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.


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.

4. Navigate to Participants and 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).
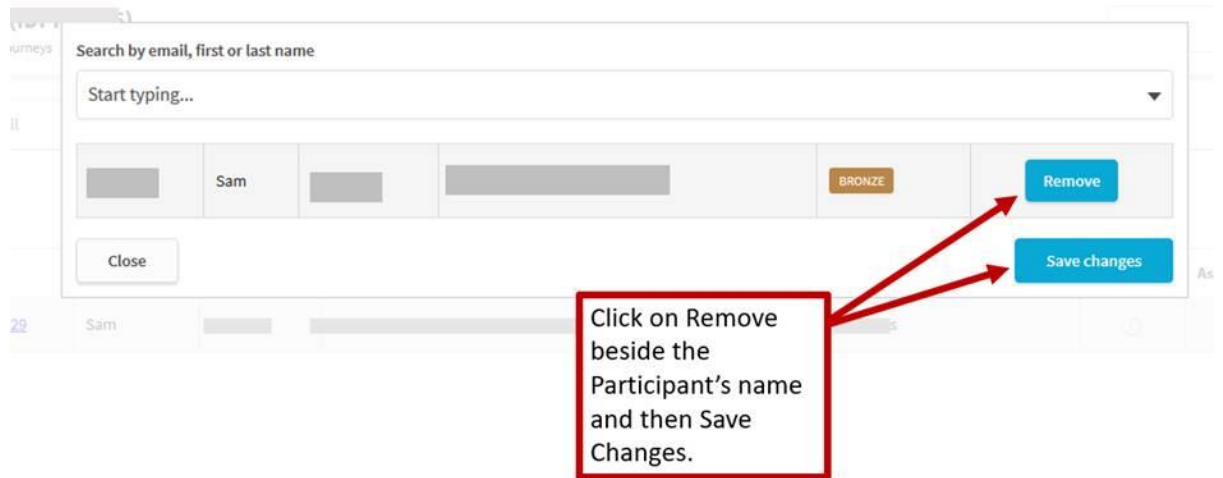
6. If this is the only participant on this Adventurous Journey event navigate back to **Detail** and click on **Adventurous Journey Settings.**
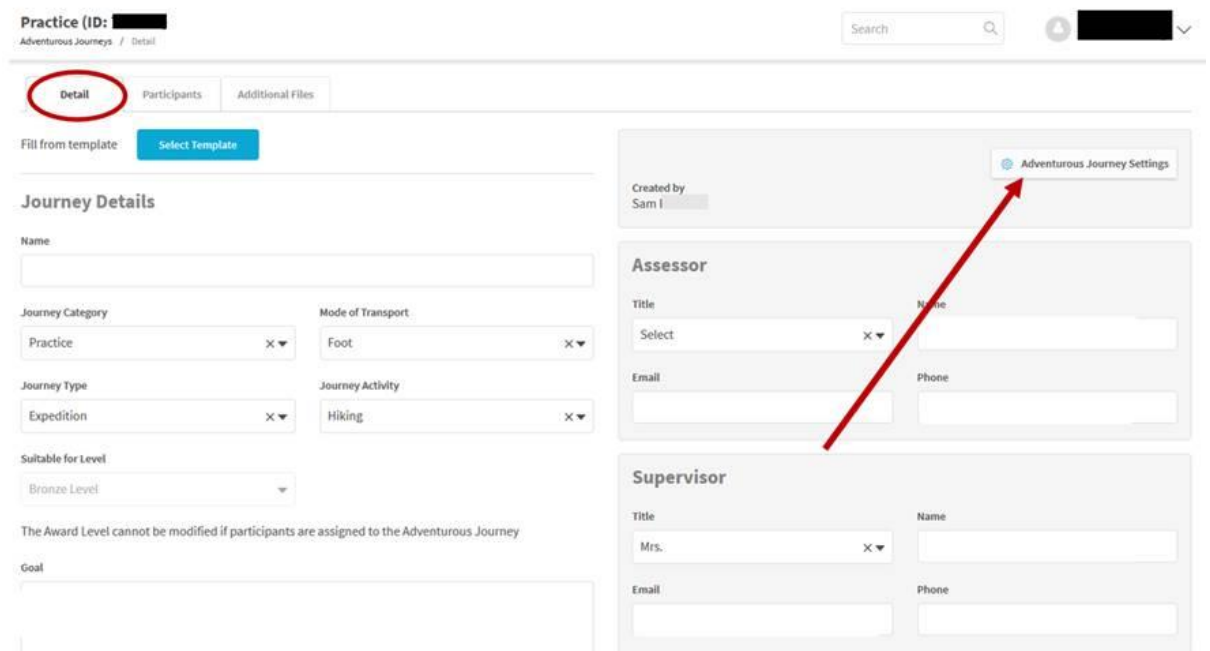
7. Click on **Remove**. The Adventurous Journey event will now be deleted from the Online Record Book.
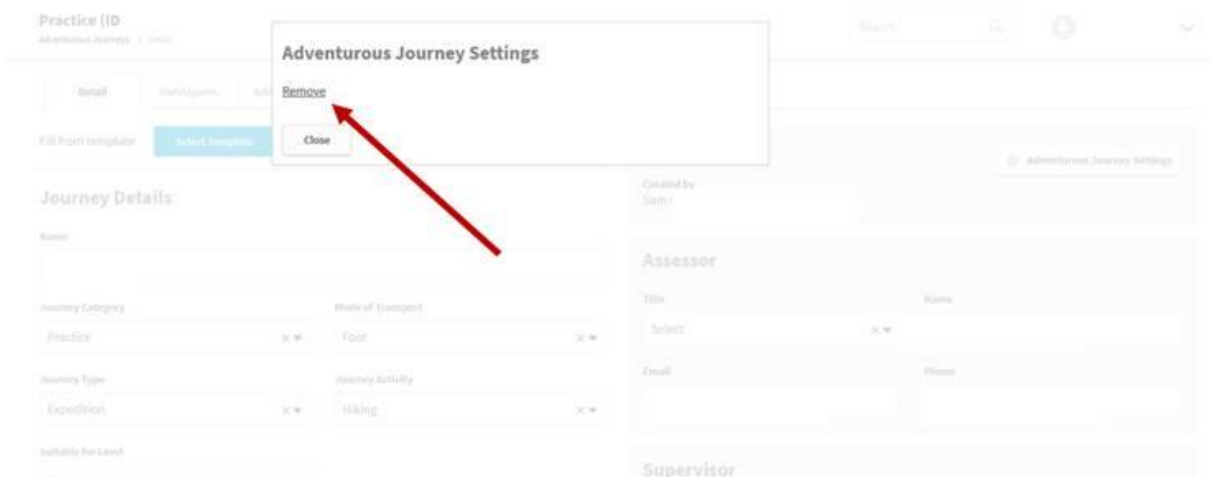
Please note this process **only** works if the Adventurous Journey event is in the state of **In Progress**.

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.