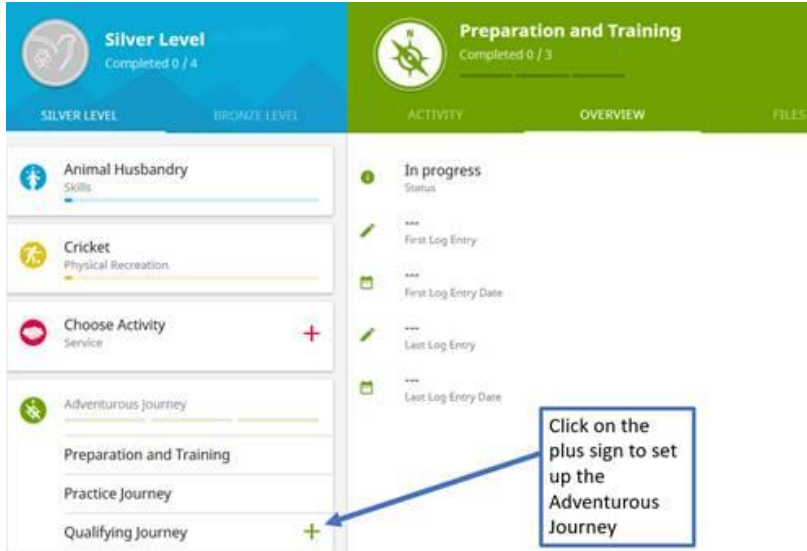


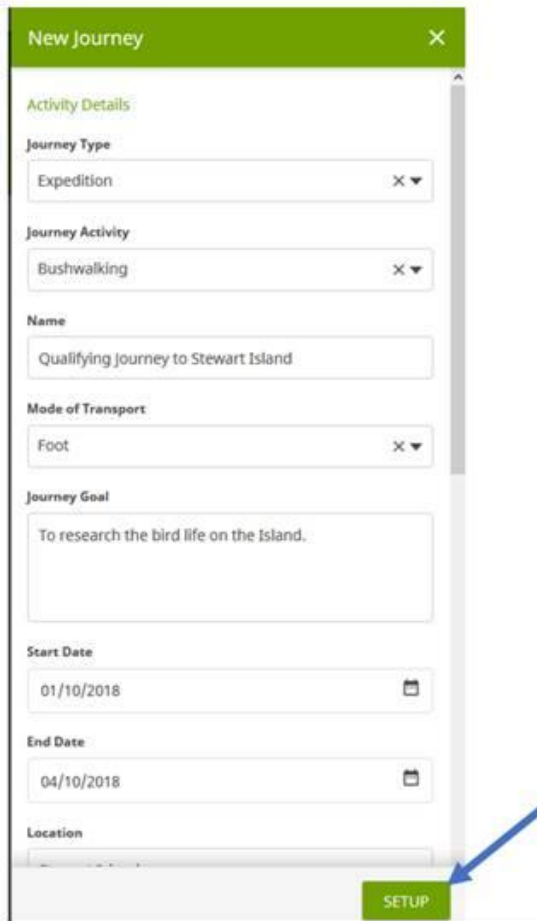
## How to set up an Adventurous Journey Event for Participants.

1. Log into the Online Record Book ([www.onlinerecordbook.org](http://www.onlinerecordbook.org))
2. Click on the plus (+) sign beside the Adventurous Journey you want to set-up



The screenshot shows the 'Preparation and Training' section of the Online Record Book. On the left, there is a list of activities: Animal Husbandry (Skills), Cricket (Physical Recreation), Choose Activity (Service), Adventurous Journey, Preparation and Training, Practice Journey, and Qualifying Journey. The 'Adventurous Journey' row has a plus sign next to it. A callout box with an arrow points to this plus sign, containing the text: "Click on the plus sign to set up the Adventurous Journey".

3. Fill out the details of the Adventurous Journey and then click SETUP



The screenshot shows the 'New Journey' form in the Online Record Book. The form is filled out with the following details: Journey Type: Expedition, Journey Activity: Bushwalking, Name: Qualifying Journey to Stewart Island, Mode of Transport: Foot, Journey Goal: To research the bird life on the Island, Start Date: 01/10/2018, End Date: 04/10/2018. A blue arrow points to the 'SETUP' button at the bottom right.

4. This will then be sent to the Award Leader to approve.

