How to invite a participant to register for the next level

If a participant meets the minimum age requirements of 15 for Silver and 16 for Gold you can invite them to register for the next level of the Award and they can be working on two levels concurrently. To so this:

1. Under the participant's profile click on **Account Settings**
2. Click on **Next level invitation.**

3. The system will ask you if you want to invite the participant to the next level. Click on **Confirm**

4. An email invitation will be sent to the participant, asking them if they want to register for the next level.

5. When they click on the link it will ask them what level they want to registering for.

6. They will then need to confirm that their personal details are up to date. If they do not meet the minimum age for the level, the system will not let them register.
7. Once registered. they will then turn up on your **To Do List** for you to approve their registration (see how to approve a registration if you need help with this).
8. Once you have approved their registration, the participant can switch between the two levels they are working on.
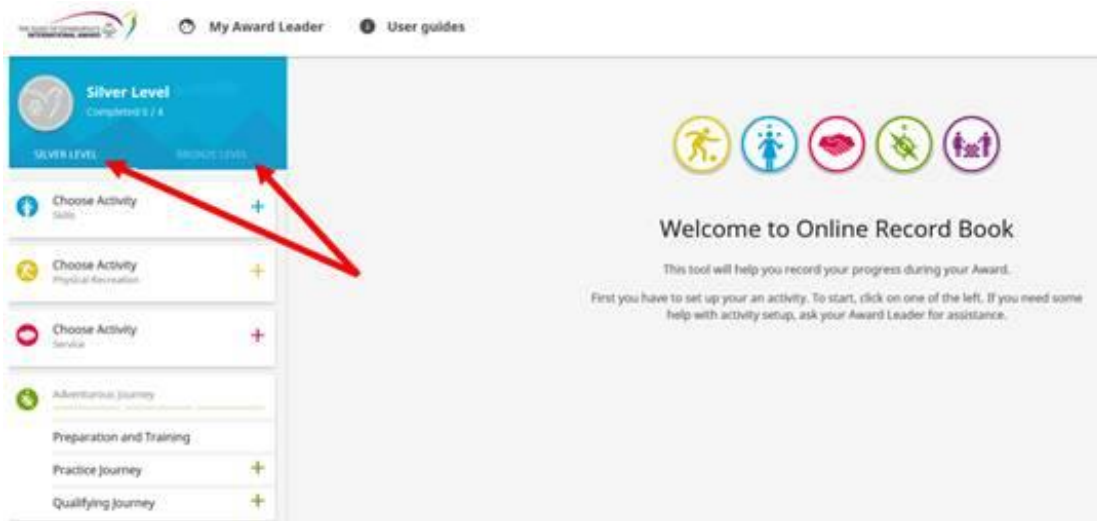
9. The Online Record Book will not let them start working on a Section in the higher level until then have completed, and had signed off, the Section in the previous level. The exception to this is the Adventuorus Journey so you will need to make sure that they have completed this Section in the previous level e.g. Bronze before starting it at the next level.

How to invite a participant to the next level (bulk action)

1. Under Participants select the bulk action **Next level invitation**
2. Check the box beside the participants' ID number you want to invite to the next level and click **Bulk change**
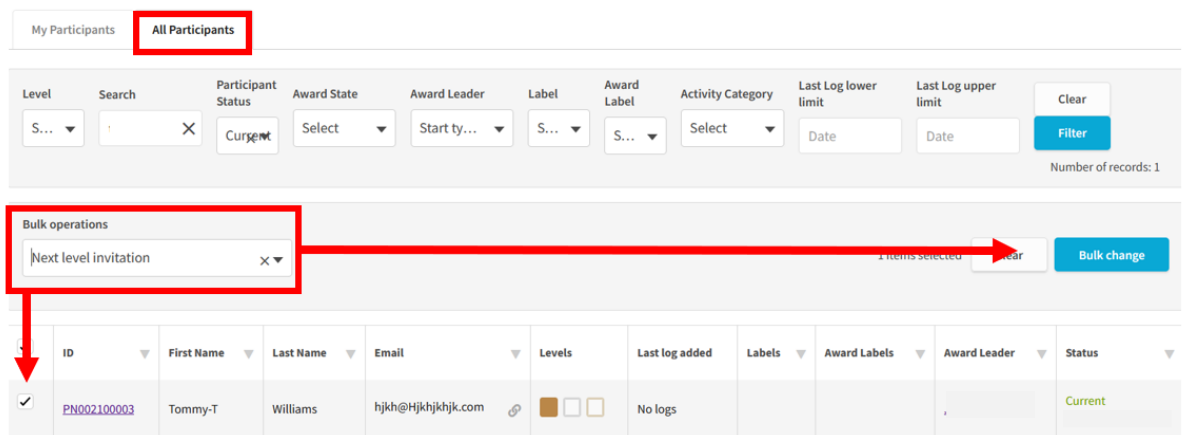
3. Approve the bulk action
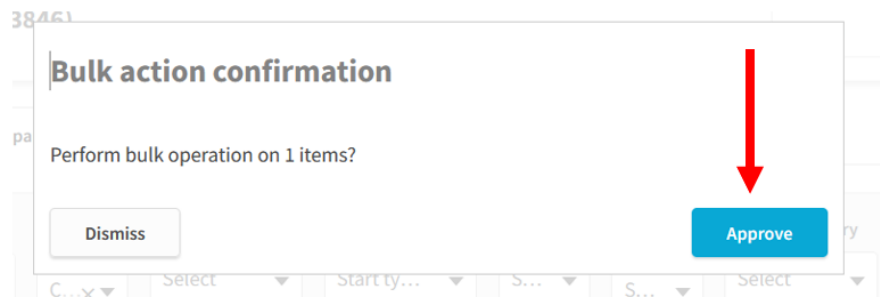
4. The system will send an email to all participants selected inviting them to register for the next level.

Further Reading

International Handbook for Award Leaders

Chapter 4 Getting Started

- 4.3 Planning and preparing for an activity
- 4.5 Logging activities
- 4.6 Changing activities