

Submitting ESR – Traditional Event

Paragraph 4.07 of the American Volkssport Association Policy Manual establishes the requirement and rules for event sanctioning. It is highly recommended that clubs become familiar and stay current with the policy.

To enter an Electronic Sanction Request for a Traditional 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 **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) After you have collected all the information you need for the Electronic Sanction Request (ESR), click on the **Events** button to get to the ESR Navigation page.

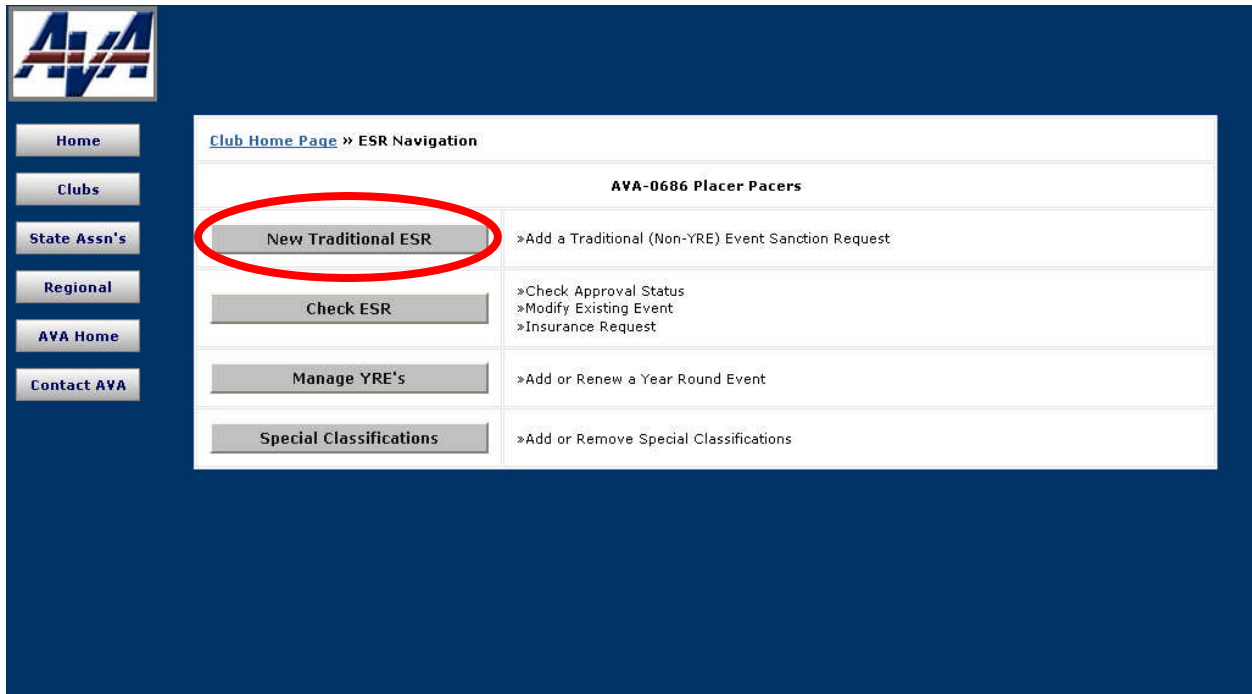


Figure 2 – ESR Navigation Page

- 2) To enter a sanction request for a Traditional Event (not a Year Round or Seasonal event), click on the **New Traditional Event** button. This will take you to the Event Sanction Request page.

Event Sanction Request
 Club: AVA-0686 Placer Pacers
 Region: PA
[Return to ESR Navigation Page](#)

Club Number:	AVA-0686 Make sure the club# matches	Select Region
Event Dates:	Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy) mm/dd/yyyy mm/dd/yyyy	
Event Type:	Use Mouse or Alt-(Up or Down Arrow) To Select Walk	EVENT State Association (Select a State Assn if applicable) Select State Assn
Start Point Only (website basic info)	(max 255 characters)	
Event City:		
Event Website:	Enter website address only! (ie:www.xyz.com/walkerevent.htm) DO NOT ADD "HTTP://:" to listing	
Event State:	Select a State	Distance:

Figure 3a – Event Sanction Request Page

- 3) Fill in the information as shown here, scrolling down and entering information as you go.
- 4) Be careful with that drop down list in the upper right for selecting the region. Pick the wrong region, only, and your sanction request will not get approved.

Figure 3b – Event Sanction Request Page

- 5) Double check your entries, and then click on the **Submit** button. This will take you to the Event Sanction Request [confirmation] Page.

Note that section for **Foreign Events Only** fields, **Country** and **Justification**. You will fill these in if your event is being held in a non-IVV country. You must identify the country and justify how your event will promote Volkssporting in that country. The correct Region for events in foreign countries is FN, not your own.

