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.
- If an event location is being changed there is no need to create a new event; change the information in the Start Point Only, Event City, and Event Name fields.
- 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 placing your mouse pointer over Administrative on the menu bar, move the cursor over Clubs only on the drop-down menu, move the cursor over Club Home Page-ESR, and click.

2. Click on the Clubs button of the Club Home Page.

3. Enter Login ID and Password and click on the Login button of the Club Login 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.).
1) From your AVA Club Homepage, click on the **Events** button to get to the ESR Navigation page.

2) Click on the **Manage YREs** button to get to the Year Round Events Listing for your club page.
3) Scroll down to reach the YRE that you want to renew.

4) Locate the ESR and click on Renew Event to reach the Year Round Events Event Renewal Page.
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.

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

10) When you get to the bottom of the page, you encounter your first, and only, mandatory entry: **#Stamps** is a mandatory field. Enter the number of stamps that you need. You may need two stamps if there is a “Walk Box” and an alternative stamp option.

11) By clicking on the **Reset** button, you reset only the information that you entered/changed, and the page reverts to how it was when you started.

12) 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.
13) It is important that you note that the event now has a new event number; **96023** in this example. Note, only the year has been changed in the YRE number, to **2014**.

14) Scroll to the bottom of the Confirmation page, verifying information as you go.

15) 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**.

16) Take your choice, but remember that you still must enter the Special Programs for which this event qualifies – they were not carried forward from the previous year. Follow the instructions in the Adding Special Programs module.

17) 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 6, and awaiting approval by the sanctioning authority.
18) 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. You can click on the Approvals button to check on the approval status.

19) Clicking on Special Program Listing will bring you to a page listing the Special Programs that you have entered...if you have.

20) If you are finished for the day, click on AVA Home and go watch the ballgame.