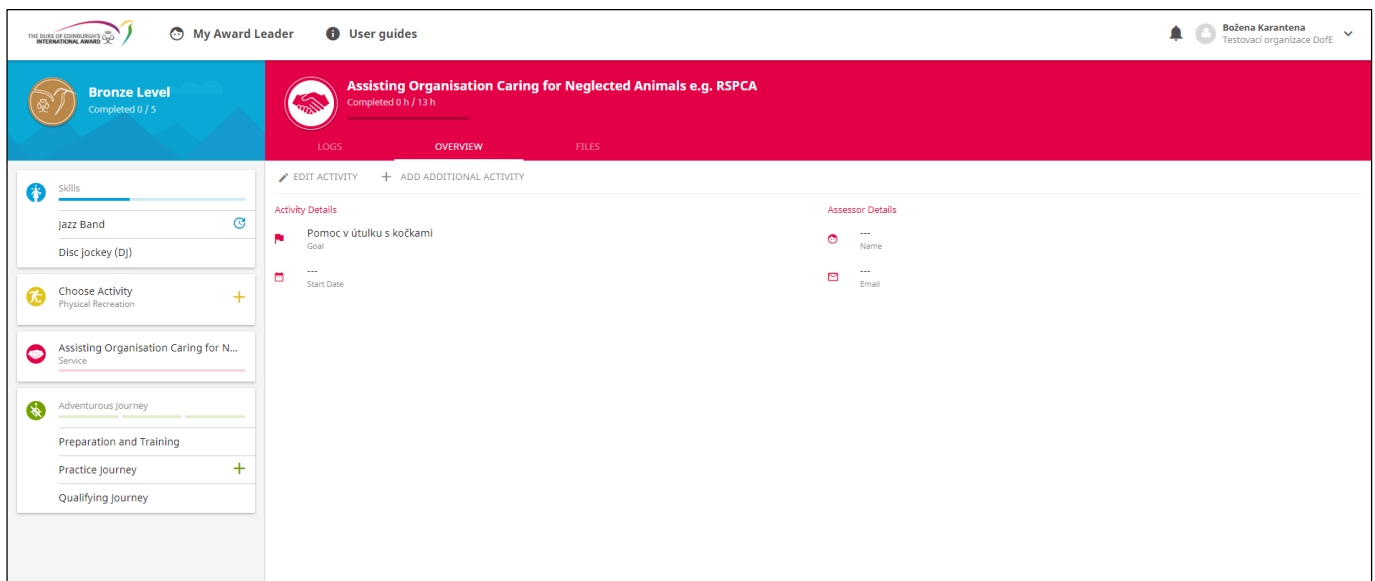


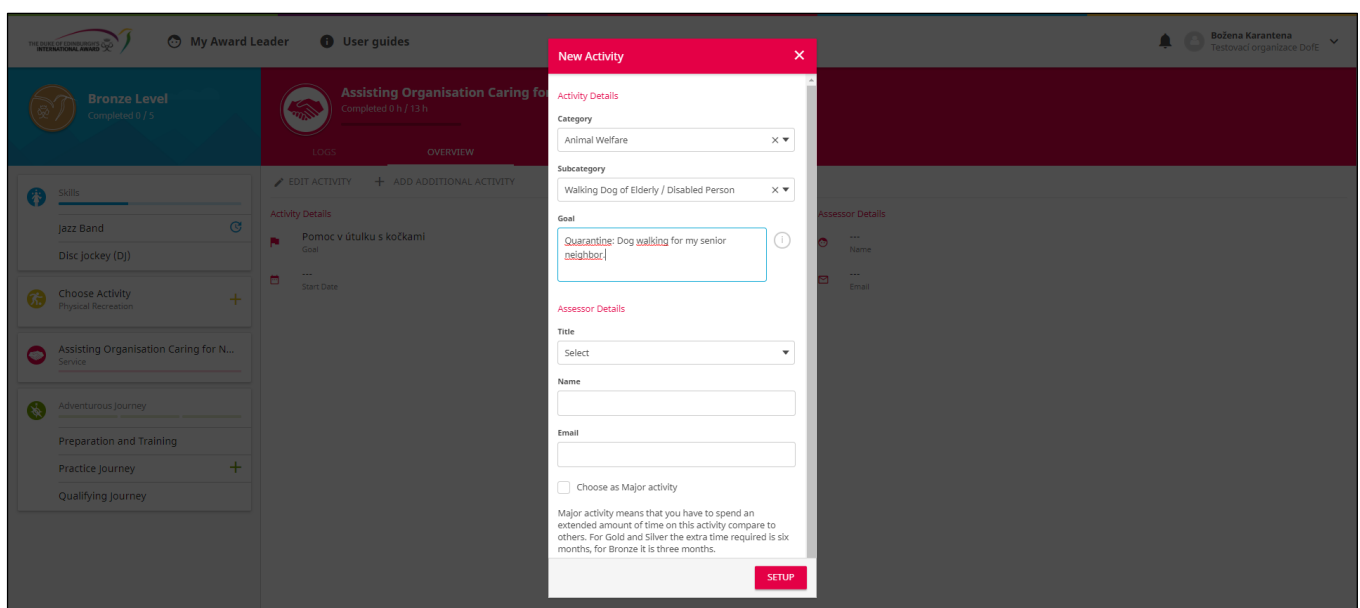
SETTING UP MULTIPLE ACTIVITIES PER SECTION

While doing their Award during quarantine, participants can choose a second activity per section. To set up an additional Award activity within a Section a participant needs to use a web platform (setting multiple activities is not possible in the ORB App). The Online Record Book can be accessed via web navigating to <https://www.onlinerecordbook.org/>.

