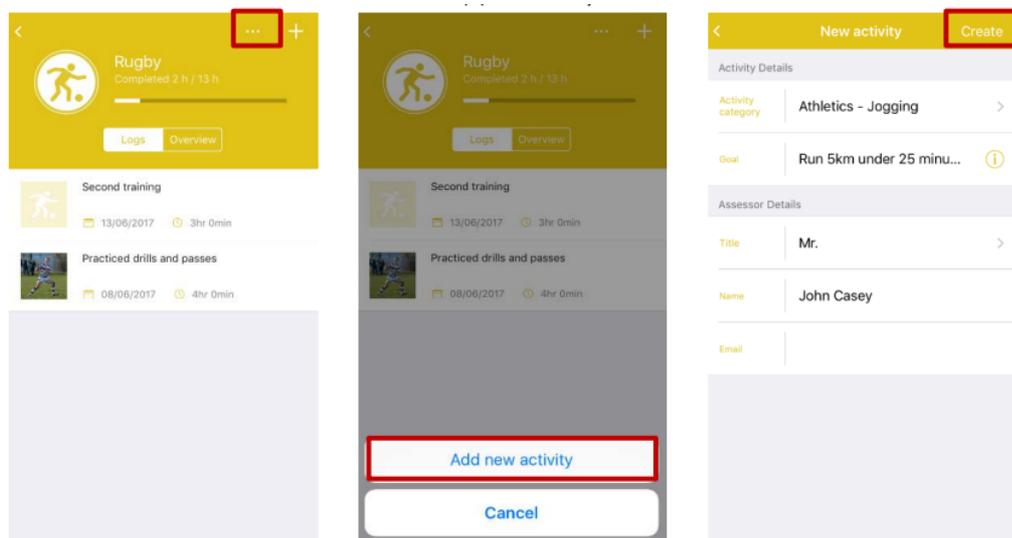
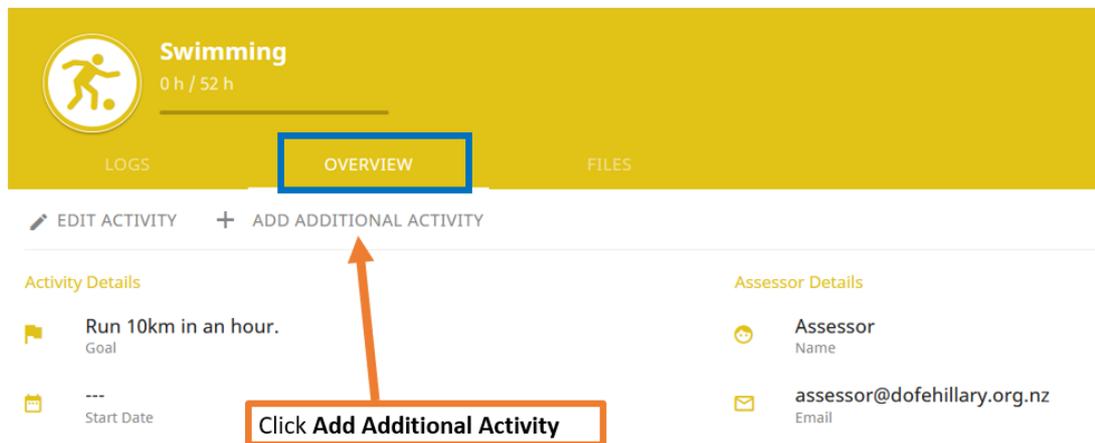


How to add a second activity

While a key part of the Award is to regularly participate in your chosen activity over a period of time, there are times when you may need to change your chosen activity, or take up a second activity (e.g., a summer and winter sport). If you do this, then you will need to set up a second activity on your Online Record Book account under the section. You will also need to have a second assessor for this activity and get an Assessor's report for both activities. Please note that if you are doing both activities at the same time, a maximum of 1 hour per week will be counted towards your section total from both activities. To setup a second activity:

1. Under the section you want to add a second activity to click **Overview** and then **Add additional activity**. If you are using the app, click on the three dots on the top right of your screen.



2. Add in the details of your second activity and click **Setup**. This will go to your Award Leader to approve before you can start logging your activity hours.

The screenshot shows a 'New Activity' form with the following fields and buttons:

- Category:** Snow / Winter Activities
- Subcategory:** Skiing
- Goal:** To improve my skills in skiing throughout the season
- Assessor Details:** Includes a 'DOWNLOAD INFO FOR ASSESSOR' button.
- Title:** (Field partially visible at the bottom)
- SETUP:** A yellow button at the bottom right, indicated by a red arrow.

You can add up to three activities per section, however, please discuss this with your Award Leader first.

Troubleshooting

- **The Online Record Book is not counting all of my hours** – Please see Participant Logs Explained. If you are logging more than one hour per week across all activities under a section, then only a maximum of one hour per week will be counted towards your Section total.
- **I am unable to add an additional activity** – Please talk to your Award Leader. Your Section will need to be in the In Progress state and you cannot have more than three activities under for that Award section.