

Submitting Electronic Event Participation Reports

Paragraph 4.11 of the AVA Policy Manual establishes parameters for After Action Reporting. It is highly recommended that clubs become familiar and stay current with the policy.

The Policy Manual, *current as of June 2013*, establishes that the Event Participation Report for Traditional Events must be received at AVA Headquarters by the thirtieth day after the last day of the event and that the quarterly participation report for Year Round and Seasonal Events must be received 30 days after the reporting quarter. It is strongly recommended that the report be submitted quickly to minimize the possibility of forgetting about it until the embarrassing late fee reminder is received and the club suffers the additional embarrassment of finding itself to be not in good standing.

To submit an After Action Report, 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 **Club** 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.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.



Figure 1 - Club Home Page

1. From your AVA Club Homepage, click on the **Events** button to get to the ESR Navigation page.

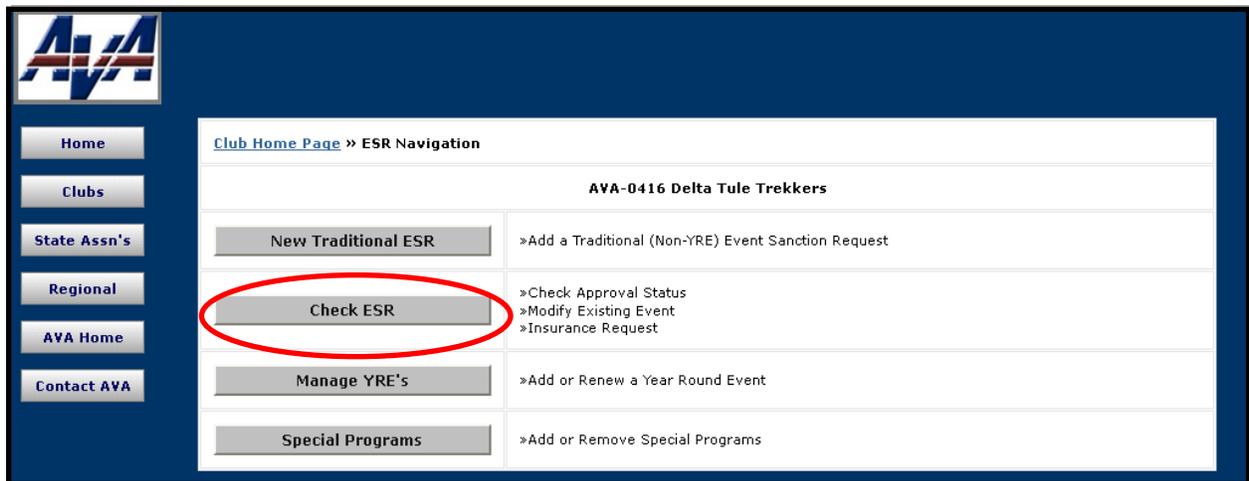


Figure 2 - Club ESR Navigation Page

2. Click on the **Check ESR** button to reach the Club ESR Status Listing Page.



Figure 3 - Club ESR Status Listing Page

3. Locate the correct **Event ID** number for the report, **95712** in this example, and note that in the bottom right corner of the box there are two buttons; click on the button labeled **Participation Report** to reach the Event Participation Updates page.

