

## How to complete the Adventurous Journey Preparation and Training on the Online Record Book

The Preparation and Training needs to be completed prior to going on the Practice Journey. Once you have completed the Preparation and Training you need to record this on your Online Record Book profile and then submit this to your Award Leader to sign-off as complete. To do this:

1. Under Adventurous Journey Preparation and Training click **Activity**. You can then add in the dates that you did the different training topics and check the boxes beside the different topics to confirm these have been completed. You do not need to complete all three training topics on the same day. Please talk to your Award Leader about this if you have any questions.

Preparation and Training  
Completed 1 / 3

ACTIVITY OVERVIEW FILES

You can send your report to your Award Leader:  
**SEND REPORT**

Preparation and Training Activities

Appreciating the culture within the journey's environment	14/04/2022	<input checked="" type="checkbox"/>
Camp craft, including food and cooking	01/01/1990	<input checked="" type="checkbox"/>
Competency in the mode of travel	15/04/2022	<input checked="" type="checkbox"/>
First Aid and emergency procedures	11/05/2022	<input checked="" type="checkbox"/>
Navigation	01/05/2022	<input checked="" type="checkbox"/>

2. If you complete the training through an Award Provider, you can upload a copy of the certificate of completion or assessment from them under **Files**

Preparation and Training  
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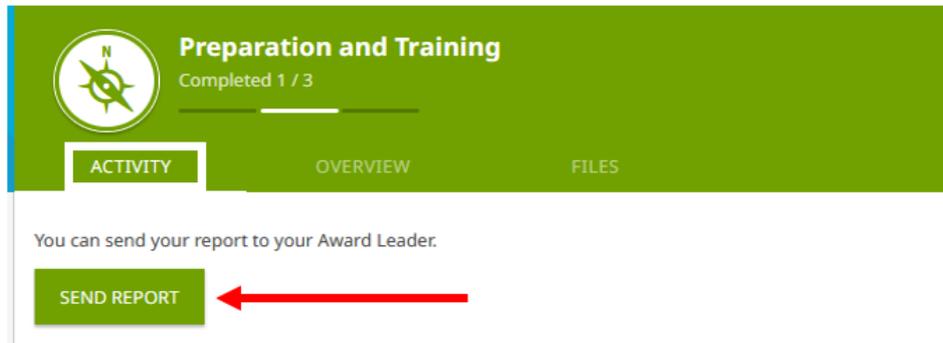
ACTIVITY OVERVIEW **FILES**

**UPLOAD FILE**

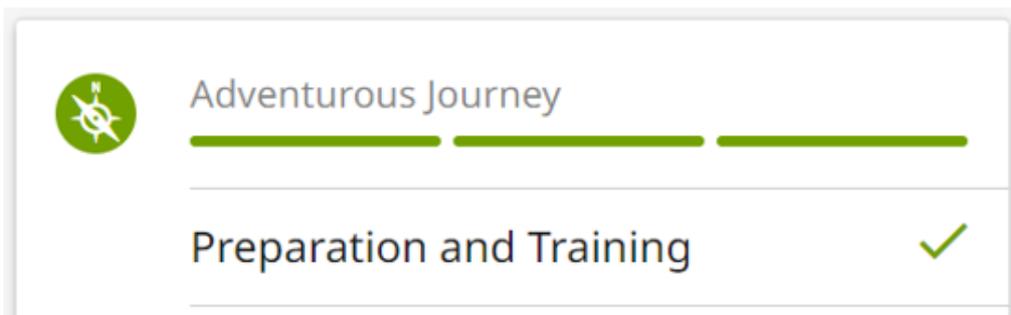
You can upload any files (10mb or smaller) you want to share with your Award Leader here.

 .pdf	Evidence of Preparation and Training	25/05/2022	<b>DELETE</b>
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- Once you have completed all the topics, and uploaded any necessary files, click **Send Report** to submit it to your Award Leader.



- Once your Award Leader has approved it, it will show as complete on your Online Record Book profile.



### Troubleshooting

- I cannot see the Send Report button** – Make sure that you have selected the date you did the training topics *and* ticked the box next to them.
- I submitted the Preparation and Training to my Award Leader by mistake** – please talk to them and they can return this to you so you can continue to complete it.