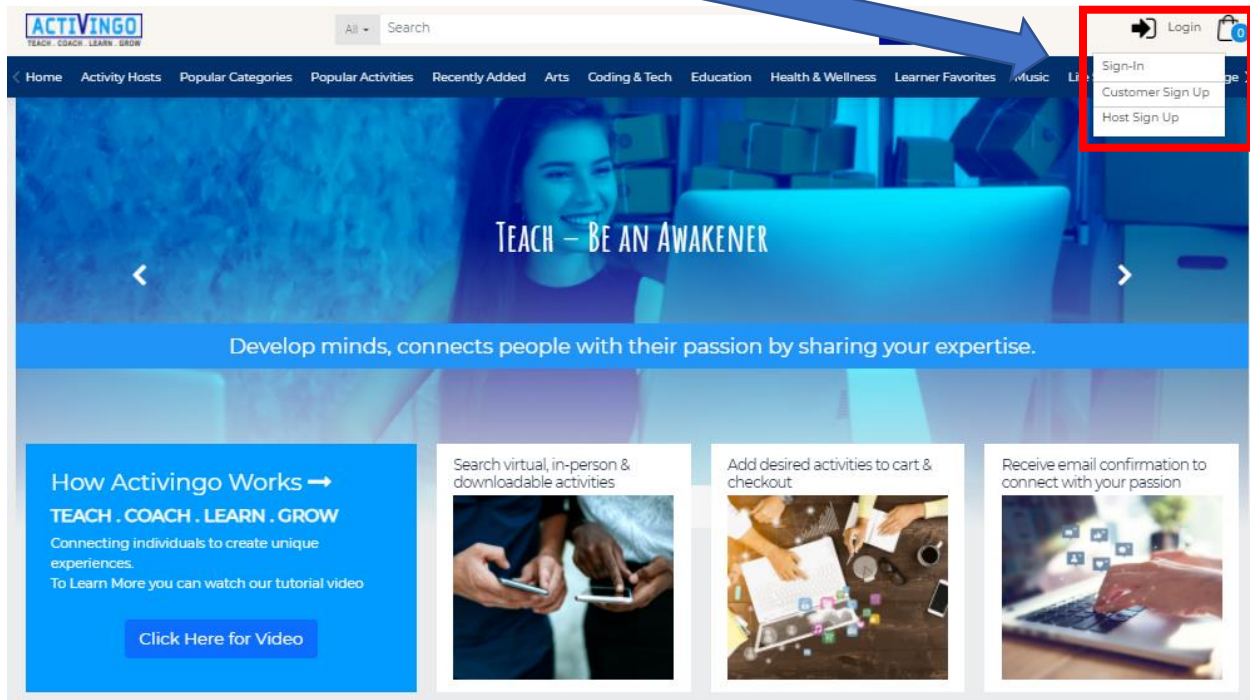
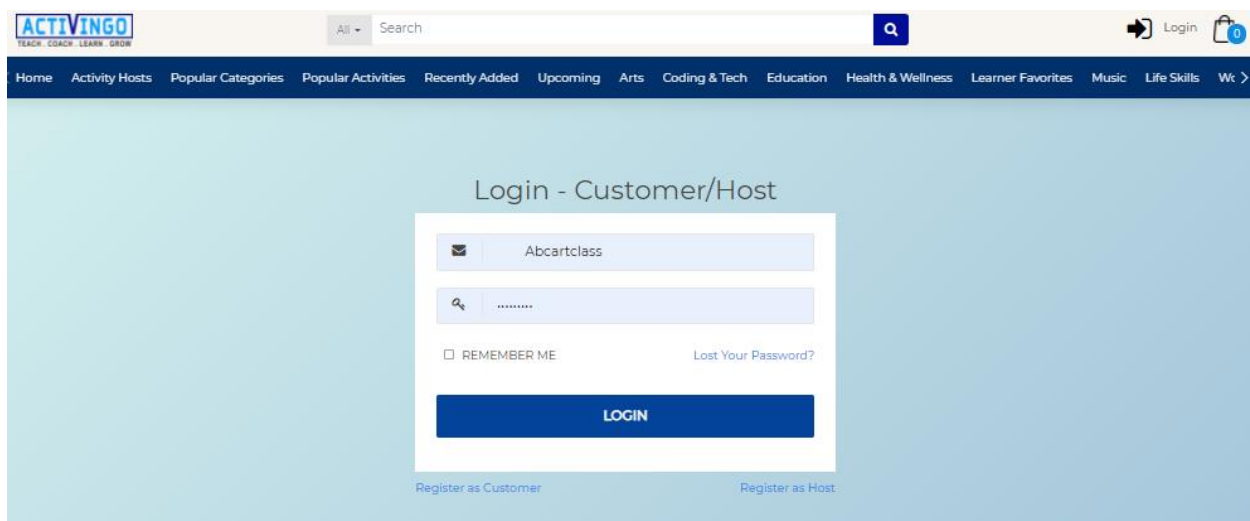