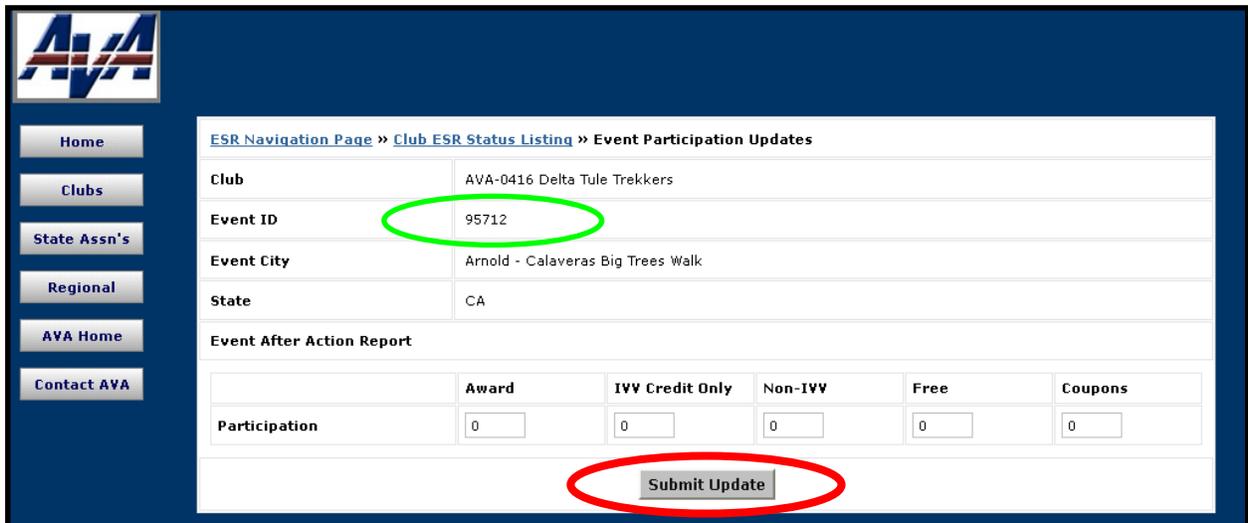


Figure 4a - Traditional Event Participation Updates Page

4. Check the **Event ID** to ensure that you are about to enter data for the correct Traditional Event.
5. The values have already been set for zero, so you just need to enter the appropriate numbers in the five categories across the bottom of the form, double check, and then click the **Submit Update** button.

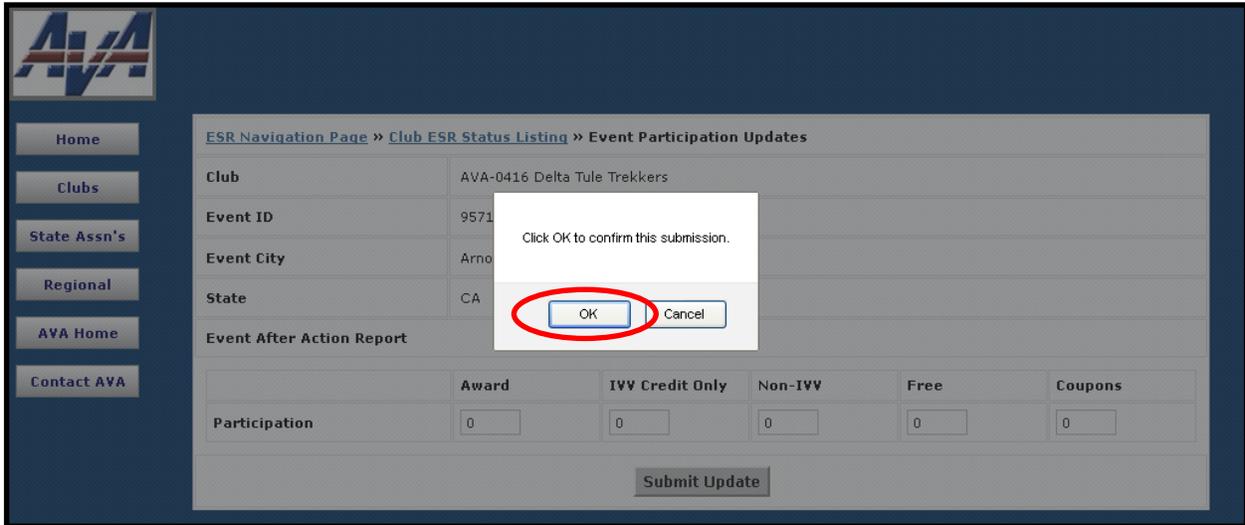


Figure 4b – Submit Confirmation Popup

6. When you click on **Submit Update** a popup will appear asking for confirmation. This is yet another opportunity for you to verify the participation numbers.
7. Click **OK** to submit your report, or **Cancel** if you want to make changes.

