Missing Awards

If you are certain that a member should hold an award in the database and can't find a record of it it either;

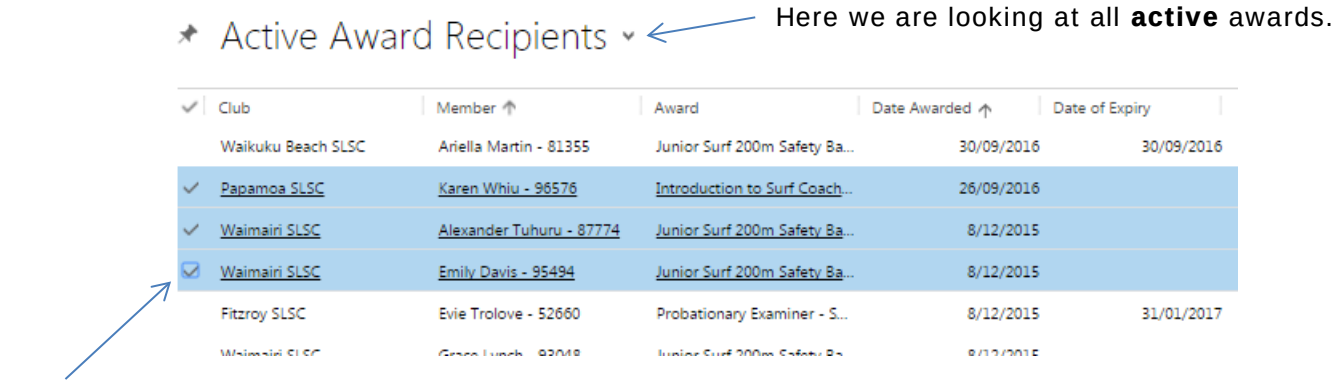
A.) Has not been added to the system by either a club, regional or national administrator.

If the award has not been added you need to follow up with the administrator who adds the award

B.) Is not an active award.

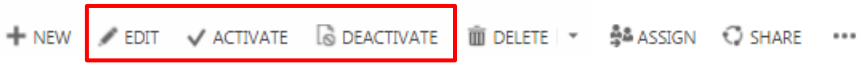
Awards, like all records in the CRM (i.e. your contacts, your memberships, patrol occurrences), can be either be of active or inactive status, determined by whether you have activated or deactivated them.

When an award is added to the system it will automatically be active. If you are trying to enter members into the sports system their awards must be active.

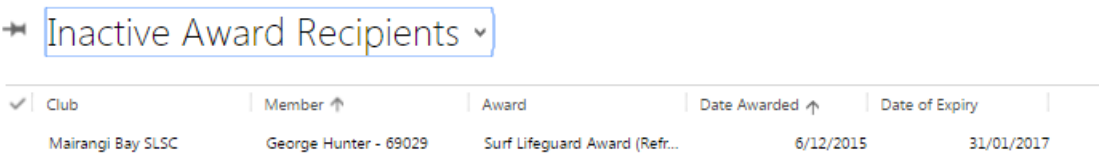


We can tick as many awards on one page as we need to change or edit.

Once your records are selected you can bulk edit, activate or deactivate them.



If you deactivate them they will no longer show up in your Active Award Recipients, you will need to change your system view to **Inactive Award Recipients.**



To activate any Inactive awards, tick the records and select Activate.