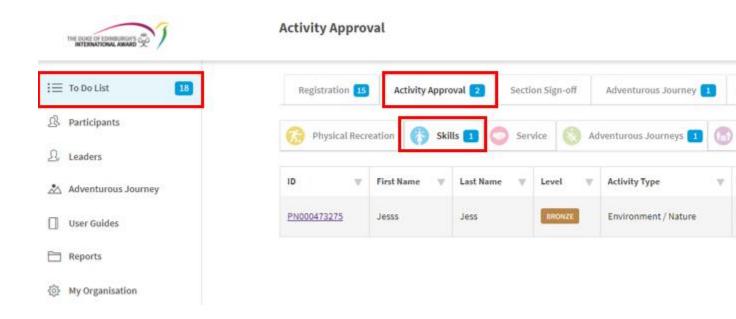
How to approve an activity:

To do this, log onto the Online Record Book (<u>www.onlinerecordbook.org</u>) 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.



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.

	Revise Item?	
Note		
Not suitable as a Sk	n.]	
		Revise

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