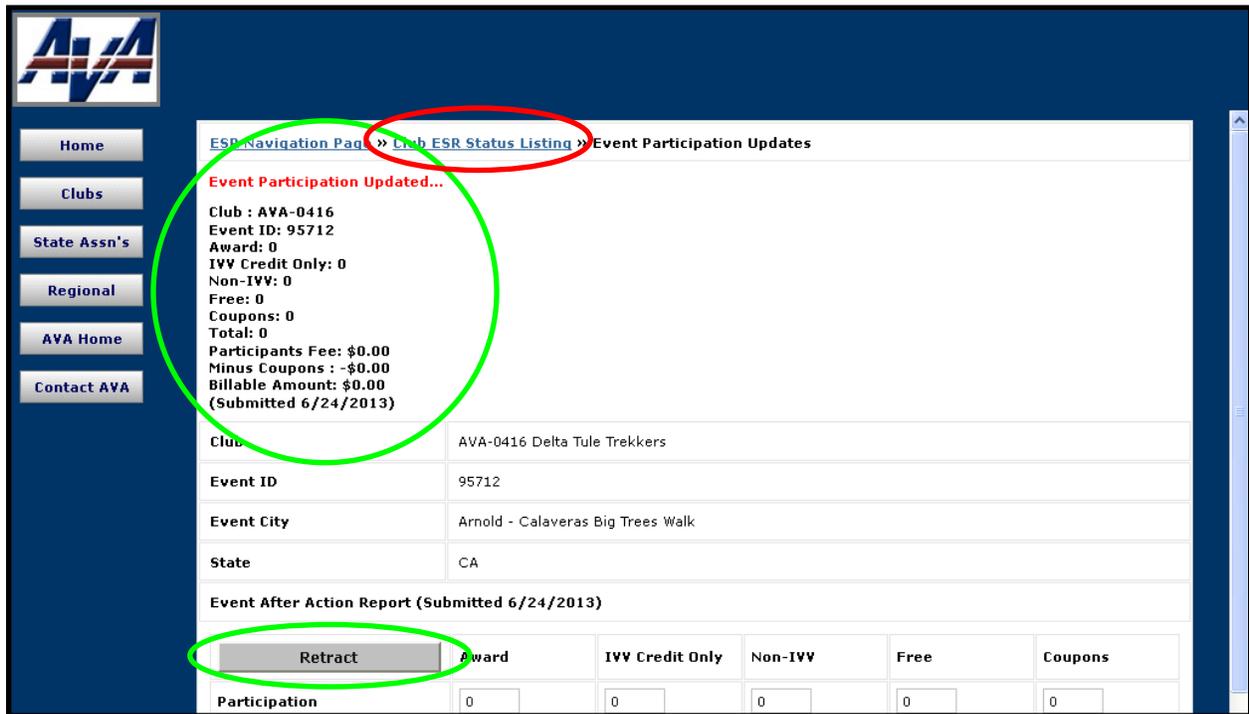


Figure 4c - Traditional Event Participation Updates Page – Updates Confirmed

8. Once the update information is submitted, a confirmation message will be displayed in the upper left of the Event Participation Updates page, and a **Retract** button will also be shown.
9. If the numbers are not what you intended, click on the **Retract** button to reset the form to all zeros and try again. (See page 3, Figure 4a)

You must make the correction immediately. The ESR and the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters.

10. We urge you to use your internet browser's print capability to print this page before leaving it (the message will vanish when you leave the page and the electrons will be recycled).
11. An automatic e-mail notice is sent to the club POC showing the participation data that was entered. A sample email is shown on the page 8. Instructions on disposition of Free Walker Coupons can be found on page 9.
12. Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.
13. Click on [Club ESR Status Listing](#) and we will see what it takes to submit a quarterly report for a Year Round Event.

ESR Navigation Page » Club ESR Status Listing » Event Participation Updates

Club AVA-0941 Sierra Gold Striders
 Event ID 93806
 Event Number 2013/Y0255
 Event City Jackson - Town - Amador County
 State CA
 Event Dates 1/1/2013 - 12/31/2013

YRE / Seasonal Quarterly Participation Report

Please fill in the checkbox with a mouse-click and enter the participation data for the quarter(s) you're submitting. Verify the quarter(s) you're submitting fall within the Event Dates (1/1/2013 - 12/31/2013). Quarters previously submitted are read-only. Incorrect submissions may be retracted and re-submitted.

