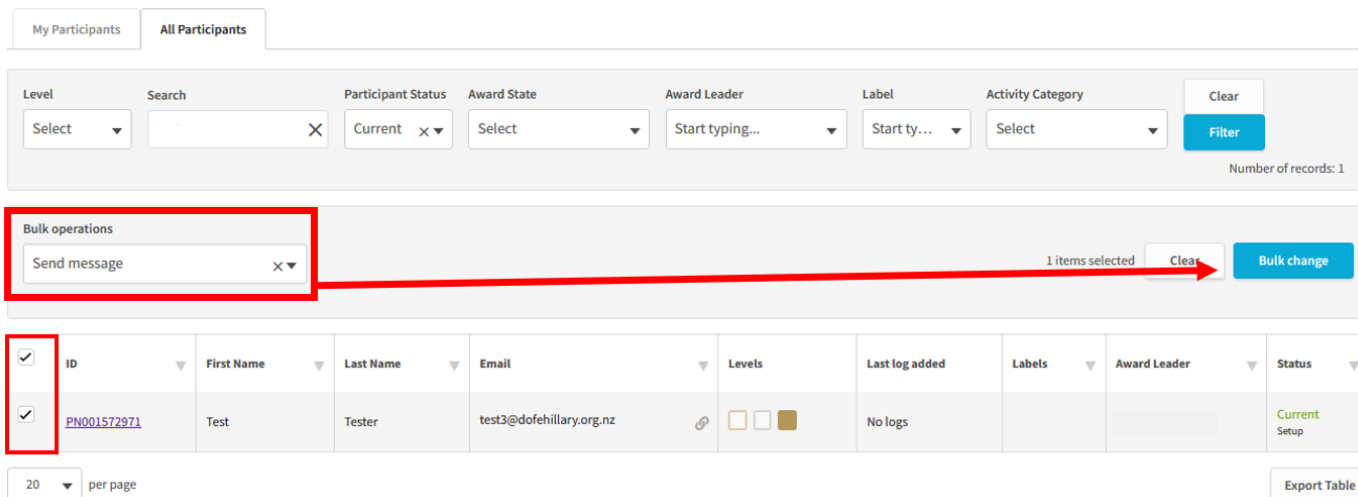


Messaging through the Online Record Book

There are two ways to send a message to participants through the Online Record Book (ORB).

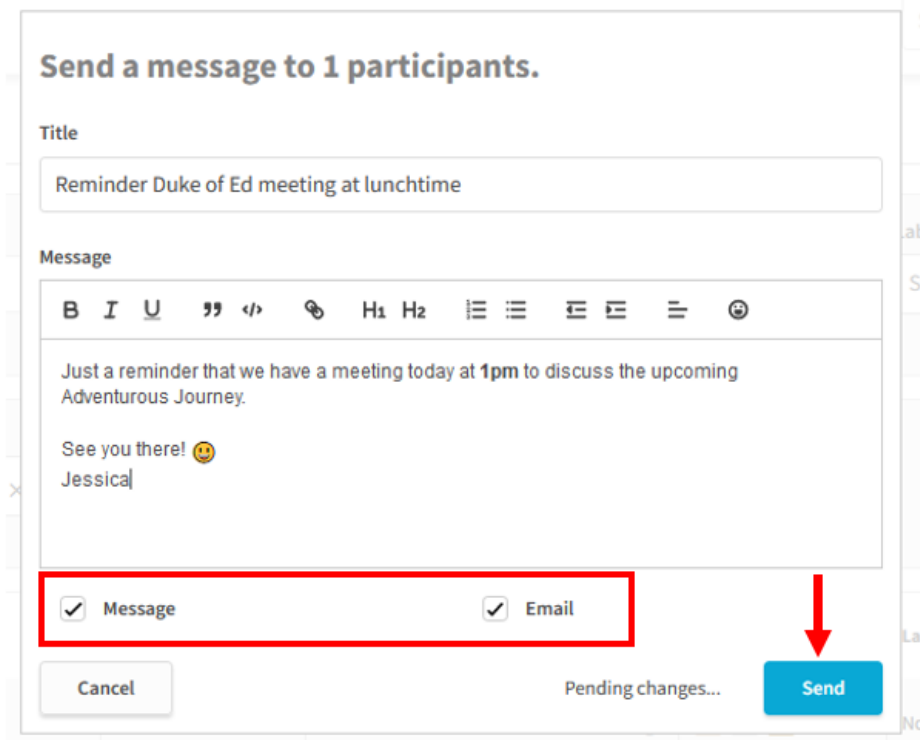
Option One: Send an email to one or more participants.

- (1) Under your participant list select the bulk action **Send Message**. Check the box beside the participant(s) you want to send a message to (you can select up to 50 on one page only) then select **Bulk change**.



