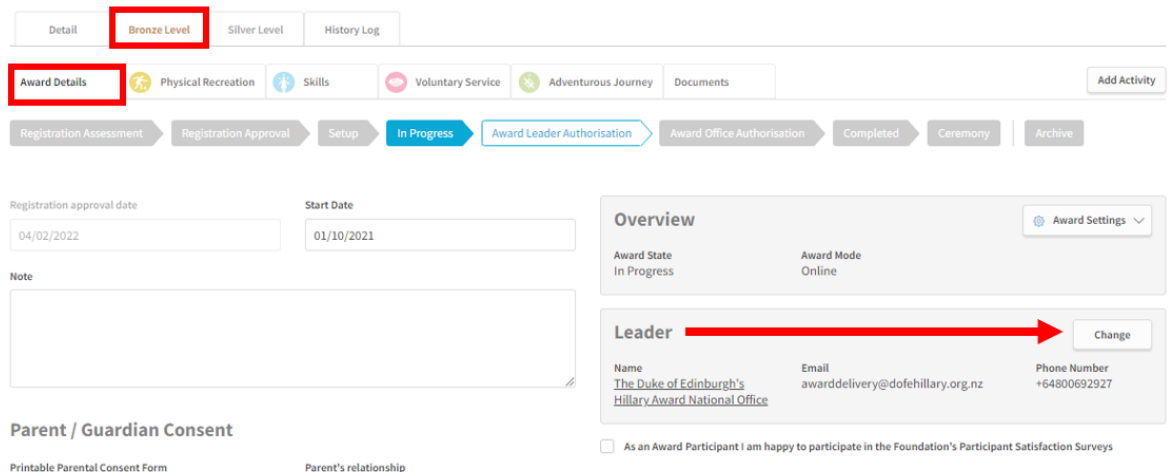


How to transfer a participant

Participants can be transferred to another Award Leader in your Award Unit, to another Award Unit or overseas to another country running the Award and using the Online Record Book.

Moving one participant to another Award Leader in your Award Unit

1. Under the participant's current Award level click on Change in the Leader box.



Detail **Bronze Level** 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

Registration approval date: 04/02/2022 Start Date: 01/10/2021

Note

Overview Award Settings

Award State: In Progress Award Mode: Online

Leader → Change

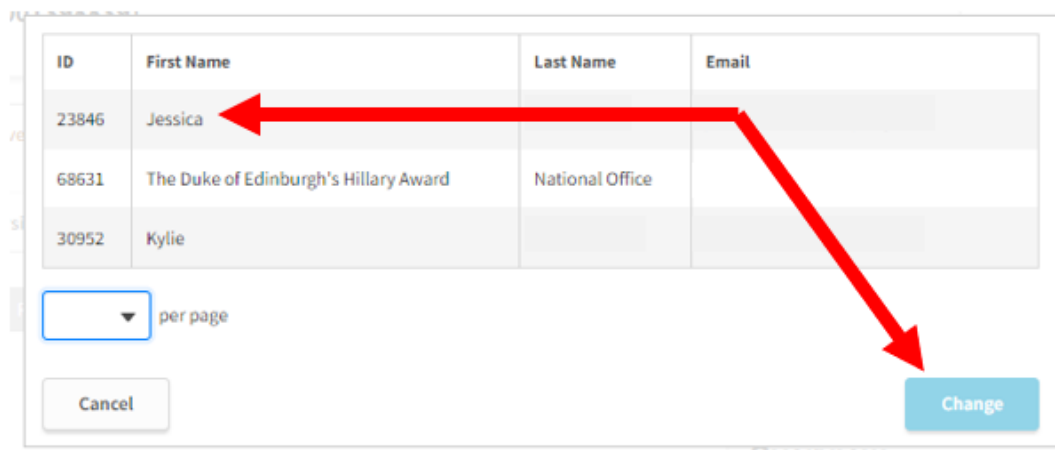
Name: The Duke of Edinburgh's Hillary Award National Office Email: awarddelivery@dofehillary.org.nz Phone Number: +64800692927

As an Award Participant I am happy to participate in the Foundation's Participant Satisfaction Surveys

Parent / Guardian Consent

Printable Parental Consent Form Parent's relationship

2. Select the Award Leader you want to change them to and click **Change**



ID	First Name	Last Name	Email
23846	Jessica		
68631	The Duke of Edinburgh's Hillary Award	National Office	
30952	Kylie		

