

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.).

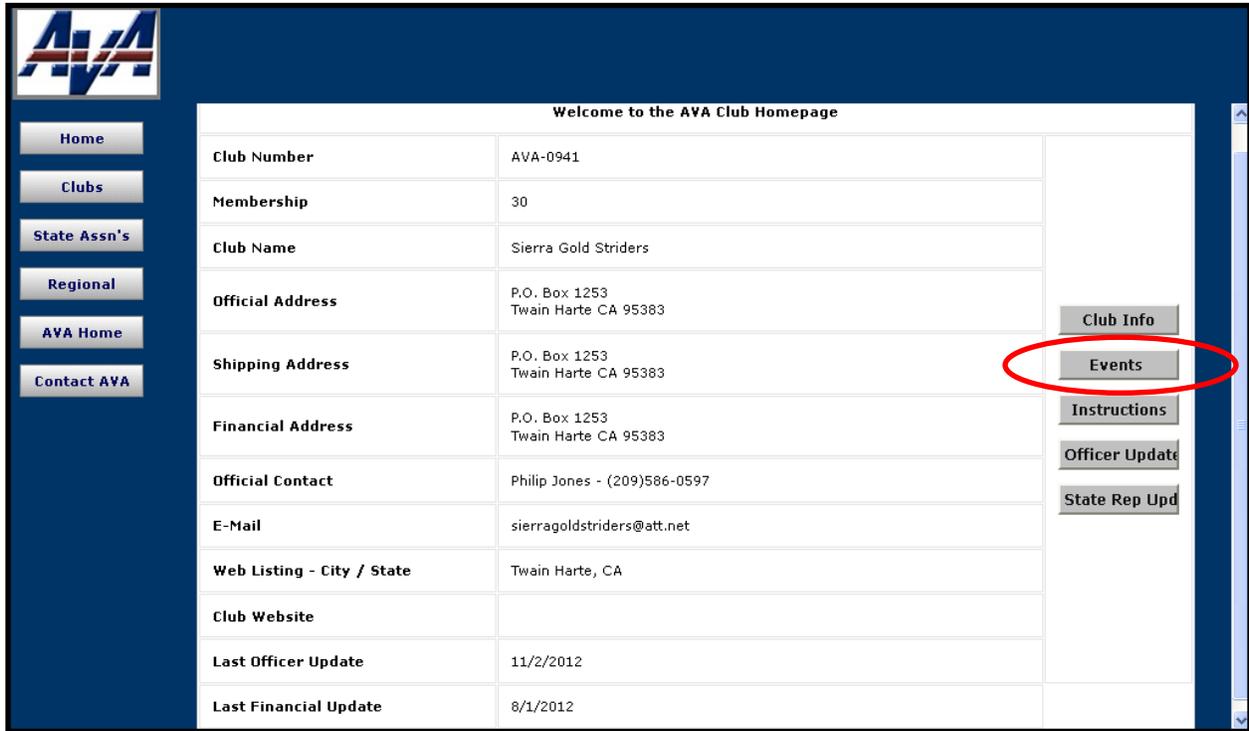


Figure 1 - Club Home Page

- 1) From your AVA Club Homepage, click on the **Events** button to get to the ESR Navigation page.

