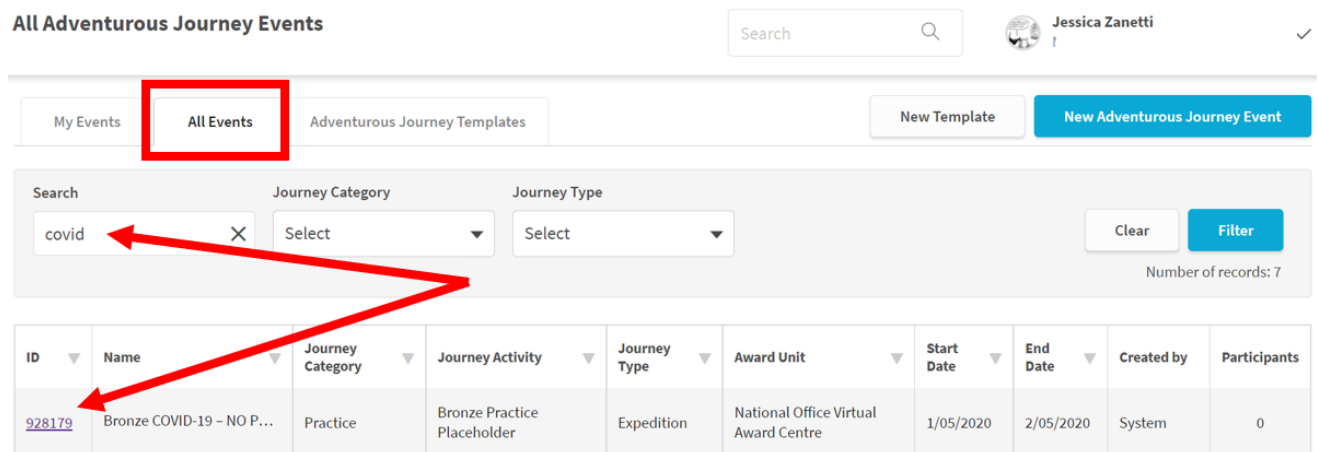


## How to apply a Covid-19 adaptation to a participant's Award.

If Covid-19 has impacted on a participant's ability to complete an Adventurous Journey then you can apply a Covid-19 adaptation to their Practice Journey. Please note that this does not apply to a Direct Entrant Silver or a Direct Entrant Gold.

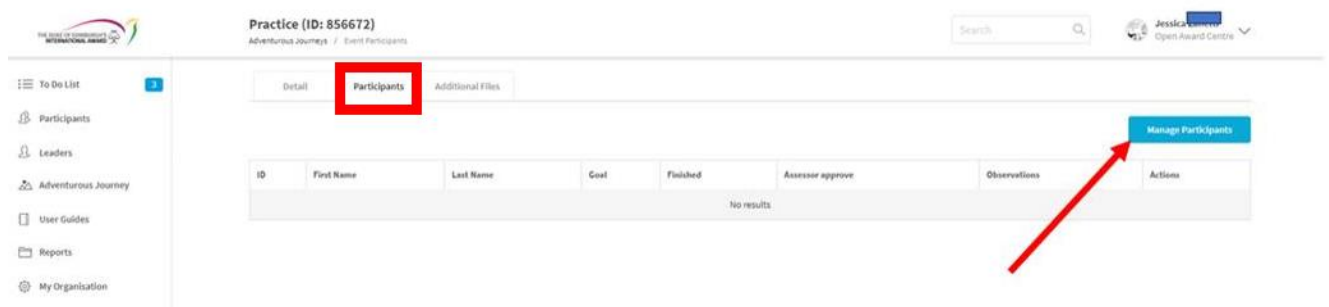
1. Log into the Online Record Book at [www.onlinerecordbook.org](http://www.onlinerecordbook.org) and navigate to **Adventurous Journey**. Click on **All Events** and then search **No Practice**. If this is a Bronze adaptation click on the Bronze COVID-19 No Practice ID number (or Silver or Gold as appropriate).



