

D. **EVENTS.** Clicking on the Events button (see Figure 4) allows you to enter event sanction requests. It also allows you to change or correct information previously entered for any AVA event. Once you correctly enter or modify an event, the system accepts the data, files a copy in your club's portion of the website and sends an electronic copy of your request to the appropriate sanctioning authority – either your regional director or your state association. Once the sanctioning authority approved the sanction request, the sanction request is annotated to show the approval and the approved event is automatically added to AVA's listing of events shown at the AVA website. Changes or modifications to approved events are corrected automatically as well.

Press the Events button and the Electronic Event Sanction (ESR) Request Page in Figure 7 appears, showing four choices to enter event information.

The screenshot shows a web page with four main menu sections, each with a button and a list of options:

- ENTER**
 - >Enter a New Regular
 - >(non Year Round)
- CHECK**
 - >Check Approval Status
 - >Modify an Existing Event
 - >Insurance Request
 - >New Balance Sponsorship
- YRES**
 - >Add or Renew a Year Round
- SPECIAL**
 - > Add Special Event Classification

Figure 7. Electronic Event Sanction (ESR) Request Page

1. **ENTER ESR.** Press this button when you desire to enter a sanction request for a new regular, or traditional AVA event. The Event Sanction Request (ESR) page (Figure 8) appears.

Event Sanction Request

Club: AVA-####

Region: NW

Return to ESR

Navigation Page

| | | | |
|---------------------------------|---|---|---|
| Club Number: | AVA-#### <small>Make sure the club# matches</small> | Select Region <input type="button" value="v"/> <small>Select the EVENT Region</small> | |
| Event Dates: | Start Date: (mm/dd/yy) mm/dd/yy | End Date: (mm/dd/yy) mm/dd/yy | |
| Event Type | (Choose one) Walk <input type="button" value="v"/> | EVENT State Association (Select a State Assn if applicable) Select State Assn <input type="button" value="v"/> | |
| Event Start Point (name) | <input type="text"/> | | |
| Event City | <input type="text"/> | | |
| Event Website | Enter website address only! (ie:www.xyz.com/walkerevent.htm) <input type="text"/> <small>DO NOT ADD "HTTP://:" to listing</small> | | |
| | Event State Select State <input type="button" value="v"/> | Distance <input type="text"/> | |
| Point of Contact | (Name) <input type="text"/> | (Address) <input type="text"/> | |
| | (City) <input type="text"/> | (State) (Xs) <input type="text"/> | (Zip) (numbers only) 00000 <input type="text"/> |
| | (Phone) (numbers only please! no "(" or "-") 0000000000 <input type="text"/> | (E-Mail Address) (ie: web@ava.org) <input type="text"/> | |
| | | IVV Loaner Banner Requested: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| | | | #Stamps (1 or 2 only) <input type="text" value="1"/> |

Figure 8. Event Sanction Request (ESR) Page

a. New Sanction Entry Instructions – Traditional or Regular Event

1.) Club Number: Assure that the club number shown on the page matches your club number.

2.) Select the EVENT Region: Press the triangle button to see your choices. Scroll down until you highlight the correct choice.

3.) Event Dates: Enter the beginning and ending dates for your event in mm/dd/yy format. Make sure that the dates you enter are in the future. If you accidentally enter a date in the past, the system still accepts your sanction request, but an erroneous date that is earlier than the current date causes the system to decide that the event has already taken place and your sanction request will disappear from your listing, but cause a billing for a sanction to be assessed to your club. You should always print a copy of the information you submit so that errors can be traced and resolved quickly.

4.) Event Type: Select the event type appropriate to your event.

5.) EVENT State Association: If the state in which your club is located has a state association, enter the state by pressing the triangle button and selecting the appropriate state. If you have no association, skip this box.

6.) Event Start Point (name): Enter the name of the starting location, such as XYZ Hotel. Do NOT add the street address or the city and state of the start point.

7.) Event City: Enter the name of the city or town where the event will be held. Do NOT enter the state or Zip Code.

8.) Event Website: If the event has a website, enter the website address. You may also enter your club's website address. Enter the address beginning with the letters www.

9.) Event State: Press the triangle button to select the state where the event will be held.

10.) Distance: Enter the event distance. If this event has a alternative lengths, you may enter '5k, 10k' or '10, 15, 20, 30k'.

11.) Point of Contact : Enter the name, address, city, state, Zip code, phone number and email address of the event's point of contact person. You may enter the club's address instead of a private home.

12.) IVV Loaner Banner Requested: Check yes if you wish AVA HQ to loan your club an IVV banner for the event.

13.) #Stamps: Enter the number of IVV stamps you want AVA HQ to send for your event (Limit two stamps).

b. Submit and Reset buttons. Press the reset button to erase what you have entered on the page. Press the Submit button when you have completed the data entry and wish to submit the sanction request. When your entry is accepted, a summary of the event will appear on the page. If you wish to keep a paper copy of the sanction request, click on the print page button at the top of the page (usually represented by an icon of a printer).