1. A participant logs into the ORB and clicks on the active activity within the Section that he would like to add the new Activity to.

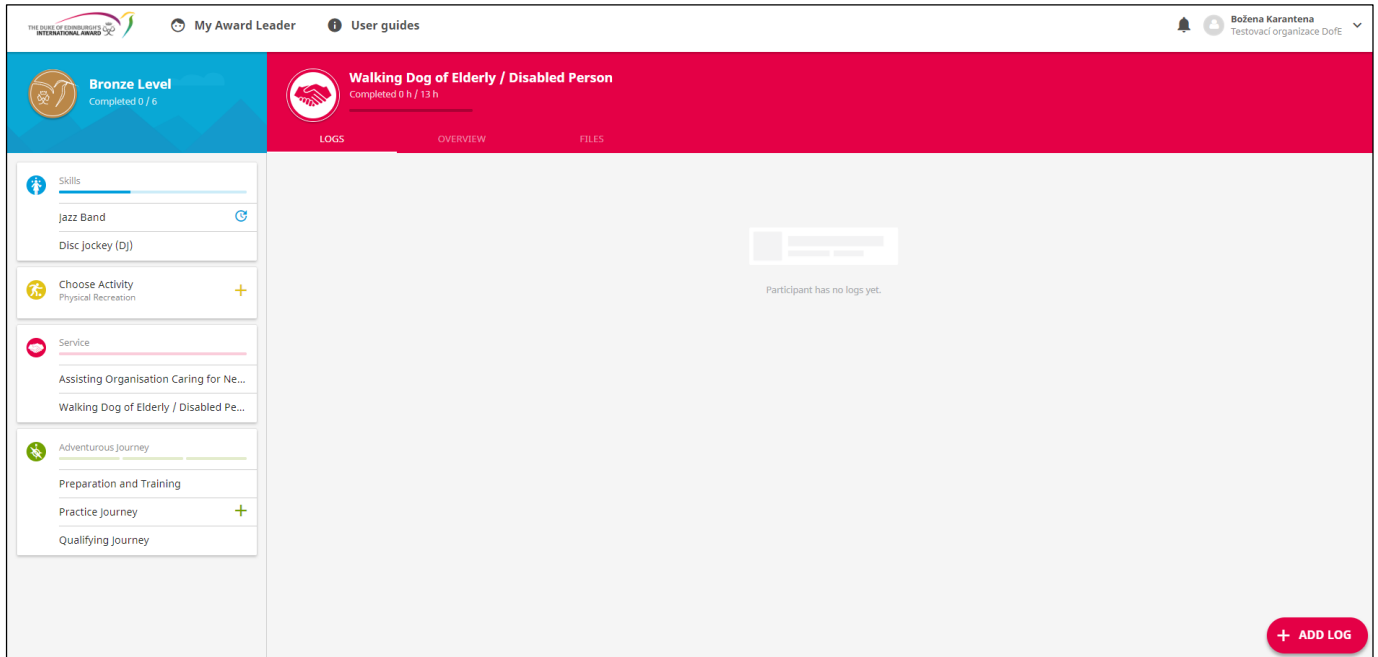


2. A participant clicks on the tab OVERVIEW and then on ADD ADDITIONAL ACTIVITY. He inserts the activity details requested.



