

Online Start Box Tutorial

Making Connections

Making connections

Household Level

Recall the 2 requirements to use the OSB:

- You must have your own email address
 - Individuals “sign” the waiver
 - Email addresses identify the individual
 - NO family accounts
- You must use a credit card to pay for walks in advance
- But once each individual registers, those individuals can:
 - **Manage** other individuals (such as spouse, children, club members)
 - **Be managed** by other individuals (such as spouse or club)

Let’s look at managing at the household level

Step 1

Login to your account at <http://my.ava.org/>

You'll land on the "My Account" page.

This account has no items (club, people) that it can manage.

This account would have to enter an "Action Code" provided to it by another registered account.

See the next screen for the list of code types.

The screenshot shows the 'My Account' page for a user named Nebraska Trailblazers. The page has a blue header with the MyAVA logo and the tagline 'Fun, Fitness, and Friendship'. Navigation links include 'My Account', 'My Start Box', 'My Event Bank', 'My Awards', 'My Profile', and 'Find a ...'. The main content area is titled 'Account home and status' and includes a 'Help' button. A green greeting says 'Hello Nebraska Trailblazers'. Below this, 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.' A message in orange text says 'There are currently no items in this list'. To the right, a yellow box contains the text: 'CLUBS. PEOPLE... THAT I CAN MANAGE' and 'You currently have no items that you manage on this site.' Below this, the 'ACTION CODES' section is visible, with a description: '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.' There is an input field and a 'Submit code' button. A dashed yellow arrow points from the text 'This account would have to enter an "Action Code" provided to it by another registered account.' to the input field. The footer contains 'American Volkssport Association © 2020', the date 'Dec 29th, 2020 - 2:15am GMT', and links for 'Privacy Policy', 'Legal', and 'Contact us'.

Step 1 (continued)

Households will use the short-term “AM-####-####” codes to create a connection.

That connection will allow a household manager to control registration and payment for household members.

Each registered account can generate its own AM-code.

Managers provide their AM-code to those being managed. (This can be a 2-way street.)

Account status help

This is your account home or landing page. From here you can go everywhere you have permission, and deal with items that require your attention. Your profile is important. Please keep it up to date.

Important - each person must individually read and sign the athletic waiver.

ACTION CODES:

The following is not an exhaustive list of the action codes, but these are the most common ones that you will encounter.

Codes 'AM-####-####' create a one-way connection from one person to another. To make a two-way connection, you must exchange codes with another user. Your personal account management code (AM) is shown on the 'My Profile', 'My Connections' page of your account.

Codes NE-####-#### set the "No email" flag to block automatically generated emails sent to you by this system.

Codes EV-####-#### are email address verification codes.

Codes ##-#### are Walk Friend codes.

CLOSE

Step 1 (continued)

In this example, Nebraska Trailblazers wants to manage (connect to) Jeanne Miller's account.

Nebraska Trailblazers must first generate an AM-code.

To generate an AM-code, good for 3 days, click on "My Profile".

The screenshot displays the MyAVA website interface. At the top, the logo "MyAVA Fun, Fitness, and Friendship" is on the left, and "My Account Logout" is on the right. Below this is a navigation bar with tabs: "My Account", "My Start Box", "My Event Bank", "My Awards", "My Profile", and "Find a ...". A red dashed arrow points from the "My Profile" tab to the "Account home and status" section. This section includes a "Hello Nebraska Trailblazers" greeting, a message about items needing attention, and a note that there are currently no items in the list. To the right, there are sections for "CLUBS. PEOPLE... THAT I CAN MANAGE" (stating no items are managed) and "ACTION CODES" (with a text box and a "Submit code" button). A "Help" button is located in the top right of the main content area. The footer contains "American Volkssport Association © 2020", the date "Dec 29th, 2020 - 2:15am GMT", and links for "Privacy Policy", "Legal", and "Contact us".

Step 2

You saw this screen before when you selected “Nebraska Wander Freunde Trailblazers” as your club connection.

Go ahead and click the blue “Click to generate this code”

MyAVA Fun, Fitness, and Friendship My Account Logout

Up My Waiver My Books My Connections My Address My Self / Login

Personal connections Help

Similar to the way friend connections work on social media sites, with Account connections you can control how others (either clubs or individuals) can see you on this system. You can also manage an account for someone else if they give you permission.
Click HELP (top right) to see usage notes.

There are two formats for codes. 'AM-1234-5678' for account management and '12-345' for Walk Friend connections.

[Submit code](#)

1. PERSONAL ACCOUNT MANAGEMENT

Send this code to someone who needs you to manage his or her account. If you receive a code from someone you have requested to manage your account, enter it above to finalize the connection. This personal code is valid for three days. The connection will remain until you rescind it.

