

## Submitting ESR – Year Round 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 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 **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.

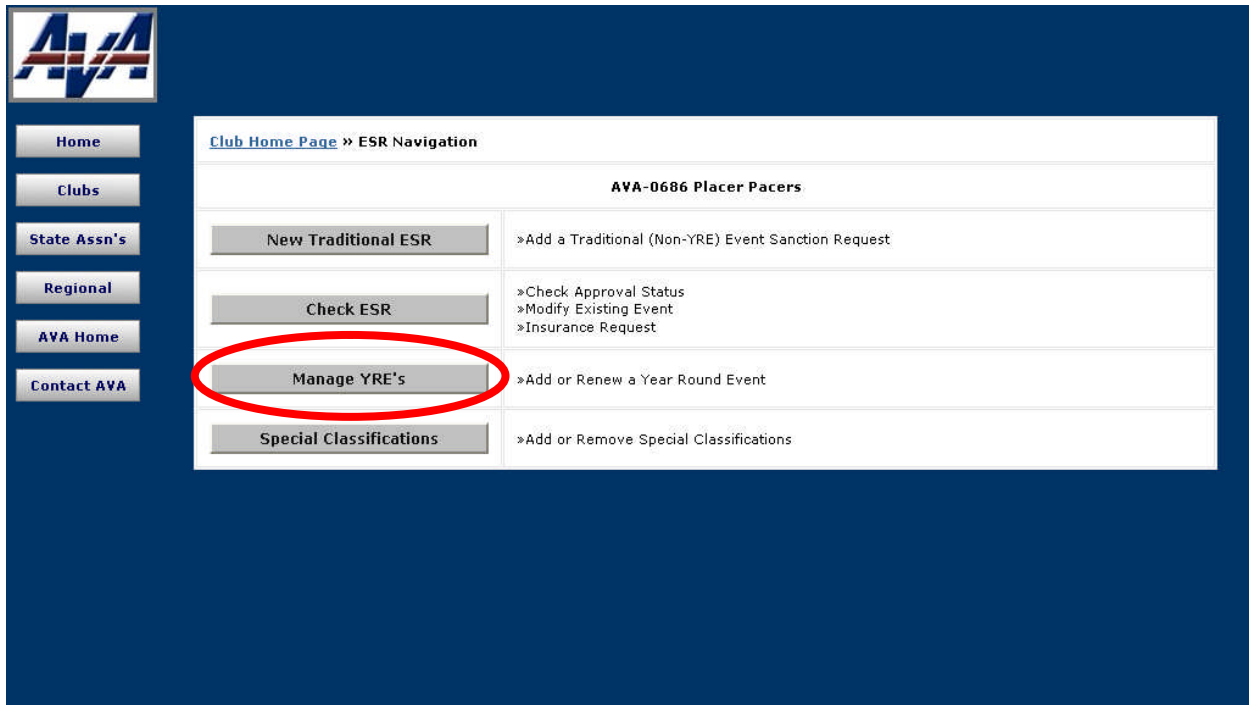
The screenshot shows the AVA Club Homepage for the Placer Pacers club. The page has a dark blue header with the AVA logo on the left. Below the logo is a vertical navigation menu with buttons for Home, Clubs, State Assn's, Regional, AVA Home, and Contact AVA. The main content area is titled "Welcome to the AVA Club Homepage" and contains a table with the following information:

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

To the right of the table is a vertical sidebar with several buttons: Club Info, Events (circled in red), Instructions, Officer Update, and 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 Year Round or Seasonal event (not a Traditional Event), click on the **Manage YREs** button. This will take you to the Year Round Events Listing page.

