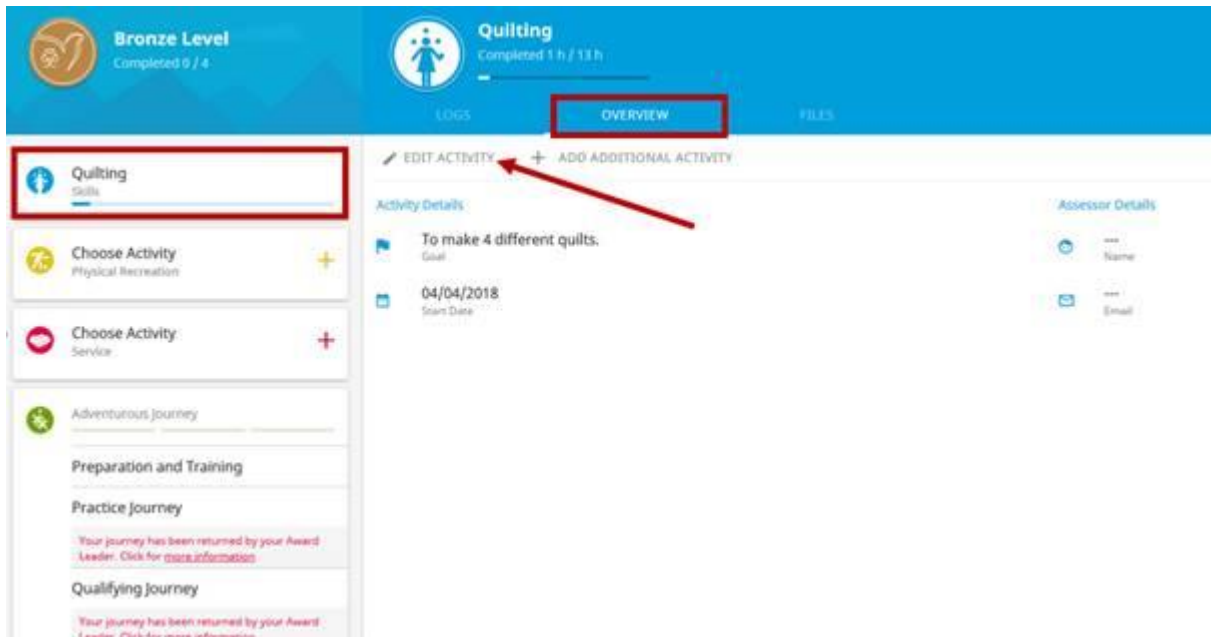
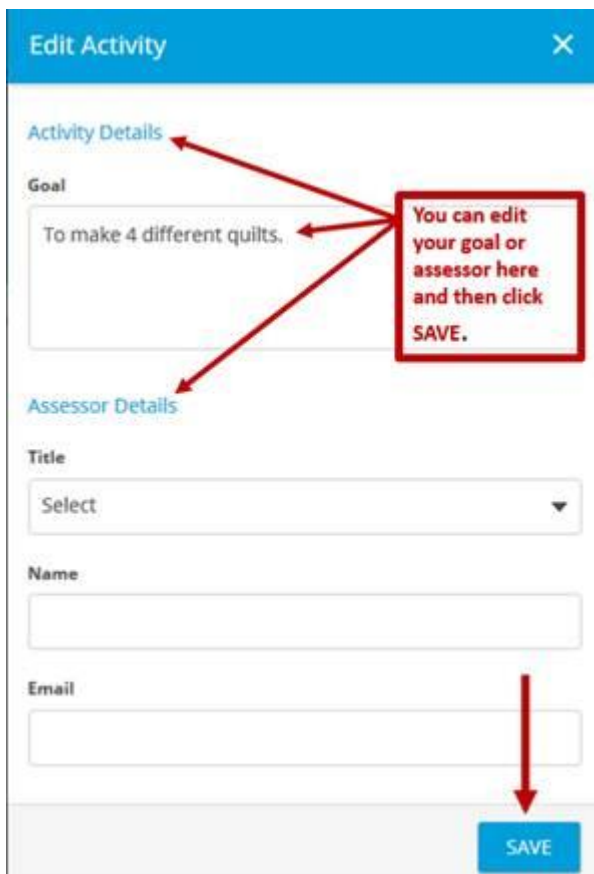


To Edit an Activity:

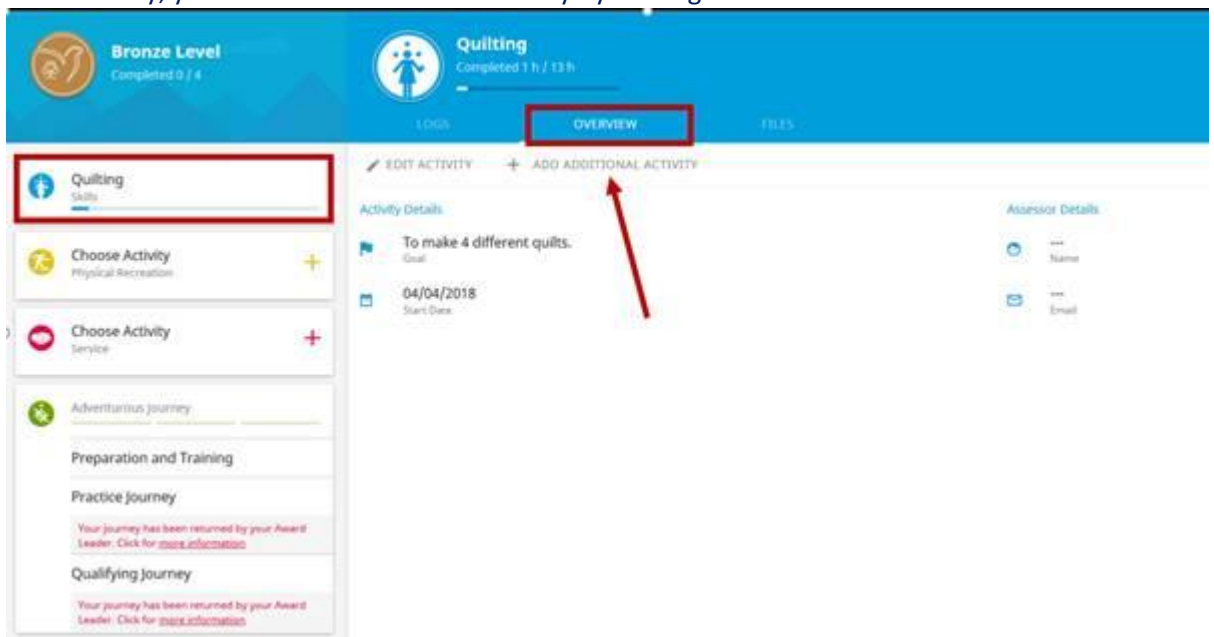
1. On the activity you wish to edit click on OVERVIEW and the EDIT ACTIVITY.



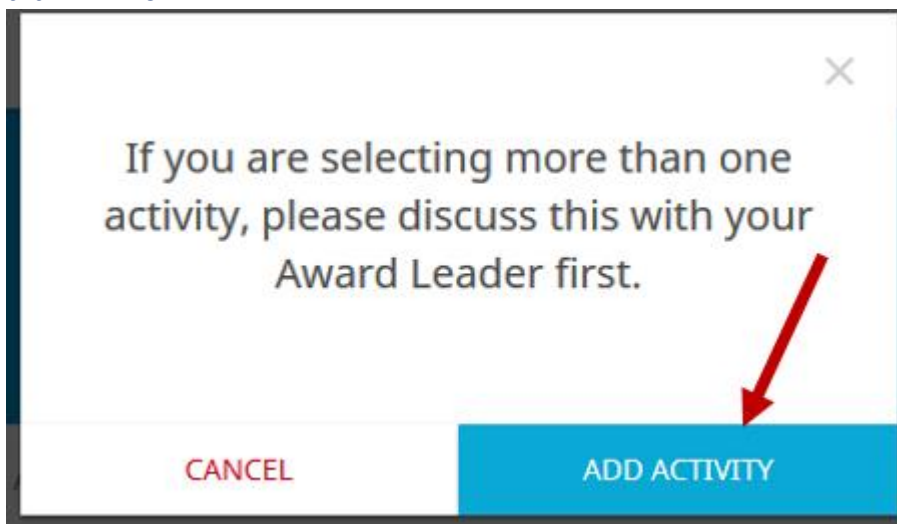
2. You can then change your goal or assessor.



3. Alternatively, you can add an additional activity by clicking on ADD ADDITIONAL ACTIVITY.



4. The system will ask if you discuss this with your Award Leader first. Once you have done this click ADD ACTIVITY.



5. You can then add the details of your new activity and click SETUP

New Activity [X]

Activity Details

Category
Environment / Nature [X]

Subcategory
Astronomy [X]

Goal
To be able to identify 10 star constellations in New Zealand. [i]

Assessor Details

Title
Mr. [X]

Name
Thomas Hop

Email
thomas@dofehillary.org.nz

Choose as Major activity

Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold

SETUP

6. This will then be sent to your Award Leader to approve the activity.

Bronze Level Completed 0 / 5

Quilting Completed 1 h / 13 h

LOGS OVERVIEW FILES

EDIT ACTIVITY + ADD ADDITIONAL ACTIVITY

Activity Details

To make 4 different quilts. [Goal]

04/04/2018 [Start Date]

Skills Completed 0 / 5

Quilting Completed 1 / 13

Astronomy Completed 0 / 5 [Clock Icon]

Choose Activity Physical Recreation +

Choose Activity Service +

You can now see the two activities that you are doing for your Skill Section. The clock symbol means that the system is waiting for your Award Leader to approve this activity before you can start to record your logs.