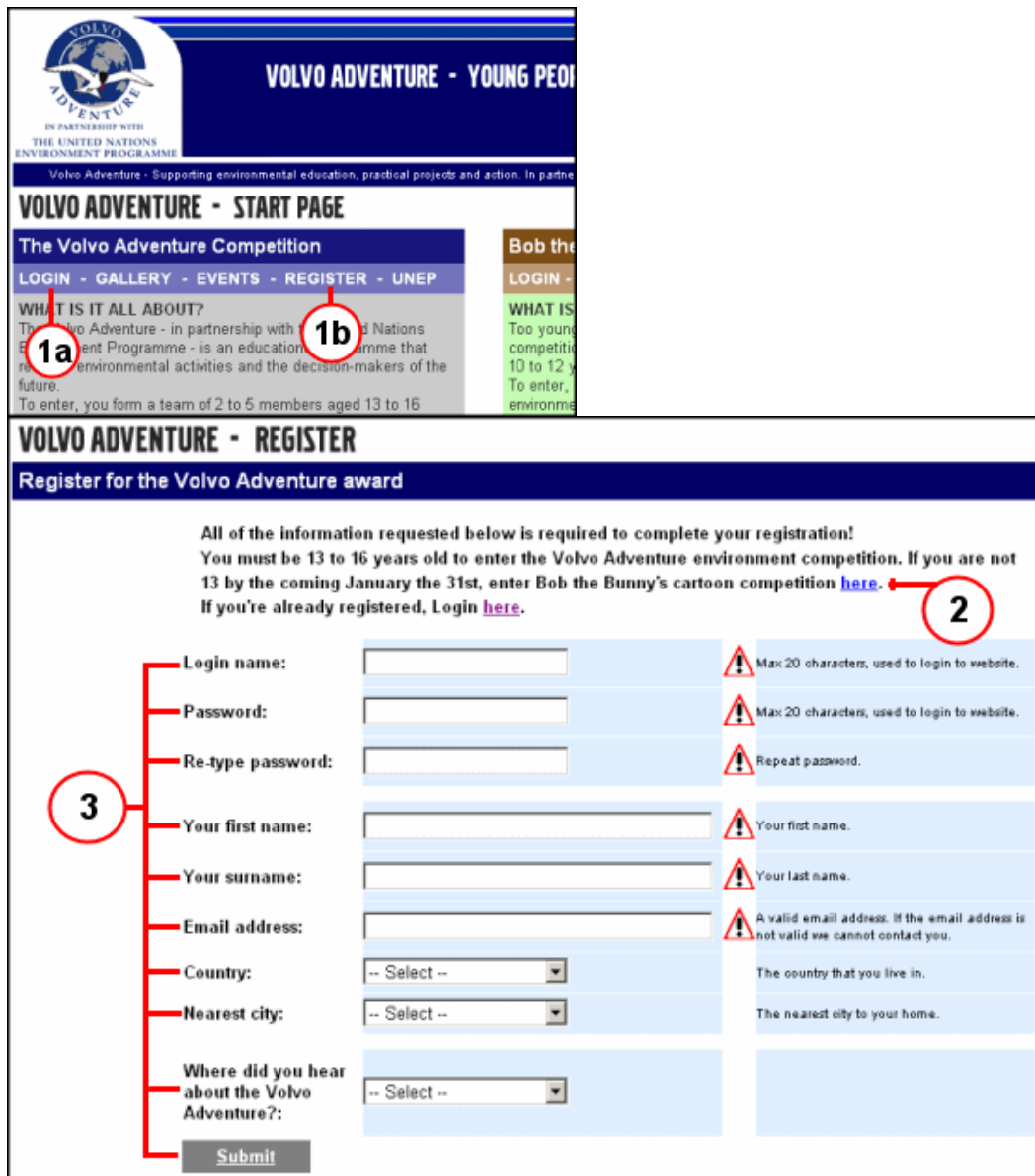


This User Guide describes how to access and use the online submission tool to submit a project. Read the instructions carefully and you should have no problems submitting your project.

Login, registration and accessing the submission tool

1a. From the **Start Page** <http://www.volvoadventure.org/home.aspx> click **Login** if you already have a registration (one registration per project). Now see step 4.

1b. Click **Register** if you are not yet registered or if you want to create a registration for a second project.