## Setting up Requirements/ Pre-Requisite & Refund Policy for an Activity

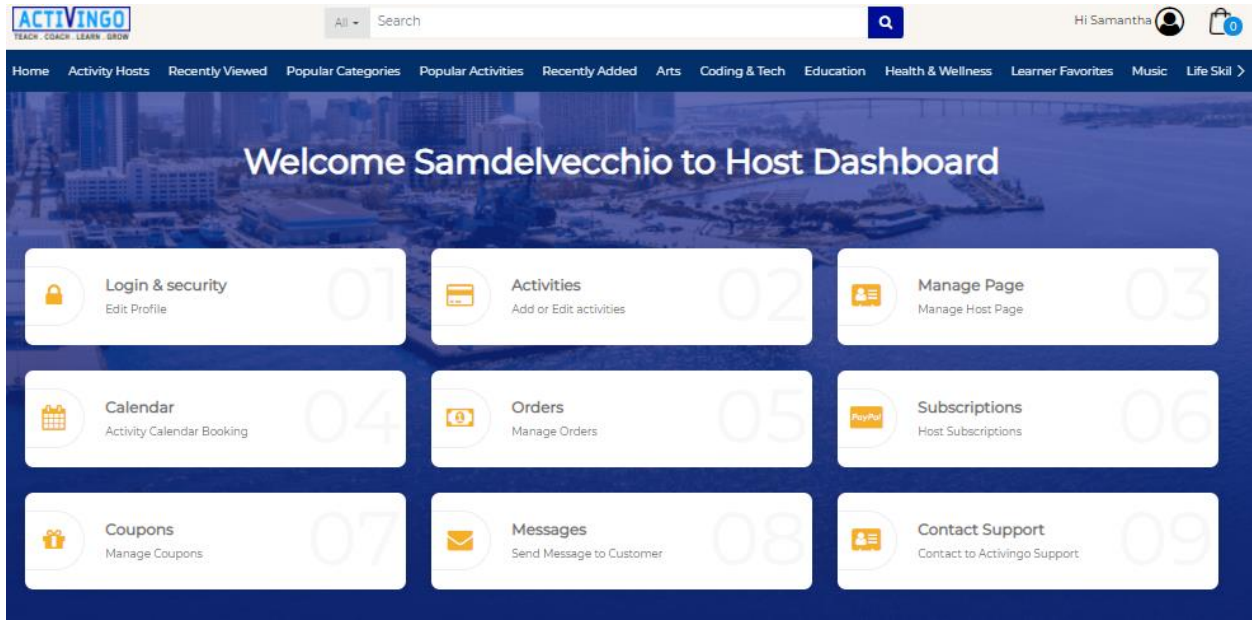
**Step1:** Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.



