

Greetings OLSB club POCs (and other interested parties),

My first OLSB message detailed the required text for the ESR event data fields, "Start Point Only" (aka, "Location:") and "Start Point Address and Driving Directions" (aka, "Start Point / Driving Directions:") for OLSB events. (This text is also later referred to as the "sanctioning" text.) The second OLSB message detailed recommended and required content of the event pdf file to be uploaded for an OLSB event. This message details the procedures by a designated OLSB club manager to submit a prospective OLSB event for approval, assuming the required ESR data fields are in place and an event pdf file with the required content has been created.

In order to manage the OLSB events for your club, you will need to be granted this privilege by your club's POC as currently designated on AVA site for each club. A club may have more than one OLSB event manager, but the Club POC (typically the club president) needs to assure that the each manager is aware his/her responsibilities.

Below are a number of step for step instructions for using the graphical user interface (GUI) of the OLSB website, which because of the wordiness can appear intimidating. It is best to use the following instructions while actually operating the OLSB GUI. Once you become familiar with the OLSB GUI, these detailed instructions will become superfluous.

At the end of this document is a table, "Condensed List of OLSB Actions for Club Managers". This table might be more useful for those who are comfortable with website GUIs and the "Click, Completion Sequence" notation used in this table as opposed to the following descriptive narrative.

The first step for you or your designated manager(s) is to create an OLSB user account (if you have not already) and verify the entered email (if you have not already) as detailed below.

1. Create an OLSB user account
 - a. Browse to cva4u.org
 - b. Click on **New Account** (top right on the page)
 - c. Fill out the form including the captcha field (the captcha stops web bots from creating bogus accounts) and then click on **SUBMIT and go to verify your password**
 - d. The page, *Please verify your new login credentials*, will be displayed.
 - e. Enter the password for you new account again, then click on **Verify login.**
 - f. If the password matches, the page, *Basic account information* will be displayed.

Your user account has been created and you may logout now. But there are still a few more steps to completely setup your user account so that you can use it for registering for OLSB events as well as managing your clubs OSLB events. The following steps assume you have successfully logged in to your OLSB account and your *Basic account information* page is being displayed.

2. Under *ACCOUNT FLAGS AND STATE*
 - a. Click on **Please verify your email address** to trigger the OLSB system to send a test email to the email account associated with your account.
3. While waiting for the verification email to arrive, go ahead and accept the AVA athletic waiver for your OLSB account.
 - a. Click on the **My Account** tab to display the *Manage online event waivers* page.
 - b. Read waiver. Then, at the bottom of this page, check off the I ACCEPT box and click **Save.**
 - c. Click on the **Account** button (top right on the page) to go back to the *Basic account information* page and observe that the *ACCOUNT FLAGS AND STATE* section indicates the *ATHLETIC WAIVER IS IN FORCE.*

4. You may want to now setup the AVA books and special programs that you currently stamp so that later when you register and complete walks you will be able to generate the appropriate insert cards.
 - a. If you have accepted the Waiver, clicking on the **My Account** tab will now take you to the *Books, Special programs and Challenges* page
 - b. Use the provided interface on this page to select and/or setup the type of books you are currently or will be stamping in 2017. Hopefully, this interface is straightforward to use, if not please let me know.
5. You may change your account settings by starting from the *Basic account information* page by clicking on **Account** (top right corner) then
 - a. Clicking on the **My Account** tab, then click on the **My Login** tab to display the *Change account information* page.
 - b. Notice that all changes on this page require you to click on a submit or update button **except** for changing the *I WANT WEEKLY ALERTS* option.
6. When the verification test email arrives
 - a. Proceed to your *Basic account information* page by clicking on **Account** (upper right corner)
 - b. In the received email find the Email Verification code. This code has the general format, EV-####-####.
 - c. Enter the Email Verification code (including the "EV-") into the *Connection code* entry box in the **MANAGE YOUR ACCOUNT CONNECTIONS** section, then click on the **Submit code**.
 - d. A popup message will be displayed indicating your email verification has been successful
 - e. The *ACCOUNT FLAGS AND STATE* section will indicate your *EMAIL ADDRESS HAS BEEN VERIFIED*. (You may need to logout and login to get the verification status to update.)

The above steps are common for all OLSB users. The following steps are required to setup your OLSB user account to be used to manage a club OLSB account.

