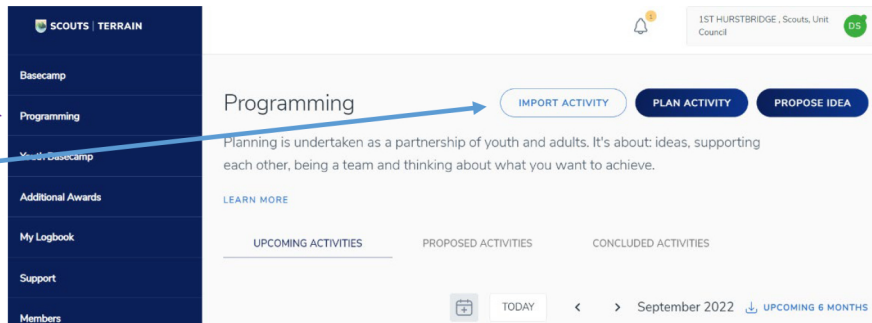




## SCOUT TERRAIN INSTRUCTIONS FOR UPLOADING ONECAMP 2023 I-STATEMENTS

1. Save the JSON file on to your computer
2. Open SCOUTS | TERRAIN

3. Select **PROGRAMMING**



4. Select **IMPORT ACTIVITY**

5. Click on **UPLOAD JSON FILE** and select the location on your computer where you stored the JSON file. Click on **IMPORT**.

6. Review the 1<sup>st</sup> tab - 1. ACTIVITY DETAILS and click on **NEXT STEP**

7. Review the 2<sup>nd</sup> tab - 2. PARTICIPANTS & SCHEDULES

- Click **UNIT**
- Select a leader for organiser. Leave the lead and assist fields blank.
- Click on **NEXT STEP**

8. Review the 3<sup>rd</sup> tab. 3. ACHIEVEMENT PATHWAYS

- Within **OUTDOOR ADVENTURE SKILLS** Scroll down to **SELECT I-STATEMENTS**
- Select **BULK AWARD** if all the Scouts completed the same activities
- Or select **AWARD INDIVIDUAL I-STATEMENTS** if they completed different activities. If choosing this option, you will need to tick the statements completed.
- Back on Scouts | Terrain, click on the **I-STATEMENTS COMPLETED**. If using **BULK AWARD** de-select the statements not completed. If using **AWARD INDIVIDUAL I-STATEMENTS** select all statements for each Scout.
- Return to the top of the page, click on **LOGBOOK** and select **YES** if nights under canvas are to be added to the Camper Award
- Click on **NEXT STEP**

9. Final steps.

- On the **ATTENDANCE** Tab, mark participation. Click **NEXT STEP**
- On the **REVIEW** Tab, complete items with \* and click **NEXT STEP**
- Review the plan and click **CONFIRM & CONCLUDE PLAN**

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