[Click to generate this code](#)

2. WALK FRIENDS FOR OSB

If you are the leader of your walking group, family or friends, give everyone your code. You can then register and pay for everyone's OSB events. Their name will appear under walk friends. This code is valid for one week.

[Click to generate this code](#)

CLUB CONNECTION

Click to access the club list. You can select one or more clubs to allow them to see you. You become visible to the club for everything from emailing to club management.

[Select a club](#)

SELECT A PRIMARY CLUB: If you are a member of more than one club, you must select a single club from your list to help AVA with its accounting and donor efforts. This is typically the club where you hold the most senior position.

You do not have any club connections.

SPECIAL PERMISSIONS

You do not have any special permissions. This is ok, not unusual. Special permissions are given by AVA HQ to manage things like the AVA convention.

Step 2 (continued)

The code immediately appears to the right of the blue box.

Write this down – it disappears when you leave this page!

You and your household manager/co-manager have 3 days to use this information.

Personal connections

Similar to the way friend connections work on social media sites, with Account connections you can control how others (either clubs or individuals) can see you on this system. You can also manage an account for someone else if they give you permission.

SPI

[Click HELP \(top right\) to see usage notes.](#)

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[Submit code](#)

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Send this code to someone who needs you to manage his or her account. If you receive a code from someone you have requested to manage your account, enter it above to finalize the connection. This personal code is valid for three days. The connection will remain until you rescind it.

[Click to generate this code](#)

AM-1921-8224

Step 3

Now, the person with whom you are sharing this code needs to login to their own account. In this example, it is Jeanne Miller.

The “My Account” screen will be active.

Enter the AM-code from Nebraska Trailblazers into the box and press the blue “Submit Code” button.

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](#)

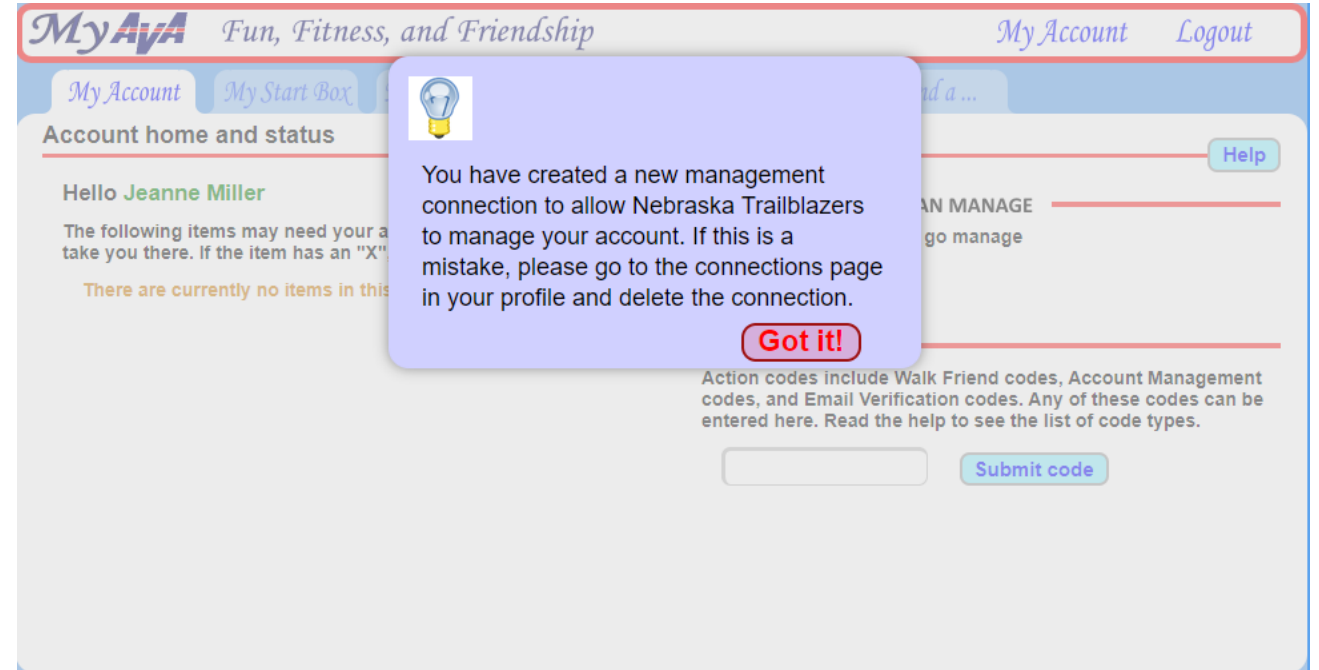
ACTION CODES

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.

[Submit code](#)

Step 3 (continued)

This notice pops up on your screen. Nebraska Trailblazers can now manage Jeanne Miller's account.



