of the route is on very difficult terrain. |

Table 1 – Trail Rating



**Year Round Events
New Event Entry Confirmation**

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: | 88316 | Club Number: | AVA-0686 | Region: | PA |
| Event Dates: | 12/12/2012 to 12/12/2012 | | | | |
| Event Type: | YRW | | | | |
| State Assn: | Select Sta | | | | |
| Start Point Only (website basic info) | Crazy 8 Motel. | | | | |
| Extended Description (event info: Starting Point book) (website more details) | Nice walk around a pond. | | | | |
| Start Point Address (Start Point: Starting Point book) (website more details) | 9999 Fairview Drive, Somecity USA | | | | |
| Event Comments | | | | | |
| Event City (website basic info) | Somecity | | | | |
| Event Name (website basic info) | | | | | |
|  | |  | |  | |
| Award | IVV Credit Only | Rating | | | |
| Entry Date: | 7/28/2010 4:09:54 PM | State Assn: | Select Sta | | |
| Insurance ? | | IVV Banner ? | | | |
| # Stamps | 1 | | | | |

[Click Here To Return To Your Home Page](#)
[Click Here to Add Another YRE Entry](#)

Figure 5 - Year Round Events New Entry Confirmation Page

24. This page confirms that you have indeed submitted an ESR for a Year Round Event, and reveals the information that you entered. It is suggested that you use your browser's print capability to print a copy of the report for your files.
25. Scroll to the bottom of the Confirmation page.
26. You have printed the confirmation page – highly recommended – and have two options left; [Click Here To Return To Your Home Page](#) or [Click Here to add Another YRE Entry](#).
27. You haven't actually finished with this ESR yet; you may have some Special Programs to add. Click on [Click Here To Return To Your Home Page](#) to return to the club home page, then follow the instructions in the Adding Special Programs module.