

## Renewing Year Round and Seasonal Events

Renewing a Year Round or Seasonal Event is equivalent to entering a new event and is addressed in Paragraph 4.07.II.B.2 of the AVA Policy Manual.

Here are some things to keep in mind:

- Be careful to select the correct event when updating information.
- You can edit all the other information after submission by following the instructions in the Adding and Changing Event Information module.
- If you have new information, change it now.

To renew a Year Round or Seasonal Event, you must get to the Club Home Page by following the instructions in Getting Started – Accessing the Club Home Page.

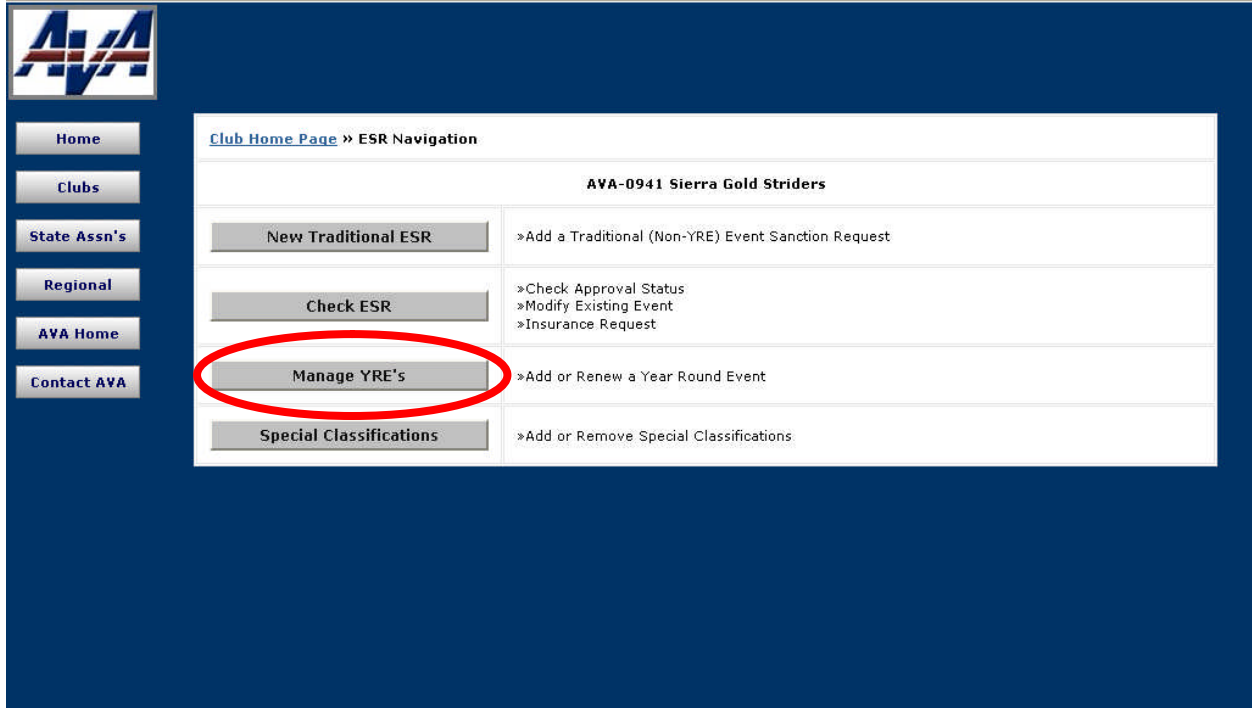
Briefly,

1. From the AVA home page click on [Club Events Data](#).
2. Click on the **7 i Vg** button of the Club Home Page Entry page.
3. Enter Login ID and Password and click on the **@ [ ] b** button of the Club Login **Á æ ^ È**



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 – ESR Navigation Page**

- 2) Click on the **Manage YREs** button to get to the Year Round Events Listing for your club page.

AVA

Home  
Clubs  
State Assn's  
Regional  
AVA Home  
Contact AVA

Year Round Events Listing for  
(sorted by entry date)  
Club #: AVA-0941 Sierra Gold Striders

[Return to ESR Navigation Page](#)

[Create New YRE](#)  
[Add Special Classification](#)

Event ID	City - Event Name			Renew Your Event
Type	YRE Number	Start Date	End Date	
84686	Yosemite National Park - Mariposa Grove Big Trees Loop			
YRSW	2010/Y0737	5/1/2010	10/31/2010	
	<a href="#">Renew Event</a>		<input type="checkbox"/> No Renewal	
84680	Jackson - Historic			

Figure 3a – ESR Navigation Page

- 3) Scroll down to reach the YRE that you want to renew.