1. Login to your OLSB user account
2. Notice the *CLUBS, PEOPLE... THAT I CAN MANAGE* section on the *Basic account information* page which likely now displays "You currently have no items you can manage on this site."
3. Click on the **My Account** tab, then the **My Connections** tab to display the Account connections page.
 - a. In the *CLUB MANAGER CONNECTIONS* section click on the **Access club account** button.
 - b. Notice a check list of AVA clubs is presented, check off the club you wish to manage.
 - c. Clicking on the **Send email** button will trigger the OLSB system to send an email with your name to the club POC's email account as it now appears for this club on the AVA website. This email will indicate your wish to be an OLSB manager for the club and include a Club Activation code.
 - d. Click on the **Send email** once you have made your selection. (If the club you wish to manage does not appear in the list please notify me.)
4. If you are the club POC for the selected club, you should receive the above mentioned e-mail.
5. If you are NOT the club POC, you will need to contact the club POC, who should have received the e-mail.
6. The email will contain a Club Activation code having the format, CA-####-####.
7. Once you have the Club Activation code, click on the **Account** button to display the *Basic account information* page.
 - a. Under the *MANAGE YOUR ACCOUNT CONNECTIONS* section enter the Club Activation code in the *Connection code* entry box and click the **Submit code** button.
 - b. A confirmation message displayed and a new "connection" button with the club name should appear in the *CLUBS, PEOPLE... THAT I CAN MANAGE* section.

8. Clicking on a connection button in the *CLUBS, PEOPLE... THAT I CAN MANAGE* section will activate the account management interface for the club or person as indicated by the button name. Use the **Account** button (top right corner) to get back to your personal account.

Note that once club connection button for a user account has been created it remains until explicitly deleted (via **Manage My Connections**). But the Club Activation codes are good for 7 days and while valid can be used by any logged in OLSB user to establish a club connection button for managing a club's OLSB data/events. A club POC may choose to forward the received activation request e-mail (or just the Club Activation code) to multiple users who he/she wishes to manage club OLSB data/events.

The OLSB club management page has a number of features accessible via the various tabs above the club's name that appears after the user hits the club's connection button on his own "Basic account information" page. You are welcome to explore this interface using the supplied tabs. Just remember to use the **Account** button (top right of the page) to get back to your personal account.

In this message, I will only discuss how to get to and use the features of the online status page for any event your club has sanctioned. To get to the online status page from your *Basic account information* page,

1. Click on the club connection button for your club in the *CLUBS, PEOPLE THAT I CAN MANAGE* section (that you setup earlier).
2. Click on the **Events** tab, this brings up a display of all the events sanction by your club for 2016 and 2017 now in the AVA ESR system.
3. Among the listed events, scroll to and then select (click on) a prospective OLSB event which will display all the details from the AVA ESR database for the selected event.
4. On the page with the event details showing, click on the **Online** tab to view the event's online status page.

An event's online status page includes 4 sections.

1. *AVA SANCTION TEXT FOR THE ONLINE START BOX*
2. *UPLOAD EVENT PDF FILE*
3. *ONLINE EVENT VISIBILITY DATES*
4. *ONLINE EVENT APPROVAL*

Generally any RED text indicates an issue that needs to be addressed before the event in question can be submitted for OLSB approval. The first section is where the results of the event's automated scanning of the "Start Point Only" and "Start Point Address and Driving Directions" for the required sanctioning text. Click on the **Help** button (top right of the page) to see the sanctioning text and other OLSB requirements.

The second section supports uploading the event's pdf file. The third section is where the events visibility dates are set. Once the visibility dates are to your liking, click on the **Update visibility dates** button (at least once before submitting the event for approval).

The last section permits the user to submit an event for approval after there are no errors in the first 2 sections. This section will only display a **Request approval** button when there are no errors. Once the event has been submitted for approval to go online and it has been approved (by me), this last section will display that it has been Approved.

When an event is submitted for approval, the OLSB system sends a notification email message to me. I will inspect the submitted pdf to assure the required/mandatory items are in place, as detailed in my previous email and as can be

viewed by clicking on the **Help** button (top right of the page). Generally, I will inspect and approve an event within a day or so of receiving the submission notification email from the OLSB system.

Any approved OLSB event that is within its visibility date should appear in the OLSB active event listing which is displayed by starting from the *Basic account Information* page (click on **Account**), then clicking on the **My Start Box** tab.

So the OLSB is now officially available for OLSB club managers to submit their events for approval for inclusion in the 2017 OLSB system. Feel free to contact me if you have any questions or problems using the OLSB club interface to get your events submitted for approval.

Best regards,

Mike

mikeginf@gmail.com

P.S.

I see most of clubs have been working on their sanctioning text to get the required text in place. There are only a few more prospective OLSB events that need some work in this area as listed below.