Quarter	Award	IVV Credit Only	Non-IVV	Free	Coupons
<input checked="" type="checkbox"/> 1 (Submitted 4/18/2013) Item Billed	<input type="text" value="0"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> 2 (Apr 1 - Jun 30) Due: 7/31/2013	<input type="text" value="0"/>				
<input type="checkbox"/> 3 (Jul 1 - Sep 30) Due: 10/31/2013	<input type="text" value="0"/>				
<input type="checkbox"/> 4 (Oct 1 - Dec 31) Due: 1/31/2014	<input type="text" value="0"/>				

Figure 5a - Year Round/Seasonal Event Participation Updates Page

14. The values have already been set for zero, so you just need to enter the appropriate numbers in the five categories, double check and click on the **Submit Update** button.

All fields must have a number entered that is equal to or greater than zero.
 For quarterly submission, make sure you check the box for the quarter you are submitting.

Figure 5b – Quarterly Report Error Message

15. Make certain that you have checked the applicable **Quarter**, or you will receive an error message.
16. Click **OK** and *now* check the **Quarter** box.

17. Click on the **Submit Update** button again.



Figure 5c – Submit Confirmation Popup

18. A popup will appear when you click on **Submit Update**, asking for confirmation. This is another opportunity for you to verify the participation numbers.

