

Adding Special Events

The Special Events Program has 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 Events 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 Events to your Electronic Sanction Requests...if there are any.

To enter Special Event 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 click on [Club Events Data](#).
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-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

Navigation buttons on the right:
Club Info
Events
Instructions
Officer Update
State Rep Upd

Figure 1 - Club Home Page

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

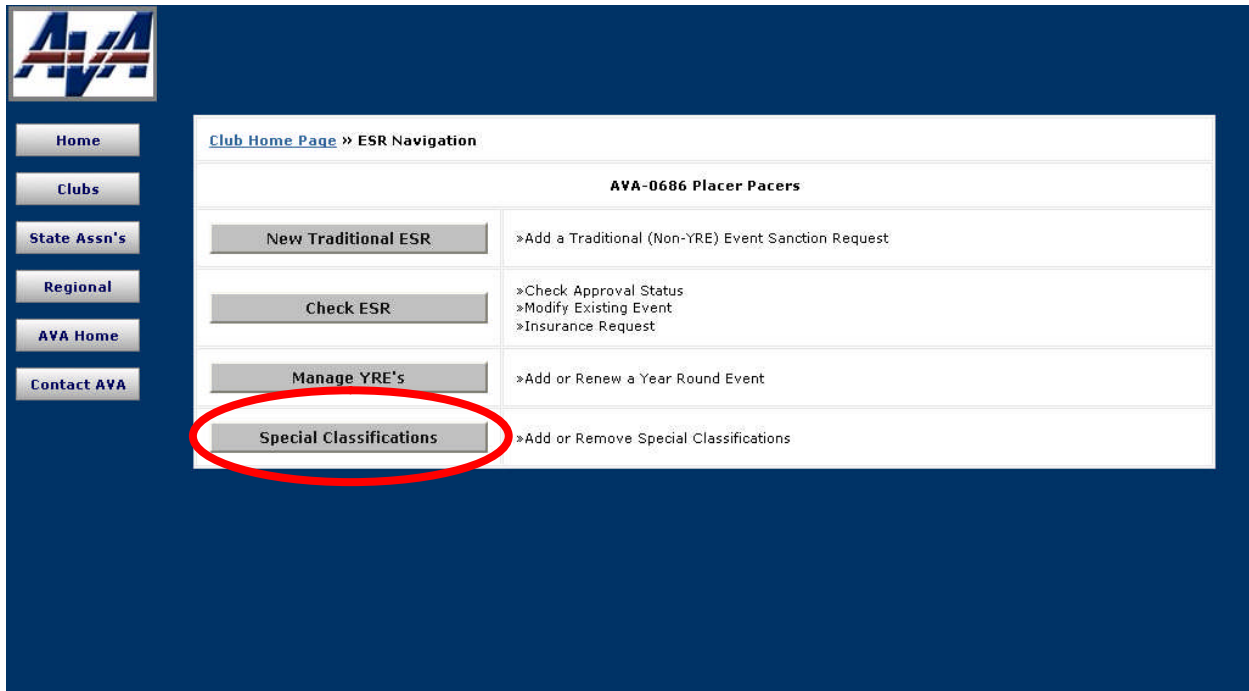


Figure 2 – ESR Navigation Page

Okay, here you are in the ESR Navigation Page; you've entered the ESR and now you want to add Special Events.

[This is an annual exercise for your YREs and Seasonals. You will have to add Special Events for them again next year.]

Click on the button labeled **Special Classifications** there at the bottom. This will take you to the Special Classification Page.

