

Online Start Box Tutorial

Finish Table and Insert Cards

How to get credit for your walk

- Just like a Traditional Event, you will have to return to the “Finish Table” to let the organizers know that you’ve returned.
 - Walk has to be completed or changed to another within 30 days
 - Coupon doesn’t expire for 60 days
 - “No Credit” walkers still must return to the “Finish Table”
- And, just like a Traditional Event, you’ll receive stamps for any and all books that you want stamped.

Step 1

1. Login
2. My Account
3. My Start Box
4. Finish Table

MyAya Fun, Fitness, and Friendship My Account Logout





[Up](#) [My Books](#) [My Event Bank](#) [Registration](#) [Directions](#) [Finish Table](#) [My Insert Cards](#)

OSB Event registration Help




If the event is shown in grey, mouse over the event to see its current status. A 'C' means you have an active coupon for the event.

2021 sanctions











ALASKA

Anchorage, AK - Kincaid Park Seasonal: Jun 6th, 2021 to Sep 16th, 2021	View	 5, 6, 10K Rate: 2B	
Ketchikan, AK - Ketchikan Adventure Seasonal: May 1st, 2021 to Sep 30th, 2021	View	 5, 10K Rate: 2B	
Skagway, AK - Historic town and Lower Reid Falls Seasonal: Apr 1st, 2021 to Sep 30th, 2021	View	 5, 8, 10, 12K Rate: 1B	Register

ARKANSAS

Little Rock, AR - Little Rock - Capital Seasonal: Feb 11th, 2021 to Dec 31st, 2021	View	 5, 12K Rate:	  Register
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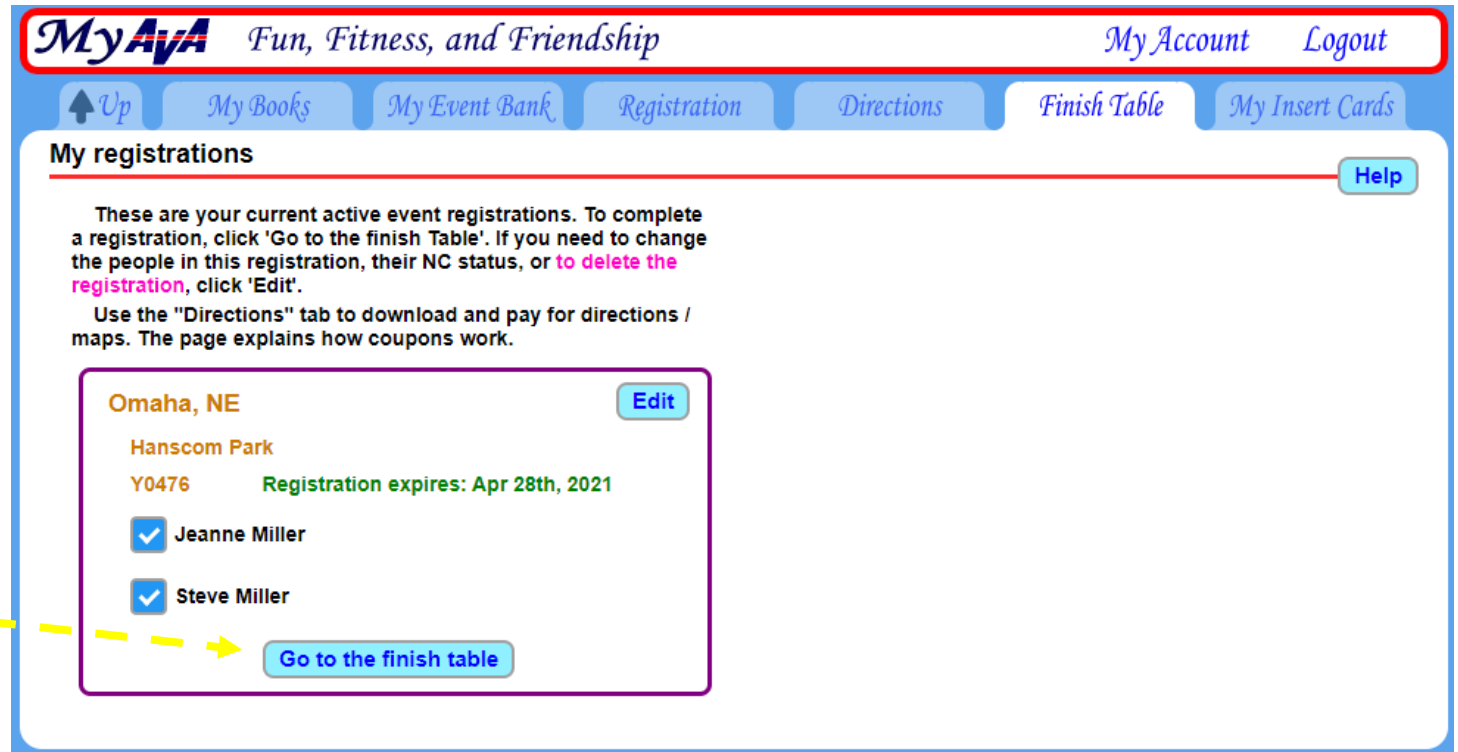
CALIFORNIA