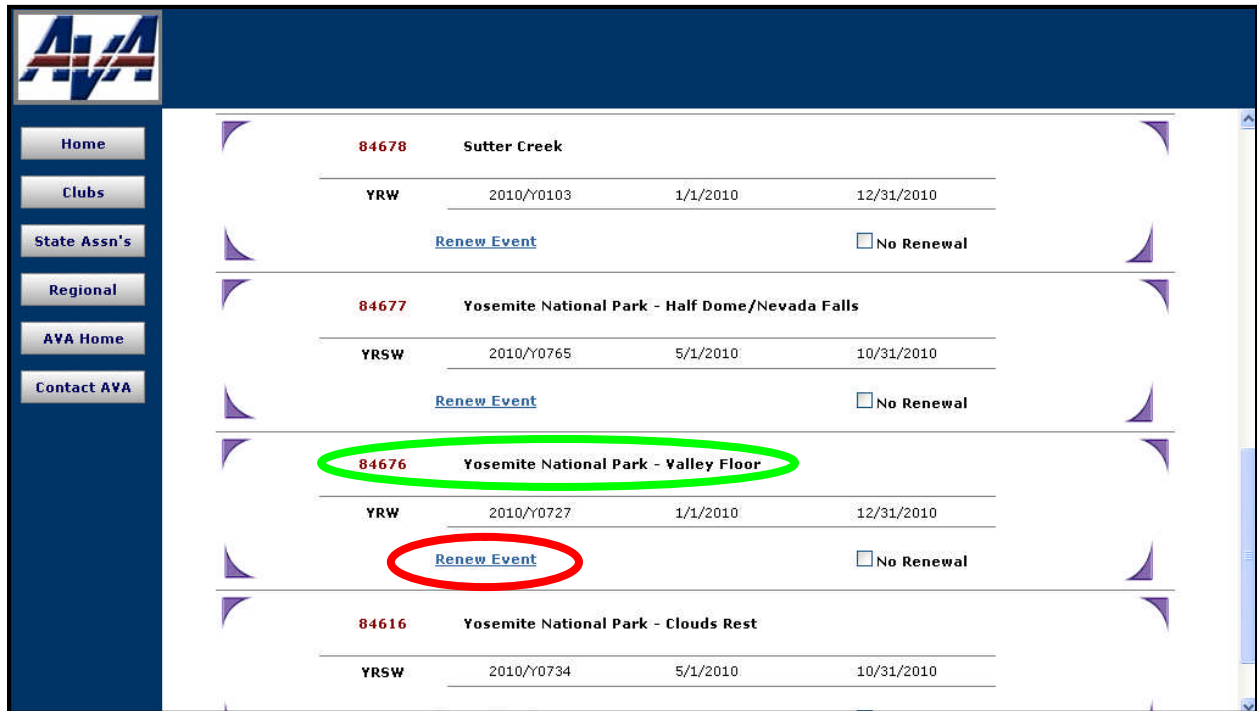


Figure 3b – ESR Navigation Page

- 4) Locate the ESR and click on [Renew Event](#) to reach the Year Round Events Event Renewal Page.

Note: We are using year round walks (YRW) in our examples, but seasonal walks (YRSW) are dealt with the same way, as are all volkssport events (bikes, swims, skates, skis, etc.).

**AVA**

Year Round Events  
Event Renewal Page  
club: Sierra Gold Striders

[Return to ESR Navigation Page](#)

Use the "TAB" key to navigate between fields - Please be accurate - Neatness counts - Make sure the CAF

Event Number: 84676  
YRE Number: 2010/Y0727

Club: AVA-0941  
Sierra Gold Striders

Region PA

Current Event Dates: 1/1/2010 to 12/31/2010

Renewal Event Dates: 1/1/2011 to 12/31/2011 These are suggested dates based on the current event dates.

Event Type: YRW Year Round Walk

State Assn: AAA-CA

Start Point Only (website basic) Best Western Yosemite Way Station Motel, or Remote (mail in) Registration

**Figure 4a – Year Round Events Event Renewal Page**

- 5) Take a minute and read the marquee flowing across the top of the page.
- 6) You may change the suggested renewal event dates, but if you agree with them scroll down to review other information that has been brought forward.