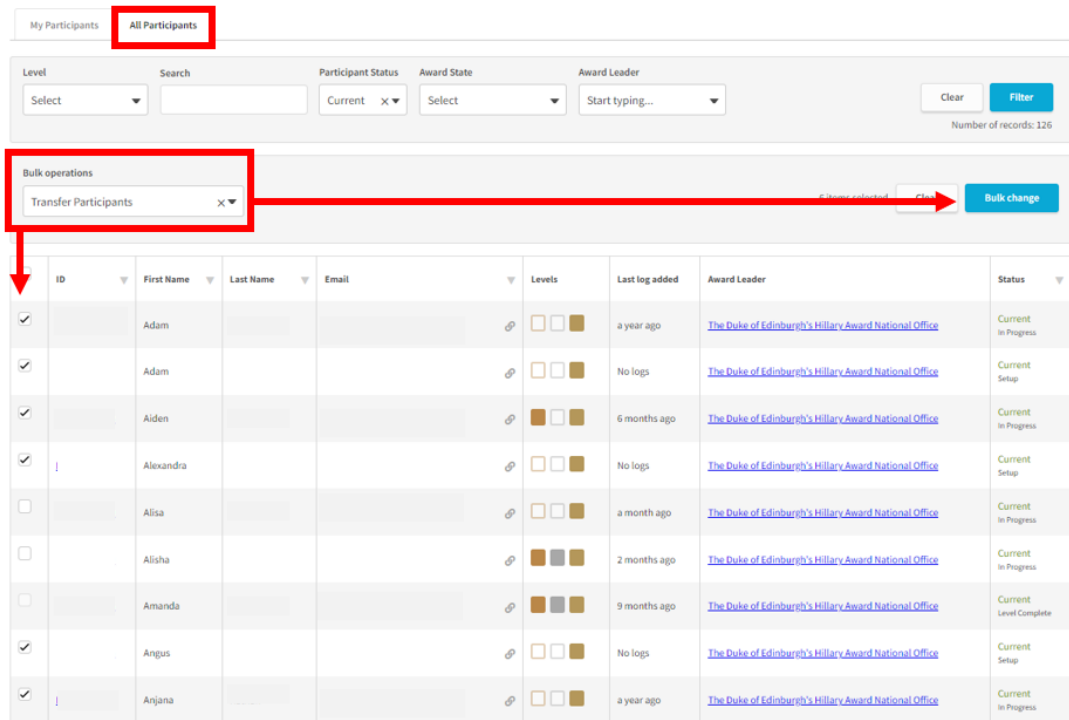
per page

Cancel Change

3. You can also move any completed Awards for that participant to another Award Leader but this is not necessary.

Moving multiple participants to another Award Leader in your Award Unit

1. Under All Participants select the bulk action **Transfer Participants**. Check the box beside the names of the participants you want to transfer and click **Bulk Change**.



The screenshot shows the 'All Participants' interface. At the top, there are tabs for 'My Participants' and 'All Participants'. Below this is a search and filter section with dropdowns for 'Level', 'Participant Status', 'Award State', and 'Award Leader'. A 'Bulk operations' menu is open, showing 'Transfer Participants' as the selected option. A red arrow points from this menu to a 'Bulk change' button. Below the menu is a table of participants with columns for ID, First Name, Last Name, Email, Levels, Last log added, Award Leader, and Status. Several rows have checkboxes in the ID column, indicating they are selected for transfer.

ID	First Name	Last Name	Email	Levels	Last log added	Award Leader	Status
<input checked="" type="checkbox"/>	Adam			☐ ☐ ☐	a year ago	The Duke of Edinburgh's Hillary Award National Office	Current In Progress
<input checked="" type="checkbox"/>	Adam			☐ ☐ ☐	No logs	The Duke of Edinburgh's Hillary Award National Office	Current Setup
<input checked="" type="checkbox"/>	Aiden			☐ ☐ ☐	6 months ago	The Duke of Edinburgh's Hillary Award National Office	Current In Progress
<input checked="" type="checkbox"/>	Alexandra			☐ ☐ ☐	No logs	The Duke of Edinburgh's Hillary Award National Office	Current Setup
<input type="checkbox"/>	Alisa			☐ ☐ ☐	a month ago	The Duke of Edinburgh's Hillary Award National Office	Current In Progress
<input type="checkbox"/>	Alisha			☐ ☐ ☐	2 months ago	The Duke of Edinburgh's Hillary Award National Office	Current In Progress
<input type="checkbox"/>	Amanda			☐ ☐ ☐	9 months ago	The Duke of Edinburgh's Hillary Award National Office	Current Level Complete
<input checked="" type="checkbox"/>	Angus			☐ ☐ ☐	No logs	The Duke of Edinburgh's Hillary Award National Office	Current Setup
<input checked="" type="checkbox"/>	Anjana			☐ ☐ ☐	a year ago	The Duke of Edinburgh's Hillary Award National Office	Current In Progress

The selected participants will be moved to the new Award Leader. Please note this will only transfer the highest active Award level. If there are any participants working on two levels and you want to transfer both levels then you will need to transfer the other levels individually.

Moving a participants to another Award Unit

Please email info@dofehillary.org.nz. We will send the participant an email with a form to complete. Once they have completed the form they will be transferred to the new Award Unit.

Moving a participants to another country or from another country to Aotearoa New Zealand

Please contact info@doffehillary.org.nz We will send you a form for them to complete. Once completed, we will arrange for them to be transferred to another country or from another country to your Award Unit. If they registered in the UK or are moving to the UK we unable to transfer their account as the UK uses a different online system. They will need to register on the ORB (or the eDoFE) and manually transfer their records across.