19. Click **OK** to confirm the submission, or Cancel if you want to make changes.

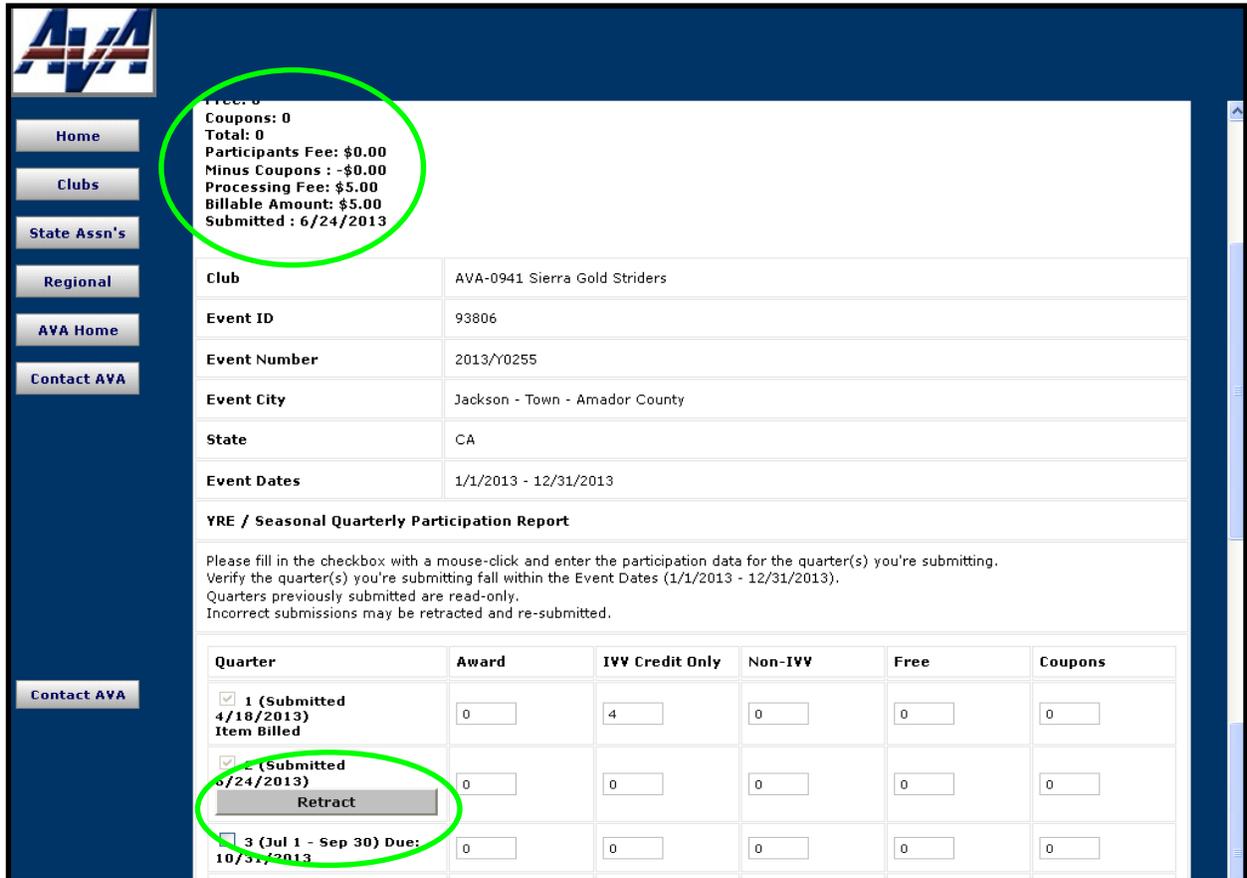


Figure 5d – Report Confirmation Message

20. A confirmation message will be displayed in the upper left of the Event Participation Updates page after the quarterly report is submitted, and a **Retract** button will be shown with the quarter entry line. (Note in Figure 5d that the First and Second Quarter reports have been submitted for this Year Round Event and that billing has been accomplished. Also note that the **Retract** buttons have disappeared. The same will occur for subsequent quarterly reports.)

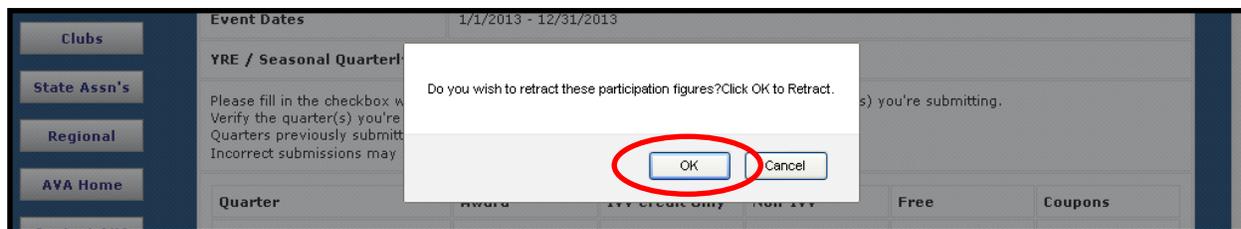


Figure 5e – Retract Confirmation Popup

21. If the numbers are not what you intended, click on the **Retract** button to try again. You will then get a popup asking you if you really want to retract your report.
22. Click on **OK** to retract your report and start all over at step number 14 on page 6.

Note: You must make the retraction immediately. As shown in Figure 5d, the retract capability goes away once the billing report has been printed at Headquarters. In that case, you will need to call Headquarters. You can also "correct" errors by adjusting the participation numbers in the report for the next quarter. Of course you will need to maintain your records and remember to make the adjustments.

23. Click on [Club ESR Status Listing](#) to make additional reports, or click on [AVA Home](#) to return to the AVA Home Page.



Figure 6 – Automatic Email

24. An automatic e-mail notice is sent to the club POC showing the participation data that was entered (see Figure 6). You might consider saving this email in an appropriately labeled folder in your email manager, Outlook or Outlook Express. You should consider using your internet browser to print this page before exiting the page (the message and **Retract** button will vanish when you leave the page).
25. Send no money now; just sit back and wait for the statement.



Figure 7 – Example Free Walker Coupon

Free Walker Coupons received for Traditional Event participation must be submitted by mail to the AVA Headquarters along with the IVV Certification Stamp post-marked within ten days after the event.

Free Walker Coupons received for Year Round and Seasonal Event participation must be submitted by mail to the AVA Headquarters no later than 30 days after the end of the quarter in which they are reported. However, clubs may elect to hold the Free Walker Coupons and include them in the fourth quarter for Year Round Events or the final report for Seasonal Events. These coupons must be mailed and post-marked within 30 days after the close of the season or calendar year.

All Free Walker Coupons must contain the club number and the five digit AVA Event Number on the back of the coupon as illustrated in Figure 7.

Do not send coupons to Headquarters unless they have been reported electronically. The club will not receive credit for coupons unless they are first entered on the participation report. This applies to both Traditional and Year Round/Seasonal Events.