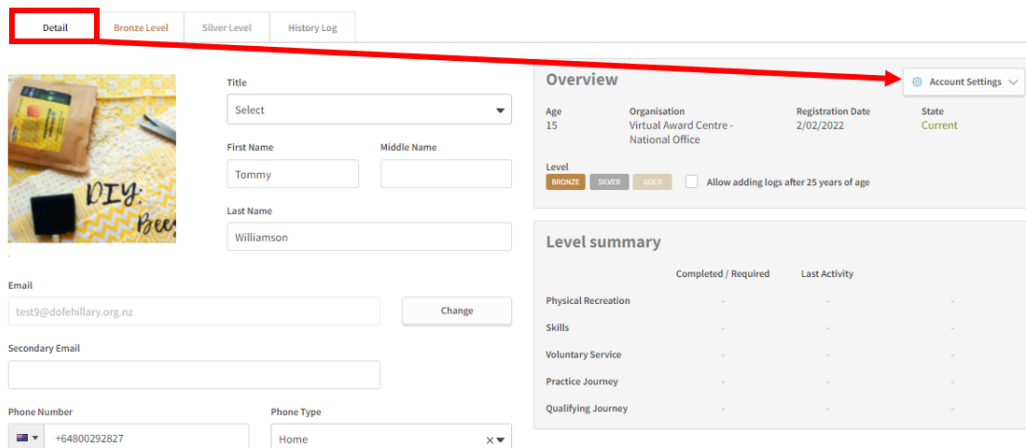


How to archive a participant or reactivate a participant

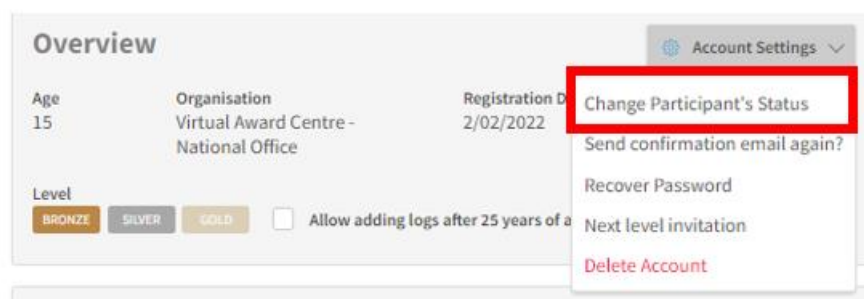
The Online Record Book archives participants accounts who have not been active for more than 365 days. If participants leave your Award Unit, or decide not to continue with the Award, you can archive their account so that they will no longer show on your active participant list. Alternatively, a participant whose account has been made inactive may want to continue with the Award so you can reactivate this for them. You can also bulk archive participants but please be aware, there is no current bulk unarchive function so if you make several participants archived by mistake you will need to restore their accounts individually!

How to archive an individual account

1. Go to www.onlinerecordbook.org
2. Select **Participants** and then click on the Participant's ID number that you want to archive
3. Under the Participant's **Details** tab click on **Account Settings** and then **Change Participant's Status**

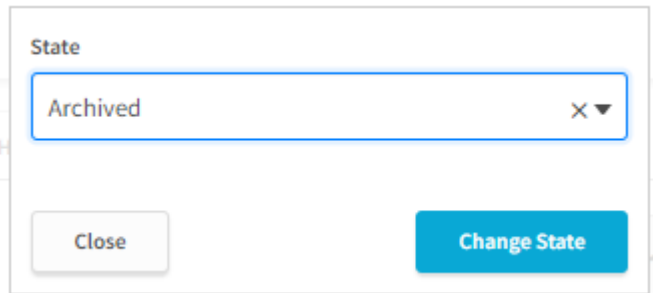


The screenshot shows the participant details page for 'Tommy Williamson'. The 'Detail' tab is selected. The 'Overview' section contains a dropdown menu for 'Account Settings'. A red box highlights the 'Detail' tab, and a red arrow points from it to the 'Account Settings' dropdown menu.



The screenshot shows a close-up of the 'Account Settings' dropdown menu. The 'Change Participant's Status' option is highlighted with a red box. Other options include 'Send confirmation email again?', 'Recover Password', 'Next level invitation', and 'Delete Account'.

