

4. **SPECIAL.** The **SPECIAL** button allows you to record whether an event qualifies for an AVA Special Program. AVA Special Programs are those events approved by AVA's National Executive Council and are national in scope. A current list of AVA Special Programs is at Appendix A.

a. **Getting Approval.** To assure that your event qualifies for a special event category, you must seek approval from the AVA club responsible for sponsorship of that particular special event. Check the AVA Website under Special Events or consult the Chair, AVA Special Programs Committee to identify the sponsoring club. Once you have approval, you are free to add the qualification to your event record.

b. **To Enter Special Program Qualifications.** To record the fact that your event qualifies for a special program category, go to the AVA Club Maintenance Home Page (see paragraph II. D.) and click on the Special button. The YRE Special Classification Page shown in Figure 18 appears.

YRE Special Classification Page Select Event Below

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The screenshot shows a web form with a central container. At the top of the container is a dropdown menu labeled "Select an Event" with a downward arrow and "(required entry)" below it. Below this are three more dropdown menus, each labeled "Please Select a Classification" with a downward arrow and "(required entry)", "(optional entry)", and "(optional entry)" respectively. At the bottom of the container are two buttons: "Submit" and "Reset". The entire form is framed by a horizontal line at the top and bottom, with decorative corner graphics.

Figure 18. YRE Special Classification Page

1). In the **Select an Event** box, click on the triangle at the right side, to show a pop-up listing of all active events submitted by your club. For each event, the list shows Event Number, Event Type, the Start Date and the Start Location. Move your cursor to highlight the correct event and click to select. The selected event should now appear in the **Select an Event** Box.

2). In the first Please Select a Classification box, click on the triangle to pop-up the special event classifications. In the same manner as before, highlight the classification category and select it by clicking on it. The selected classification should now appear in the Please Select a Classification box.

3). Multiple Classifications. Many walks qualify for several classifications. For instance, an event held in a State Capitol could cross a college campus as well, qualifying for both State Capitol and College Campus special events. The YRE Special Classification Page allows you to enter up to three special event classifications.

4). Classifications Not Listed. NOTE: The USA A to Z is unique in that all events qualify. Therefore the A to Z is NOT listed as a choice on the YRE Special Classification Page. In addition, many states have statewide special events such as walking all counties within a state. You may include mention of your events qualifications for these classifications in the description of your event.

5). To delete a special classification entered in error, navigate to the Club ESR Status Listing (Figure 9), select the event and click on Special Classification Listing. When the special classifications appear on the screen, select the classification to be deleted by clicking on the words 'Delete this classification.

c. Reviewing Your Event Qualifications for AVA Special Programs. To review the current AVA Special Program qualifications shown for your events go to the Club ESR Status Listing (see paragraph II.D.2 above), select an event from the listing, and click on the words: Special Classification Listing. The following screen will show you what is recorded for a particular event. To delete a qualification, click on the words 'Delete this classification.

d. To add a qualification, follow the procedures in paragraph II.D.4.