Start Point Details	<b>Start Point Only</b> (website basic info) (max 255 characters)	Best Western Yosemite Way Station Motel; or Remote (mail in) Registration
	<b>Start Point Address / Driving Directions</b> (Start Point: Starting Point book) (website more details)	4999 HWY 140, Mariposa, CA - 95338. At the junction of HWY 140 and HWY 49 S. From HWY 99 take Yosemite exit at Merced, HWY 140 North, to the motel at south end of Mariposa. From Fresno, take HWY 41 North to HWY 49 in Oakhurst; follow HWY 49 north to motel at south end of Mariposa. Contact the POC to register remotely. You will sign a waiver and send in your fee. We will then email or US mail walk directions. After you walk we will send you insert cards.
	<b>Extended Description event info: Starting Point book</b> (website more details)	Out and back during daylight hours only! This walk is an easy way to see all of the park's main features. It stays in the Merced River Valley with negligible ups and downs. While on the trail, read the interpretive signs about the geology and splendor of the valley while taking in the majestic sights of El Capitan, Bridalveil Falls, Clouds Rest and Half Dome from a truly pedestrian perspective. The 11 km route turns off of the main trail at El Capitan meadow while the 21 km loop option proceeds to the Pohono Bridge with an awesome view of the entire valley. After the hike make time for souvenirs and snacks at Yosemite Lodge. There are several restroom opportunities along the way. In the winter months it's possible to do this as a Snowshoe event when conditions permit. Snow occasionally blankets the Valley, but it is open year round.

**Figure 4b – Year Round Events Event Renewal Page**

- 7) Check abbreviations, content and spelling (the automatic spell check is a big help but may have trouble with local place names), and make necessary changes.
- 8) The **Start Point Only** field is where the event's walk (registration) box is located, e.g., Dew Drop Inn - no other information is to be in this field.

**Event Comments**

**Event City:** Yosemite National Park

**Event Name:** Valley Floor

**Event Website**  
 Enter website address only! (ie:www.xyz.com/walkerevent.htm)  
 DO NOT ADD "HTTP://:" to listing

**Event State:** CA

**Distance**  
 11 km; 21 km optio

**Point of Contact**

(Name)	(Address)
Philip Jones	P.O. Box 1253
(City)	(State) (Xx) (Zip) (numbers only)
Twain Herte	CA 95383
(Phone) (numbers only please! no "()" or "-")	(E-Mail Address) (ie: web@avaorg)
2095860597	SierraGoldStriders@att.net

Figure 4c – Year Round Events Event Renewal Page

9) Continue scrolling, making necessary changes along the way,

<b>(Phone) (numbers only please! no "()" or "-")</b> 2095860597		<b>(E-Mail Address) (ie: web@avaorg)</b> SierraGoldStriders@att.net	
<b>More Details</b>			
<b>Award Type</b>	IVV Credit Only		
<b>Event Rating</b>	2 (scale is 1 to 5 - 1 is easy, 5 is difficult)		
<b>Start Time(s):</b>			
<b>#Stamps</b> (1 or 2 only)			
<b>Wheel Chair</b>	<b>Pets</b>	<b>Stroller Access</b>	<b>Restrooms</b>
NO	No	NO	Yes
<input type="button" value="Post Renewal"/> <input type="button" value="Reset"/>			

**Figure 4d – Year Round Events Event Renewal Page**

- 10) When you get to the bottom of the page, you encounter your first, and only, mandatory entry.
- 11) **#Stamps** is a mandatory field. Enter the number of stamps that you need. Ordinarily you will need only one, but in this example, two stamps are needed.
- 12) By clicking on the **Reset** button, you reset only the information that you entered/changed, and the page reverts to its default condition (how it was when you started).
- 13) If you are satisfied that the information is as you want it, click on the **Post Renewal** button. This will bring you to the Year Round Event Renewal Confirmation page.

Year Round Event Renewal Confirmation			
The information you entered is listed below and has been submitted to the appropriate approval authority.			
Use the "Print" option on your browser to print a copy of this form.			
<b>Event Number: 88526</b> <b>YRE Number: 2011/Y0727</b>			
<b>Club:</b>	AVA-0941	<b>Event Region:</b>	PA
<b>Event Dates:</b>	1/1/2011 to 12/31/2011		
<b>Event Type:</b>	YRW Year Round Walk	<b>Event State Assn:</b>	AAA-CA
<b>Event Start Point (NAME):</b>	Best Western Yosemite Way Station Motel; or Remote (mail in) Registration		
	<b>Event City:</b> Yosemite National Park - Valley Floor	<b>Website:</b>	
	<b>Event State:</b> CA	<b>Distance:</b> 11 km; 21 km option	
<b>Point of Contact:</b>	<b>Name:</b> Philip Jones	<b>Address:</b> P.O. Box 1253	
	<b>City:</b> Twain Harte	<b>State:</b> CA	<b>ZIP:</b> 95383
	<b>Phone:</b> (209 ) 586 - 0597	<b>E-Mail:</b> SierraGoldStriders@att.net	
<a href="#">More Details</a>			