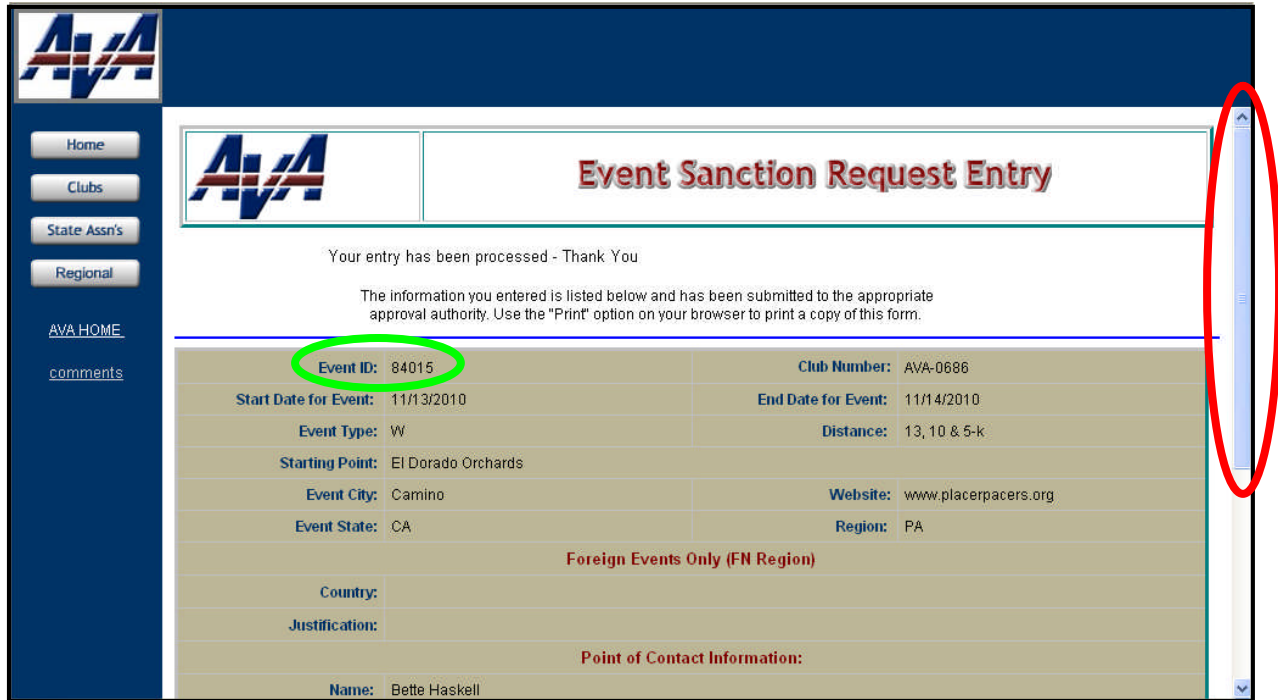


Figure 4a – Event Sanction Request Page

- 6) Record that **Event ID** number shown at the upper left (this one is **84015**). This number will be used to track this event from now on, and is the number you will put on the event brochure.
- 7) Scroll down to the bottom of the page

Event City:	Camino	Website:	www.placerpacers.org
Event State:	CA	Region:	PA
Foreign Events Only (FN Region)			
Country:			
Justification:			
Point of Contact Information:			
Name:	Bette Haskell		
Address:	5790 Juarez Road	State:	CA
City:	Pollock Pines	ZIP:	95726-9424
Phone:	(530) 647 - 2726	E-Mail:	mtnlife2@sbcglobal.net
Other Information			
Entry Date:	5/13/2009 3:01:51 PM	State Assn:	AAA-CA
Insurance ?	false	IVV Banner ?	false
# Stamps	1		96

Click here to return to your home page: [AVA-0686](#)

DO NOT USE THE "BACK" BUTTON TO ENTER A NEW ESR!
You MUST return to your club home page

Figure 4b – Event Sanction Request Page

- 8) Check the information you have submitted one more time. If you wish to make a copy of this form, use the "Print" option on your browser.
- 9) Note the caution there at the bottom of the page.
- 10) Click on the club's AVA number shown in red just below the shaded ESR information, **AVA-0686** in this example, to return to the club's home page.

Welcome to the AVA Club Homepage

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Membership	132
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Club Info

Events

Instructions

Officer Update

State Rep Upd

Figure 5 - Club Home Page

- 11) You have just entered the basic information that is necessary to get your event approved. You have until 60 days prior to the date of the event to provide additional information such as Start Point Address and Driving Directions and Extended Description of the Event.
- 12) If you have additional information now and wish to go ahead and enter it, click on that **Events** button to get back to the ESR Navigation Page and follow the instructions in ESRs – Adding and Changing Event Information.
- 13) If you are finished for the day, click on **AVA Home**.