

## Adding and Changing Event Information

Paragraphs 4.07.II.B.5 through 4.07.II.B.8 of the American Volkssport Association Policy Manual establishes the requirement that additional or supplemental information be entered at least 60 days before the date of the event, and rules for making changes to information already in the AVA Electronic Sanctioning System.

[Note: Only the Sanctioning Authority, the Regional Director or designee, can cancel, reschedule an event (change the date(s)), or change the location.]

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the Club Home Page.

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..

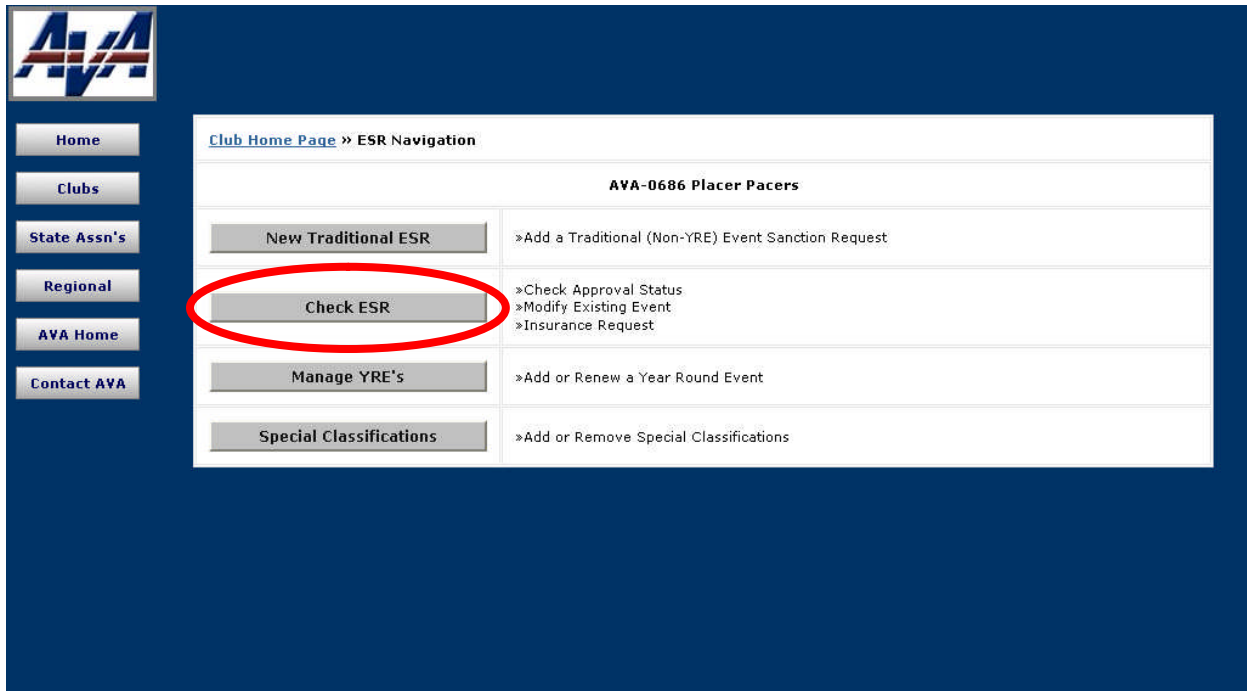
Welcome to the AVA Club Homepage

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

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**

- 2) You have already entered the basic information, so now you add the information that is missing – which must be done not later than 60 days prior to the date of the event.
- 3) Click on that **CHECK ESR** button to get to the Club ESR Status Listing page.