Anaheim, CA - Disneyland	View	 10K Rate: 1B	 Register
Carson Pass, CA - Pacific Crest Trail Seasonal: Jun 1st, 2021 to Oct 31st, 2021	View	 10K Rate: 2C	
Donner Pass, CA - Pacific Crest Trail Seasonal: Jun 1st, 2021 to Oct 31st, 2021	View	 5, 13K Rate: 3D	
Encino, CA - Nature and Historic walk	View	 10, 20K Rate: 1B	 Register
Los Angeles, CA - Griffith Park Bridle Path	View	 5, 10K Rate: 1B	 Register
Los Angeles, CA - Griffith Park Observatory	View	 5, 10K Rate: 3B	 Register

Step 2

This comes from a club member's account. Note that both walkers were registered, because they are "connected" at the time of registration. (To be covered later.)

Click on "Go to the finish table".



The screenshot shows the MyAva website interface. At the top, the logo "MyAva" is followed by the tagline "Fun, Fitness, and Friendship". To the right are links for "My Account" and "Logout". Below this is a navigation bar with buttons for "Up", "My Books", "My Event Bank", "Registration", "Directions", "Finish Table", and "My Insert Cards". The main content area is titled "My registrations" and includes a "Help" button. A text block explains that these are current active event registrations and provides instructions on how to complete, edit, or delete a registration. Below this, a registration card for "Omaha, NE" is shown, including the location "Hanscom Park", the registration ID "Y0476", and the expiration date "Apr 28th, 2021". Two participants, "Jeanne Miller" and "Steve Miller", are listed with checked boxes. An "Edit" button is located in the top right of the card. At the bottom of the card is a "Go to the finish table" button, which is highlighted by a yellow dashed arrow pointing from the text in the left column.

My registrations [Help](#)

These are your current active event registrations. To complete a registration, click 'Go to the finish Table'. If you need to change the people in this registration, their NC status, or to delete the registration, click 'Edit'.
Use the "Directions" tab to download and pay for directions / maps. The page explains how coupons work.

Omaha, NE [Edit](#)

Hanscom Park
Y0476 Registration expires: Apr 28th, 2021

Jeanne Miller
 Steve Miller

[Go to the finish table](#)

Step 3

Walks are \$3 per walker.

2 walkers x \$3 = \$6.

The \$2 registration coupon has been applied from the “Event Bank”.

So, another \$4 will be taken from the “Event Bank” to pay for these 2 walkers.

(If you click on “Back to registration list”, you can delete the registration for this walk and select another.)

MyAva Fun, Fitness, and Friendship My Account Logout

Up My Books My Event Bank Registration Directions Finish Table My Insert Cards

The finish table Help

This is the finish table where you will 'finish' the event and get your stamps. There is a confirmation page prior to finalizing your event.

