

## -- How To: Use an Online Start Box (OSB) --

Helpful background and tips:

- Anywhere on the AVA website, NEVER use the back button on your phone or browser. Always scroll to the top of the page and select the option you want. The back button will make you start over
- The three horizontal lines at the top right corner of each screen, which I will call **Menu Bar** for the rest of this tutorial, has different options depending on the page from which you access it. If you can't find a choice you want, ensure you are on the correct page. **Menu bar → "My Account" will bring you back to the Account homepage**, which is where you are directed at login. "My Account" is always an option.
- Physical Start Boxes and Online Start Boxes are used for Year Round Events (YREs) that you can complete on your own schedule. These are a great way to explore new areas or find out more about your hometown.

### Access your Account

1. Go to [ava.org](http://ava.org).
2. Click the "+" by the word "Members," and select "Personal Account Login." Log in using your email and password. Alternately, go directly to [my.ava.org/login.php](http://my.ava.org/login.php)
3. You will be sent to your Account homepage. To get back to the Account homepage at any time, go to the Menu bar → "My Account"
4. Make sure your waiver is signed. Account homepage → Menu bar → My Profile → Menu bar → My Waiver. The OSB will not work unless your waiver is signed.

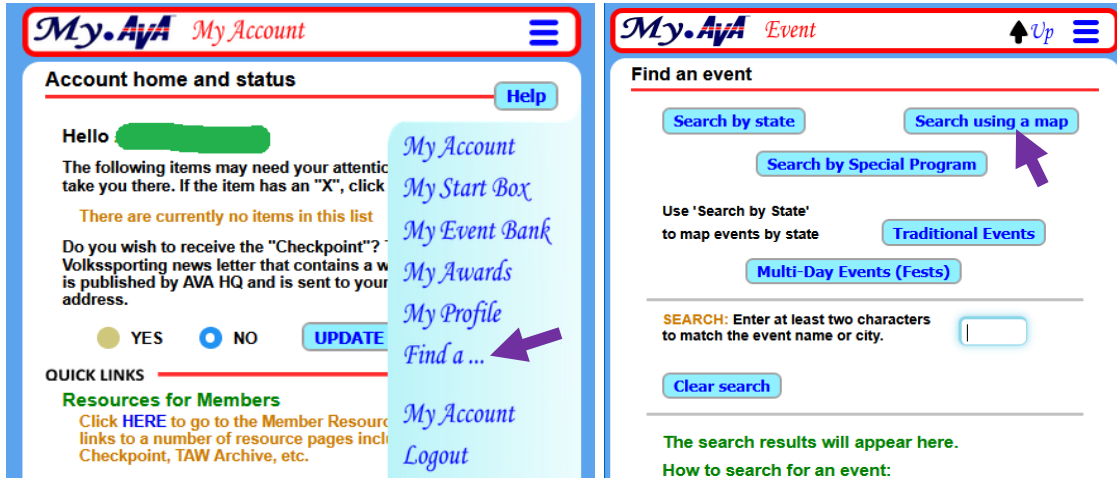


If this is your first time using the online AVA account, see the "How to Create an Online Account, Fill your Event Bank, and Join Special Programs" How-To at [sanantoniopathfinders.org](http://sanantoniopathfinders.org)