Year Round Events Listing for  
(sorted by entry date)

Club #: AVA-0686 Placer Pacers

[Return to ESR Navigation Page](#)

[Create New YRE Add Special Classification](#)

Event ID	City - Event Name	Type	YRE Number	Start Date	End Date	Renew Your Event
85600	Placerville	YRW	2010/Y0580	1/1/2010	12/31/2010	<a href="#">Renew Event</a> <input type="checkbox"/> No Renewal
84441	Sacramento - Natomas Flood Plain Tour					

**Figure 3 – Year Round Events Listing Page**

- 3) You have two choices on this page, to create a new Year Round Event or add Special Events to existing YREs. Right now you are going to create a new YRE. (Special Event Classifications may be added from here, or you may follow the instructions in module Adding Special Events.)
- 4) Click on [Create New YRE](#).

AVA

Year Round Events  
New Event Entry  
club: Placer Pacers  
[Return to Club Page](#)

Home  
Clubs  
State Assn's  
Regional  
AVA Home  
Contact AVA

Club Number: Make sure the club# matches AVA-0686

Please Select Region  
Select Region for EVENT

Event Dates: Start Date: (MM/DD/YYYY) End Date: (MM/DD/YYYY)  
MM/DD/YYYY to MM/DD/YYYY

Event Type: Year Round walk

State Assn: Select State Assn  
(Select a State Assn for the EVENT location if applicable)

Start Point Only  
(website basic info)  
(max 255 characters)

Extended Description  
(event info: Starting Point book)  
(website more details)

Start Point Address and Driving Directions

Figure 4a - Year Round Events New Entry Page

- 5) Fill in the information you have collected, scrolling down and entering information as you go.
- 6) Be careful with that drop down list in the upper right for selecting the region. Pick the wrong region, and your sanction request might not get approved.
- 7) You need to be extra careful with the **Start Date** and **End Date**, making sure that these are future dates.
- 8) The **Select Region for EVENT**, **Start Date**, **End Date**, **Start Point Only**, **Extended Description** (with at least 10 characters), and **Start Point Address** fields shown on this figure are required. You will receive the error messages shown at Figures 6a through 6g if you try to submit the ESR without them.