Your Event Bank balance is \$28.00
Due for this registration \$4.00 (coupon applied)

[Back to registration list](#)

THE EVENT

Omaha, NE
Hanscom Park
Y0476 Registration expires: Apr 28th, 2021

BOOKS / SPECIAL PROGRAMS

This list contains all of the books, special programs and club challenges that this group of people have signed up in their 'My Books' pages. There is a large list of available books and programs. It is simpler to work with a list that you care about.

Check the box if the event qualifies.

IVV DISTANCE (your distance stamp)
 IVV EVENTS (your event book stamp)
 The Appalachian Trail

DATE EVENT COMPLETED

This completion date will appear on your insert cards. If the date is for the previous year, then that year will be shown on the stamp. Valid dates are Mar 17th to Mar 31st (Today). Please read the HELP to understand the range of dates that are possible.

When did you do it...
sep 1, 9/1, 9/1/19

DISTANCE ACHIEVED

This distance will appear on all the distance insert cards unless an individual distance is entered below.

Km or Km

If some individuals did a different distance, then you can override the value above by entering a distance in the box in front of the persons name.

Km Jeanne Miller
 Km Steve Miller

OPTIONAL PAYMENT TO THE CLUB?

Please consider making a non-IVV participation payment of an arbitrary amount. Even a small amount begins to add up. Do note that this amount is not tax deductible.

To: **Nebraska Wander Freunde Trailblazers**

NONE \$1 \$2 \$3
 \$4 \$6 \$8 \$10

[Submit and go to confirmation page](#)

Step 3 (continued)

Fill in:

- Date walked
- Distance walked (may differ for each person)
- Check that the qualifying books have marked (these were set up in your “My Account” pages.
- Some clubs rely on donations to offer events; this is strictly **optional**.

Click blue “Submit” button

MyAva Fun, Fitness, and Friendship My Account Logout

↑ Up My Books My Event Bank Registration Directions Finish Table My Insert Cards

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[Back to registration list](#)

Nebraska Trailblazers

THE EVENT

Omaha, NE
Hanscom Park
Y0476 Registration expires: Apr 28th, 2021

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This completion date will appear on your insert cards. If the date is for the previous year, then that year will be shown on the stamp. Valid dates are **Mar 17th to Mar 31st (Today)**. Please read the HELP to understand the range of dates that are possible.

When did you do it...

BOOKS / SPECIAL PROGRAMS

This list contains all of the books, special programs and club challenges that this group of people have signed up in their 'My Books' pages. There is a large list of available books and programs. It is simpler to work with a list that you care about.

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Km Jeanne Miller
 Km Steve Miller

OPTIONAL PAYMENT TO THE CLUB?

Please consider making a non-IVV participation payment of an arbitrary amount. Even a small amount begins to add up. Do note that this amount is not tax deductible.

To: **Nebraska Wander Freunde Trailblazers**

NONE \$1 \$2 \$3
 \$4 \$6 \$8 \$10

[Submit and go to confirmation page](#)

Step 4

Double-check that everything is correct as shown on this page **BEFORE** clicking on the “Confirm” button.

Note that the AVA will keep \$2 and NWFT will receive \$4 for this walk. This is roughly the same net amount that the club keeps from every walk.

(The AVA portion provides our club with liability insurance.)

MyAVA Fun, Fitness, and Friendship My Account Logout

[Up](#) [My Books](#) [My Event Bank](#) [Registration](#) [Directions](#) [Finish Table](#) [My Insert Cards](#)

Confirmation

Please confirm that the following people will receive the listed credit for the event. [Back to edit](#)

Completed on: **Wed, Mar 31st, 2021**

Jeanne Miller
Distance: 10 Km
Stamps:
IVV DISTANCE
IVV EVENTS

Steve Miller
Distance: 10 Km
Stamps:
IVV DISTANCE
IVV EVENTS

Please note that there is no ability to modify the stamps or add stamps after you have confirmed this registration. You must correct any errors before you confirm.