2. CHECK ESR (EVENT SANCTION REQUEST). Press the CHECK ESR button to check the approval status of an event, modify the data for an approved event, submit a request for additional AVA insurance, or to request a New Balance sponsorship for your event. When you click on the CHECK ESR button, the Club ESR Status Listing page appears (Figure 9).

a. **ESR Status Listing.** The Club ESR Status Listing is a summary listing of all events submitted by your club, whether approved or not. For each event shown in the listing, an event sanction request was submitted. The five-digit event ID is assigned by the system when the ESR is entered and appears at the top left of each event's entry. Starting and ending dates for event are shown as well as whether a New Balance sponsorship request was submitted for the event. You may also request additional AVA event insurance, add or delete a special event classification or check how the event entry will appear in the next *Starting Point*. Note that the type of event appears in the lower left portion of each event listed. Any type that begins with the letters YR indicates a year round or seasonal event. Refer to paragraph II. D. 3. below for information related to year round and seasonal events.

b. **Check Approval Status.** To check the approval status for an event, click on the Approvals button. The following page will show the time and date the event was approved by the sanctioning authority. If there is no time and date shown, then the sanction request is not yet approved. (Another way to determine whether an event is approved is to click on Find Walking Events at the AVA Home Page. If your event is included in the listing, then it is approved).

Club ESR Status Listing

club: AVA-0482 NW Tulip Trekkers

Return to ESR Navigation Page

| Event ID | Description / Start Point | | | Insurance Request Date (click to request) | Entry Date | New Balance | Check or modify info |
|----------|--|-------------|--------------|---|--------------------------|--|----------------------|
| Type | YRE # | Start | End | Special Classification | Stamp Issued | Approvals | |
| 70900 | Bellingham Senior Center Starting Point Listing | | | Click to Request Insurance | 11/17/2004 4:12:15 PM | Sponsor Request Submitted: 11/17/2004 | |
| | | | | REQUEST | | | |
| W | (9/9/2005) | (9/11/2005) | | Special Classification Listing | | Approvals | Edit |
| 70899 | Bellingham Senior Center Starting Point Listing | | | Click to Request Insurance | 11/17/2004 4:04:32 PM | Sponsor Request Submitted: 11/17/2004 | |
| | | | | REQUEST | | | |
| W | (9/9/2005) | (9/11/2005) | | Special Classification Listing | | Approvals | Edit |
| 70716 | Coupeville Recreation Hall Starting Point Listing | | | Click to Request Insurance | 10/3/2004 12:53:46 PM | Click to Request New Balance Sponsorship | |
| | | | | REQUEST | | | |
| W | (9/10/2006) | (9/10/2006) | | Special Classification Listing | | Approvals | Edit |
| 70454 | General Nutrition Center Starting Point Listing | | | Click to Request Insurance | 8/24/2004 6:03:28 PM | Click to Request New Balance Sponsorship | |
| | | | | REQUEST | | | |
| YRW | 2005/Y0926 | (1/2/2005) | (12/31/2005) | Special Classification Listing | | Approvals | Edit |

Figure 9: Club ESR Status Listing

c. **Modify an Existing Traditional Event.** To modify the information pertaining to an approved event, find the event number you wish to change and click on the Edit button for that event (see Figure 9). A page with the current data appears, shown in Figure 10. Change the data and click on the Submit button at the bottom of the page to update the AVA Event Listing and your own club's copy of the event listing. Please NOTE: Clubs are allowed to change most data, but are not allowed to change the event dates or the event location. To change dates or event location, contact your regional director.

Event Number 70900

Club Number

AVA-0482

B 9 9

Event Region

NW

**Start
Point
Details**

| | | | |
|---|-------------------------|--|--------|
| Event Dates | 9/9/2005 to 9/11/2005 | | |
| Event Type | W | Event State Assn | AAA-WA |
| Start Point Only <small>(website basic info)</small> | Your start point | | |
| Start Point Address <small>(Start Point: Starting Point book) (website more details)</small> | The start point address | | |
| Extended Description <small>(event info: Starting Point book) (website more details)</small> | Describe your event | | |
| Event Comments | | | |
| Event City: | Event City | Event Website <small>Enter website address only! (ie:www.xyz.com/walkerevent.htm) www.yourclubwebsite.org DO NOT ADD "HTTP://;" to listing</small> | |
| Event State | WA | Distance | 10km |

Point of Contact

| | | | |
|--|--|-------------------|---------------------------|
| Name | | Address | |
| POC Name | | POC address | |
| City | | State (xx) | Zip (numbers only) |
| POC City | | Wa | 00000 |
| Phone (numbers only please! no "()" or "-") | | E-Mail | |
| POC phone number | | POC email address | |

More Details

| | |
|------------------------|-------------------|
| Event Rating | 10km rated 1 |
| Start Time (s) | Enter start times |
| Awards and Fees | |

Current Values:





| | | | |
|---|---|---|---|
| Directions | | | |
|  |  |  |  |
| Wheel Chair | Pets | Stroller Access | Restrooms |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ****These fields are used for YRE's only.**** | | | |

Figure 10. Event Entry/Modification Page.