

## How to delete an activity

To delete a participant's activity, they will need to have two current activities for that Section of the Award.

1. Go to the participant's profile and to the relevant section of the Award.
2. Under the activity you want to delete, click **Deleted**

The screenshot shows the user interface for managing activities. At the top, there are tabs for 'Award Details', 'Physical Recreation', 'Skills', 'Voluntary Service', 'Adventurous Journey', and 'Documents'. Below these is a 'Leader' section with 'Church's Children's Church' and 'Surf Lifesaving'. A progress bar shows stages: 'Setup', 'Approval', 'In Progress', 'Assessor Approval', 'Award Leader Authorisation', 'Award Office Authorisation', 'Completed', 'Ceremony', and 'Deleted'. The 'Deleted' button is highlighted with a red arrow. Below the progress bar is an 'Assessor Details' section with a table and buttons for 'Download Section Summary', 'Send Welcome Email', and 'Change'.

| Title | Name | Email | Phone |
|-------|------|-------|-------|
| Mrs.  |      |       |       |

3. The Online Record Book will ask you to confirm that you want to delete the activity, click **change**.
4. The activity will still show on the participant's account, but as deleted. The participant will no longer be able to see it.
5. If you have made a mistake, or the participant changes their mind, you can restore the activity by clicking **Restore Activity**.

This screenshot shows the interface after an activity has been deleted. The progress bar now includes 'Archive' and 'Deleted' buttons. Below the progress bar, a message states: 'This activity is deleted. You can restore it by clicking the button below.' A red arrow points to the 'Restore Activity' button.