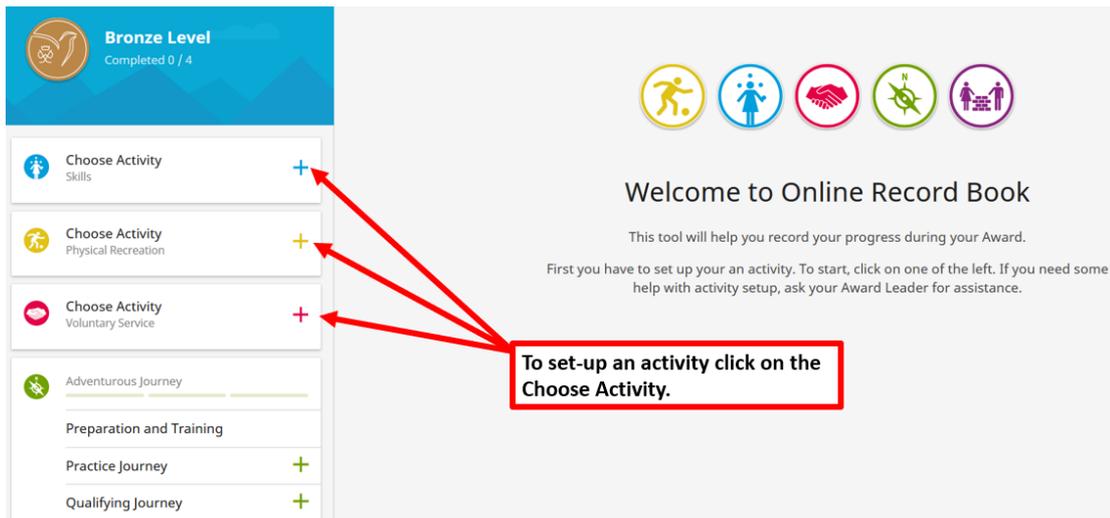


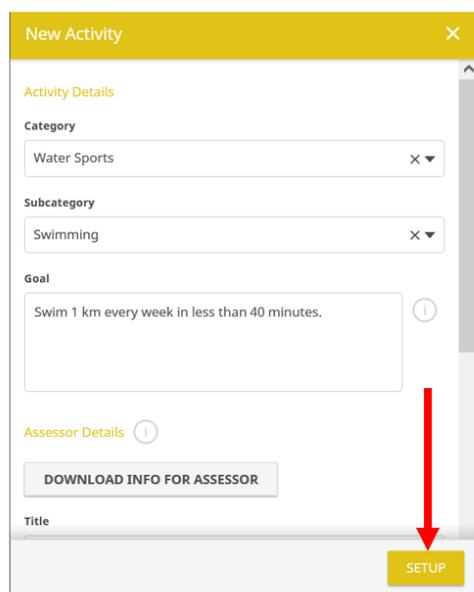
How to set up your activities and start logging.

Now your registration has been approved, you can log into your account (either online or through the participant app) and start setting up your activities.

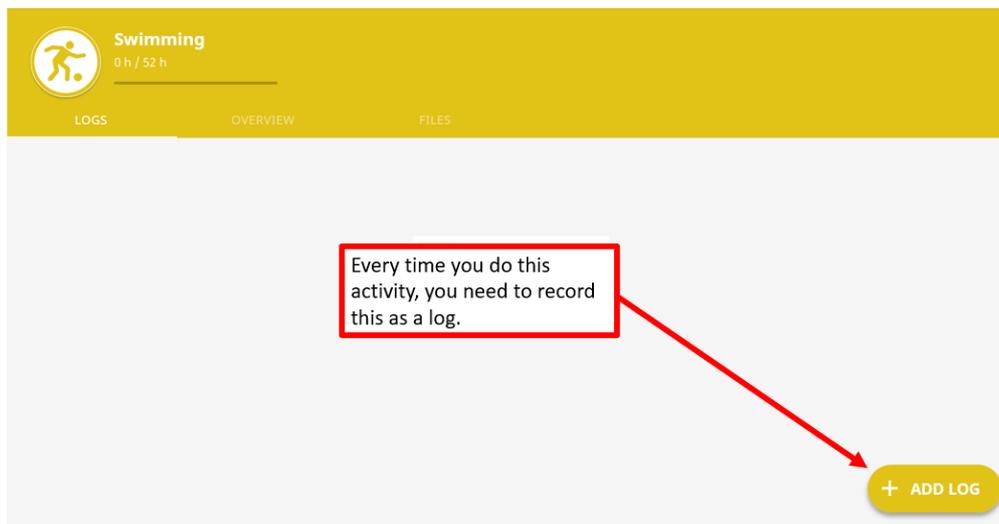
1. To set up an activity click on the + sign beside the activity you want to setup.



2. You will then choose the Activity Type and specify your Activity. You will also need to put down who your Assessor will be. An Assessor is a suitably skilled, experienced and/or qualified adult in your chosen activity but **cannot be a family member**. More information on Assessors can be [found on our website](#). Your Assessor should have regular contact with you while you are doing the activity. Ideally this will be every 2-4 weeks. You need to set a goal for the activity. Your goal needs to be realistic and achievable. More information on goals can be [found on our website](#). Then click **setup**.



3. If you are doing Bronze (or a Direct Entrant at Silver or Gold) you will be asked to choose a Major (i.e. the Section that you will do for a longer period of time).
4. This will then go to your Award Leader to approve. When your Award Leader approves your activity, an email is sent to your Assessor telling them that they are listed as your Assessor and what they need to do.
5. Once they have approved your activity, you can start recording your activity hours. You do this, by creating a log every time you do the activity.



More information about the different Sections of the Award can be found on our Website:

- [Skill Section](#)
- [Voluntary Service Section](#)
- [Physical Recreation Section](#)
- [Adventurous Journey](#)
- [Gold Residential Project](#) (Gold level only)

There is also an app (ORB Participant) that you can use to record your Award activities. These can be downloaded from the [Apple App Store](#) or [Google Play](#).

Troubleshooting

- **I cannot find my chosen activity as an option in the dropdown menu** – This could be because your chosen activity does not meet the requirements of the Section (for example you want to do a sport for the Skills Section) Please talk to your Award Leader or contact us at info@dofehillary.org.nz .
- **I want to change my Major** – please see the How To guide on how to change your Major activity. –
- **I cannot find an Assessor for my chosen activity** – Having a suitable Assessor is a key part in completing the Award Section. You may need to ask a family friend,

neighbour, or teacher in your school to be your Assessor. Your Assessor can also be a music teacher, sports coach or someone overseeing your volunteer work.

- **I want to add a second activity** – please see the How To guide on how to add a second activity.