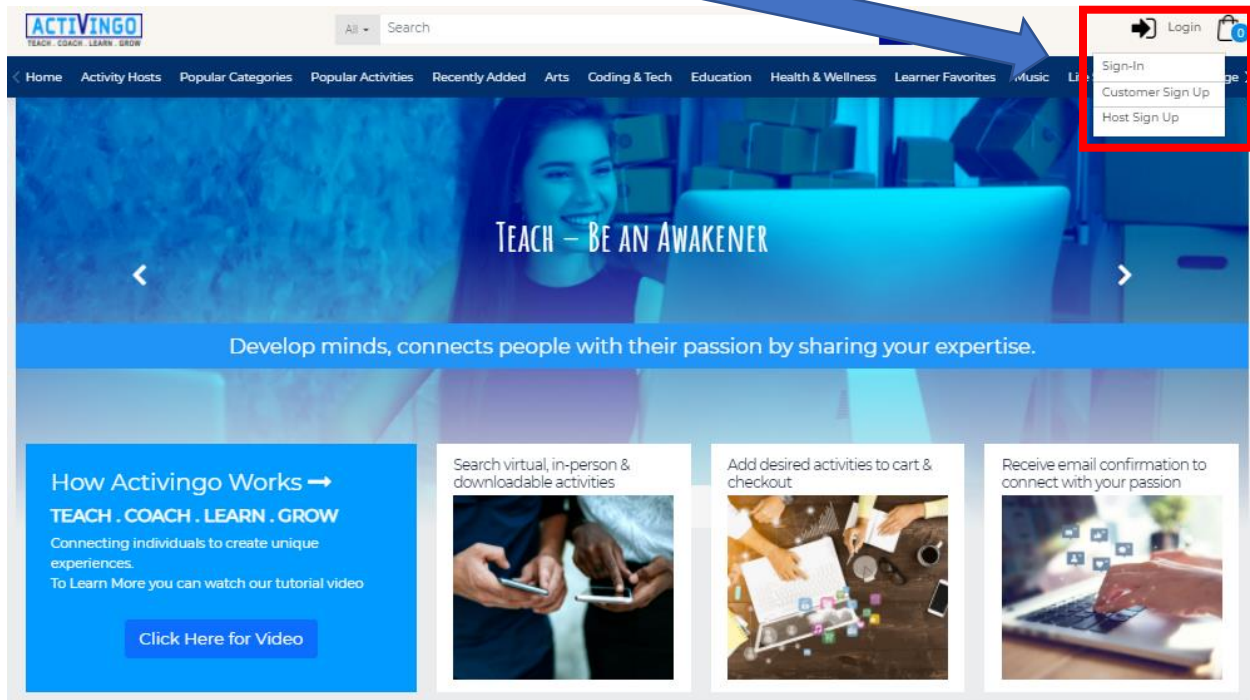
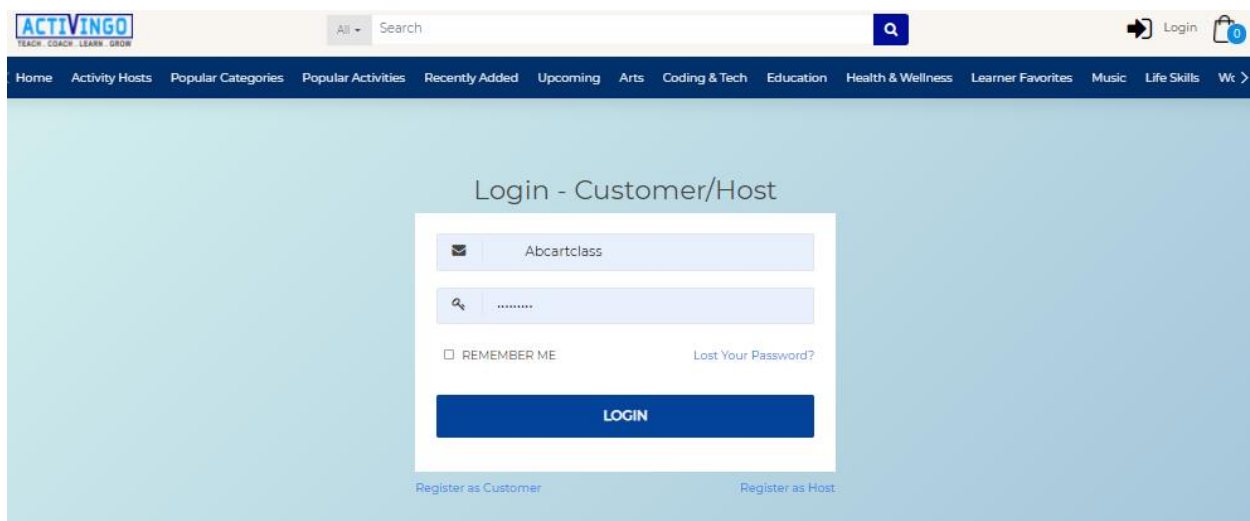


