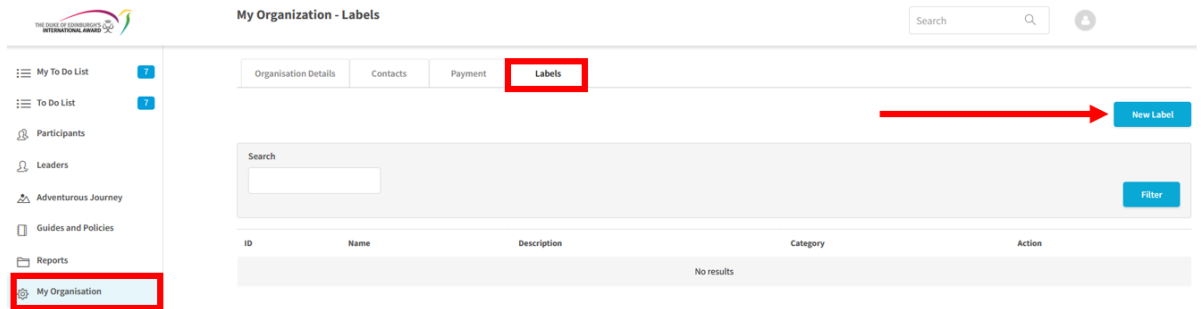


Participant Labels

1. Go to **My Organisation** and click **Labels**. Click **New Label**



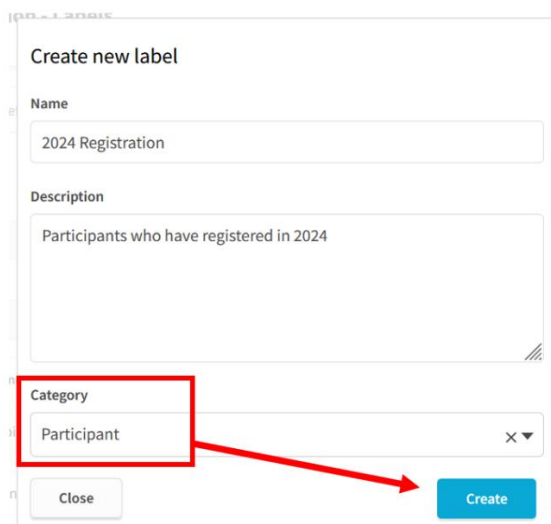
My Organization - Labels

Organisation Details | Contacts | Payment | **Labels**

Search [] [Filter]

ID	Name	Description	Category	Action
No results				

2. Create the label (name and description). You can either create a participant label (attached to the participant's account) or an Award label (attached to the participant's Award e.g., Bronze) and then click **create**.



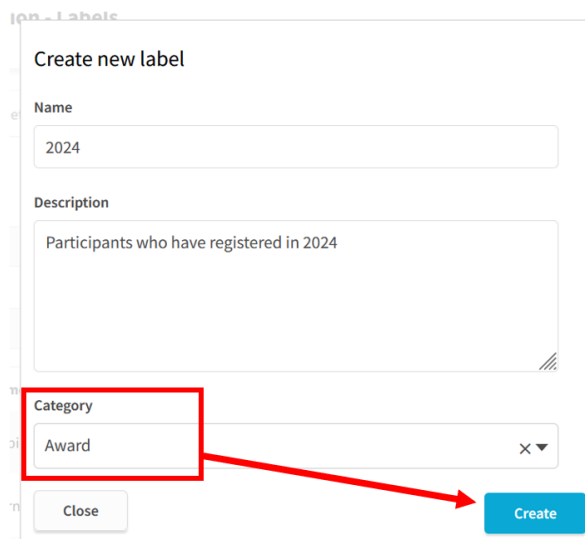
Create new label

Name
2024 Registration

Description
Participants who have registered in 2024

Category
Participant

Close Create



Create new label

Name
2024

Description
Participants who have registered in 2024

Category
Award

Close Create

3. Assign the label to a participant or the participant's Award. This can be done in bulk or individually.

Bulk

Either under Registrations or under Participants select the bulk action **Assign Participant Labels** (for participant labels) or **Assign Award Labels** (for Award labels). Choose which participants you want to assign the labels to and then click **Bulk Change**.

Registration **2** | Activity Approval | Section Authorisation **5** | Adventurous Journey | Award Authorisation | Unassigned Participants | Undelivered Emails

Search: | Email Confirmation: Select | Parent Approval: Select | Payment State: Select | **Filter** | Number of records: 2

Bulk operations
 Assign Labels x | 2 items selected | Clear | **Bulk change**

<input checked="" type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
<input checked="" type="checkbox"/>				7/12/2022	GOLD	✓	Paper	Pay Award Unit	Confirm	Approve
<input checked="" type="checkbox"/>				7/12/2022	GOLD	✓	Paper	Pay Award Unit	Confirm	Approve

Select which label you want to assign to these participants and click **Assign**

Assign selected labels to 2 participants.

Label:

| Pending changes... | **Assign**

Under **Participants** you can now filter by this label to find all participants who have had this label assigned to them (or filter by no label to find all participants without a label).

