

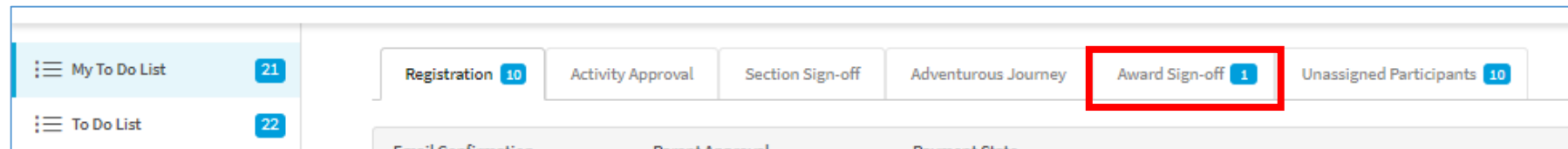
Revising an Award on the Online Record Book

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'.

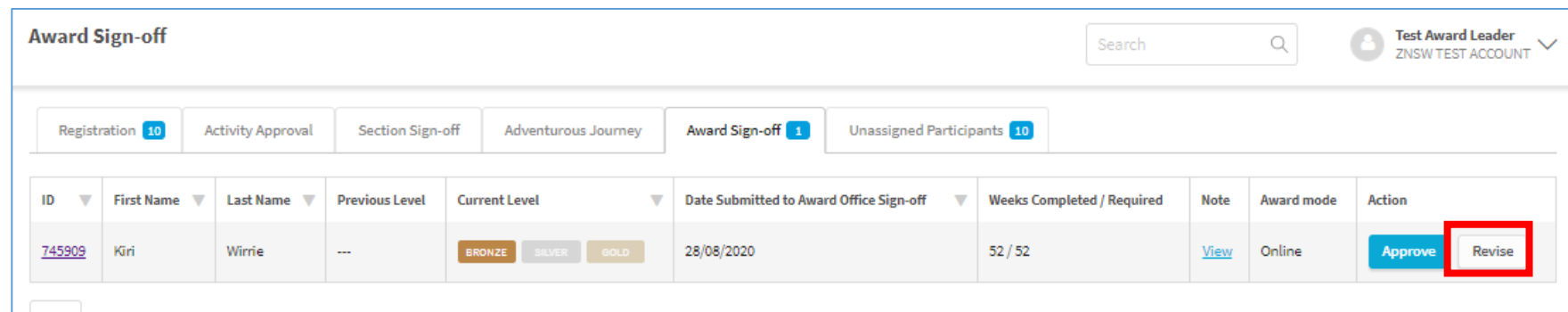
This 'revise' setting allows the Award Leader to unlock the sections/activities that need extra attention, to allow the Participant to edit their records and resubmit the Award.

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



3. Select Revise



Revise Award?

Note

Which section do you want to return to 'In Progress'?

Physical Recreation

Skills

Service

Residential Project

Adventurous Journey

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.