## Setting up Requirements/ Pre-Requisite & Refund Policy for an Activity

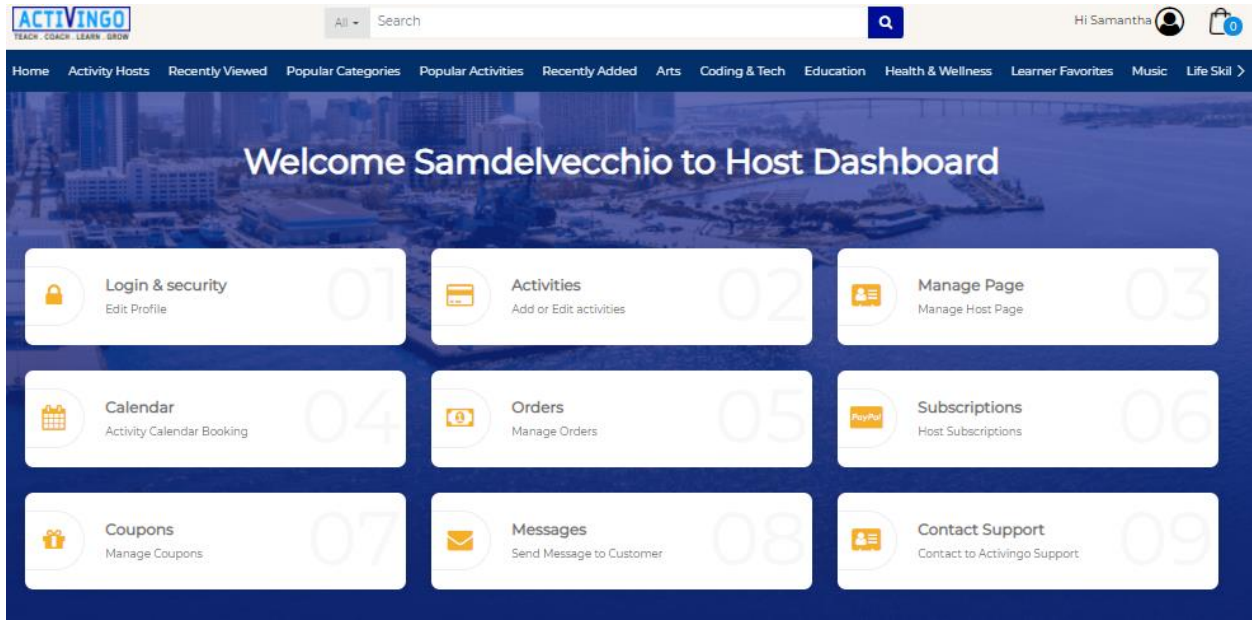
**Step1:** Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.



