

How to delete an Adventurous Journey Event.

1. Log into the Online Record Book at www.onlinerecordbook.org
2. Navigate to Participants tab and then click on the **ID number** of the participant for whom you wish to delete the Adventurous Journey event.

The screenshot shows the 'My Participants' page. The left sidebar has 'Participants' highlighted. The main content area has a search bar with 'sam' entered. Below the search bar is a table with columns: ID, First Name, Last Name, Email, and Levels. The first row shows 'EN123456789' in the ID column, 'Sam' in the First Name column, and 'BRONZE SILVER GOLD' in the Levels column. A red circle highlights the ID, and a red arrow points to it from a text box that says 'Click on the Participant's ID number.'

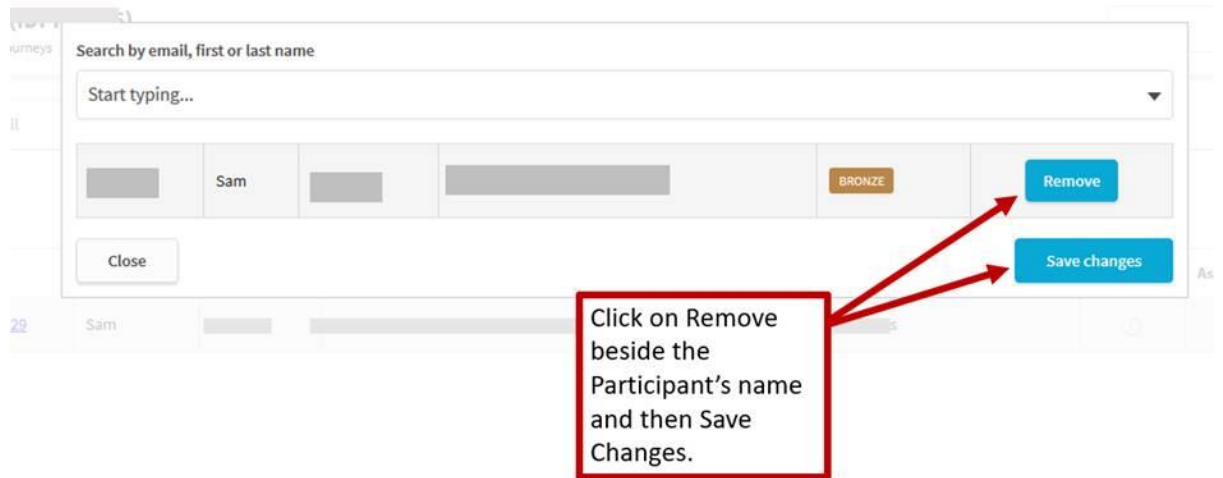
3. Navigate to the correct Award Level and then **Adventurous Journey**. Click on the **ID number** of the Adventurous Journey event you wish to delete.

The screenshot shows the 'Adventurous Journey' details page for participant Sam. The 'Adventurous Journey' tab is selected. The page shows a progress bar with stages: Setup, Journey-Approval, In Progress, Assessor Approval, Section Sign-off, Award Office Sign-off, Ceremony, Finished, and Inactive. Below the progress bar is a table of 'Adventurous Journey Details' with columns for ID, Started at, Assessor approve, and Assessor report. The first row shows 'Z20236' in the ID column, '23/03/2019' in the Started at column, and '-' in the Assessor approve column. A red circle highlights the ID, and a red arrow points to it from a text box that says 'Click on the ID number of the Adventurous Journey event you wish to delete.'