BOOKS: People must have the correct books selected in their account profile in order to receive a stamp for that specific special program.

\$4.00 (coupon applied) will be paid to the club.

[Confirm, pay and receive stamps](#)

Step 4 (continued)

This is what the Event Bank looks like after clicking on the blue “Confirm, pay and receive stamps” button.

The Event Bank started with \$30, two walkers (for the one walk) were paid for, and the new balance is \$24, ready for the next OSB walk.

[My Account](#) [My Start Box](#) [My Event Bank](#) [My Awards](#) [My Profile](#) [Find a ...](#)

AVA Event bank [Help](#)

The event bank is an account to provide a way for you to quickly pay a club for events, donations and other items. The account is managed by the American Volkssport Association.

There are four important points:

1. **THERE ARE NO REFUNDS!** You are purchasing digital goods that are immediately available for download.
2. The credit card fees are paid by you so that we are able to pass the full event credit to the club.
3. Unused event credit never expires.
4. Event credit cannot be moved from one account to another. It can only go to a club or the AVA.


Contact information:
American Volkssport Association
1008 S. Alamo St.,
San Antonio,
TX 78210
(210) 659-2112
Attn: Erin Grosso
Email: erin@ava.org

Payment history

		CREDIT	DEBIT	BAL	
Mar 31st, 2021	Event credit (coupon applied)		\$4.00	\$24.00	Omaha, NE - Hanscom Park
Mar 31st, 2021	Download directions		\$2.00	\$28.00	Hanscom Park, NE
Mar 31st, 2021	Add funds to event bank	\$31.30	\$1.30	\$30.00	Via EVO

Jeanne Miller
Your Event Bank balance is \$24.00

Since you are using this money for event credit, it might be worth doing the math and enter a amount for a specific number of events. We strongly recommend that you only put in whole dollar amounts.

All amounts are in USA Dollars. 

\$ \$100 max [Add Funds](#)

Step 5

This is what pops up when you click the “Confirm” button.

Click “Got it!” to move on.



The screenshot shows the MyAva website interface. At the top, the logo "MyAva" is followed by the tagline "Fun, Fitness, and Friendship". Navigation links include "My Account" and "Logout". Below the header, there are tabs for "Up", "My Books", and "My". A notification pop-up is centered on the screen, featuring a lightbulb icon and the following text: "Please note that the insert cards shown here are for you personally. Other people's cards are found in their own account. You will need to give a 'connection code' to a person to see their account and download their insert cards." A red "Got it!" button is located at the bottom right of the pop-up. The background content includes a section titled "OSB Insert cards" with a "Help" button, and a section titled "IVV DISTANCE" with a "Download picture" button and details for "Mar 31st, 2021 Omaha, NE Hanscom Park". Other buttons visible include "View previously down", "Download PDF", and "Finish Table".

Step 5 (continued)

This is what pops up when you click the “Confirm” button.

Before you download a picture or PDF, be sure to read the “Help” button.

(See next slide.)

MyAVA Fun, Fitness, and Friendship My Account Logout

Up My Books My Event Bank Registration Directions Finish Table My Insert Cards

OSB Insert cards

These are your personal active insert cards. New events will be added to these cards. After 8 events, a new card is created. Click HELP (above and to right) for more details.

[View previously downloaded cards](#) [Help](#)

IVV EVENTS

[Download picture](#) [Download PDF](#)

Mar 31st, 2021 Omaha, NE
Hanscom Park

IVV DISTANCE

[Download picture](#) [Download PDF](#)