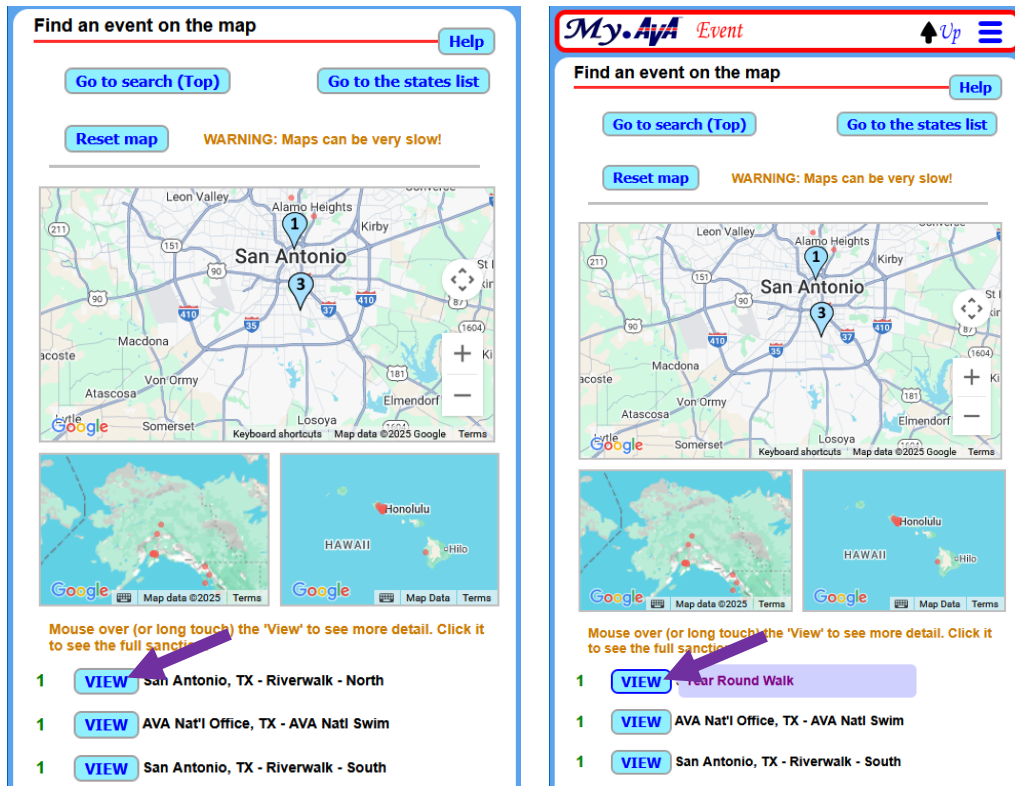
**Register for an OSB event.**

I recommend you do this on the device onto which you would like to download the directions, at a time when you can download directions. Getting the directions is trickier after the initial registration.

5. From the Account home page, select the Menu bar → “Find a...”
6. Select your preferred search criteria at the top of the page. I like to “Search using a map.”

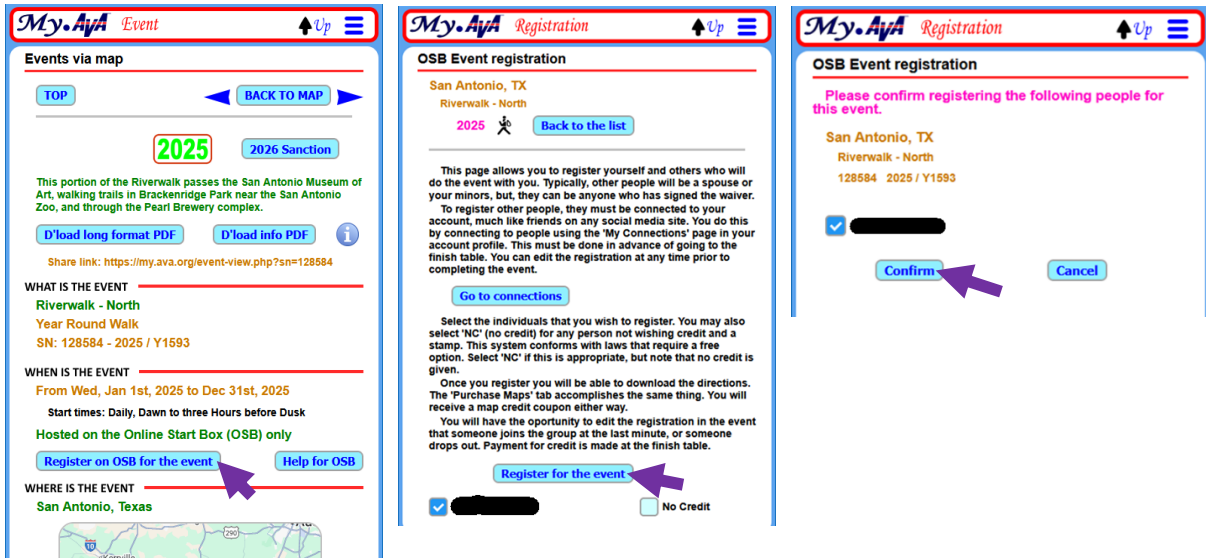


7. Use 2 fingers to zoom in to your desired geographic area until there are few enough events to allow a list to form under the map. The map is not precisely geographically accurate, so move the map around a little to ensure you’re seeing all the walks in the area.