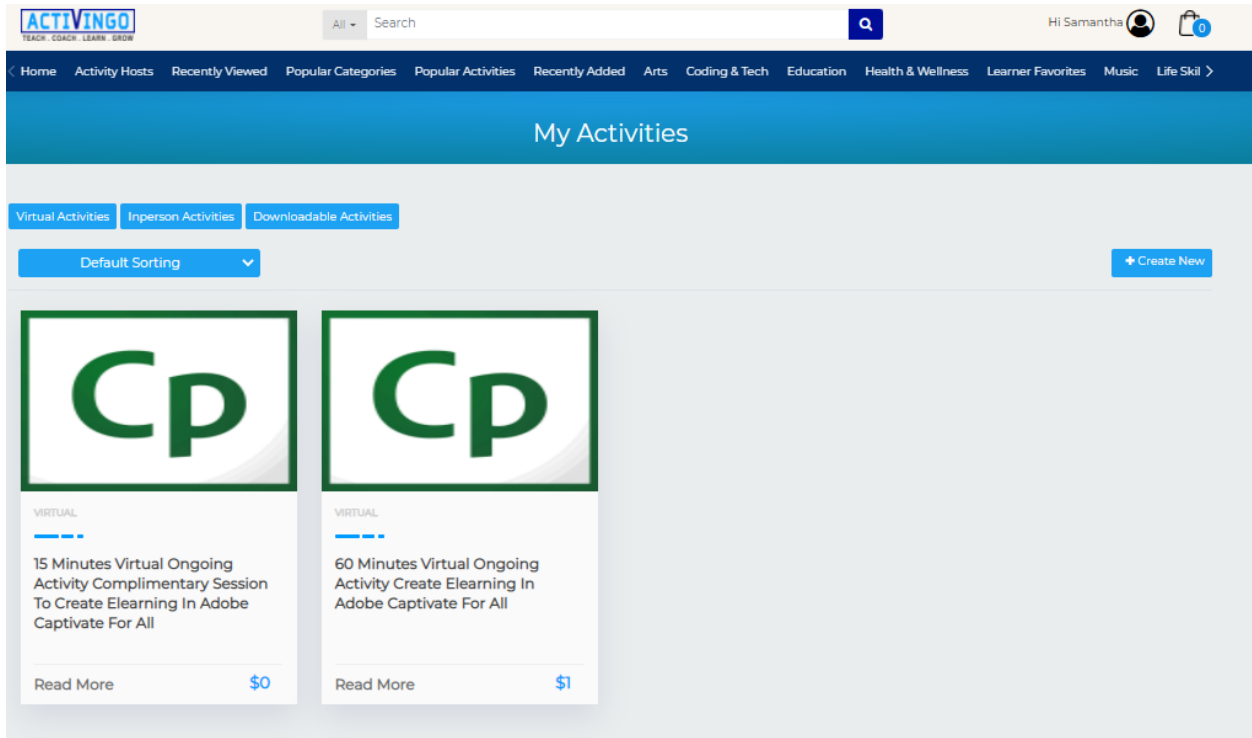
**Step 2:** Login by putting in your username/email address and password



Step 3: You can access anyone of the 9 modules available to you. To add Requirements/ Pre-Requisite & Refund Policy for an Activity. Click on “Activities” module.



Step 4: Either select an activity to modify or hit “Create New” to create a brand-new activity.



**Step 5:** You can update or add Requirements/ Pre-Requisite and/or refund policy in the boxes available at the bottom of the activity listing page.

The screenshot displays the Activingo website interface for editing an activity. At the top, the logo 'ACTIVINGO' is visible with the tagline 'TEACH. COACH. LEARN. GROW'. A search bar and user profile 'Hi Samantha' are also present. The navigation menu includes: Home, Activity Hosts, Recently Viewed, Popular Categories, Popular Activities, Recently Added, Arts, Coding & Tech, Education, Health & Wellness, Learner Favorites, Music, and Life Skill.

The main content area is divided into several sections:

- Schedule Details:** A list of holiday tags: Presidents Day, Saint Patrick's Day, Thanksgiving, Valentine's Day, and Veterans Day.
- Location Details:** A field for 'URL' with the placeholder 'Insert URL link here' and an 'Upload Waiver Form' section with 'Choose File' and 'No file chosen' buttons.
- Shipping/Pickup:** Two toggle switches for 'This activity requires shipping' and 'This activity can be picked up', along with input fields for 'Shipping Cost' and 'Handling Cost', both set to '0.00'.
- Requirements / Pre-Requisite:** A text editor with a red border, containing a 'Paragraph' dropdown and rich text formatting icons (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink).
- Refund Policy:** A text editor with a red border, containing a 'Paragraph' dropdown and rich text formatting icons.
- How it Works:** A section header for the activity description.

At the bottom right, there are two buttons: 'Add Activity' (blue) and 'Cancel' (red).