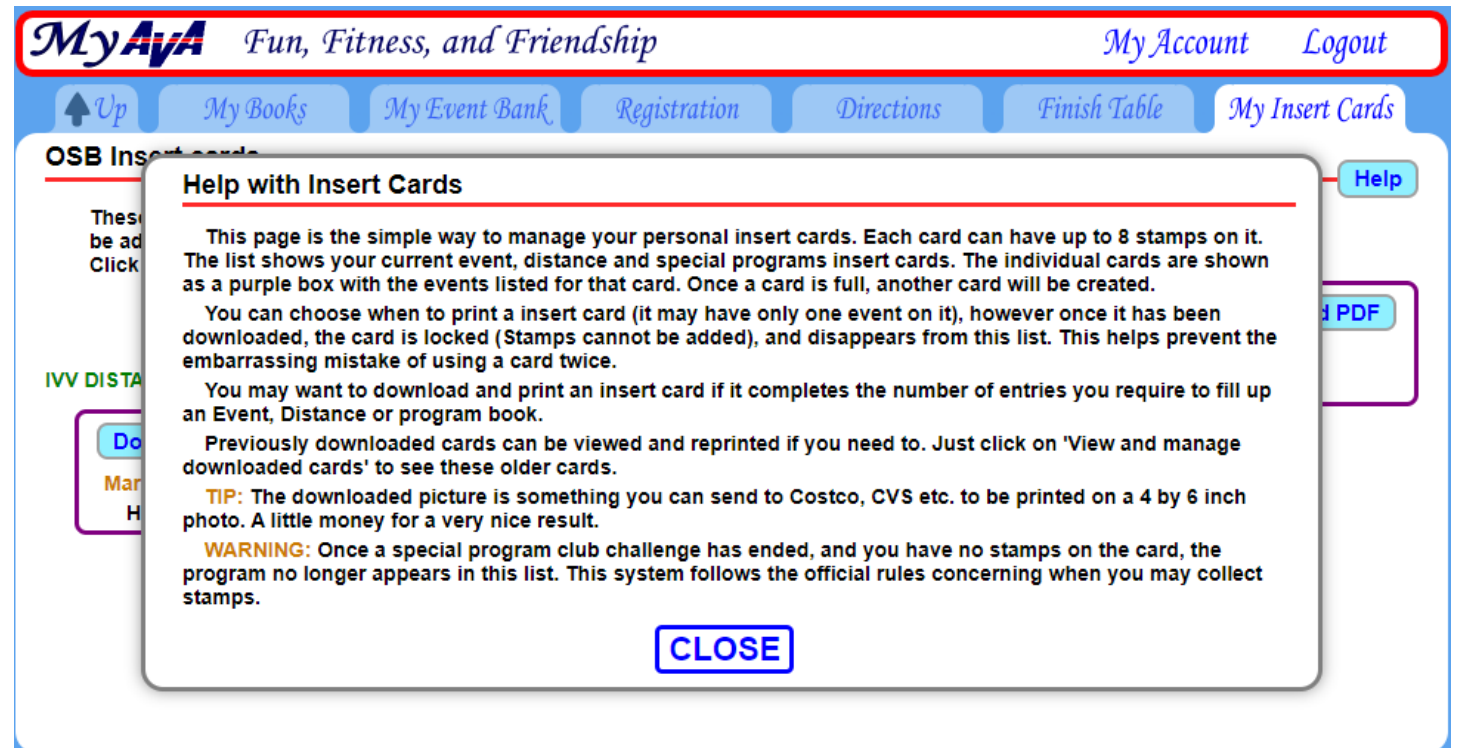
Mar 31st, 2021 Omaha, NE
Hanscom Park

Step 5 (continued)

You can save downloading until you have 8 events OR you can download every time you complete an event.

AVA is allowing walkers to cut apart their insert cards and paste the stamps in their books.

If you don't like doing that, then it's best to wait until you have enough events to fill up a card (8) or enough to complete a book.



The screenshot shows the MyAVA website interface. At the top, the logo "MyAVA Fun, Fitness, and Friendship" is displayed on the left, and "My Account" and "Logout" are on the right. Below the logo is a navigation bar with buttons for "Up", "My Books", "My Event Bank", "Registration", "Directions", "Finish Table", and "My Insert Cards". The main content area is partially visible, showing "OSB Insert cards" and "IVV DISTA". A help popup window is overlaid on the page, titled "Help with Insert Cards". The popup contains the following text:

Help with Insert Cards

This page is the simple way to manage your personal insert cards. Each card can have up to 8 stamps on it. The list shows your current event, distance and special programs insert cards. The individual cards are shown as a purple box with the events listed for that card. Once a card is full, another card will be created.

