In addition to the text requirements for your Electronic Sanctioning Request on www.ava.org, an AVA sanctioned event will not be approved as OSB event until an event pdf (walk directions) file has been uploaded. This guide contains a list of content recommendations for the uploaded event pdf beyond walk directions.

The OSB system supports uploading only one pdf file per OSB event. Uploading a new pdf file overwrites the previous file in the OSB system for the event in question. There is no provision to archive previous versions of an event's pdf file in the OSB system.

A number of recommendations in this message, with respect to the content of event pdf, are based on the fact that if the pdf is printed out, it is printed by the walker and not by the club. This means the event pdf can (and should) contain more than the just walk directions. This additional information should be what a walker might find in a typical physical start box including a list of applicable special programs, other events sponsored by the club, etc. (more details below). The walker can choose to print any portion of the pdf file as single or double sided pages. The logistics and expense of keeping a physical start box stocked with sufficient and up-to-date copies of walk directions disappears for OSB events.

While most walkers will have previously downloaded and printed out the OSB event pdf file before doing a walk, it's possible that some will use a smart phone to view the pdf during a walk. This later possibility leads to the following recommendation.

1. *The portion of the event pdf containing written step by step walk directions should be two-column formatted with each step numbered.*
   Two-column formatting makes using printed directions easier to use during a walk. Using walk directions by viewing them on a smart phone is very cumbersome if directions are not 2 column formatted. When walk directions are formatted in 2 columns numbering each step becomes critical to allow the user transition from a walk instruction on the bottom of the first column to the top of the second column as well from the bottom of the second column to the top the first column on the next page.

For those who download or print the event pdf before walk, it would be very convenient to have detailed the directions to walk start point as a part of the pdf including where to park and the location of the nearest restroom.

2. *The event pdf should include directions to the walk start point including parking and restrooms. The driving directions should include a street address that when entered into Goggle maps, displays the start location.*
   Having the starting point address in the directions allows a completely lost walker to use a smart phone GPS to get back on track or, if all else fails, get back to the start point (without calling the POC). Also, consider putting in Latitude and Longitude for the walk start point. (In Google maps, right click on the location of interest and select "What's here" to display the location's street address along with its Latitude and Longitude).

All event pdfs submitted to the OSB **must** contain the following:

3. *The walk directions in the event pdf must contain the statement "In case of Emergency: Dial 911" and should contain as well as the name and phone number of the event POC for walk related issues.*
   Below is a recent graphic element recently suggested by the AVA for this purpose where "John Doe" is the walk POC.

   In case of Emergency: Dial 911
   Event related assistance:
   John Doe: 555-555-5555
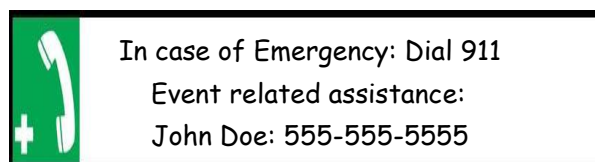
4. **The walk directions in the event pdf must contain the statement, "These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited."**
This statement helps to protect the AVA, the sponsoring club and its officers, and event POC from walkers who fail to sign the waiver. In order to emphasize this statement, it should be distinctly formatted perhaps as shown below framed in a box.

> These walk directions and maps may only be used in conjunction with a signed American Volkssport Association athletic waiver. All other uses are prohibited.

5. **The walk directions in the event pdf must contain a copyright notice dated for the current year, "Copyright 2019 <your club name>".**
Typically, this copyright notice should be placed in the footer of each directions page.

The above 3 event pdf requirements will be checked manually (initially) before an OSB event is approved. Eventually, the OSB system will eventually reject any uploaded event pdf that does not include the above statements.

It's difficult to imagine when it might be appropriate to omit a walking route map from the walk directions.