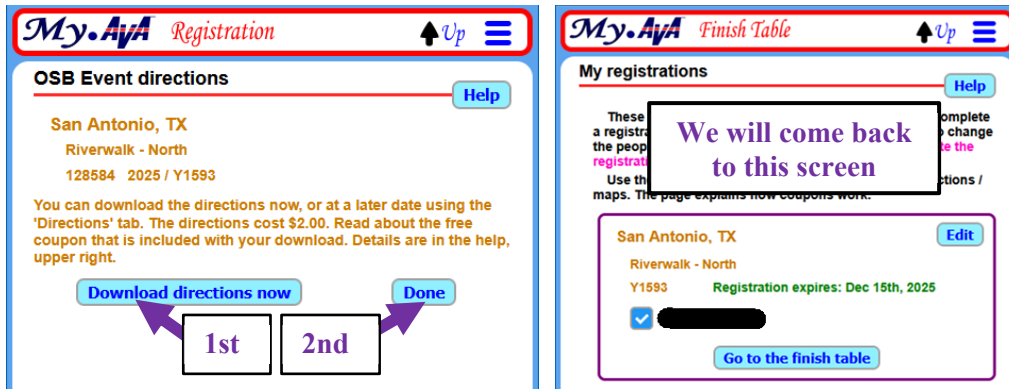
8. Select the blue “View” button next to your preferred walk. For OSB walks, scroll down and select the blue “Register on OSB for the event” button under the “When is the Event” or the “How to Get to the Event” headings. This is FREE.

9. On the next page, ensure your name IS checked and the “No Credit” box is NOT checked. Click the blue “Register for the Event” button. This is FREE. Click “Confirm.” This is FREE.



10. You can “Download the Directions” now. Click only ONE TIME.

- This is highly encouraged as this is the easiest time to access the directions.
- Downloading the directions costs \$2 which will be debited from your Event Bank “This will also create a \$2 credit which will be applied to the \$4 cost of the walk as long as you complete it within 30 days. This ensures that you pay a total of \$4 for the walk as long as you do it fairly quickly. If the 30 days elapses, you will not get credit for the \$2.



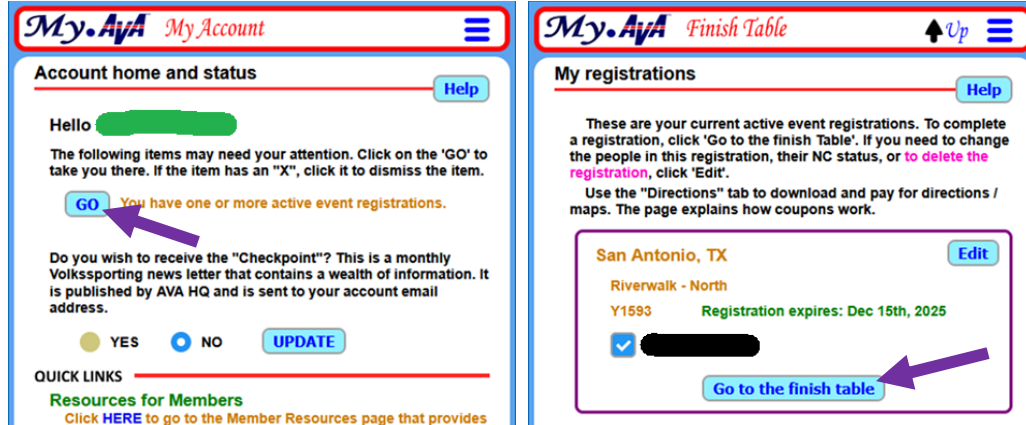
- Then click the blue “Done” button. You will be immediately brought to the My Registrations page. Ignore this for now; we’ll come back
- If you do not have enough funds in your Event Bank, see the How to Create an Online Account, Fill your Event Bank, and Join Special Programs” How-To at sanantoniopathfinders.org
  - If you didn’t download the directions at the time of initial registration, go the Account homepage → Menu bar → “Directions only.” Scroll down to the state you want and click the blue “Show” button. Scroll down to your desired walk and click the blue “Download” button. This costs \$2.

