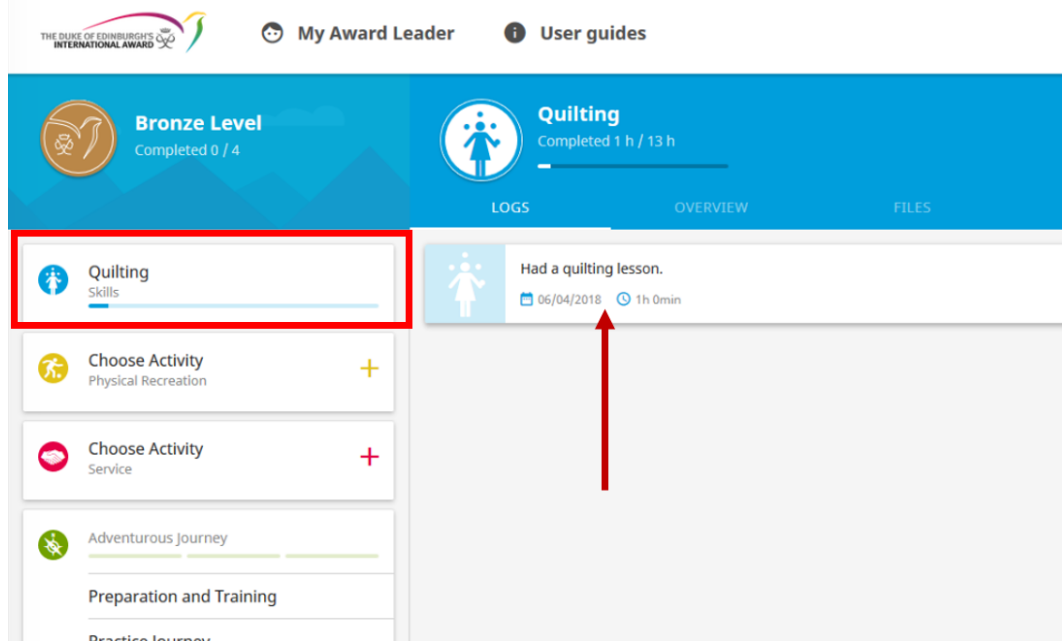
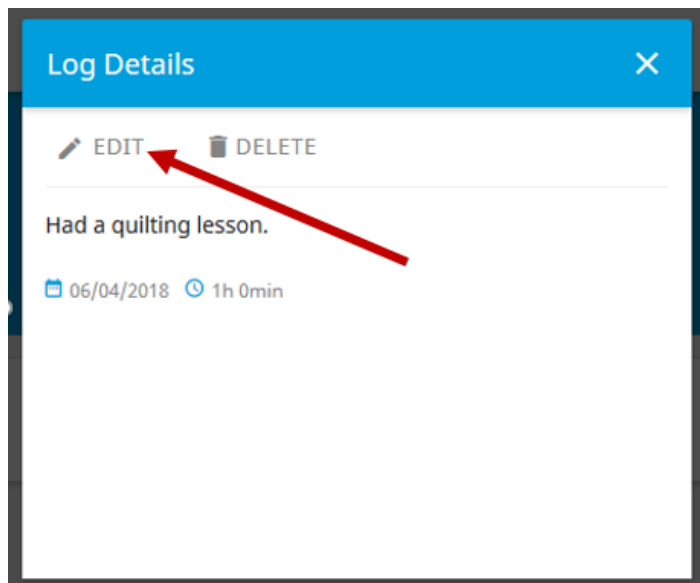


## To change a log:

1. Click on the log you wish to edit.



2. You can now choose to either EDIT the log.



3. You can then change the description, date and duration (hours/minutes) of your log.

**Edit Log** [Close]

**Description of your progress**

Had a quilting lesson. ← You can edit your description of what you did here.

**Date** 06/04/2018 [Calendar Icon]

**Duration (Hours / Mins)** 01 : 00 [Up/Down Arrows]

Add Picture [Camera Icon]

You can change the date or duration (hours/minutes here)

EDIT LOG

- Alternatively, you can DELETE the log if you need to. To do this click on DELETE.

**Log Details** [Close]

EDIT [Pencil Icon] DELETE [Trash Can Icon]

Had a quilting lesson.

06/04/2018 [Calendar Icon] 1h 0min [Clock Icon]

- The system will ask if you are sure you want to delete the log. Click YES.



6. Your log will then be deleted.

## To Edit an Activity:

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

A screenshot of a web application interface for a "Quilting" activity. The top header is blue and contains "Bronze Level Completed 0 / 4" on the left and "Quilting Completed 1 h / 13 h" on the right. Below the header, there are three tabs: "LOGS", "OVERVIEW" (highlighted with a red box), and "FILES". Under the "OVERVIEW" tab, there are two buttons: "EDIT ACTIVITY" (highlighted with a red box and a red arrow pointing to it) and "ADD ADDITIONAL ACTIVITY". The main content area is divided into two columns. The left column has a sidebar with a "Quilting Skills" section (highlighted with a red box) and two "Choose Activity" buttons for "Physical Recreation" and "Service". The right column shows "Activity Details" with a goal "To make 4 different quilts." and a start date "04/04/2018". On the far right, there is an "Assessor Details" section with fields for "Name" and "Email".

2. You can then change your goal or assessor.

**Edit Activity**

**Activity Details**

**Goal**

To make 4 different quilts.

**Assessor Details**

**Title**

Select

**Name**

**Email**

**SAVE**

You can edit your goal or assessor here and then click SAVE.

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

**Bronze Level**  
Completed 0 / 4

**Quilting**  
Completed 1 h / 13 h

LOGS **OVERVIEW** FILES

EDIT ACTIVITY + ADD ADDITIONAL ACTIVITY

**Activity Details**

To make 4 different quilts.  
Goal

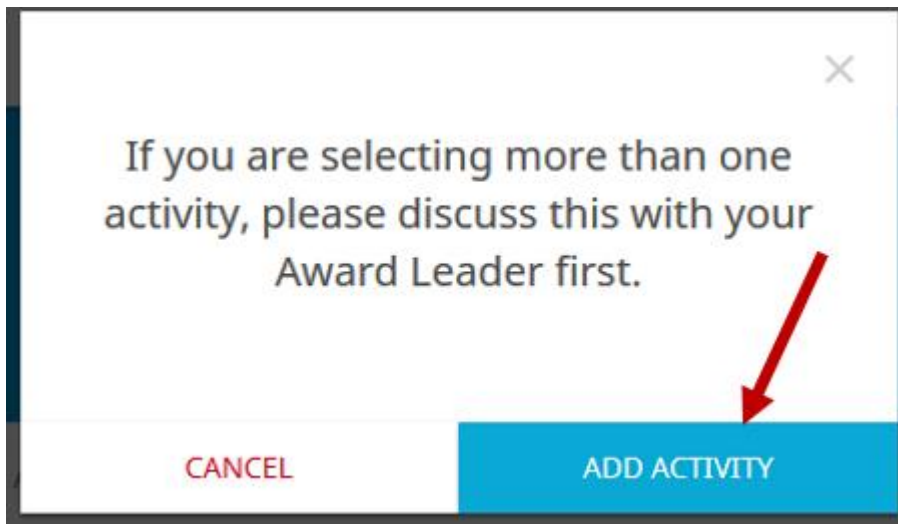
04/04/2018  
Start Date

**Assessor Details**

Name

Email

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

6. This will then be sent to your Award Leader to approve the activity. Once this has been done

**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  
Quilting  
Astronomy

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.