6. **The event pdf should include a map(s) of the walk route(s).**

Often clubs choose to make event walking directions as brief as possible to save printing costs for the copies to be stocked in a physical walk box. For an OSB event, the walker is printing at his/her expense; so club expense is no longer a reason to not provide more local history and point-of interest descriptions. You are urged to provide color maps since these are usually much easier to use (users may opt to print them in greyscale or color).

7. **The event pdf should include local history and descriptions of the points of interest during the walk.**
Some POCs prefer this additional description to be embedded either in the step-by-step directions. Others prefer to have a separate page(s) of comments/descriptions, with references to walk direction steps, appended at the end of walk directions. (While I am a fan of embedded comments/descriptions, having descriptions as a separate page allows the walker to choose to not print them with their walk directions.)

The following recommendations focus on what might normally be in a physical start box that should/could be added to the pdf for an OSB event.

8. **The event pdf should include a list of applicable AVA Special Programs including a short description of what feature of the walk qualifies for each applicable Special Program.**

9. **The event pdf should include a page or so listing the club's year round and upcoming traditional events.**

10. **The event pdf should include what awards are available (if any) along with the cost and the mailing address to request and pay for the award.**
The OSB system does not support the collection of money for event awards.

11. **The event pdf might include a listing of local restaurant and lodging.**
We all know that the AVA motto "Fun, Fitness, and Fellowship" should include "Food".

12. ***The event pdf should include a reminder to be sure to log back into the OSB system to "finish/complete" their online registration after doing the walk.***

    The OSB system does not deduct any walking fee from a walker's Event Bank until they have submitted walk completion info including the date the event was walked, the distance walked, and the selection of applicable special programs that walker is participating in. (Nevertheless, a fee of $2 for a downloaded pdf is deducted from the user's Event Bank when the pdf is downloaded. Later, any pdf fees are credited back to a walker's Event Bank when he/she submits the walk completion info as a paying for credit walker. Note, however, the $2 coupon for the downloaded pdf will expire in 60 days.)

13. ***The event pdf should include a Table of Contents (TOC) page. (The above mentioned reminder notice could be included on this page)***

    Including a TOC page as the first in page in the event pdf, provides a way to show (warn) the walker concerning the content of the event pdf. Using the TOC, a walker can more easily decide to print all or only specific pages of the event pdf.

While an ambitious event POC might attempt to implement a number of the above recommendations in a single MS Word file that is then saved as a pdf file, I recommend instead creating the event pdf file by combining (binding) multiple pdf files into a single pdf. As they say, "There is an App for that". I recommend using the app, PDFBinder which can be downloaded from the web using the following link:

      https://pdfbinder.en.softonic.com/

I have used PDFBinder for a number of years and have found it reliable and easy to use. Once PDFBinder is installed and running, you may "drag and drop" pdf "source" files into the App window in the order you wish them to be bound. Then hitting the bind button will bring up a window where you can select the location and enter the name of the resulting bound (generated) pdf. I always put all of the "source" pdfs I intend to bind in the same directory. If something later changes requiring the event pdf to be updated, the new/changed "source" pdf should be copied into this directory (overwriting the outdated source pdf) then PDFBinder is used to generate the new event pdf.

Aside from the 3 must-have content items, the rest of the items listed herein are only recommendations. The OSB Helpdesk and Customer Support(osbhelp@ava.org) will be inspecting event pdf files as a part of my OSB event approval duties for the 3 required content items. The OSB system prevents approval any OSB event that does not have an associated event pdf file uploaded. You are welcome to upload a temporary "walk directions only" pdf file with the required content as the event pdf to facilitate your event's approval as an OSB event while preparing a "better" event pdf based on the above recommendations. Of course, the revised event pdf should be uploaded before (or soon after) the event's scheduled visibility date. (This is the date when an OSB user can register for the event and download the associated event from the my.ava.org website).

Go to the Club Home tab of the OSB to see a list of all events in need of approved Event PDFs. Follow the guidance shown in my.ava.org. HELP and Contact us buttons are available for your support, in addition to a comprehensive set of FAQs.