Details

**Start Point Address and Driving Directions**  
(Start Point: Starting Point book)  
(website more details)

**Event City**  
(website basic info)

**Event Name**  
(website basic info)

**Event State**  
(website basic info) Select State

**Distance**  
(website basic info)

**Event Website**  
(website basic info)

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

**Point of Contact**

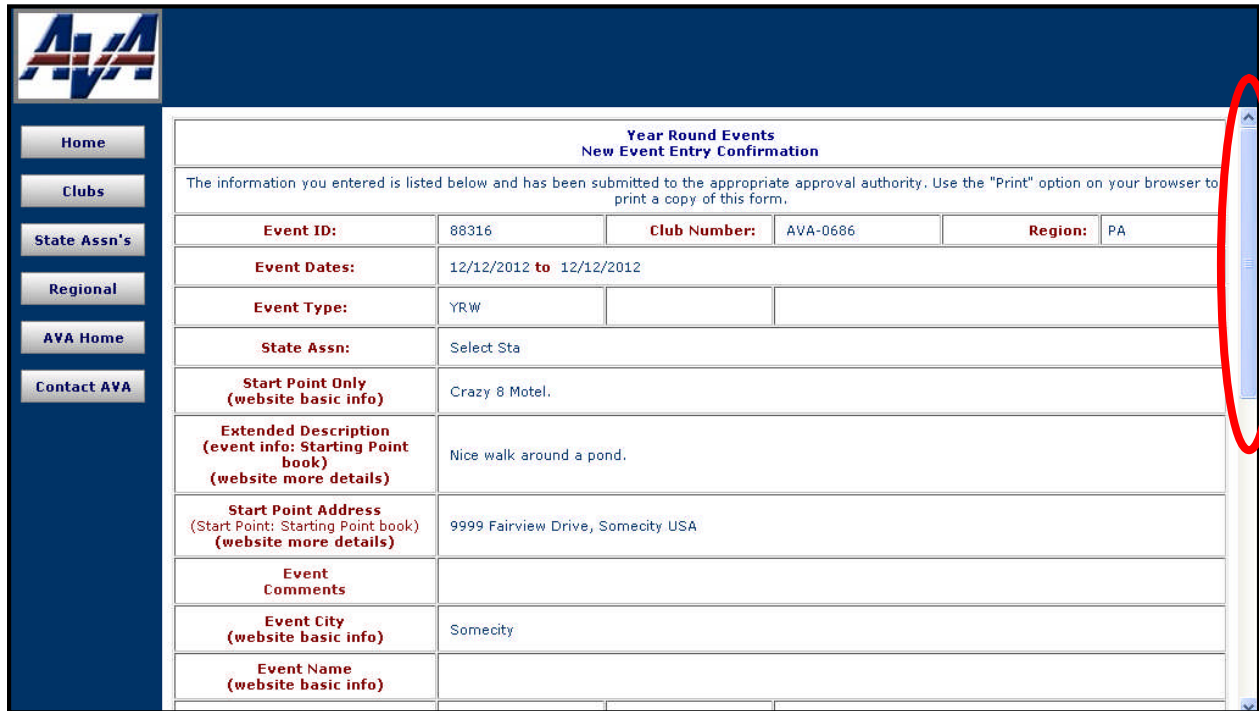
<b>(Name - First &amp; Last)</b>	<b>(Address)</b>	
<b>(City)</b>	<b>(State) (XX)</b>	<b>(Zip) (numbers only)</b>
		00000
<b>(Phone) (numbers only please! no "()" or "-")</b>	<b>(E-Mail Address) (ie: web@avaorg)</b>	
0000000000		

Figure 4b - Year Round Events New Entry Page

- 9) **Event Name** is an optional field, but if your event has a name (very helpful for cities/locations with multiple events), enter it in this field and nowhere else.
- 10) **Event Website** is another optional field, but if your club has a website and it will have information on this event, you should enter it.
- 11) The **Start Point Address and Driving Directions**, **Event City**, **Event State**, **Distance**, and all of the **Point of Contact** fields shown on this figure are required. You will receive the error messages shown at Figures 6g through 6p if you try to submit the ESR without them.

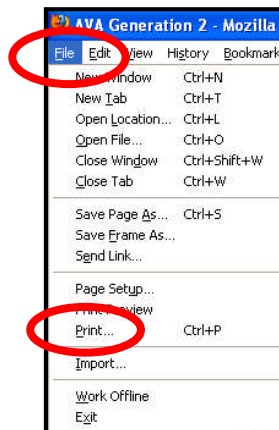
Figure 4c - Year Round Events New Entry Page

- 12) The **Award Type** field shown on this figure is required. You will receive the error messages shown at Figure 6q if you try to submit the ESR without it.
- 13) Although the **Special Information**, **Event Rating** and **# Stamps** fields are optional, it is strongly recommended that they be filled in...strongly recommended.
- 14) Double check your entries, and then click on the **Submit** button. This will take you to the Year Round Events New Event Entry Confirmation page.



**Figure 5a - Year Round Events New Entry Confirmation Page**

15) This page confirms that you have indeed submitted an ESR for a Year Round Event, and reveals the information that you entered. It is suggested that you use your browser's print capability to print a copy of the report; Figure 5b illustrates how to do that.



**Figure 5b – Printing the Confirmation Page**

16) To use your internet browser's print capability to print the confirmation page, click on **File** in the upper left of your browser, click on the **Print** option from the drop down menu, and then select the printer from the popup menu (not shown).

17) Scroll to the bottom of the Confirmation page.