The screenshot shows the 'All Adventurous Journey Events' page. The 'All Events' tab is highlighted with a red box. The search bar contains the text 'covid', with a red arrow pointing to it. Below the search bar, a table lists events. The first row is highlighted with a red box and a red arrow pointing to it:

| ID                     | Name                      | Journey Category | Journey Activity            | Journey Type | Award Unit                           | Start Date | End Date  | Created by | Participants |
|------------------------|---------------------------|------------------|-----------------------------|--------------|--------------------------------------|------------|-----------|------------|--------------|
| <a href="#">928179</a> | Bronze COVID-19 - NO P... | Practice         | Bronze Practice Placeholder | Expedition   | National Office Virtual Award Centre | 1/05/2020  | 2/05/2020 | System     | 0            |

2. Click on **Participants** and then **Manage Participants**



The screenshot shows the 'Practice (ID: 856672)' page. The 'Participants' tab is highlighted with a red box. A red arrow points to the 'Manage Participants' button in the top right corner of the page.

| ID         | First Name | Last Name | Cost | Finished | Assessor approve | Observations | Actions |
|------------|------------|-----------|------|----------|------------------|--------------|---------|
| No results |            |           |      |          |                  |              |         |

- Type in the name of the Participant you wish to add to the Covid-19 adaptation (the participants all need to be the same Award level). When you have added all the Participants you want to add to the Journey click **Save Changes**

ID: 8566773

Search by email, first or last name

Jessica Testing <jessica1@dofehillary.org.nz>

|        |         |         |                             |        |        |
|--------|---------|---------|-----------------------------|--------|--------|
| 773957 | Jessica | Testing | jessica1@dofehillary.org.nz | BRONZE | Remove |
|--------|---------|---------|-----------------------------|--------|--------|

Close

Save changes

No results

- The Participant(s) will now be listed under the Adventurous Journey Event. You can add more (or remove them) by clicking on **Manage Participants**. To sign-off the Covid-19 adaptation click on the participant's ID number:

Practice (ID: 928179)

Adventurous-Journeys / Event-Participants

Search

Jessica Zanetti

Detail Participants Additional Files

Manage Participants

| ID                          | First Name | Last Name   | Aim  | Finished | Assessor approve | Observations         | Actions |
|-----------------------------|------------|-------------|--|----------|------------------|----------------------|---------|
| <a href="#">PN001231719</a> | Test       | Will Delete | Allow Participants to skip Bronze Practice during COVID-19 | 🕒        | 🕒                | <a href="#">View</a> | ---     |

5. Under Adventurous Journey click on **Assessor Approval** and then **Section Authorisation**.

Detail **Bronze Level** History Log

Award Details Physical Recreation Skills Voluntary Service **Adventurous Journey** Documents

**Preparation and training**

[Adventurous Journey Details](#)

**Practice Journey**

Setup Journey Approval In Progress Assessor Approval Section Authorisation Award Office Authorisation Ceremony Finished

Archive

| Adventurous Journey Details | Started at | Assessor approve | Assessor report |
|-----------------------------|------------|------------------|-----------------|
| <a href="#">928179</a>      | 1/05/2020  | ---              | ---             |

Click on Assessor Approval first and then on Section Authorisation.

6. You can then approve the Covid-19 Adaptation Journey.

**Practice Journey**

Setup Journey Approval In Progress Assessor Approval **Section Authorisation** Award Office Authorisation Ceremony Finished

Archive

| First Name | Last Name   | Adventurous Journey Detail | Observations         | Assessor report | Action         |
|------------|-------------|----------------------------|----------------------|-----------------|----------------|
| Test       | Will Delete | <a href="#">View</a>       | <a href="#">View</a> |                 | Approve Revise |

- If the participant has previously setup a Practice Journey which they will now use as their Qualifying Journey you will need to click on this Journeys ID number and change the **Journey Category** to Qualifying and then click **SAVE**.

## Journey Details

Name

Tarawera Trail

Journey Category

Qualifying



Mode of Transport

Foot



Journey Type

Expedition



Journey Activity

Bushwalking



Suitable for Level

Bronze Level



- If the participant had previously setup a Practice Journey which they will no longer go on then you can delete this Journey. Instruction as to how to do this can [be found here](#).
- Not all participants need to be added at the same time so can be used for any participant needing an adaptation for that Award level.