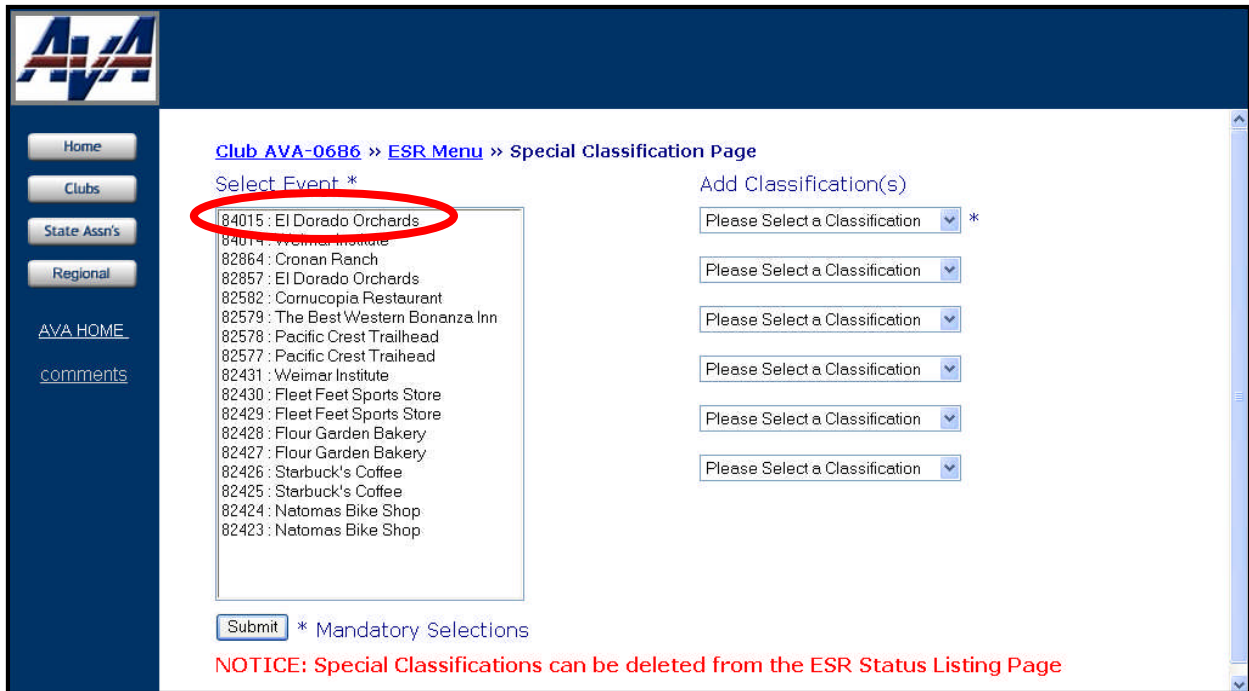


Figure 3a – Special Classification Page

- 1) Your club's current events - Regular, Year Round and renewed Year Round Events - are listed there on the left.
- 2) 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

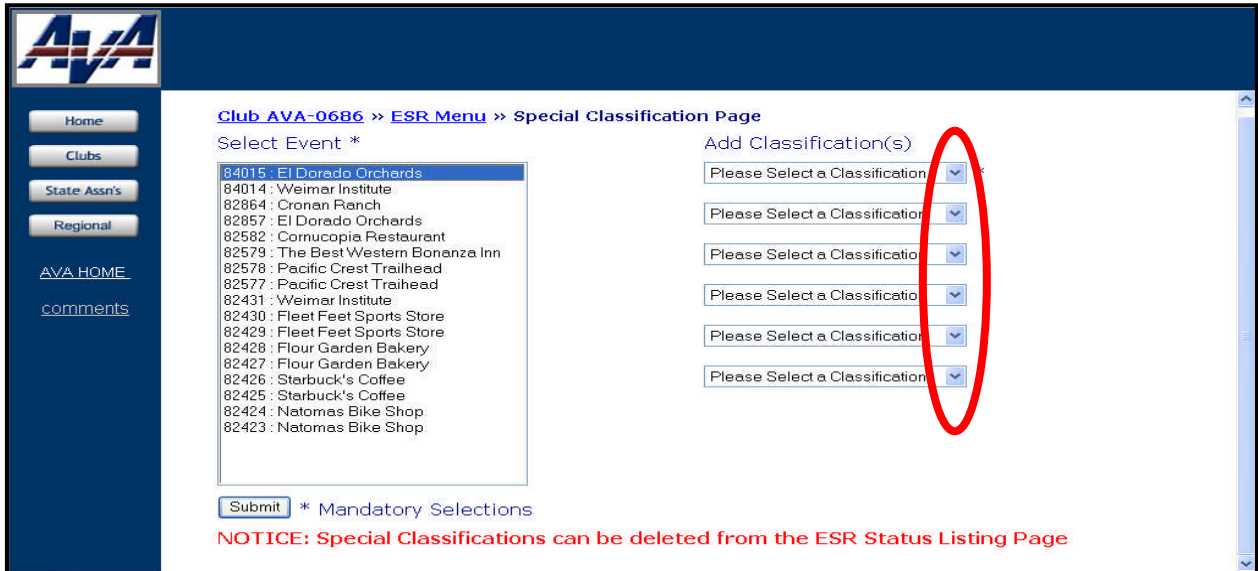


Figure 3b – Special Classification Page

- 3) You are now able to add the Special Events – six at a time – in those little boxes to the right. Go ahead and click on the check mark of the first box, it is mandatory, there with the Please Select a Classification and you will get a drop down (sometimes it drops up) menu with the whole list of current Special Events as shown in Figure 3c.

