

## **Revising an Award on the Online Record Book**

If a Participant submits an Award for approval that requires additional information/does not yet fulfil all requirements of the Award, the Award Leader can set the Award to 'revise', instead of 'approve'.

This 'revise' setting allows the Award Leader to unlock the sections/activities that need extra attention, to allow the Participant to edit their records and resubmit the Award.

Please follow the steps below to set an Award to 'revised':

- 1. Log into the Online Record Book
- 2. Go to the Award Sign-off tab

i≡ My To Do List	21	Registration 10	Activity Approval	Section Sign-off	Adventurous Journey	Award Sign-off 1	Unassigned Participants 10
;≡ To Do List	22	F	Downshill		Devenue à Cheire		

## 3. Select Revise

A	ward S	ign-off						Search		Q	■ Test Award Leader ZNSW TEST ACCOUNT ∨
Registration 10 Activity Approval Section Sign-off Adventurous Journey Award Sign-off 1 Unassigned Participants 10											
	ID 🔻	First Name 🔻	Last Name 🔻	Previous Level	Current Level	Date Submitted to Awa	ard Office Sign-off	Weeks Completed / Required	Note	Award mode	Action
	745909 Kiri Wirrie		BRONZE SILVER GOLD 28/08/2020			52/52	<u>View</u>	Online	Approve Revise		



Revise Award?						
Note						
	- V 12					
Which section do you want to return to 'In Progress'?						
Physical Recreation						
Skills						
Service						
Residential Project						
Adventurous Journey						
Dismiss	Revise					

- 1. Enter instructions to the Participant on what needs revision into 'Note'
- 2. Select the Sections/s you wish the Participant to revise
- 3. Click Revise

The Participant is now able to edit and, once complete, re-submit the Section/s for revision.