The screenshot shows the MyAva website interface. At the top, the logo "MyAva" is followed by the tagline "Fun, Fitness, and Friendship". Navigation links for "My Account" and "Logout" are visible. Below the header, there are tabs for "My Account" and "My Start Box". The main content area is titled "Account home and status" and displays a greeting: "Hello Jeanne Miller". Below the greeting, there is a message: "The following items may need your attention. Click on the item to take you there. If the item has an 'X' icon, it is no longer available." A status message below that reads: "There are currently no items in this category." A notification pop-up is overlaid on the page, featuring a lightbulb icon and the text: "You have created a new management connection to allow Nebraska Trailblazers to manage your account. If this is a mistake, please go to the connections page in your profile and delete the connection." The pop-up has a "Got it!" button. In the background, there is a "Help" button and a section titled "MAN MANAGE" with a "go manage" link. At the bottom, there is a text input field and a "Submit code" button. A footer note states: "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."

Step 4

This is what Nebraska Trailblazers sees when it logs in.

Clicking on her name takes you to that differently colored screen, indicating Nebraska Trailblazers is in management mode.

Note that Jeanne Miller is a manager for Steve Miller. Nebraska Trailblazers **cannot** manage Steve Miller. The name is not clickable.

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

Account home and status [Help](#)

Hello **Nebraska Trailblazers**

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

[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.

 [Submit code](#)

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

Jeanne 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!

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.

 [Submit code](#)

Step 4 (continued)

Nebraska Trailblazers can look more closely at its connections.

Starting from “My Account”, choose “My Profile” and “My Connections” appears.

All connections are listed under “Account Management Connections” and automatically show up under “Walk Friend Connections”

MyAVA Fun, Fitness, and Friendship My Account Logout

↑ Up My Waiver My Books **My Connections** My Address My Self / Login

Personal connections Help

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2. WALK FRIENDS FOR OSB

SPECIAL PERMISSIONS

You do not have any special permissions. This is ok, not unusual. Special permissions are given by AVA HQ to manage things like the AVA convention.

ACCOUNT MANAGEMENT CONNECTIONS

You are able to manage the following personal accounts. If you no longer need to do so, click the 'X' to remove them.

✗ **Jeanne Miller**

WALK FRIEND CONNECTIONS

These are your walk friends and you are able to register them on the OSB. If you no longer need to do so, click the 'X' to remove them. If they are in the lists above, you cannot remove them from this list.

Jeanne Miller

Step 4 (continued)

Nebraska Trailblazers can **look at** and **add to** Jeanne Miller's Event Bank, but **cannot** use her Event Bank for itself!



The screenshot shows the MyAVA website interface. At the top, the logo "MyAVA Fun, Fitness, and Friendship" is visible, along with navigation links for "My Account" and "Logout". Below the logo, there are tabs for "Up", "Account", and "Start". A search bar with "Find a ..." and a "Help" button are also present.

The main content area is titled "AVA Event bank". It contains a description of the event bank, a list of four important points, contact information for the American Volkssport Association, and a "Payment history" table.

An error message overlay is displayed in the center of the page. It features a warning icon (a yellow triangle with an exclamation mark) and the following text: "It is reasonable and allowed to add funds to an account that you manage. Be warned that you are placing these funds into this managed account and that they will not be available for your personal use. For your protection, it is not possible to move funds from one account to another on this system." A "Got it!" button is located at the bottom right of the overlay.

The "Payment history" table is as follows:

		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

Step 5

When Jeanne Miller logs in to her account and clicks on “My Profile” it takes her to the “My Connections” screen.

Notice that “Nebraska Trailblazers” now shows up as able to manage her account.

She can click on the red “X” in front of the name to revoke management access.

Personal connections [Help](#)

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If you are the leader of your walking group, family or friends, give everyone your code. You can then register and pay for

SPECIAL PERMISSIONS

You do not have any special permissions. This is ok, not unusual. Special permissions are given by AVA HQ to manage things like the AVA convention.

ACCOUNT MANAGEMENT CONNECTIONS

You are able to manage the following personal accounts. If you no longer need to do so, click the 'X' to remove them.

✗ Steve Miller

The following people are able to manage your personal account. If you no longer need them to do so, click the 'X' to remove them.

✗ Steve Miller

✗ Nebraska Trailblazers

WALK FRIEND CONNECTIONS

These are your walk friends and you are able to register them on the OSB. If you no longer need to do so, click the 'X' to remove them. If they are in the lists above, you cannot remove them from this list.

Steve Miller

Making connections

Walk Leader Level

Still in Development

- Walk Leaders give a code to each member of a regular walking group
 - Members allow the Walk Leader to register them for an OSB Event
 - Walk Leader pays for all members of the group from his/her account
 - Members of the group pay the Walk Leader directly
- If our club holds a Group Walk of an OSB Event, we will NOT use this feature at this time.
 - Account holders will register, pay and get stamps for the event individually
 - Non-account holders will register, pay and get any stamps at the event