<b>Distance (website basic info)</b>	7 miles		
<b>Event Website (website basic info)</b>			
<b>Point of Contact Information:</b>			
<b>Name:</b>	Josey Wales		
<b>Address:</b>	8888 Somewhereelse	<b>State:</b>	AA
<b>City:</b>	Faraway	<b>ZIP:</b>	00000
<b>Phone:</b>	(345 ) 678 - 9012	<b>E-Mail:</b>	none
<b>Other Information</b>			
<b>Award</b>	IVV Credit Only	<b>Rating</b>	
<b>Entry Date:</b>	7/28/2010 4:09:54 PM	<b>State Assn:</b>	Select Sta
<b>Insurance ?</b>		<b>Insurance ?</b>	
<b># Stamps</b>	1		
<a href="#">Click Here To Return To Your Home Page</a> <a href="#">Click Here to Add Another YRE Entry</a>			

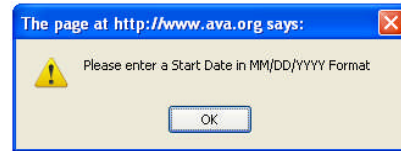
**Figure 5c - Year Round Events New Entry Confirmation Page**

- 18) You have printed the confirmation page – highly recommended – and have two options left; [Click Here To Return To Your Home Page](#) or [Click Here to add Another YRE Entry](#).
- 19) You haven't actually finished with this ESR yet; you may have some Special Events to add. Click on [Click Here To Return To Your Home Page](#) to return to the club home page, then follow the instructions in the Adding Special Events module.

# Error Messages



**Figure 6a – Region**



**Figure 6b –Start Date**



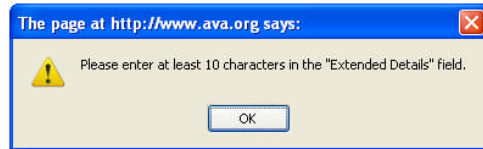
**Figure 6c –End Date**



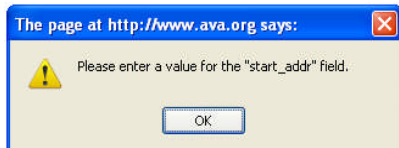
**Figure 6d –Start Point**



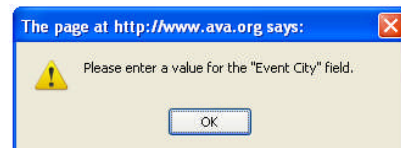
**Figure 6e –Extended Details**



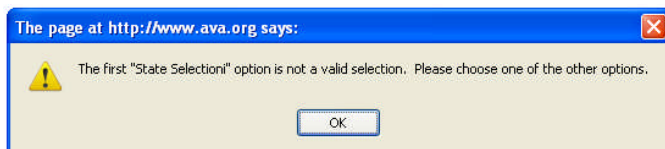
**Figure 6f –Insufficient Extended Details**



**Figure 6g –Start Point Address**



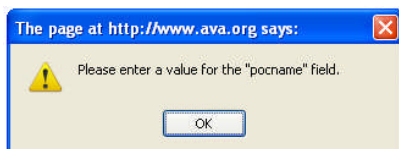
**Figure 6h –Event City**



**Figure 6i –Event State**



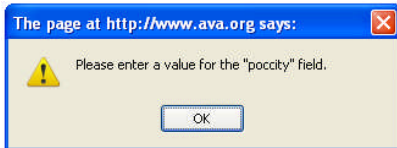
**Figure 6j –Distance**



**Figure 6k –Point of Contact Name**



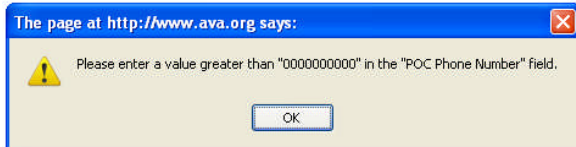
**Figure 6l –Point of Contact Address**



**Figure 6m –Point of Contact City**



**Figure 6n –Point of Contact State**



**Figure 6o –Point of Contact Phone**



**Figure 6p –Point of Contact E-Mail**



**Figure 6q –Award**