**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
<b>84015</b>	Camino, CA <a href="#">Starting Point Listing</a>		Click to Request Insurance <b>REQUEST</b>	5/13/2009 3:01:51 PM	<b>Approvals</b>
<b>W</b>		(11/13/2010)	(11/14/2010)	<a href="#">Special Classification Listing</a>	<b>Edit</b>
<b>84014</b>	Weimar, CA <a href="#">Starting Point Listing</a>		Click to Request Insurance <b>REQUEST</b>	5/12/2009 1:27:51 PM	<b>Approvals</b>
<b>YRW</b>	2009/Y0854	(1/1/2010)	(12/31/2010)	<a href="#">Special Classification Listing</a>	<b>Edit</b>
<b>82864</b>	Pilot Hill - Cronan Ranch, CA <a href="#">Starting Point Listing</a>		Click to Request Insurance	8/25/2008 11:10:53 PM	<b>Approvals</b>

**Figure 3 – Club ESR Status Listing Page**

- 4) This is a listing of all of your club current ESRs.
- 5) Look for the one you are working on, **84015** in this example, and click on the **Edit** button. This will take you to the ESR Updates page

AVA

ESR updates - Please be accurate - Check your spelling

Club AVA-0686 Placer Pacers

[Return to ESR Navigation Page](#)

Event Number 84015

Club Number AVA-0686 Event Region Pacific

Event Dates	11/13/2010 to 11/14/2010	
Event Type	Walk	Event State Assn AAA-CA
Start Point Only <small>(website basic info)</small>	El Dorado Orchards	
Start Point Address and Driving Directions <small>(Start Point: Starting Point book) (website more details)</small>	2881 North Canyon Road, Camino, CA 95709. From Sacramento, take Highway 50 east. Just past Placerville, take the Schnell School Road Exit (Exit #48). Turn left up the hill to Carson Road. Turn right on Carson Road and follow to North Canyon Road.	
Extended Description <small>(event info: Starting Point book) (website more details)</small>	The routes are primarily on narrow paved roads past Christmas tree farms, and several of this area's world famous apple orchards and bake shops,	

Start Point Details

Figure 4a – ESR Updates Page

- 6) The basic information that you entered earlier is in its proper field, leaving many fields for you to fill in as you will see.
- 7) Begin by entering necessary information in the **Start Point Address and Driving Directions** field, as illustrated here. (The ZIP Code is a handy feature for those searching for driving directions on the internet.) This is a good place to enter GPS coordinates if your event is in the boondocks and driving directions are exceptionally difficult.
- 8) You will need to scroll down to get to the next few fields.

<b>Details</b>	
<b>Extended Description</b> <small>(event info: Starting Point book) (website more details)</small>	The routes are primarily on narrow paved roads past Christmas tree farms, and several of this area's world famous apple orchards and bake shops, where you may find calories galore. Because of
<b>Event Comments</b>	If you pre-register before November 1, 2010 award and credit will be \$7.00. After that date, the award and credit will be \$8.00. You may walk free if no award or credit is desired. To pre-register, send
<b>Event Name</b>	Apple Hill
<b>Event City:</b>	Camino
<b>Event State</b>	CA
<b>Event Website</b> <small>Enter website address only! (e.g. www.yyz.com/awalkerevent.htm) DO NOT ADD "HTTP://" to listing</small>	www.placerpacers.org
<b>Distance</b>	13, 10 & 5-k
Foreign Events (Region = FN)	
<b>Event Country</b>	
<b>Foreign Justification</b>	

Figure 4b – ESR Updates Page

- 9) Enter information about the walk and the route in the **Extended Description** field. Do not be verbose or redundant by entering AVA Special Event information, water, restroom, pet, wheelchair and baby stroller information...unless there is an exception or a special accommodation that can be had.
- 10) Additional information concerning the walk can be entered in the **Events Comments** field. Again, don't be redundant. This information will not appear in the *Starting Point*, only on the public page of the AVA Website.
- 11) If your event has a name, enter it in the **Event Name** field. This field is especially useful if there are more than one event in the city or town.
- 12) Ignore that **Foreign Events** section, and scroll down past the Point of Contact information, to the bottom of the page.