1. CA - South Bay Striders - AVA-0338

- San Jose - Pacific Crest Trail Whitewater
'Start Point Only' text - **errors**.
'Start Point Address and Driving Directions' text - **errors**.
- San Jose - Pacific Crest Trail Donner Pass
'Start Point Only' text - **errors**.
'Start Point Address and Driving Directions' text - **errors**.
- San Jose - Pacific Crest Trail Round Valley/Salt Ridge
'Start Point Only' text - **errors**.
'Start Point Address and Driving Directions' text - **errors**.
- Truckee - Pacific Crest Trail Round Valley/Salt Ridge
'Start Point Only' text - errors.
'Start Point Address and Driving Directions' text - errors.

2. OR - Daffodil Valley Volkssport Association - AVA-0336

- Cascade Locks - Pacific Crest Trail Herman Creek Pinnacles to Dry Creek Falls
'Start Point Only' text - correct.
'Start Point Address and Driving Directions' text - **errors**.

3. WA - Central Washington Sun Striders - AVA-0360

- Iron Horse State Park - John Wayne Pioneer Trail
'Start Point Only' text - correct.
'Start Point Address and Driving Directions' text - **errors**.

Condensed List of OLSB Actions for Club Managers

Action	OLSB Location (Click, Completion Sequence)	Comment
Create a new OLSB user account	cvau4u.org-> New Account [], Submit and go to Verify	Complete the form, submit and verify password
Trigger a verification email to the user account's email	cvau4u.org-> Login -> Please verify your email address	Wait on verification to arrive. This can take a few minutes
Use the Email Verification code, EV-####-#### to verify a user account's email	cvau4u.org-> Login -> Connection Code [], Submit code	Enter the code, EV-####-#### and Submit code . Note verification state changed to "EMAIL ADDRESS HAS BEEN VERIFIED"
Sign Athletic Waiver	cvau4u.org-> Login -> My Login -> My Waiver , I Accept [], Save	Check the I Accept box and Save.
Return My Status	cvau4u.org-> Login -> Account	Clicking on Account (top right corner of the page) is always the way to get back to My Status
Setup IVV/AVA Books	cvau4u.org-> Login -> My Login -> My Books , Add from the IVV/AVA standard list , check off Special programs, Update my list	Once done Return to My Status via Account
Setup other Books (on the list)	cvau4u.org-> Login -> My Login -> My Books , Add from the other list , check off Special programs, Update my list	Once done Return to My Status via Account
Setup other Books (NOT on the list)	cvau4u.org-> Login -> My Login -> My Books , Add from the other list , It's not on either list , Program Name [], Sponsoring Club [], Add new special program	Enter Program Name and Sponsoring club then Add new special program Once done Return to My Status via Account
Become a OLSB Club manager Step 1 - Request a Club Activation code	cvau4u.org-> Login -> My Account -> My Connections -> Access club account -> select club, Send email .	Select club you wish to manage then Send email to club POC Contact Club POC to get Club Activation Code (CA-####-####)
Become a OLSB Club manager Step 2 – Enter Club Activation code, CA-####-####	cvau4u.org-> Login -> Connection Code [], Submit code	Enter the code, CA-####-#### and Submit code A club connection button should appear below "CLUBS, PEOPLE... THAT I CAN MANAGE" You may need to logout then login to make the button appear.
Check the Online State of a prospective OLSB event	cvau4u.org-> Login -> { club-connection-button }-> Events -> { Select OLSB event of interest }-> Online	Any Red text on Online page indicates issues that need to addressed before an event can be submitted for OLSB approval

Condensed List of OLSB Actions for Club Managers

Action	OLSB Location (Click, Completion Sequence)	Comment
View the content requirements that need to be met before a OLSB event can be approved.	cvau4u.org-> Login -> {club-connection-button} -> Events-> {Select OLSB event of interest} -> Online -> Help	Clicking on the Help button displays the required ESR sanctioning text and content for an Event pdf file.
Upload an Event pdf file for an event	cvau4u.org-> Login -> {club-connection-button} -> Events-> {Select OLSB event of interest} -> Online -> Choose file , select a file, Upload Event PDF	Event pdf files must have a size less than 8 MBytes
Update an Events visibility dates	cvau4u.org-> Login -> {club-connection-button} -> Events-> {Select OLSB event of interest} -> Online -> Start Date[], End Date [], Update visibility dates	Enter the desired visibility Start Date and End Date, then Update visibility dates .
Submit an event for approval.	cvau4u.org-> Login -> {club-connection-button} -> Events-> {Select OLSB event of interest} -> Online -> Request approval	If there is any Red text on the Online page, the Request Approval button will not be displayed. Clicking on Request Approval , sends an email to an OLSB admin for approval. An OLSB admin will typically take a couple of days to inspect an event pdf
Check the approval status for an event	cvau4u.org-> Login -> {club-connection-button} -> Events-> {Select OLSB event of interest} -> Online	There is no indication than an event has been previously submitted for approval. When an event has been approved, the Online page will display, "This event was approved by <OLSB Admin Name>".