How to edit an activity once setup

Once you have setup an activity, and it has been approved by your Award Leader, you will be able to edit your goal and assessor details. To do this:

1. Under the section you want to add a second activity to click **Overview** and then **Edit Activity.**

2. Edit your goal or your Assessor details and click **Save.**
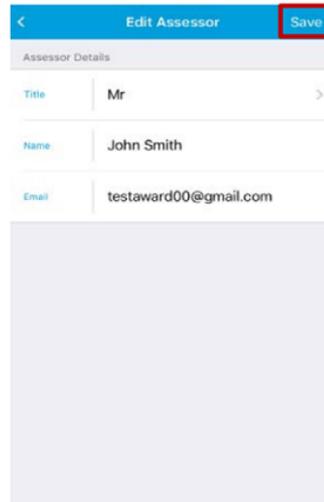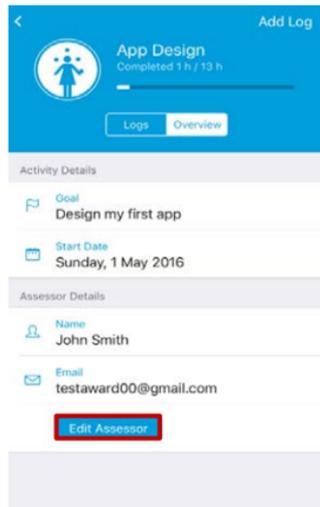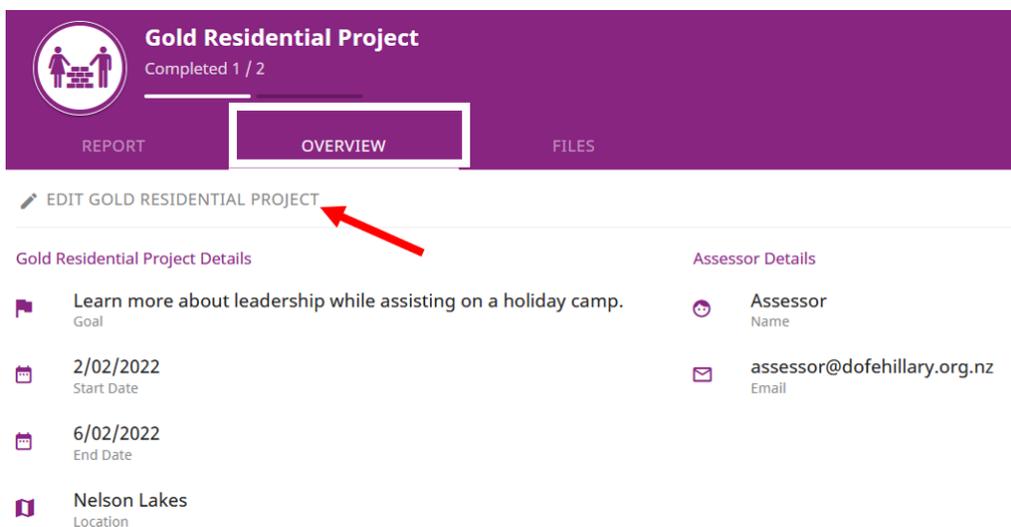
This can also be edited through the app.

Your new Assessor will not be sent an email with information about what an Assessor is, so you will need to ask your Award Leader to send this to them.

You are also able to edit the Gold Residential Project and the

Practice Journey
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REPORT   OVERVIEW   FILES

✏ EDIT   ✚ ADD ADDITIONAL JOURNEY

Journey Details

☰ Whanganui River Trip
Name

⚑ Learn how to safely canoe a river in Aotearoa.
Goal

📅 1/03/2022
Start Date

📅 3/03/2022
End Date

⛰ Canoeing
Journey Activity

Assessor Details

◉ ---
Name

✉ ---
Email

Supervisor Details

◉ Mr Assessor
Name

✉ assessor@dofehillary.org.nz
Email

Troubleshooting

- **I cannot change my activity** – As your activity has already been approved, you are unable to change your chosen activity to another e.g., change basketball to netball. If you want to change your activity, you will need to setup a second activity and have this approved by your Award Leader and then ask them to delete your original activity for you.

- **I cannot delete my activity** – As your activity has already been approved, you are unable to delete your chosen activity. If you want to delete your activity, you will need to setup a second activity and have this approved by your Award Leader and then ask them to delete your original activity for you.

- **I cannot change by Adventurous Journey location or journey type** – You will need to talk to your Award Leader about this. As the journey has already been approved, only the Award Leader can make these changes.

- **I cannot change my Gold Residential activity** – Because this has already been approved you are unable to change it. You will need to go and talk to your Award Leader who will be able to help you with this.