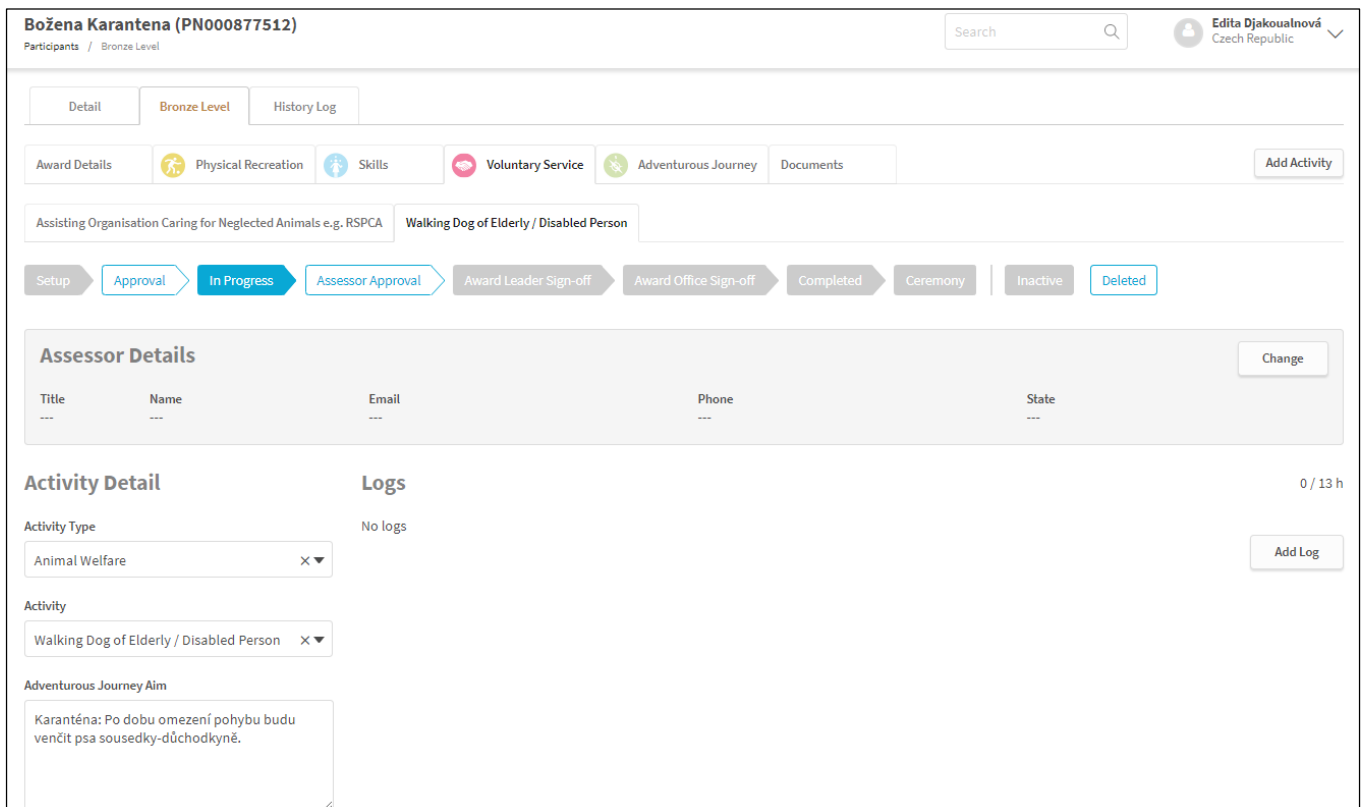
3. Press to save changes.

The individual activities will be displayed underneath the chosen Section. Once the activity has been saved, Award Leader will receive a push notification to approve or decline the request. The hours logged for individual activities within a Section will be combined and added towards the completion of the Award.



The screenshot shows the Award Leader interface. At the top, there are navigation links for 'My Award Leader' and 'User guides', and a user profile for 'Božena Karantena' from 'Testovací organizace Doře'. The main header is red and displays the section title 'Walking Dog of Elderly / Disabled Person' with a progress indicator 'Completed 0 h / 13 h'. Below the header, there are three tabs: 'LOGS', 'OVERVIEW', and 'FILES'. The 'LOGS' tab is active, showing a message: 'Participant has no logs yet.' On the left side, there is a sidebar with various activity categories: Skills (Jazz Band, Disc Jockey (DJ)), Choose Activity (Physical Recreation), Service (Assisting Organisation Caring for Ne..., Walking Dog of Elderly / Disabled Pe...), and Adventurous Journey (Preparation and Training, Practice Journey, Qualifying Journey). A red '+ ADD LOG' button is located at the bottom right of the main content area.

In the participant's profile the Award Leader will see two tabs under the section, one for each activity. The new activity will be displayed on screen under the chosen section.



The screenshot shows the participant's profile interface. At the top, there is a search bar and a user profile for 'Edita Djakoualnová' from 'Czech Republic'. The main header displays the participant's name 'Božena Karantena (PN000877512)' and 'Participants / Bronze Level'. Below the header, there are three tabs: 'Detail', 'Bronze Level', and 'History Log'. The 'Bronze Level' tab is active, showing a list of activity categories: Award Details, Physical Recreation, Skills, Voluntary Service, Adventurous Journey, and Documents. The 'Walking Dog of Elderly / Disabled Person' activity is selected. Below the activity list, there is a progress bar with stages: Setup, Approval, In Progress (highlighted), Assessor Approval, Award Leader Sign-off, Award Office Sign-off, Completed, Ceremony, Inactive, and Deleted. The 'Assessor Details' section shows a table with columns for Title, Name, Email, Phone, and State, and a 'Change' button. The 'Activity Detail' section shows the 'Activity Type' as 'Animal Welfare' and the 'Activity' as 'Walking Dog of Elderly / Disabled Person'. The 'Adventurous Journey Aim' section contains the text: 'Karanténa: Po dobu omezení pohybu budu venčit psa sousedky-důchodkyně.' A red 'Add Log' button is located at the bottom right of the 'Activity Detail' section.