4. Change the state from **Current** to **Archived** and click **Change State**.



State

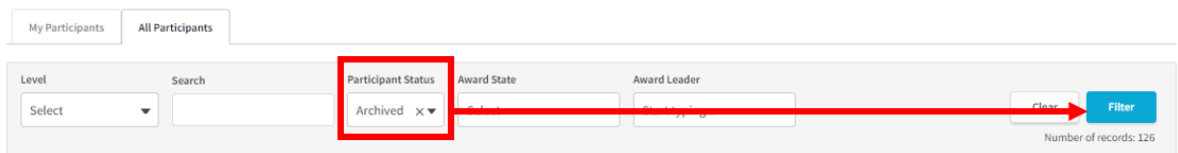
Archived x ▼

Close Change State

5. The Participant's account is now Archived.

How to Restore a Participant's Account

1. Log into the Online Record Book (www.onlinerecordbook.org)
2. Under your **Participants** list change the Participant's Status box to **Archived**. Click **Filter**. This will then show you all your Archived Participants.

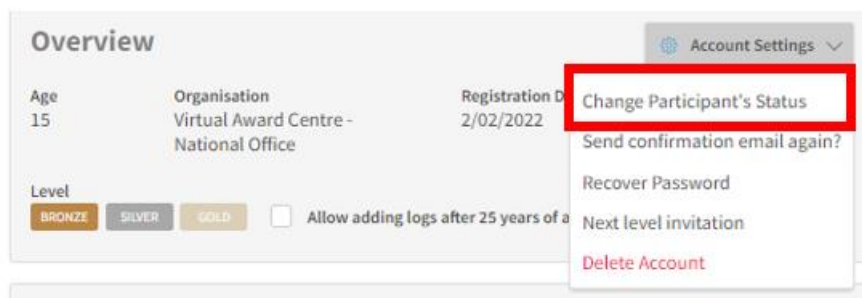


My Participants All Participants

Level Select Search Participant Status Archived x ▼ Award State Award Leader Clear Filter

Number of records: 126

3. Click on the Participant's ID number you want to reactivate.
4. Under the Participant's **Details** tab click on **Account Settings** and then **Change Participant's Status**



Overview Account Settings

Age 15 Organisation Virtual Award Centre - National Office Registration Date 2/02/2022

Level BRONZE SILVER GOLD Allow adding logs after 25 years of a

Change Participant's Status

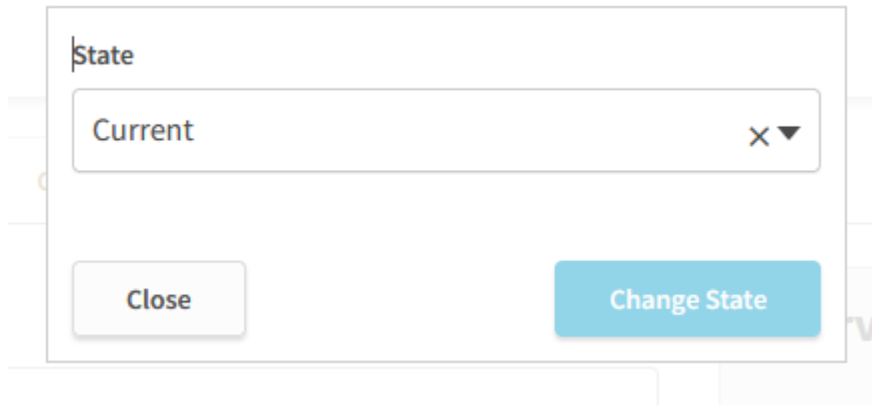
Send confirmation email again?

Recover Password

Next level invitation

Delete Account

5. Change the state from **Archived** to **Current** and click **Change State**.



- The Participant's account is now restored and they can log into their account and continue to work on their Award.

How to bulk archive participants

- Under your participants list select the bulk operation **Archive**
- Check the box beside the participants' ID number that you want to archive and click **Bulk Change**.

My Participants **All Participants**

Level: Se... Search: test Participant Status: Cu... Award State: Select Award Leader: Start typin... Label: St... Award Label: St... Activity Category: Select Last Log lower limit: Date Last Log upper limit: Date Clear Filter

Bulk operations: Archive 2 items selected Clear Bulk change

<input checked="" type="checkbox"/>	ID	First Name	Last Name	Email	Levels	Last log added	Labels	Award Labels	Award Leader	Status
<input checked="" type="checkbox"/>	PN001572971	Test	Tester	test3@dofehillary.org.nz	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No logs	2023 Registration		Jessica Zanetti	Current Level Complete
<input checked="" type="checkbox"/>	PN001834518	Test	jkjhkhjk	hjhkhjh@Hjkhjk.com	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6 months ago			Jessica Zanetti	Current In Progress

20 per page Export Table

- Click **approve** to confirm you want to archive the selected participants. These participants' accounts will not be archived.