**Figure 5a – Year Round Event Renewal Confirmation Page**

- 14) It is important that you note that the event now has a new event number; **88526** in this example. Only the year has been changed in the YRE number, to **2011** in the example.
- 15) Use your browser's print capability to print a copy of this page for your club records.
- 16) Scroll to the bottom of the Confirmation page.

(Start Point: Starting Point book) (website more details)	Merced, HWY 140 North, to the motel at south end of Mariposa. From Fresno, take HWY 41 North to HWY 49 in Oakhurst; follow HWY 49 north to m
<b>Extended Description:</b>	Out and back during daylight hours only! This walk is an easy way to see all of the park's main features. It stays in the Merced River Valley with negligible ups and downs. While on the trail, read the interpretive signs about the geology and splendor of the valley while taking in the majestic sights of El Capitan, Bridalveil Falls, Clouds Rest and Half Dome from a truly pedestrian perspective. The 11 km route turns off of the main trail at El Capitan meadow while the 21 km loop option proceeds to the Pohono Bridge with an awesome view of the entire valley. After the hike make time for souvenirs and snacks at Yosemite Lodge. There are several restroom opportunities along the way. In the winter months it's possible to do this as a Snowshoe event when conditions permit. Snow occasionally blankets the Valley, but it is open year round.
<b>Event Comments</b>	
<b>Rating:</b>	2
<b>Start Time(s):</b>	
<b>Awards and Fees:</b>	IVV Credit Only
<b># Stamps:</b>	2
	<b>Entry Date:</b> 8/4/2010 2:28:18 PM
	NO
	No
	NO
	Yes

[Click Here To Return To Your Home Page](#)  
[Click Here to Renew the Next YRE on the List](#)

**Figure 5b – Year Round Event Renewal Confirmation Page**

- 17) You have two options left with this page, to [Click Here to Return to Your Home Page](#), or to [Click Here to Renew the Next YRE on the List](#).
- 18) Take your choice, but remember that you still must enter the Special Events for which this event qualifies – they were not carried forward from the previous year. Follow the instructions in the Adding Special Events module.
- 19) If you happen to return to your Club ESR Status Listing page now, you will find the event renewal you just submitted is at the head of the list as shown in Figure 5, and awaiting approval by the sanctioning authority.

**AVA**

Home  
Clubs  
State Assn's  
Regional  
AVA Home  
Contact AVA

**Club ESR Status Listing**  
(sorted by entry date)  
club: AVA-0941 Sierra Gold Striders  
[Return to ESR Navigation Page](#)

Event ID	Event City / State or Country	Insurance Request Date (click to request)	Entry Date	Approvals
Time	YRE #	Start	End	Special Classification
88526	Yosemite National Park - Valley Floor, CA <a href="#">Starting Point Listing</a>	Click to Request Insurance <b>REQUEST</b>	8/4/2010 2:28:18 PM	Approvals
YRW	2011/Y0727 (1/1/2011) (12/31/2011)	Special Classification Listing		Edit
84686	Yosemite National Park - Mariposa Grove Big Trees Loop, CA <a href="#">Starting Point Listing</a>	Click to Request Insurance <b>REQUEST</b>	7/27/2009 8:36:27 AM	Approvals
YRSW	2010/Y0737 (5/1/2010) (10/31/2010)	Special Classification Listing	3/31/2010	Edit Participation Report
84680	Jackson - Historic, CA <a href="#">Starting Point Listing</a>	Click to Request Insurance	7/20/2009 10:51:02 PM	Approvals

**Figure 6 – Club ESR Status Listing**

- 20) Although the event is here in the Club ESR Status Listing, it will not appear on the public page until it has been approved by the sanctioning authority.
- 21) Since you are here, now would be a good time to enter those Special Events by clicking on [Special Classification Listing](#) and following the instructions in the Adding Special Events module.
- 22) If you are finished for the day, click on [AVA Home](#) and go watch the ballgame.