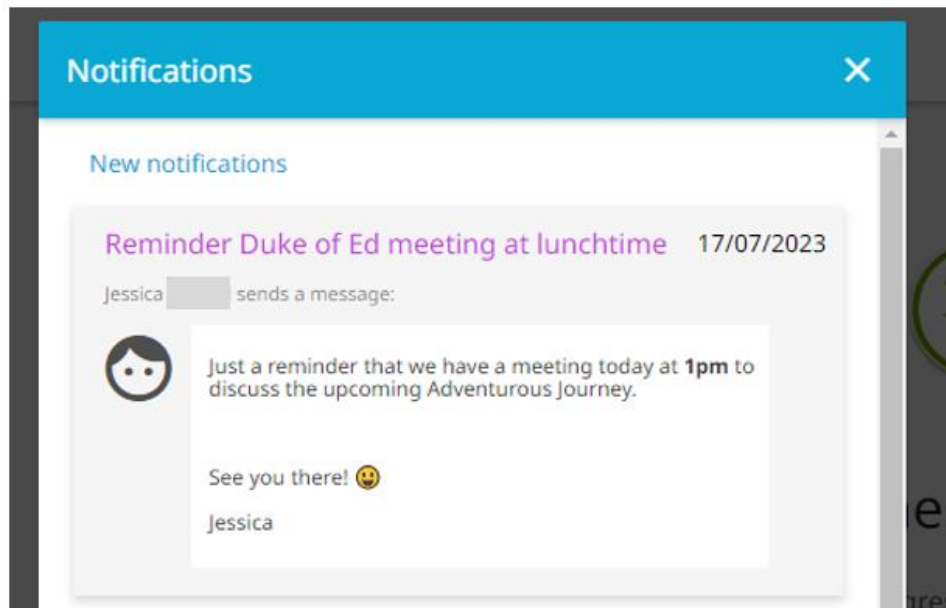
The screenshot shows the 'All Participants' tab. At the top, there are filter options for Level, Search, Participant Status, Award State, Award Leader, Label, and Activity Category. Below the filters is a 'Bulk operations' dropdown menu where 'Send message' is selected. A red box highlights this dropdown, and a red arrow points from it to the 'Bulk change' button. The participant list below shows one participant with their ID, first name, last name, email, and status. A red box highlights the selection checkboxes for the participant. At the bottom, there is a '20 per page' dropdown and an 'Export Table' button.

- (2) Write the message to the participant(s). You can choose to either just send the message as a notification to their ORB, just send the message as an email or do both.



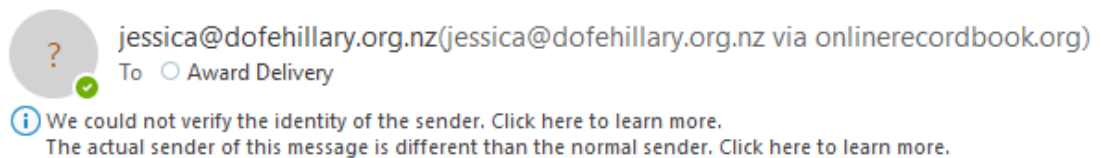
The screenshot shows a dialog box titled 'Send a message to 1 participants.' It has a 'Title' field with the text 'Reminder Duke of Ed meeting at lunchtime'. Below that is a 'Message' field with a rich text editor containing the text: 'Just a reminder that we have a meeting today at 1pm to discuss the upcoming Adventurous Journey. See you there! 😊 Jessica'. At the bottom, there are two checkboxes: 'Message' and 'Email', both of which are checked. A red box highlights these checkboxes. To the right of the checkboxes is a 'Send' button with a red arrow pointing to it. There is also a 'Cancel' button and a 'Pending changes...' label.

- (3) If you send the message as a notification it will look like this:



If you send it as an email it will look like this:

Reminder Duke of Ed meeting at lunchtime



Just a reminder that we have a meeting today at **1pm** to discuss the upcoming Adventurous Journey.

See you there! 😊

Jessica

The participant will be able to reply to the email and the reply will go to you as the Award Leader.

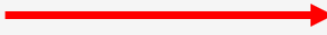
NB If you send a message or a notification there is no way to delete it once it is sent.

Option Two: Commenting on a participant's logs.

- (1) You can comment on a participant's log if they have done something particularly well or to provide some guidance around what they could do better going forward. To do this, click on the **Comment** button on the log.

1/06/2023 2 hours 0 minutes Created at: 16/07/2023 8:59 pm

Did my first shift at the SPCA. I helped clean out the cages and got to play with some of the new kittens. It was a lot of work but i had fun!







(2) You can then write your comment on the log then click **Send**.

Send a message or comment to this log


1/06/2023 2 hours 0 minutes Created at: 16/07/2023 8:59 pm

Did my first shift at the SPCA. I helped clean out the cages and got to play with some of the new kittens. It was a lot of work but I had fun!

Message

B I U **” </>**  **H1 H2**   

Great to hear you enjoyed your first time at the SPCA. 🐱 Look forward to hearing more about it!




Pending changes...

(3) You will then be able to see the comment under the participant's profile or see any comment another Award Leader has written.

1/06/2023 2 hours 0 minutes Created at: 16/07/2023 8:59 pm

Did my first shift at the SPCA. I helped clean out the cages and got to play with some of the new kittens. It was a lot of work but I had fun!

Great to hear you enjoyed your first time at the SPCA. 🐱 Look forward to hearing more about it!

Jessica 
16/07/2023


NB once you have written a comment you are unable to delete it.

The participant will get a notification that you have commented on their log and will be able to see the comment.


Notifications ✕

New notifications

You got a comment on your activity 17/07/2023

Jessica  sends a message on your Assisting Organisation Caring for Neglected Animals e.g. RSPCA activity log:

Did my first shift at the SPCA. I helped clean out the cages and got to play with some of the new kittens. It was a lot of work but I had fun!



Great to hear you enjoyed your first time at the SPCA. 🐱
Look forward to hearing more about it!