The screenshot shows a web interface for updating Event Service Request (ESR) details. On the left is a navigation menu with links: Home, Clubs, State Assn's, Regional, AVA Home, and Contact AVA. The main content area is titled "More Details" and contains a form with the following fields:

- Event Rating:** A dropdown menu with the value "2" selected.
- Start Time (s):** A text input field containing "8:00 A.M. to Noon, Finish NLT 3:00 P.M."
- Awards:** A dropdown menu with "A Award" selected.
- Accessibility Section:** A grid of four columns with icons and labels:
  - Wheel Chair:** Icon of a person in a wheelchair, with a dropdown menu set to "NO".
  - Pets:** Icon of a dog, with a dropdown menu set to "Yes".
  - Stroller Access:** Icon of a stroller, with a dropdown menu set to "hard".
  - Restrooms:** Icon of a man and woman, with a dropdown menu set to "Yes".

Below the grid, there is a red note: "\*\*\*These fields are for YRF's only.\*\*\*". At the bottom of the form, the "Submit" and "Reset" buttons are circled in red.

Figure 3c – ESR Updates Page

- 13) In the **Event Rating** field take your best guess concerning the event difficulty and select from 1 to 5 in the drop down menu.
- 14) Enter the start time interval and finish time in the **Start Time(s)** field.
- 15) Select the proper response from the drop down menus for the **Wheelchair**, **Pets**, **Stroller Access** and **Restrooms** fields.
- 16) You can always go back and edit your ESR once submitted, but now would be a good time to check what you have just done. Spelling is often a good thing to check, as is punctuation. Disregard what you were taught in typing class, we like only one space following a period or colon.
- 17) If you want to start all over with your updates/changes, clicking on the **Reset** button deletes what you just entered. This does not change information that was previously submitted.
- 18) Final check complete; click on that **Submit** button. This will take you to the ESR Update Confirmation Page.

**ESR Update Confirmation Page**  
(See below to modify this ESR or to enter a new one)

Your Information was updated





[» Return to ESR Navigation Page](#)

Don't use the Back Button to enter a new/modify an ESR.

<b>Event Number: 84015</b>			
<b>Club:</b>	AVA-0686	<b>Event Region:</b>	PA
<b>Event Dates:</b>	11/13/2010 to 11/14/2010		
<b>Event Type:</b>	W	<b>Event State Assn:</b>	AAA-CA
<b>Start Point Only</b> <small>(website basic info)</small>	El Dorado Orchards		
<b>Start Point Address</b> <small>(Start Point: Starting Point book ) (website more details)</small>	2881 North Canyon Road, Camino, CA 95709. From Sacramento, take Highway 50 east. Just past Placerville, take the Schnell School Road Exit (Exit #48). Turn left up the hill to Carson Road. Turn right on Carson Road and follow to North Canyon Road. Turn left and follow it to the Start/Finish at El Dorado Orchards.		
<b>Extended Description</b> <small>(event info: Starting Point book ) (website more details)</small>	The routes are primarily on narrow paved roads past Christmas tree farms, and several of this area's world famous apple orchards and bake shops, where you may find calories galore. Because of potential heavy traffic, baby strollers and wheelchairs are not recommended and walkers must use caution. Pets allowed on leash, with cleanup, but may not enter shops or areas where food is sold.		
<b>Event Comments:</b>	If you pre-register before November 1, 2010 award and credit will be \$7.00. After that date, the award and credit will be \$8.00. You may walk free if no award or credit is desired. To pre-register, send name and address with check, made payable to Placer Pacers, to PO Box 142, Auburn, CA 95604. There will be no refunds for pre-		