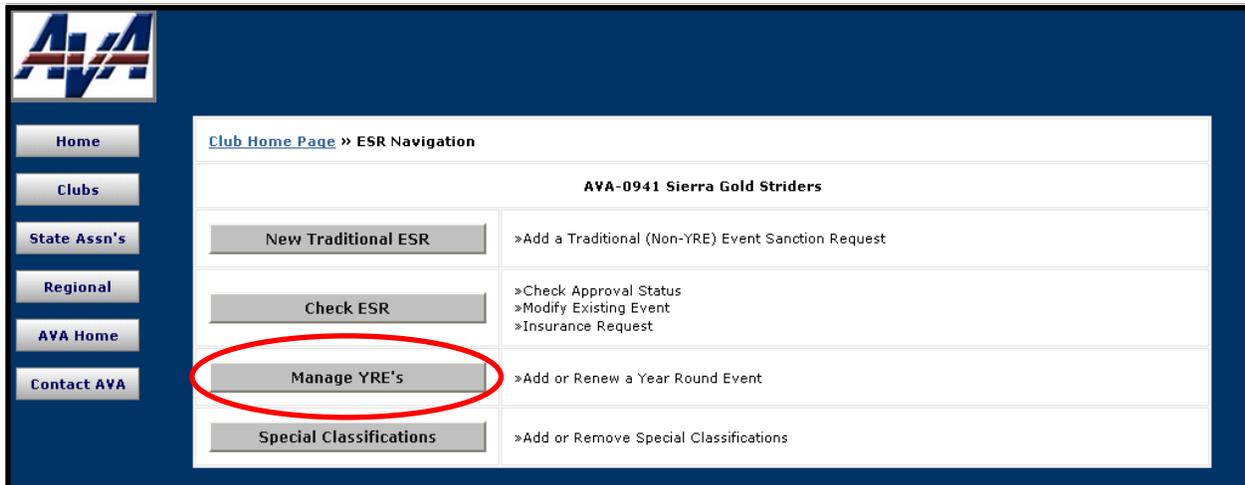


Figure 2 - ESR Navigation Page

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

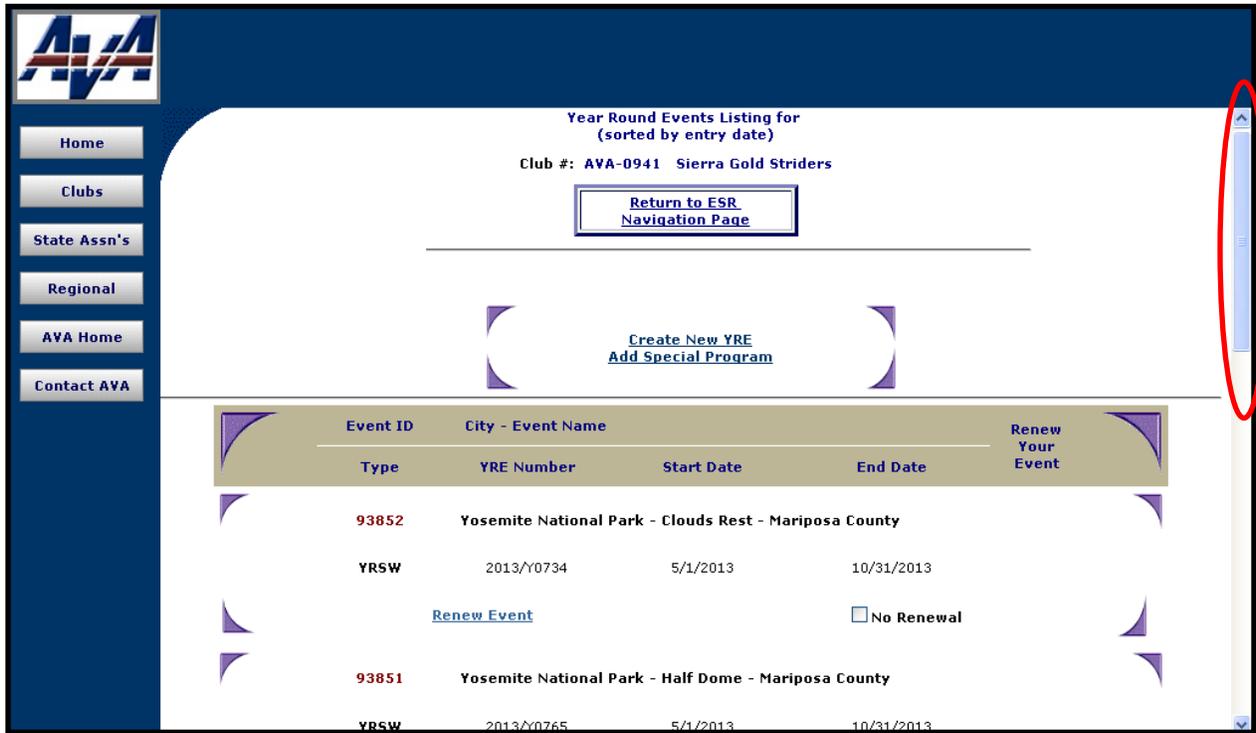


Figure 3a – ESR Navigation Page

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

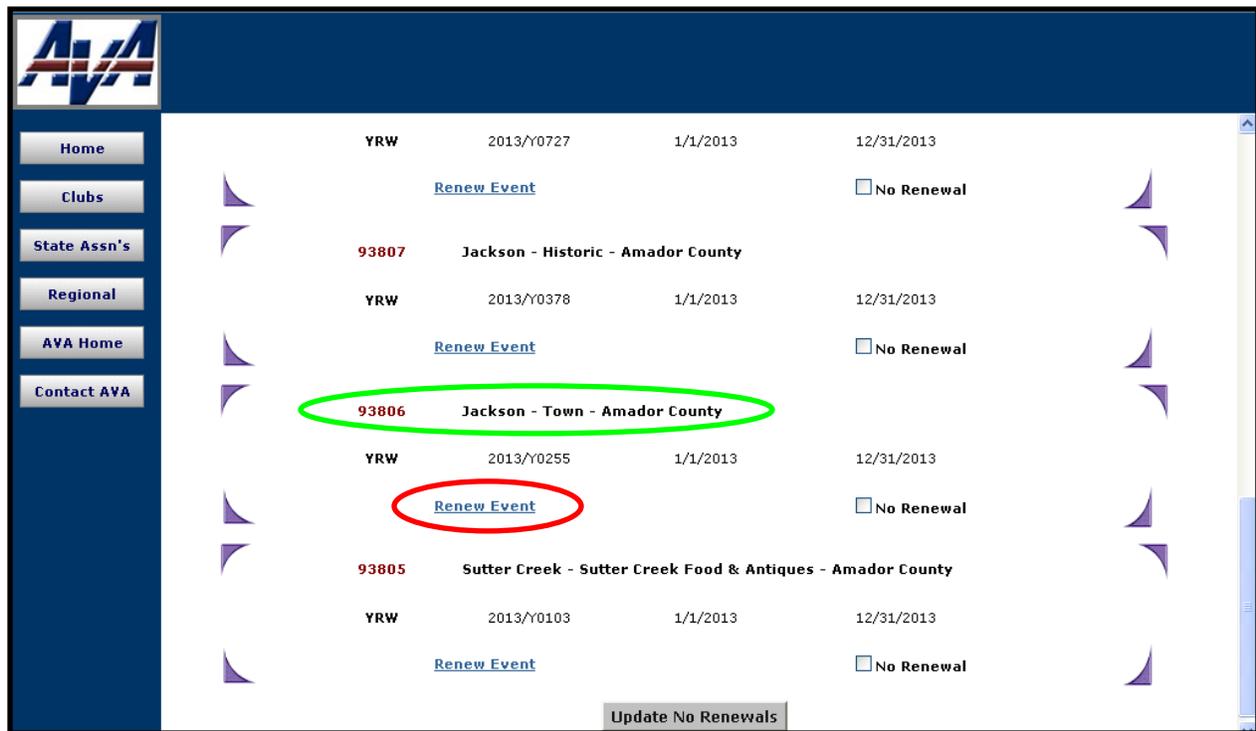


Figure 3b – ESR Navigation Page

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

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

Event Number: 93806
YRE Number: 2013/Y0255

Club: AYA-0941
Sierra Gold Striders

Region PA

Current Event Dates: 1/1/2013 to 12/31/2013

Renewal Event Dates: 1/1/2014 to 12/31/2014 These are suggested dates based on the current event dates.

Event Type: YRW Year Round Walk

State Assn: AAA-CA

Start Point Only
Best Western Amador Inn

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 Only
(website basic info)
(max 255 characters)

Best Western Amador Inn

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

200 S. Hwy 49, Jackson, CA 95642. SE corner of S Hwy 49 SE and St Rt 88. Enter parking lot between Amador Inn and Denny's. Look for binder on shelf above computer. After completing registration log, mark a registration envelope, include payment, put in postage paid envelope, and give to desk clerk to mail.

Start Point Details

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

Daily, dawn to dusk. The trail has a few hills and is mostly paved. Jackson is a gold rush-era town, and the tour will take you through an old cemetery, which includes the grave of Angelo Noce, founder of Columbus Day. Be sure to also check out the old train engine display, and the Amador County Museum.

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.**

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

Event Comments
Another opportunity for antique collectors to satisfy your "need", as you will walk past, and into, many shops selling antiques located in buildings mostly older than the contents; that sometimes refers to the merchants, too.

Event City: Jackson

Event Name: Town - Amador County

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

Event State: CA **Distance:** 12 km

Point of Contact

