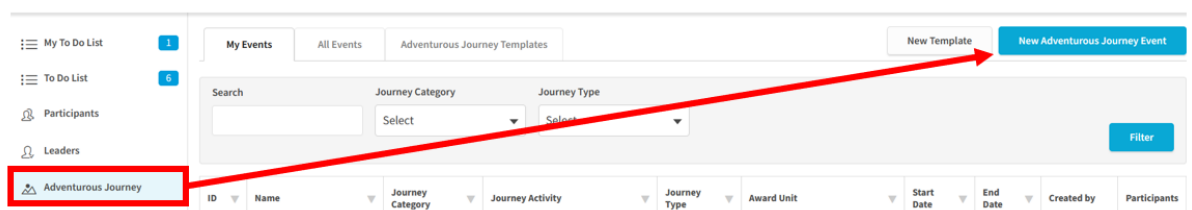


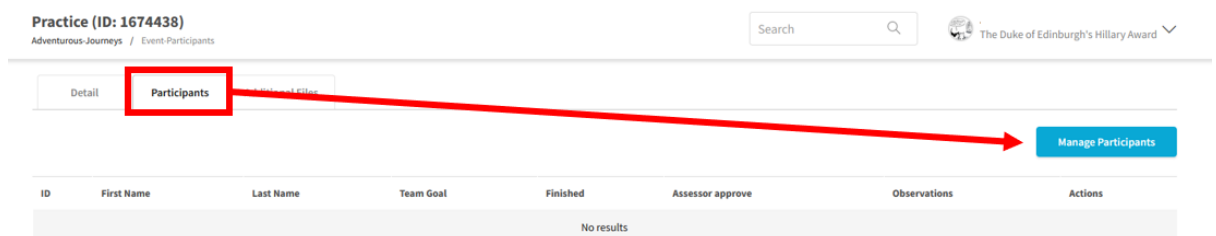
How to set up an Adventurous Journey for your participants

For the Adventurous Journey, either the participant can setup the Adventurous Journey event (which will be approved by the Award Leader) or the Award Leader can set this up and add participants to it. This is an Award Unit decision around which option works best. For an Award Leader to setup a journey and add participants to it:

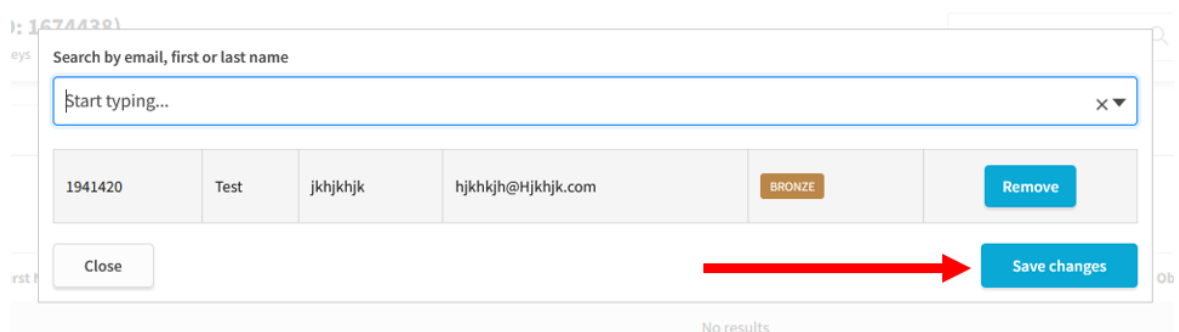
1. Log into the Online Record Book at www.onlinerecordbook.org
2. Navigate to Adventurous Journey and click on **New Adventurous Journey Event**.



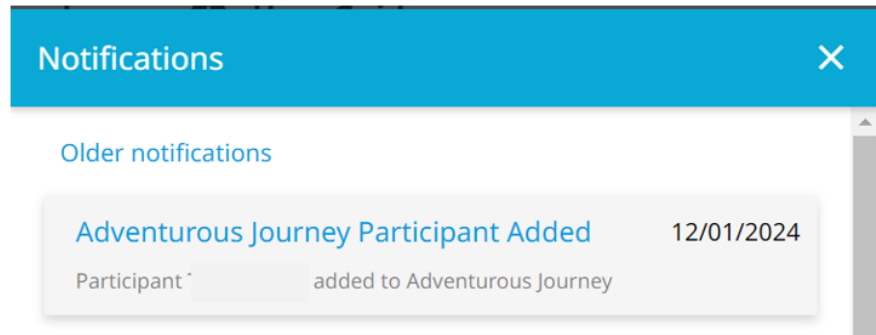
3. Fill in the details of the journey. Click **Save**. We suggest putting the same person down as both the Assessor and the Practice Journey Assessor (i.e. the person who will assess the group and write the Assessor's report) as the Online Record Book will send the assessment request for the Practice Journey to the Practice Journey Assessor, and the assessment request for the Qualifying Journey to the Assessor.
4. Under participants click **Manage participants** This will allow you to add participants to the journey.



5. Type in the name or email address of the participant you want to add to the journey. You can add as many participants as needed to the one journey (so long as they are all doing the same level of the Award). Once all participants are added click **Save changes**.



- The participant will now be listed under the Adventurous Journey event. Next time they log into their account they will see the details of the journey you have created. They will not be able to edit any of the details apart from the goal.



Trouble shooting

- The Online Record Book can sometime take a while to pull up a participants account when trying to add them to a journey, patience may be required!
- A participant can only have *one* Qualifying Journey. If a participant has already set up a Qualifying Journey, it will not let you add then to the one you have set up.
- If you are unable to add a participant to a journey, make sure that the journey you are trying to add them to e.g., Silver Qualifying Journey matches the Award level they are doing.

Further Reading

- The [International Handbook for Award Leaders](#) - Chapter 8: Adventurous Journey Section
- [The Award's website](#)
- [Mountain Safety Council](#)