Here are the text requirements for specific fields in the AVA ESR for an Online Start Box event.

When an event is created or edited in the AVA ESR system, the following 2 fields need to contain specific text to indicate the event is an Online Start Box event.

1. "**Start Point Only** (website basic info)"
2. "**Start Point Address and Driving Directions** (Start Point: Starting Point book) (website more details)"

In order for an event to be (later) approved for inclusion in the OSB system, the text for the first data field (1) needs to be:

***WEB REGISTRATION ONLY using the AVA Online Start Box (https://my.ava.org)***

For the second data field (2), the text needs to be:

***The detailed location of and driving directions to the event starting point are included in the walk directions, downloaded from the AVA Online Start Box. The POC does not provide event directions nor accept alternate payment methods.***

Please do not provide any detailed starting point location or driving directions in these. We have found if the starting point location is provided that some folks will go to the starting point expecting to find a Physical Start Box despite all of the indications that the event is only an OSB event.

All events should use the same text to provide a uniform look for OSB events to public.

Then the event (YRE/SE) needs to be approved by the appropriate Regional Director (and possibly the local State Association) in the AVA ESR just like any other AVA event. This will be sufficient to get the YRE/SE included in the upcoming Starting Point book, if the event has been RD approved by the middle of September. However, RD approval is not sufficient to have an event be an approved OSB event.

Once appropriate event directions pdf file has been prepared and uploaded for the event on my.ava.org then the event can be submitted for approval as an OSB event. This can be done month or so before the YRE/SE begins, typically in November.

A new guide for clubs is being prepared on what should be in the event directions for an OSB event, how to upload the directions pdf, and how to submit the event for approval to be an OSB event. Meanwhile, you can use the info provided on the following page to help prepare the event directions.

http://nodegreen.com/olsb/