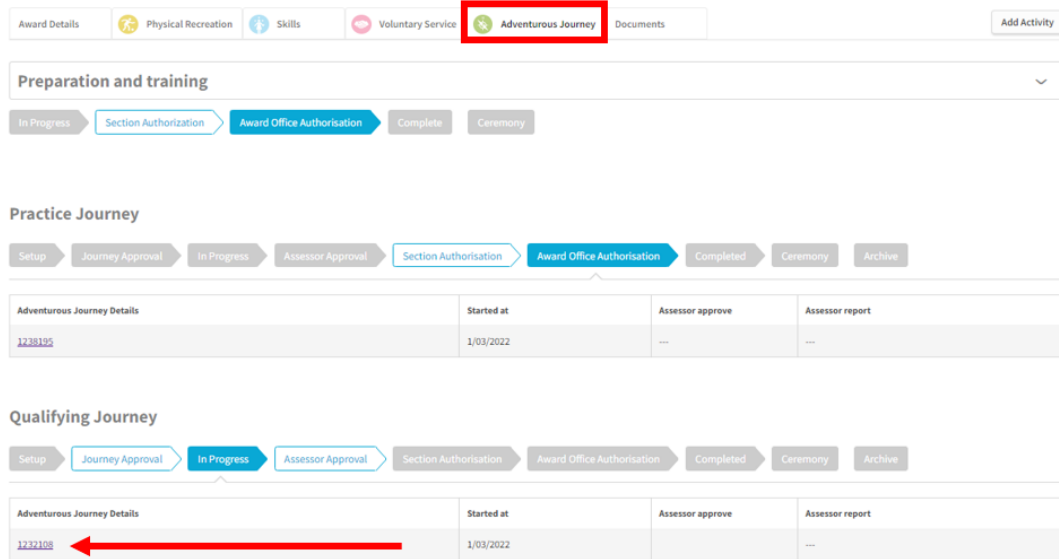


How to delete an Adventurous Journey activity

1. Navigate to the participant list and click on the participant's Award level. Go to the Adventurous Journey Section for the participant and click on the ID number of the journey you want to delete.



Award Details Physical Recreation Skills Voluntary Service **Adventurous Journey** Documents Add Activity

Preparation and training

In Progress Section Authorization Award Office Authorisation Complete Ceremony

Practice Journey

Setup Journey Approval In Progress Assessor Approval Section Authorisation Award Office Authorisation Completed Ceremony Archive

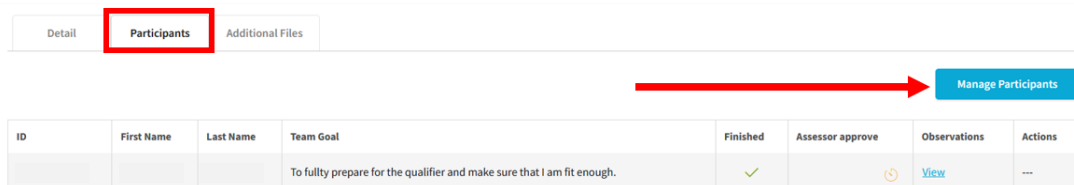
Adventurous Journey Details	Started at	Assessor approve	Assessor report
1238195	1/03/2022	---	---

Qualifying Journey

Setup Journey Approval In Progress Assessor Approval Section Authorisation Award Office Authorisation Completed Ceremony Archive

Adventurous Journey Details	Started at	Assessor approve	Assessor report
1232108	1/03/2022	---	---

2. Navigate to **participants** and click **Manage Participants**

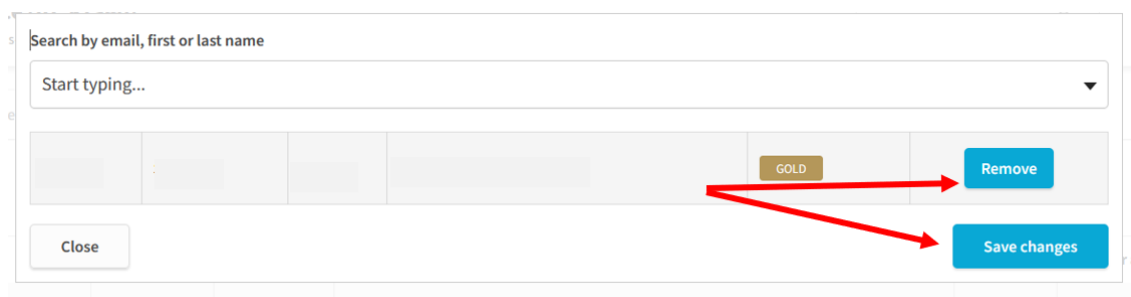


Detail **Participants** Additional Files

Manage Participants

ID	First Name	Last Name	Team Goal	Finished	Assessor approve	Observations	Actions
			To fully prepare for the qualifier and make sure that I am fit enough.	✓	🕒	View	---

3. Click on **Remove** beside the participant's name and then **Save Changes**. *NB If there is more than one participant on this Adventurous Journey Event this is all you need to do. You do not want to delete the event for the other participants going.*



Search by email, first or last name

Start typing...

				GOLD	Remove
--	--	--	--	------	--------

Close Save changes

- If this is the only participant on this Adventurous Journey event navigate back to **Detail** and click on **Adventurous Journey Setting**.

Detail Participants Additional Files

Fill from template [Select Template](#)

Journey Details

Name

Journey Category: Practice x

Mode of Transport: Foot x

Journey Type: Expedition x

Journey Activity: Hiking x

Suitable for Level

Created by [Adventurous Journey Settings](#)

Assessor

For the Practice Journey the Supervisor will receive the assessment request and for the Qualifying Journey the Assessor will receive the assessment request.

Title: Select x Name

Email Phone

- Click on **Remove**. The Adventurous Journey event will now be deleted.

Adventurous Journey Settings

[Remove](#)

[Close](#)