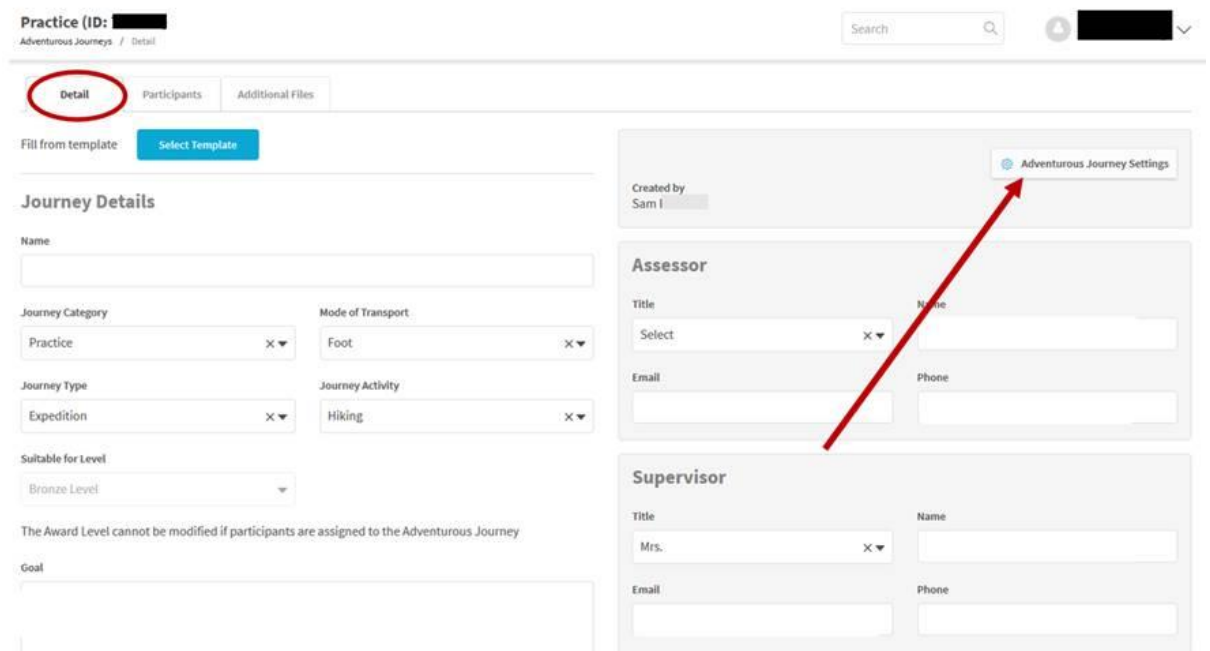
4. Navigate to Participants and click on **Manage Participants**.

The screenshot shows the 'Practice (ID: [redacted])' page. The 'Participants' tab is selected. The main content area shows a table with columns: ID, First Name, Last Name, Goal, Finished, Assessor approve, Observations, and Actions. The first row shows 'EN123456789' in the ID column, 'Sam' in the First Name column, and a redacted last name in the Last Name column. A red circle highlights the 'Manage Participants' button in the top right corner, and a red arrow points to it from a text box that says 'Click on Manage Participants.'

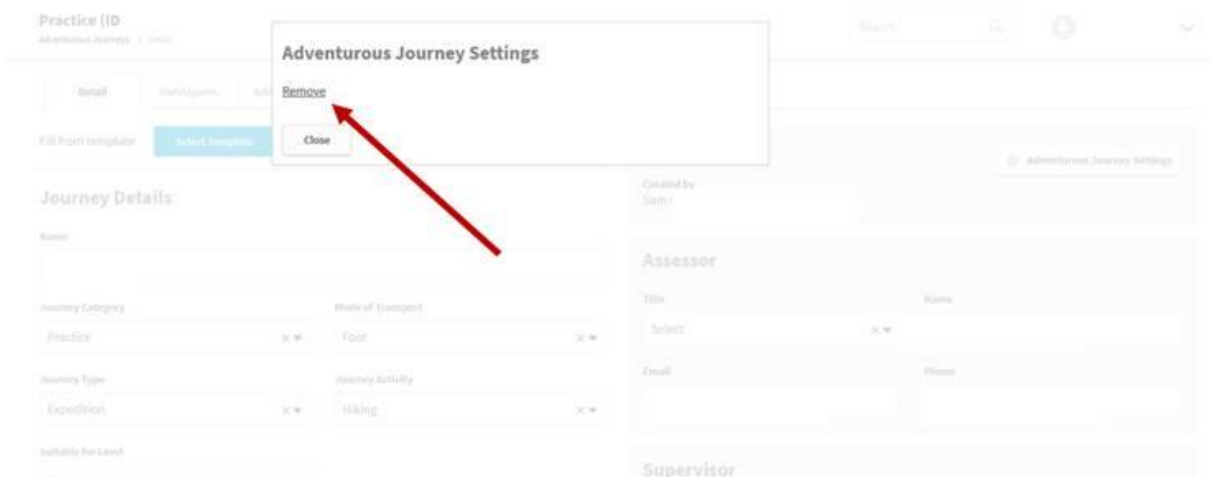
5. Click on **Remove** beside the Participant's name and then **Save Changes**. Please note that if there is more than one Participant on this Adventurous Journey event this is all you will need to do (you do not want to delete the event for the other Participants going).



6. If this is the only participant on this Adventurous Journey event navigate back to **Detail** and click on **Adventurous Journey Settings**.



7. Click on **Remove**. The Adventurous Journey event will now be deleted from the Online Record Book.



Please note this process **only** works if the Adventurous Journey event is in the state of **In Progress**.



If the Adventurous Journey event is at **Journey Approval** you will need to approve it before you are able to delete the event. If the Adventurous Journey event is at **Setup** you will need to get the Participant to submit it to you for approval (and then approve it) before you can delete it.