

All renewals are done via the Edit/New page that you may navigate to starting from your club's my.ava.org home page by clicking first on the **Sanctions** tab then the **Edit/New** tab.

All 2022 YRE/SEs are initially listed in the Edit/New page section, "EVENT RENEWALS" based on the published event data and does NOT include any unpublished changes. Events to be renewed may be edited, reviewed, renewed, or marked as not to be renewed. If an event has errors, red error bars will show the location of the errors in the Review page. You can click on the bar to fix the error or provide the missing information. All errors and missing information must be fixed before you can request renewal approval for the event.

If you intend to not renew a listed event, click on the **Review** button then click on the "**Do not renew**" button (near the top of the review page). Notice that a "DO NOT RENEW" icon is displayed and a "**Do not renew OFF**" button appears. Clicking on "**Do not renew OFF**" reverses the previous action, making the event eligible for renewal.

For events you do intend to renew, it is strongly recommended that you first click on the **Edit** button for each listed event to display the **Edit renewal** screen that will initially show **Stamps/SP** tile. Then click on **each** of the six "Sanction Tiles" buttons to review/update the event information and possibly take advantage of new/improved sanctioning features.

Here is a brief checklist of the more important/new features that you should include in your review:

#### 1. Basics Tile

- a. The last item in Section 6 supports requesting that the event be designated PPSF. (Clubs are no longer required to notify their RD separately via email to request PPSF for an event.)
- b. Section 7 is a new feature supporting Event Special Fees.

#### 2. POC Tile

- a. Two phone numbers may be entered along with a selection of the preferred number for the Event Point of Contact.

#### 3. Ratings Tile

- a. Check Trail Ratings. Use the new feature that permits indicating different trail Ratings for different Distances.

#### 4. Location Tile

- a. The AVA IT team has selected a **County** for all 2022 YRE/SEs where there was no County selected. Check that the County selection is acceptable.
- b. Check the **map pin**. Drag and drop the pin and expand the map scale to assure the pin accurately indicates the event start/finish location. Note that map pins inherited from Legacy ESR are NOT accurate since they were only based on the event's city and state.
- c. Every event should have a "**Mapping Services Phrase**" (MSP). This typically is a street address or distinct location that includes the city and state. Use the "Verify..." button to assure the entered location results in a single red pin on the displayed map. For events with a Physical Start Box (PSB) location, the MSP pin should indicate where to park near the PSB location. But for Online Start Box (OSB) only events, the MSP pin should indicate the event's start/finish trailhead.
- d. For Physical Start Box events, Section 7 allows the club to indicate that the start box is remotely located; i.e, NOT co-located with the event start/finish point.

## 5. Description Tile

- a. Every event should have an “**Elevator Pitch – Short Description**”.
- b. Carefully read the text about the proper content for the event **Information** and **Comment** entry boxes/fields. You may need to use “**Swap the two fields**” button to get these two descriptions in the proper place. Note, the Comment text will appear in the online event view but NOT in the default downloaded brochure nor in the Starting Point book.

## 6. Stamps/SP Tile

- a. Check/Change the **Initial Stamp Request** quantity. Notice that the default stamp quantity for an OSB Only event is “No Stamps”, but clubs may choose to request one or more stamps for these events. (One Stamp is always free, even for OSB only events. There is a \$5 charge for each additional stamp.)
- b. Check/Change/Show the **STAMP TEXT** and assure it is not “too long”.
- c. Check/Add **Special Programs**. All Special Programs (SPs) from the 2022 YRE/SE are inherited for the 2023 renewal except those SPs that expire at the end of 2022. There are three new Special Programs for 2023 and Section 3 is where you can add them to your 2023 event The event qualifier information for these new SPs is found on the AVA Future Special Programs page, <https://cb.ava.org/futureprog.php>

Once you have saved your renewal, you should inspect the displayed review page. Any errors will be highlighted with a red change bar. Once the sanction is error free, a “**Req renew**” button will appear on the Review page. Click on the **Req renew** button to submit your renewed event for approval by your RD (and State Association when applicable).

Notice that an “APPROVAL REQUESTED” icon appears after you click on **Req renew** button which then becomes a **Req renew OFF** button. Clicking on the **Req renew OFF** button removes the event from the RD approval queue.

Once your renewal is approved, it will automatically be published (made public) and removed from the EVENT RENEWALS list and appear on the **Sanctions** page under either a 2023 Seasonal or Year Round Events heading.

You may continue to edit your event while approval is requested, but once you save any changes, the event is removed from the RD approval queue (the APPROVAL REQUESTED icon is no longer displayed). So, you must again click “**Req renew**” to get the revised event approved.

Note, 2022 OSB events renewed for 2023 will inherit their 2022 event directions (PDF). Similarly, any uploaded pictures and brochures associated with the 2022 YRE/SEs will be inherited by the renewed 2023 event.

The Reload 2022 button allows a club to reload the 2022 event information into the 2023 renewal in question. There are at least 3 use cases for this feature:

1. **Recovering from a major editing mistake** - In the process of editing a renewal, you have managed to mess up something that you cannot easily recover from, clicking on **Reload 2022** allows you to start over.
2. **First apply changes to the 2022 event** - You realize the changes you are about to enter for the 2023 renewal event are also needed for the 2022 event. So, first change, save, and publish the 2022 event, then for the 2023 renewal click on **Reload 2022**. Of course, any previously saved changes to the 2023 renewal are lost.

- 3. Unpublished 2022 Event Changes** – When the event info in the renewal list is based on the Published event data when renewal were enabled. Some clubs may have had unpublished event changes under the heading “EDITING CURRENT SANCTIONS” that the club wants to include in the corresponding event being renewed for 2023. The club should Publish these changes (so that the event is no longer being actively edited, then use **Reload 2022** to bring the published changes into the renewal. Again, any previously saved changes to the 2023 renewal are lost.

As mentioned in the July 2022 Checkpoint, there will be a presentation/demonstration on the YRE/SE renewal process during the Programs Committee’s webinar at 8pm Eastern Time on Wednesday, July 20<sup>th</sup>, 2022. For your convenience, here is a link to register for this webinar:

<https://us02web.zoom.us/meeting/register/tZApdu2spjwvHd2GydZCGZXR84jkWUXIzDZz>

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