You can choose when to print a insert card (it may have only one event on it), however once it has been downloaded, the card is locked (Stamps cannot be added), and disappears from this list. This helps prevent the embarrassing mistake of using a card twice.

You may want to download and print an insert card if it completes the number of entries you require to fill up an Event, Distance or program book.

Previously downloaded cards can be viewed and reprinted if you need to. Just click on 'View and manage downloaded cards' to see these older cards.

TIP: The downloaded picture is something you can send to Costco, CVS etc. to be printed on a 4 by 6 inch photo. A little money for a very nice result.

WARNING: Once a special program club challenge has ended, and you have no stamps on the card, the program no longer appears in this list. This system follows the official rules concerning when you may collect stamps.

Buttons for "Help", "PDF", and "CLOSE" are visible on the popup.

Step 6

This is a downloaded picture of the Event credit for the Omaha, NE – Hanscom Park year round walk.

The “stamp” adds the month and day walked, and a control block after the image of a walker.

It is *approximately* the same size and shape as a paper Insert Card and has space for 8 events.

Anecdotes from Facebook say to print at 80% for best fit.



CUT OFF TO MATCH BOOKS

Extra step

Recall that this walker had a connection to another walker and registered both walkers. Where do you find the “connected walker’s” Event and Distance stamps?

1. Login
2. My Account
3. “Connected Walker”

Notice that the connected walker’s screen is a different color!



MyAva Fun, Fitness, and Friendship My Account Logout

My Account My Start Box My Event Bank My Awards My Profile Find a ...

Account home and status Help

Hello **Jeanne Miller**

The following items may need your attention. Click on the 'GO' to take you there. If the item has an "X", click it to dismiss the item.