My Participants | All Participants

Level: Select | Search: | Participant Status: Current | Award State: Select | Award Leader: Start typing... | Label: 2023 | **Filter** | Number of records: 2

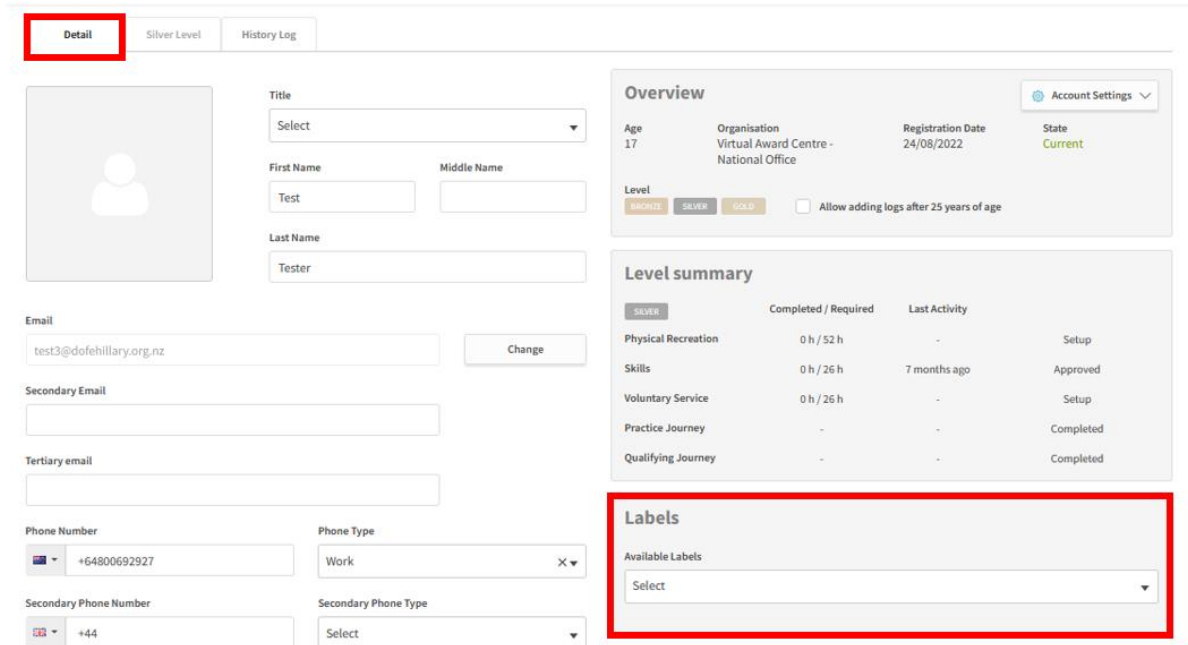
Bulk operations
 Select | **Bulk change**

<input type="checkbox"/>	ID	First Name	Last Name	Email	Levels	Last log added	Labels	Award Leader	Status
<input type="checkbox"/>						No logs	2023		Current Registration Approval
<input type="checkbox"/>						No logs	2023		Current Registration Approval

20 per page | [Export Table](#)

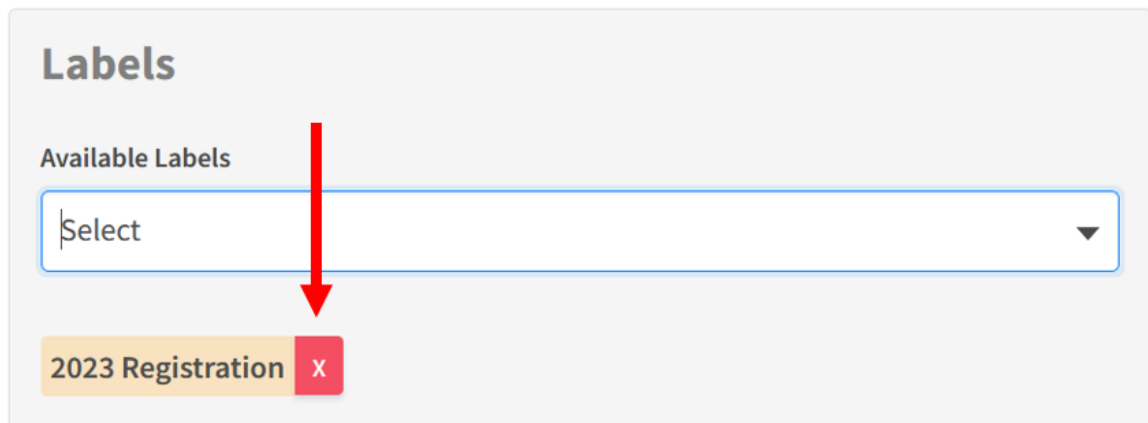
Assign a label to an individual participant

Click on the participant's ID number. On their Details page under Level Summary select the label you want to assign to them.



The screenshot shows a participant's details page. The 'Detail' tab is selected. The 'Labels' section is highlighted with a red box. It contains a dropdown menu labeled 'Available Labels' with the text 'Select'.

