

How to approve an activity:

To do this, log onto the Online Record Book (www.onlinerecordbook.org) and go to your To Do List.

Under Activity Approval you will need to approve (or revise) the activities a participant would like to do for the Award Section.

The screenshot shows the 'Activity Approval' interface. On the left is a navigation menu with 'To Do List' (18 items) highlighted. The main area has a top navigation bar with 'Activity Approval' (2 items) highlighted. Below it is a secondary bar with 'Skills' (1 item) highlighted. A table below shows a list of activities with columns for ID, First Name, Last Name, Level, and Activity Type. One entry is visible: ID PN000473275, First Name Jess, Last Name Jess, Level BRONZE, and Activity Type Environment / Nature.

If you click REVISE the system will ask you why you are not letting the participant do this activity. Please add a brief explanation for the participant.

The 'Revise Item?' dialog box contains a text area with the note 'Not suitable as a Skill.'. There are 'Dismiss' and 'Revise' buttons at the bottom.

Otherwise, click approve which will allow the participant to start recording their activities by adding logs.