**Use the directions to complete the walk**

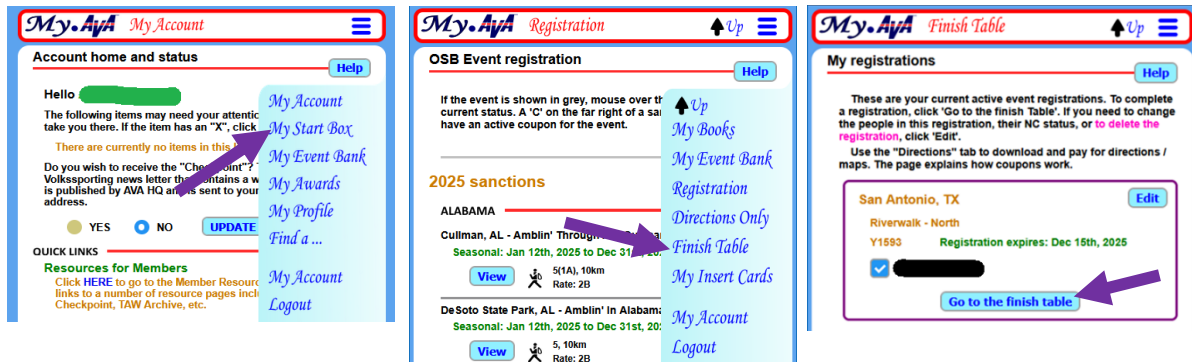
(highly recommended to do within 30 days of registering, and downloading the directions)

## Get credit for completing an OSB event

11. **Once you complete the walk**, if it has been less than 30 days since you registered, the event registration will be accessible from your Account homepage. You have 2 options:
  - a. Option 1: From a blue “Go” button that is visible only when you have active registrations. Account homepage → “Go” If it has been more than 30 days, you can re-register for free using the steps above.



- b. Option 2: Menu bar → My Start Box → Menu bar → Finish Table



12. Ensure the correct event is selected, and click “Go to the Finish Table.”

13. In the Finish table page

- a. Using the calendar icon, select the **date completed, which must be within the past 2 weeks**. In this case, I completed the San Antonio, TX Riverwalk North year-round event on Nov 17, 2025.

**My.AVA Finish Table** ↑ Up ☰

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**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** \$ ██████████

**Due for this registration** \$2.00 (coupon applied)

[Back to registration list](#)

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**THE EVENT**

San Antonio, TX  
Riverwalk - North  
Y1593 Registration expires: Dec 15th, 2025

**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 Nov 3rd to Nov 17th (Today). Please read the HELP to understand the range of dates that are possible.

When did you do it...  
 📅

**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 ██████████

my.ava.org/csb-finish.php#dtp-1

- b. Tap the grey distance box. Standard distances can be selected there. If you did some other distance (e.g. had to stop early, or did both the 10k and 5k at one time), type the distance you completed into the white “km” box. If you did a standard distance, you can ignore the white box next to your name.

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Km ██████████

**BOOKS / SPECIAL PROGRAMS**

- c. Ensure the correct book boxes are checked. Event and Distance will be automatically checked for all events. Check any applicable special programs. You cannot go back and to this later – you will have to pay again.
- d. Skip optional payment

- e. Click the blue “Submit and go to confirmation page.” This is still FREE.
- f. On confirmation page, ensure that the name, distance, and stamp books are correct, then click the blue “Confirm, pay and receive stamps” button. This costs \$2 if you have a coupon for paying for this event’s directions within the past 30 days, or \$4 if you do not.

**DISTANCE ACHIEVED**

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

10 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

**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)

Walking the United States - States

**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: San Antonio Pathfinders

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

Submit and go to confirmation page

**My.AVA Finish Table**

Confirmation

Please confirm that the following people will receive the listed credit for the event. Back to edit

San Antonio, TX  
Riverwalk - North  
Completed on: Mon, Nov 17th, 2025

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.

\$2.00 (coupon applied) will be paid to the club.

Confirm, pay and receive stamps

14. You will be directed to a page with [downloadable pdfs and images](#) for your books.
  - a. You will need to print these out and clip or staple them to your Event, Distance, and any Special Program books. The easiest way to access them is to download them now.

**My.AVA My Insert Cards**

OSB Insert cards Help

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

**IVV DISTANCE**

Download picture Download PDF

Nov 17th, 2025 San Antonio, TX (10 km)  
Riverwalk - North

**IVV EVENTS**

Download picture Download PDF

Nov 17th, 2025 San Antonio, TX  
Riverwalk - North

- b. Didn't download the pdfs (or image files) at the time of completion? See instructions on the next page.

Congratulations! You successfully completed an OSB event.

How to download completion stamp pdf and image files if you did not do so at time of completion (or you lost the file)

- Go to your Account homepage
- Menu bar → My Start Box
- Menu Bar → My Insert Cards



- Select blue “View previously downloaded cards” button. These are grouped by book (scroll down to see your other books).
- Ensure you download and print your Event pdf, your Distance pdf, and any Special Program pdfs. The walks are listed in order from the first walk you completed to the most recent walk.