There are currently no items in this list

CLUBS. PEOPLE... THAT I CAN MANAGE

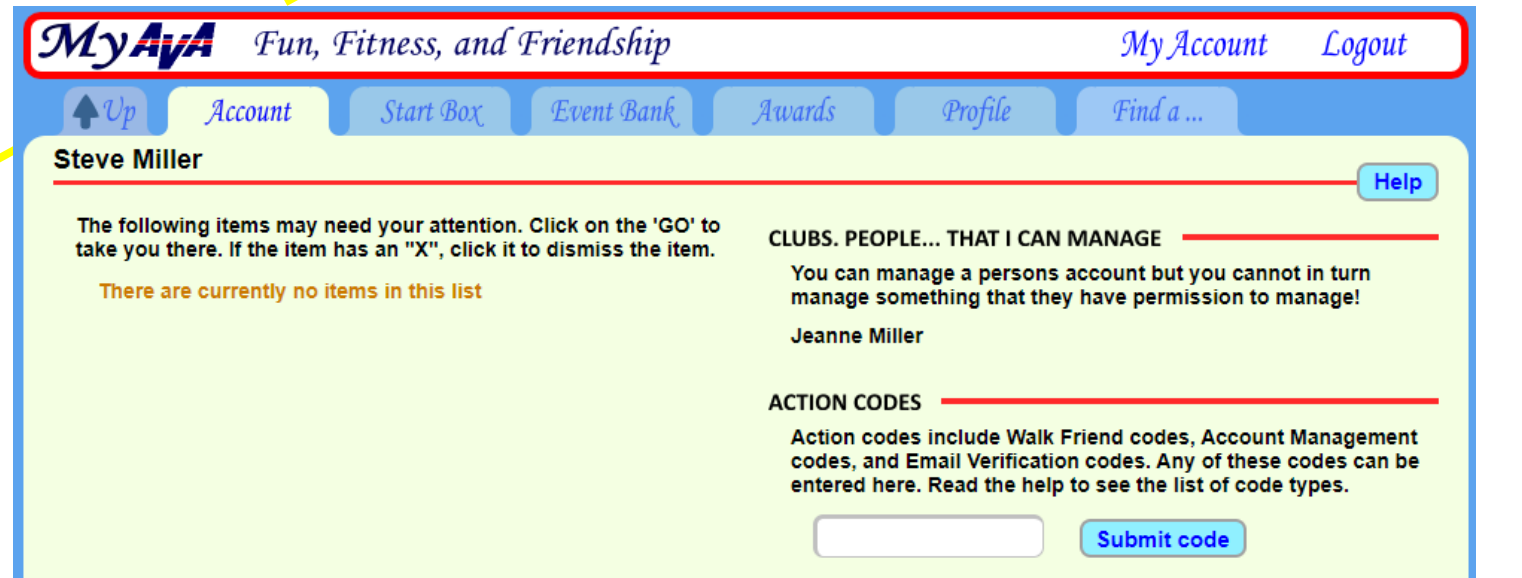
Click name to select and go manage

[Steve Miller](#)

ACTION CODES

Action codes include Walk Friend codes, Account Management codes, and Email Verification codes. Any of these codes can be entered here. Read the help to see the list of code types.

A yellow dashed arrow points from the "Steve Miller" link in this screenshot to the "Up" button in the screenshot below.



MyAva Fun, Fitness, and Friendship My Account Logout

Up Account Start Box Event Bank Awards Profile Find a ...

Steve Miller Help

The following items may need your attention. Click on the 'GO' to take you there. If the item has an "X", click it to dismiss the item.

There are currently no items in this list

CLUBS. PEOPLE... THAT I CAN MANAGE

You can manage a persons account but you cannot in turn manage something that they have permission to manage!

Jeanne Miller

ACTION CODES

Action codes include Walk Friend codes, Account Management codes, and Email Verification codes. Any of these codes can be entered here. Read the help to see the list of code types.

A yellow dashed arrow points from the "Up" button in this screenshot to the "Connected Walker" step in the list above.

Extra step (continued)

From here:

1. Click on “Start Box”
2. You’ll land on “Registration”; click “Insert Cards” to the right.
3. Options for downloading the Insert Cards show up here.

Note that the screen stays the same color the entire time when managing a “connection”.

The screenshot shows the MyAva website header with the slogan "Fun, Fitness, and Friendship" and links for "My Account" and "Logout". A navigation bar contains buttons for "Up", "Account", "Start Box", "Event Bank", "Awards", "Profile", and "Find a ...". The "Start Box" button is circled in red. Below the navigation bar, the user's name "Steve Miller" is displayed with a "Help" button. A message states: "The following items may need your attention. Click on the 'GO' to take you there. If the item has an 'X', click it to dismiss the item. There are currently no items in this list". To the right, there are sections for "CLUBS. PEOPLE... THAT I CAN MANAGE" and "ACTION CODES".

The screenshot shows the MyAva website header and navigation bar. The "Registration" button is highlighted, and the "Insert Cards" button is circled in red. The main content area is titled "OSB Event registration" and includes a "Help" button. Below this, there is a section for "2021 sanctions" with a sub-section for "ALASKA". An event listing for "Anchorage, AK - Kincaid Park" is shown with a "View" button and details: "Seasonal: Jun 6th, 2021 to Sep 16th, 2021", "5, 6, 10K", and "Rate: 2B".

The screenshot shows the MyAva website header and navigation bar. The "Insert Cards" button is highlighted. The main content area is titled "OSB Insert cards" and includes a "Help" button. A message states: "These are your personal active insert cards. New events will be added to these cards. After 8 events, a new card is created. Click HELP (above and to right) for more details." Below this, there is a section for "IVV EVENTS" with two event listings. Each listing includes a "Download picture" button and a "Download PDF" button. The first event is "Mar 31st, 2021 Omaha, NE Hanscom Park".