You can also delete the label by clicking on the red x next to the label



The close-up shows the 'Labels' section. Below the 'Available Labels' dropdown, there is a label '2023 Registration' with a red 'X' button next to it. A red arrow points from the 'Available Labels' dropdown to the 'X' button.

Assign a label to an individual participant's Award level

Under the participant's Award level select the label from the list of available Award labels.

Detail **Silver Level** History Log

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

Registration Assessment Registration Approval Setup In Progress Award Leader Authorisation Award Office Authorisation Completed Ceremony Archive

ID	First Name	Last Name	Email	Parent Approval	Payment	Review	Action
				✓ Not Required	✓ Not paid	⌚ Confirm	Approve

Registration approval date: Date Start Date: 09/09/2023

Note

Parent / Guardian Consent

Printable Parental Consent Form: Select Parent's relationship: First name of Parent / Guardian: Last name of Parent / Guardian:

Overview Award State: Registration Approval Award Mode: Online Award Settings

Leader Change Name: The Duke of Edinburgh's Hillary Award National Office Email: Phone Number:

Labels Available Labels: Select

You can remove an individual Award level label by clicking on the **x** next to the label you wish to remove.

Detail **Silver Level** History Log

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

Registration Assessment Registration Approval Setup In Progress Award Leader Authorisation Award Office Authorisation Completed Ceremony Archive

ID	First Name	Last Name	Email	Parent Approval	Payment	Review	Action
				✓ Not Required	✓ Not paid	⌚ Confirm	Approve

Registration approval date: Date Start Date: 09/09/2023

Note

Parent / Guardian Consent

Printable Parental Consent Form: Select Parent's relationship: First name of Parent / Guardian: Last name of Parent / Guardian:

Overview Award State: Registration Approval Award Mode: Online Award Settings

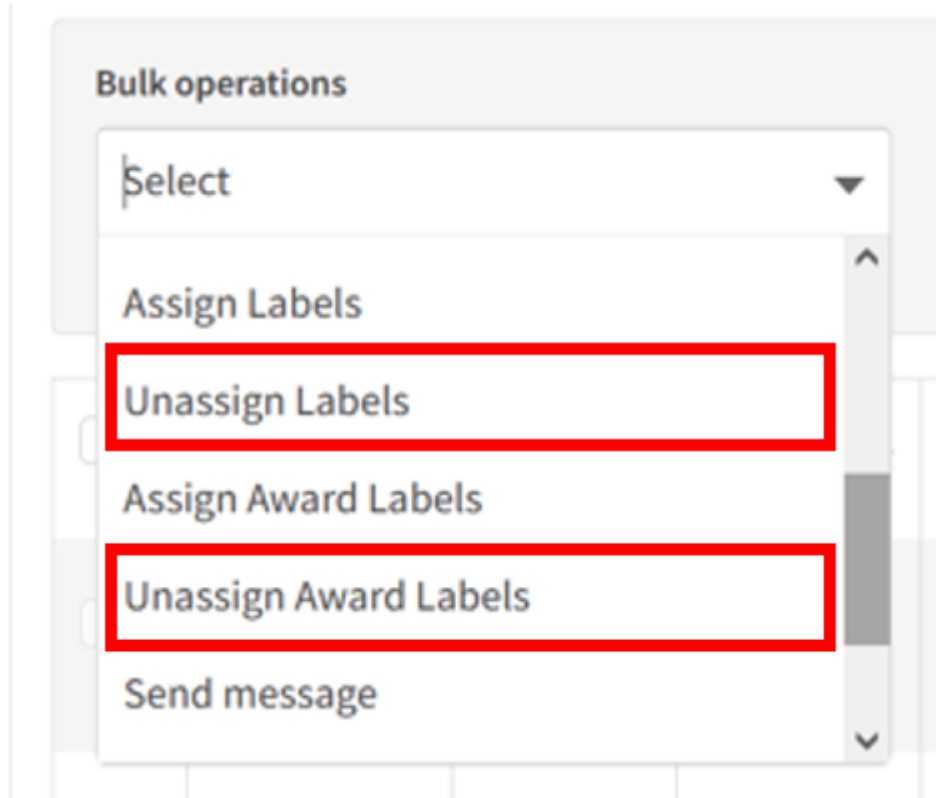
Leader Change Name: The Duke of Edinburgh's Hillary Award National Office Email: Phone Number:

Labels Available Labels: Select

2023 registration **x**

Bulk removal of Award or Participant labels

If needed, you can bulk remove either the Award or participant labels. This is done the same way as assigning labels in bulk, but instead choosing the bulk operation **Unassign Award labels** or **Unassign labels**.



Participant labels are designed as a tool to help Award Leaders manage participants in an Award Unit. The National Office may also use labels to track participants e.g., those who have received funding. All Award Leaders in an Award Unit can add, delete and modify labels assigned to participants and these changes are not tracked. Deleting a label can be done easily, so if more accurate tracking is required, this may be best also done through a different system.