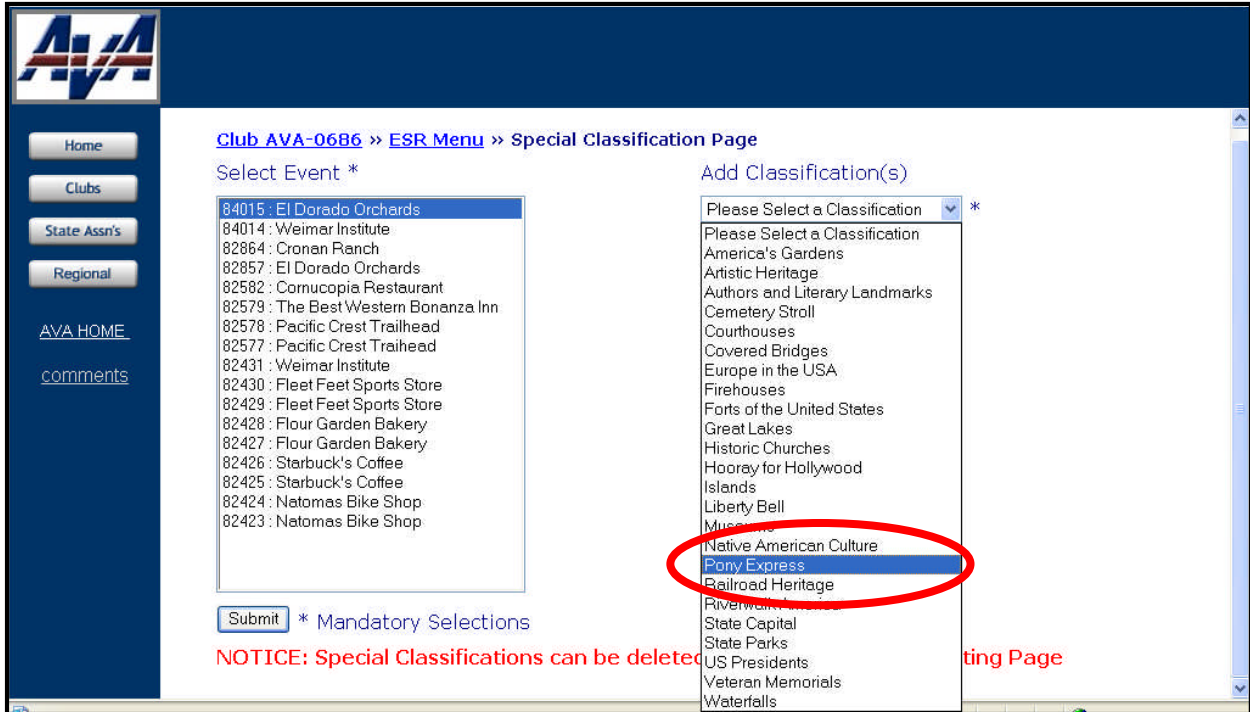


Figure 3c – Special Classification Page

- 4) Note that Pony Express is shaded in blue. That is because it is about to be selected – the unseen cursor is hovering over it.
- 5) That is the one you want, so click on it.