(Name)	(Address)
Philip Jones	P.O. Box 1253
(City)	(State) (Xx) (Zip) (numbers only)
Twain Harte	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,

Home
Clubs
State Assn's
Regional
AVA Home
Contact AVA

More Details

Award Type: IVV Credit Only

Start Time(s): Daily, dawn to dusk.

#Stamps (1 or 2 only):

Incline Rating: 1 2 3 4 5

Terrain Rating: A B C D E

Wheel Chair: None

Pets: Yes

Stroller Access: Medium

Restrooms: Yes

Post Renewal **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: **#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.

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.	
Event Number: 96023 YRE Number: 2014/Y0255	
Club:	AVA-0941
Event Dates:	1/1/2014 to 12/31/2014
Event Type:	YRW Year Round Walk
Event Start Point (NAME):	Best Western Amador Inn
Event City:	Jackson - Town - Amador County
Event State:	CA
Event Region:	PA
Event State Assn:	AAA-CA
Website:	
Distance:	12 km

Figure 5a – 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.

(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						
Extended Description:	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.						
Event Comments							
Rating:	2						
Start Time(s):							
Awards and Fees:	IVV Credit Only						
# Stamps:	2						
Entry Date:	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

- 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.

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
Type	YRE #	Start	End	Special Program
96023	Jackson - Town - Amador County, CA Starting Point Listing	Click to Request Insurance REQUEST	6/5/2013 1:59:09 PM	Approvals
YRW	2014/Y0255 (1/1/2014) (12/31/2014)	Special Program Listing		Edit
93852	Yosemite National Park - Clouds Rest - Mariposa County, CA Starting Point Listing	Click to Request Insurance REQUEST	7/22/2012 6:01:56 PM	Approvals
YRSW	2013/Y0734 (5/1/2013) (10/31/2013)	Special Program Listing		Edit Participation Report
93851	Yosemite National Park - Half Dome - Mariposa County, CA Starting Point Listing	Click to Request Insurance REQUEST	7/22/2012 5:50:55 PM	Approvals

Figure 6 – Club ESR Status Listing

- 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.