

3. YRE'S (YEAR ROUND EVENTS). Year Round Events are a separate category of AVA events. The basic difference between a YRE and traditional AVA events is that a YRE is a self-guided event available to volkssporters throughout a year or, depending upon weather, for a season. Seasonal events are those self-guided events that do not last for a full calendar year. Entry of a sanction request for YREs and seasonal events is limited to certain time frames because more advance planning is required for YRE/seasonal events. Data entered for YRE/seasonal events not only appear at AVA's website, but become content for AVA's publication *Starting Point* which is an annual directory of year round and seasonal events throughout the United States.

a. **Limited Entry Time for YRE/Seasonal Events.** Entry of sanction requests for YRE or seasonal events is limited to certain time frames during the calendar year. If you attempt to enter a YRE/seasonal event when not allowed, the message 'YRE Entry and Renewal Period is CLOSED. Please contact AVA HQ for more information' appears.

b. **Year Round Events Listing.** Click on the YRE's button to call up your club's Year Round Events Listing. The top of the Listing offers you the choices to Create New YRE or Add Special Classification. (Note that clicking on the Add Special Classification is a shortcut. It accomplishes the same task of adding AVA Special Program classifications as the SPECIAL button on the AVA Club Maintenance Home Page described in paragraph II.D.4.)

c. **Enter a New Year Round Event.** From the Year Round Events Listing, click on Create New YRE to call up the New Event Entry page (See Figure 15). Enter data according to the instructions in d. below.

Year Round Events

New Event Entry
Club: Your Club Name
[Return to Club Page](#)

	Club Number: <small>Make sure the club# matches</small> AVA-0000	<input type="text" value="Select Region"/>	<small>Select Region for EVENT</small>
Event Dates:	Start Date: (MM/DD/YYYY) End Date: (MM/DD/YYYY) <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>		
Event Type:	<input type="text" value="Please Choose an Event Type"/> (Choose one)		
State Assn:	<input type="text" value="Select State Assn"/>		
<small>(Select a State Assn for the EVENT location if applicable)</small>			
Start Point Details	Start Point Only <small>(website basic info)</small>		
	<input type="text"/>		
	<input type="text"/>		
	Extended Description <small>(event info: Starting Point book) (website more details)</small>		
	<input type="text"/>		
	<input type="text"/>		

Start Point Address
(Start Point Starting Point book)
(website more details)

Event City
(website basic info)

Event State
(website basic info)

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

(Name - First & Last)		(Address)	
<input type="text"/>		<input type="text"/>	
(City)		(State) (Xx)	(Zip) (numbers only)
<input type="text"/>		<input type="text"/>	<input type="text" value="00000"/>
(Phone) (numbers only please! no "()" or "-")		(E-Mail Address) (ie: web@ava.org)	
<input type="text" value="0000000000"/>		<input type="text"/>	

Special Information

Wheel Chair	Pets Allowed	Stroller Access	Restrooms
<input type="checkbox"/> Easy <input type="checkbox"/> Medium <input type="checkbox"/> Hard <input type="checkbox"/> No	 <input type="checkbox"/> Yes <input type="checkbox"/> No	 <input type="checkbox"/> Easy <input type="checkbox"/> Medium <input type="checkbox"/> Hard <input type="checkbox"/> No	 <input type="checkbox"/> Yes <input type="checkbox"/> No

Award Type

Event Rating scale - 1 (easy) to 5 (difficult)

1
 2
 3
 4
 5

#Stamps

Please Re-Check Your Entry Before Submitting!
Thanks

Figure 15. Year Round Events – New Event Entry

d. Entry Instructions – New Year-Round/Seasonal Events

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/yyyy 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 taken place already and your sanction data 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 from the pull-down menu.

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). Start Point Only(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). Extended Description: Enter the description of your event. Be sure to include the times throughout the week that the start point location is open to the public. You may enter 'Daily, dawn to dusk', if the start point hours are not restricted. Also include known holiday closures and include the Start Location's phone number so volkssporters can confirm whether the start point is open on the day they plan to participate in the event.

8). Start Point Address: Enter the street address, city and state followed by driving directions to the Start Point. It is critical that the directions to the start point must be entered into the START POINT ADDRESS field. If you do not, the driving directions will NOT appear in the *Starting Point*.

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

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

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

12). 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.

13). 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.

14). Special Information: Click the appropriate button to indicate the degree of difficulty for wheelchair participants, whether pets are allowed on the walk route, the degree of difficulty for strollers or carriages and the availability of restrooms. CAUTION: If you select an event for editing, the

Amenities fields must be reentered, even if they were not your purpose for editing the event. If not reentered, the Amenities will have no information at the AVA website.

15). Awards Type. Select the appropriate award type from the pull-down menu.

16). Event Rating: Select the Event Rating.

17). # Stamps: Select the number of stamps you desire for this event (limit two).

e. 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 edited sanction request. When your entry is accepted, a summary of the event will appear on the page. Click on the print page button at the top of your computer screen (usually represented by an icon of a printer) to print a copy of what you have submitted. You should print a copy so that you will have a record of the Event Number assigned to your event.