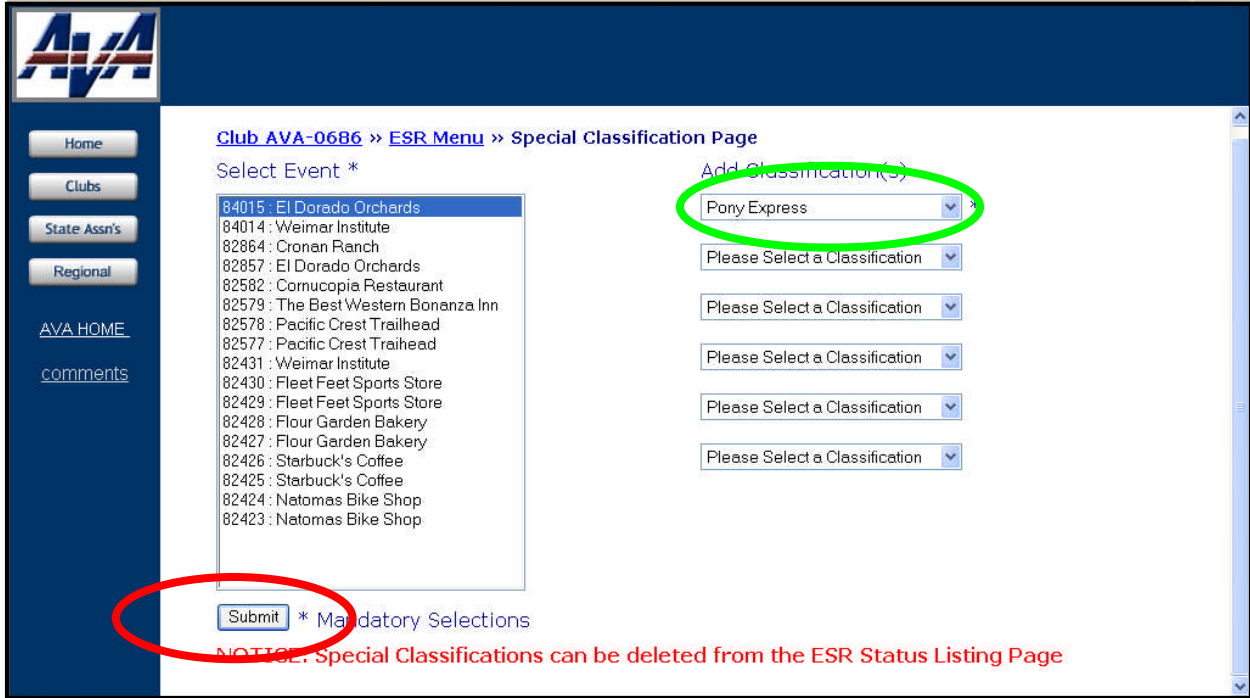


Figure 3d – Special Classification Page

- 6) Note that Pony Express appears in the box.
- 7) You may repeat this operation and select five more Special Events.
- 8) Once you have made your selections, click on the **Submit** button there on the bottom left to get the Special Classification Update page.

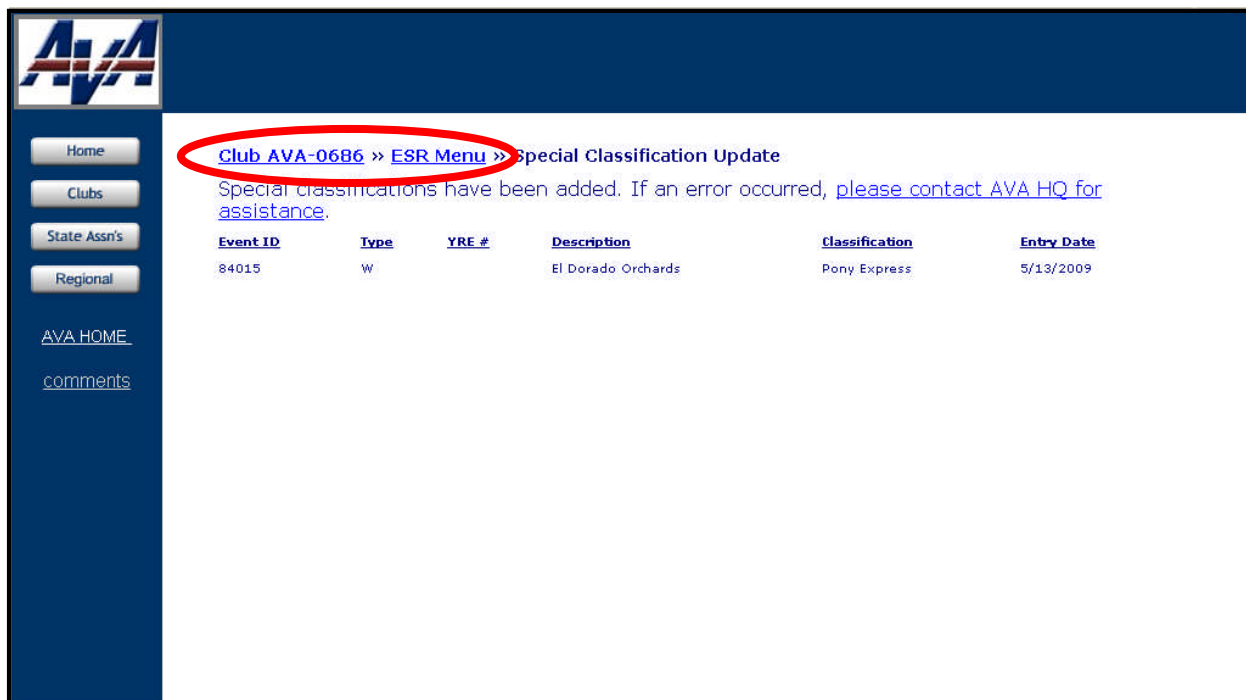


Figure 4 – Special Classification Update Page

- 9) This page confirms that you have added a Special Event(s) to the event indicated.
- 10) If your event qualifies for more than six Special Events, you get to repeat the whole process, adding six Special Events at a time until you are finished or fed up.
- 11) Click on [ESR Menu](#) to return to the ESR Navigation Page to add more Special Events.
- 12) Click on the club identification number, [Club AVA-0686](#) in this example, to return to the Club Home Page.
- 13) That's all there is to adding Special Events to your event. But, remember, you have to do this EVERY YEAR for your club's Year Round and Seasonal Events.
- 14) Made a mistake? Then click on [ESR Menu](#) to return to the ESR Navigation Page.

