

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. Please contact National Office if you have direct entrant to discuss options.

1. Log into the Online Record Book at 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).

All Adventurous Journey Events Search Jessica Zanetti

My Events **All Events** Adventurous Journey Templates New Template [New Adventurous Journey Event](#)

Search: covid Journey Category: Select Journey Type: Select Clear [Filter](#)

Number of records: 7

ID	Name	Journey Category	Journey Activity	Journey Type	Award Unit	Start Date	End Date	Created by	Participants
928179	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**

Practice (ID: 856672) Search Jessica Zanetti

Detail **Participants** Additional Files [Manage Participants](#)

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

3. 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: 8566721

Search by email, first or last name

Jessica Testing <jessica1@dofehillary.org.nz>

773957	Jessica	Testing	jessica1@dofehillary.org.nz	BRONZE	Remove
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Close


Save changes

No results



4. The Participant(s) will now be listed under the Adventurous Journey Event. You can add more (or remove them) by clicking on **Manage Participants**.



5. As there is no assessor you will need to manually move the practice journey through to Award Office Sign off. Click on the participant's ID number:


Practice (ID: 928179) Search Jessica Zanetti 

Adventurous-Journeys / Event-Participants

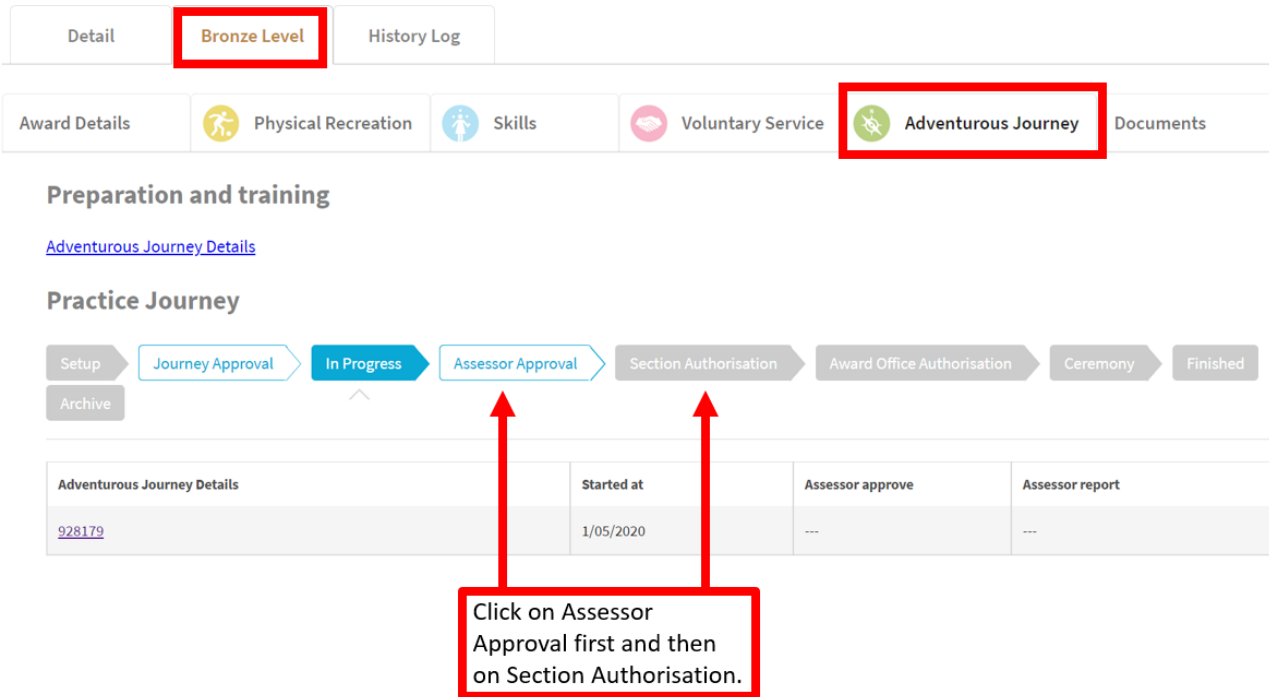
Detail **Participants** Additional Files

[Manage Participants](#)

ID	First Name	Last Name	Aim	Finished	Assessor approve	Observations	Actions
PN001231719	Test	Will Delete	Allow Participants to skip Bronze Practice during COVID-19			View	---



6. 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](#)

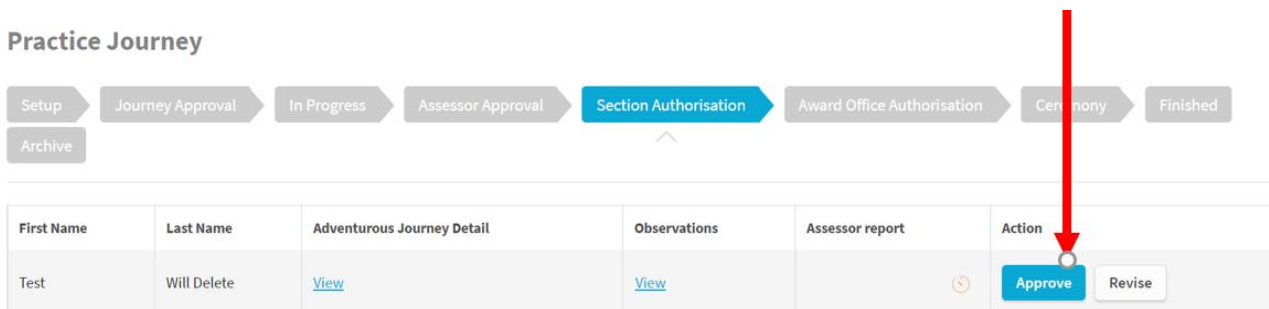
Practice Journey

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

Adventurous Journey Details	Started at	Assessor approve	Assessor report
928179	1/05/2020	---	---

Click on Assessor Approval first and then on Section Authorisation.

7. 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

First Name	Last Name	Adventurous Journey Detail	Observations	Assessor report	Action
Test	Will Delete	View	View		Approve Revise

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.

If you need any help or if the participant has previously setup a Practice Journey which they will now use as their Qualifying Journey please contact Jessica at National Office awarddelivery@dofehillary.org.nz