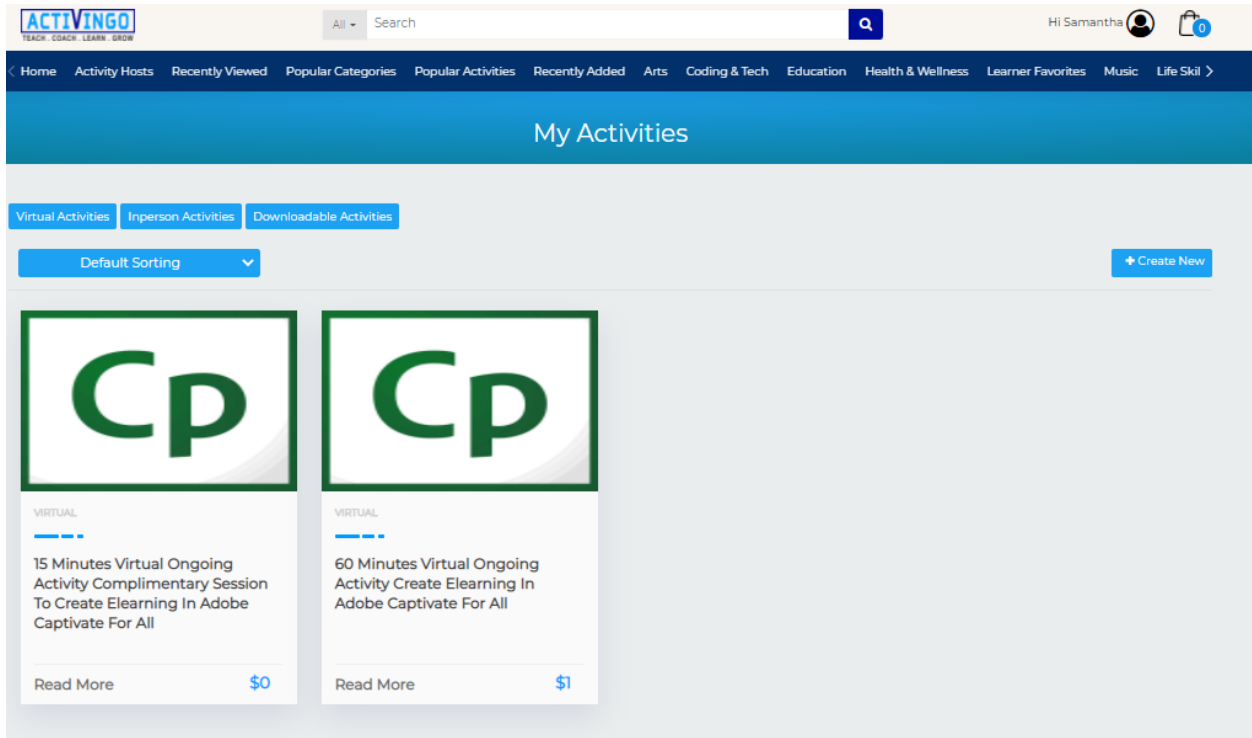
**Step 2:** Login by putting in your username/email address and password



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 Images by clicking on “Activity Image” and then choosing a file from its destination. You can also Add an image gallery by clicking “Add Gallery Images” and then selecting up to 4 additional Images for your Activity listing. For best results of the uploaded image recommended size 500X330 px.

The screenshot shows the 'Add Activity' page on the ACTVINGO website. The left sidebar is highlighted with a red box and contains two buttons: 'Activity Image' and 'Add Gallery Images', both with 'CHOOSE FILE' options. Below the 'Add Gallery Images' button is a note: 'Note: For best results of the uploaded image recommended size 500X330 px.' The main form area includes the following fields and options:

- Class / Activity Title:** A text input field with a 'Title Auto Fill' button.
- Define Class/Activity Title Below:**
  - Duration\*:** A text input field labeled 'Number'.
  - Unit\*:** A dropdown menu labeled 'Select'.
  - Type\*:** A dropdown menu labeled 'Select Type'.
  - Activity Name\*:** A text input field labeled 'Short Name'.
- Date From\*:** A text input field labeled 'Select Start Date'.
- Date To\*:** A text input field labeled 'Select End Date'.
- Age Group\*:** A dropdown menu labeled 'Select One'.
- Activity Category\*:** A dropdown menu labeled 'Select Category'.
- Sub Category\*:** A dropdown menu labeled 'Select Sub Category'.
- Amount:** A text input field labeled 'Amount'.
- Format:** A dropdown menu labeled 'Select Format'.
- Activity Type:** A dropdown menu labeled 'Select Type'.
- Split Payment by\*:** A dropdown menu labeled 'Split Payment'.
- Split Payment:** A text input field labeled 'Split Payment'.
- Accept Pro Rate Pay:** A toggle switch.
- Description:** A rich text editor with a toolbar containing options for Paragraph, Undo, Redo, Bold, Italic, Underline, Link, Bulleted List, Numbered List, Indent, Outdent, and Image.