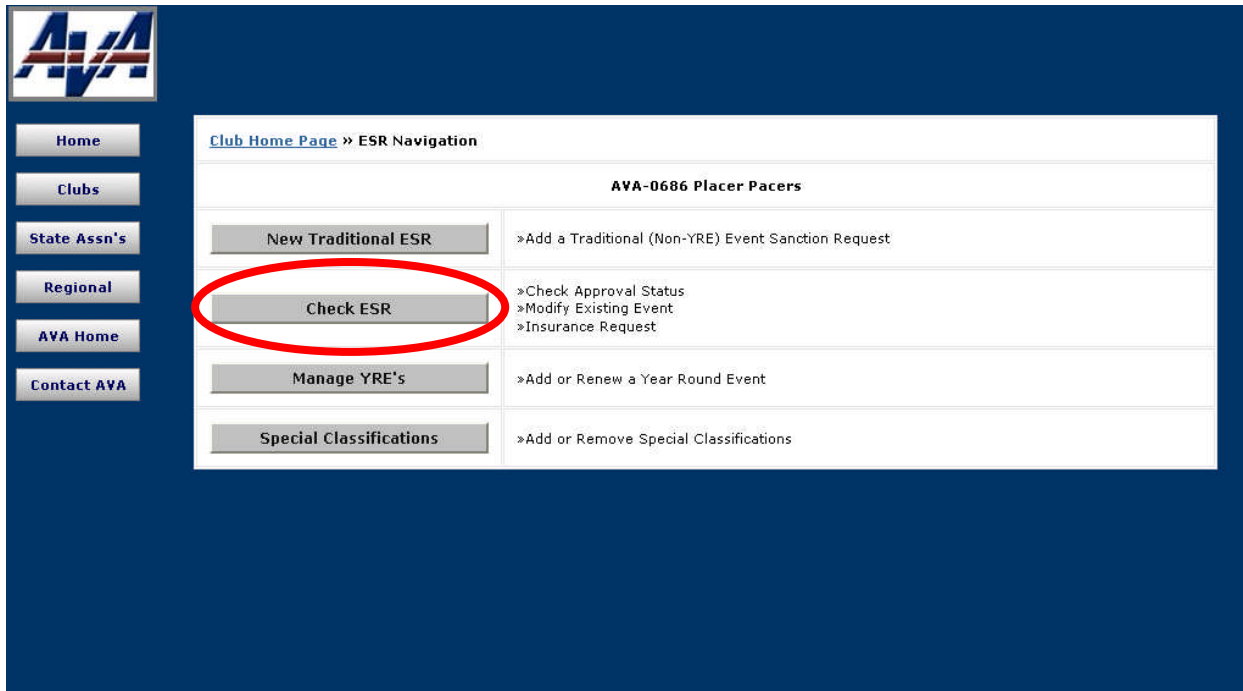


Figure 5 – ESR Navigation Page

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

AVA

Home
Clubs
State Assn's
Regional

AVA HOME
[comments](#)

Club ESR Status Listing
(sorted by entry date)
club: AVA-0686 Placer Pacers
[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	Stamp Issued	Modify ESR
84015	Camino, CA Starting Point Listing		Click to Request Insurance REQUEST	5/13/2009 3:01:51 PM	Approvals
W		(11/13/2010)	(11/14/2010)	Special Classification Listing	Edit
84014	Weimar, CA Starting Point Listing		Click to Request Insurance REQUEST	5/12/2009 1:27:51 PM	Approvals
YRW	2009/Y0854	(1/1/2010)	(12/31/2010)	Special Classification Listing	Edit
82864	Pilot Hill - Cronan Ranch, CA Starting Point Listing		Click to Request Insurance	8/25/2008 11:10:53 PM	Approvals

Figure 6– ESR Status Listing Page

- 16) Find the event you are interested in, and click on [Special Classification Listing](#).
- 17) This will give you a list of assigned Special Events, with the option to delete each.



Figure 7 – ESR Status Listing Page

18) Do your deed(s), and then click on [AVA Home](#) to call it a day.