

• **How to designate a Traditional Event as ACE-T, ACE-Y, or ACE-P**

1. **Clubs:** Create a new Traditional Event with the number of stamps set to 0.
2. **Clubs:** Notify your RD (via email) to designate the event in question as either ACE-T, ACE-Y, or ACE-P
3. **RDs:** Employ the RD event editing interface to change the Event Category of the event in question to the requested ACE type (using the drop down event category selection feature, also used to designate an event as PPSF).
4. **Clubs:** Guidelines for AVA Community Events can be found in Section 5 of the AVA Policy Manual on the [ava.org](http://www.ava.org/policymanual/Policy_Manual_2018.pdf) website, found via the following link: [http://www.ava.org/policymanual/Policy\\_Manual\\_2018.pdf](http://www.ava.org/policymanual/Policy_Manual_2018.pdf)
5. **Clubs:** Upon completion of the event, enter participation data in the usual way for a Traditional Event by clicking on the "Participation Report" button, for the event in question, on the "Club ESR Status Listing" page.

• **How to get annual approval and enter participation data for ACE Weekday Guided events (ACE-WG)**

1. **Clubs:** You must first request RD approval to do ACE-WG events for a given year by following the steps (2-4) detailed below.
2. **Clubs:** Login to the AVA ESR system, then click on "EVENTS" which will display a page containing 5 buttons as shown below:

<b>New Traditional ESR</b>	»Add a Traditional (Non-YRE) Event Sanction Request
<b>Check ESR</b>	»Check Approval Status »Modify Existing Event »Insurance Request
<b>ACE-WG</b>	»Request Annual Approval to do ACE-WG Events »Check Status of ACE-WG Approval »Enter Participation for Individual ACE-WG Events
<b>Manage YRE's</b>	»Add or Renew a Year Round Event
<b>Special Programs</b>	»Add or Remove Special Programs

3. **Clubs:** Notice there is a new "ACE-WG" button. Click on this button to display a page similar to the following:

**My AVA** Fun, Fitness, and Friendship Manage My Account Logout

Up Participation Home YRE / Seasonal Traditional / ACE **ACE-WG** Invoices

**AVA-0238 - ACE Weekday Guided reporting** Help

**Basic instructions:**

**STEP 1:** Request approval from your RD for your club to hold ACE-WG events by checking the box for a specific year. An email will be sent to them alerting them to your request. Once approved, you may hold events.

Fill in the form as soon as possible after the event. Certainly within 10 days.

There is a confirmation page prior to saving the form. Carefully review your submission before saving it. There is no way to modify the submission if the information is not correct.

All fields in the form are required.

**ACE-WG APPROVAL**

Check the box for the year you wish approval from your RD. Unchecking the box will remove the approval.

2018 **NO REQUEST**

2019 **NO REQUEST**

**Must be today, or a past date, then time**

**Free**  **Paid**

**I attest that the following is true:**

A map of the route is on file

Everyone signed an AVA waiver

**Full name of guide**

**Guides phone #**

**Their email address (optional)**

**PENDING APPROVAL**

4. **Clubs:** On this page, select the year that your club wishes to be approved for. (In the future, this will automatically create and send an email to your RD indicating your active request.) For now, manually create an email requesting ACE-WG approval and send to your RD to expedite approval. Below is a portion of this page showing a pending approval status for 2018:

**ACE-WG APPROVAL**

Check the box for the year you wish approval from your RD. Unchecking the box will remove the approval.

2018      **APPROVAL PENDING**

2019      **NO REQUEST**

5. **RDs:** Upon receipt of a ACE-WG approval request email, you should login to AVA ESR system (as an RD) and click on the "Navigation" button to display the RD Nav page. A portion of this page is displayed below:

Click here to return

Clubs Missing Updates (Clubs that have not submitted officer, financial data, or e-cards in this a calendar year)	<a href="#">View Listing</a>
Club Officer Listing for this Region	<a href="#">View Listing</a>
Clubs Officer Updates (Select clubs that have submitted officer updates)	MM/DD/YYYY <a href="#">Display</a> Enter beginning date range as mm/dd/yyyy
Annual Approval of Clubs conducting ACE-WG Events	<a href="#">Go to RD Home on my.ava.org</a>
YREs not Renewed V2 (all open in new window)	<a href="#">YRE/SEs Not Renewed</a> <a href="#">YRE/SEs No except events that club has chosen</a>
List of ESRs in your Region ALL States (display)	Select Type ▼    Not Approved ▼ <a href="#">Display</a> app

List of ESRs in your Region

6. **RDs:** On RD Nav page, notice the new row, "Annual Approval of Clubs conducting ACE-WG Events" with an adjacent button, "Go to RD Home on my.ava.org". Click on this button.
7. **RDs:** In the near future, any pending approvals will be displayed on this (home) page. For now click on the "Approvals" tab to display the ACE-WG approval status for all clubs in your region. Notice a distinctive arrow shows clubs requesting ACE-WG approval as shown in a portion of the page below:

**My Ava** Fun, Fitness, and Friendship      My Club    Logout

ACE-WG

ACE Weekday Guided approvals [Help](#)

ACTIVE REQUESTS

Communicating with server  
Change is accepted

AVA - Atlantic Region (REG-AT)	2018	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
	2019	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
DISTRICT OF COLUMBIA			
DELAWARE			
First State Webfooters (AVA-0065)	2018	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny
	2019	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
MARYLAND			
Annapolis Amblers (AVA-0595)	2018	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

8. **RDs:** Approve/deny club ACE-WG request(s) for a given year by checking-off the appropriate boxes as you see fit.

9. **Clubs:** After your RD has approved your annual ACE-WG request, your club ACE-WG Participation page will indicate this approval as shown below:

**ACE-WG APPROVAL**

Check the box for the year you wish approval from your RD.  
Unchecking the box will remove the approval.

- 2018      **USE APPROVED**
- 2019      **NO REQUEST**

10. **Clubs:** You may now do individual ACE-WG events for the year approved as per the guidelines in Section 5 of the AVA Policy Manual on the [ava.org](http://www.ava.org/policymanual/Policy_Manual_2018.pdf) website, found via the following link:  
[http://www.ava.org/policymanual/Policy\\_Manual\\_2018.pdf](http://www.ava.org/policymanual/Policy_Manual_2018.pdf)
11. **Clubs:** After completing each individual ACE-WG event, return to your ACE-WG participation page via the "ACE-WG" button on your club's Events page and enter the required participation data into entry boxes on the right side of the page (See the page image for step 3).  
Participation data for each individual ACE-WG event must be entered and submitted separately. The bottom of the page will display the most recent previously submitted participation data and its billing status.