**Figure 4a – ESR Update Confirmation Page**

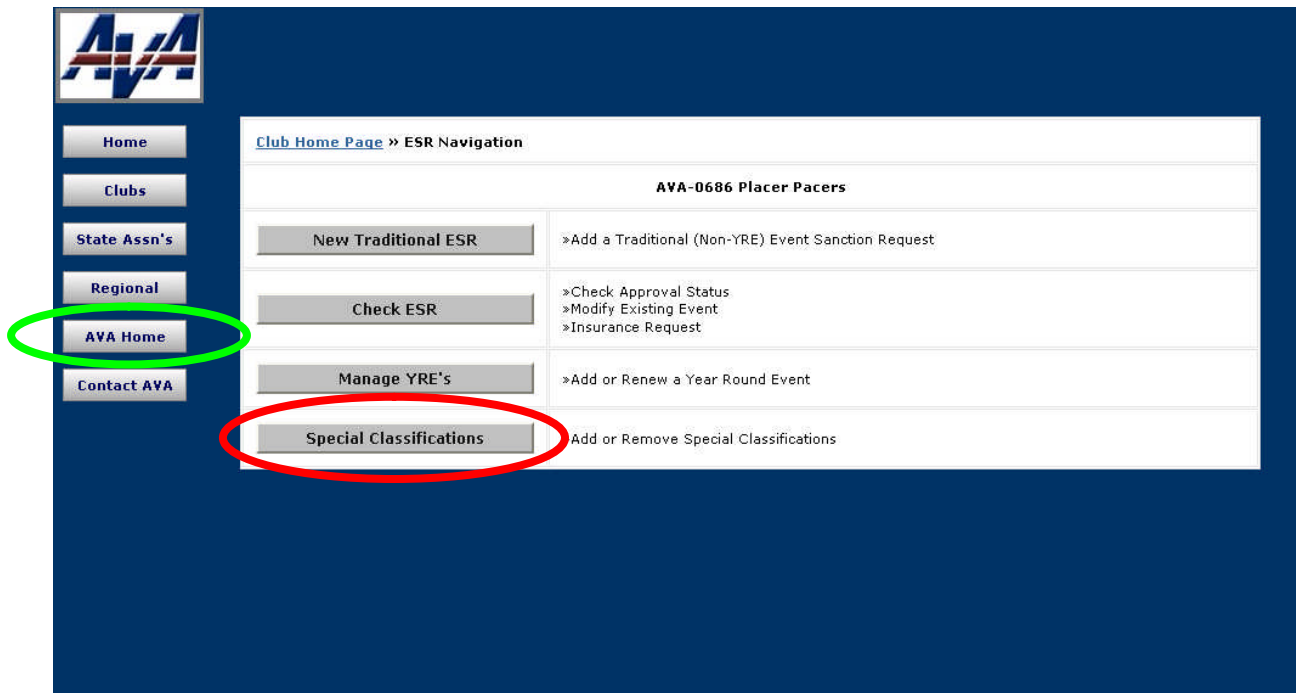
- 19) This page is the result of your handiwork. Be proud. Make a copy of it by using the “Print” option on your browser.
- 20) Scroll down, reading along the way, to the bottom of the page.

<b>Event website:</b> www.placerpacers.org				
<b>Event State:</b> CA	<b>Distance:</b> 13, 10 & 5-k			
<b>Foreign Justification:</b>				
<b>Point of Contact</b>	<b>Name:</b> Bette Haskell	<b>Address:</b> 5790 Juarez Road		
	<b>City:</b> Pollock Pines	<b>State:</b> CA	<b>Zip:</b> 95726-9424	
	<b>Phone:</b> 5306472726	<b>Email:</b> mtnlife2@sbcglobal.net		
<b>More Details</b>				
<b>Rating</b>	2	<b>Start Time:</b>	8:00 A.M. to Noon, Finish NLT 3:00 P.M.	
<b>Awards and Fees:</b>	A Award			
<b>Amenities</b>	NO	Yes	hard	Yes
				

**Event Special Classifications Listing**  
No Special Classifications listed for this event

**Figure 4b – ESR Updates Page**

- 21) All is well, but look at the very bottom. There are no events in the **Event Special Classifications Listing**.
- 22) If there are AVA Special Events associated with this walk, then there is one thing more to be done; add them, and we shall get to that.
- 23) Scroll back to the top of the page and click on the space labeled **>>Return to ESR Navigation Page**, noting the caution not to use the Back Button.”
- 24) That will get you back to the Club Navigation Page.



**Figure 5 – ESR Navigation Page**

- 25) From here you can enter another ESR, edit the one you just entered, add or renew a YRE or add those AVA Special Events.
- 26) If you are done for the day, click on **AVA Home**.
- 27) If you are ready to add the Special Events, then click on the **Special Classifications** button and follow the Adding Special Events instructions.