VOLVO ADVENTURE - YOUNG PEOPLE

IN PARTNERSHIP WITH
THE UNITED NATIONS
ENVIRONMENT PROGRAMME

Volvo Adventure - Supporting environmental education, practical projects and action. In partnership with the United Nations Environment Programme.

VOLVO ADVENTURE - START PAGE

The Volvo Adventure Competition

LOGIN - GALLERY - EVENTS - REGISTER - UNEP

Bob the Bunny

WHAT IS IT ALL ABOUT?
The Volvo Adventure - in partnership with the United Nations Environment Programme - is an educational programme that raises the awareness of environmental activities and the decision-makers of the future. To enter, you form a team of 2 to 5 members aged 13 to 16.

WHAT IS IT ALL ABOUT?
Too young to enter the Volvo Adventure competition? To enter, enter Bob the Bunny's cartoon competition.

VOLVO ADVENTURE - REGISTER

Register for the Volvo Adventure award

All of the information requested below is required to complete your registration!
You must be 13 to 16 years old to enter the Volvo Adventure environment competition. If you are not 13 by the coming January the 31st, enter Bob the Bunny's cartoon competition [here](#).
If you're already registered, Login [here](#).

3

2

1a

1b

Login name: Max 20 characters, used to login to website.

Password: Max 20 characters, used to login to website.

Re-type password: Repeat password.

Your first name: Your first name.

Your surname: Your last name.

Email address: A valid email address. If the email address is not valid we cannot contact you.

Country: -- Select -- The country that you live in.

Nearest city: -- Select -- The nearest city to your home.

Where did you hear about the Volvo Adventure?: -- Select --

Submit

2. When registering for the Environment project competition, your team members need to be **over 13**, if they are not, can register for Bob the Bunny's Cartoon competition via the link shown.

3. Fill in all of the required details, and Be sure that you enter a **working email address** so that we can contact you if required. Click **Submit** when finished.

4. To login, simply enter the **Login name** and **Password** that you filled in the registration form and click **Submit**.

Logon form

[Home](#)


Login by entering your user name and password below and then clicking Submit.

Login name: 4 Maximum 20 characters.

Password: 4 Maximum 20 characters.

5a. Now that you've logged on you can see your login name and project status at the top right of the screen.

5b To start submitting your project, simply click on **Work with your project**. The next sections describe the steps for submitting a project.



VOLVO ADVENTURE - YOUNG PEOPLE BRINGING THE ENVIRONMENT TO LIFE

WWW.VOLVOADVENTURE.ORG
Privacy Policy | Terms & Conditions

Volvo Adventure - Supporting environmental education, practical projects and action. In partnership with the United Nations Environment Programme (UNEP)

VOLVO ADVENTURE - PROJECT PAGE

Rules and judging

Here you will find rules and judging information for both the Volvo Adventure 'Environment Project' and the 'Great Big Bob the Bunny Cartoon' competitions.

[Rules and judging criteria](#)

How to get started

If you have just registered your group, read about the ways that are available to complete your 'Environment Project' or 'Great Big Bob the Bunny Cartoon' entries.

[Getting started](#)

Submit your project

Use the online submission tool to enter your 'Environment Project' for the 2007 - 2008 competition. You may do this in stages as you complete work or all in go! Click on the link below.

5a [Example | Log off](#)
[Project status | Not Started](#)

5b [Work with your project](#)

Step – 1 Enter your project team details

Step 1 - Enter your project team details

[Exit](#) [Next Step](#)

NOTES:
You cannot exceed the number of characters indicated next to each field. Some information is mandatory and must be entered. This helps us to contact you and make arrangements for the Awards events and ensures that your project is within the rules set out for the Volvo Adventure.
Each support upload cannot exceed 2Mb or 2048KB.
Accepted support upload file types are: .doc, .pdf, .ppt, .xls, .txt or .pps files. Maximum number of files: 2

First of all, fill in all of the fields with the requested information. You cannot exceed the number of characters indicated next to each field.

Team type: Group **1a** Mandatory

Teacher/leader name: John Mayall **1b** Mandatory 50 characters maximum

School/group name: Volvo IT Tester **1c** Mandatory 100 characters maximum

Project topic: Biodiversity **1d** Mandatory

Project name: Volvo Adventure project submission tests **1e** Mandatory 50 characters maximum

Member names and ages:

Add member 1f

Fill in the names of the team who would attend the final if you are selected. A maximum of 5 names are allowed. Remember the minimum is 2 names.

Name	Surname	Age	
John	Mayall	16	1g Delete
Jeanette	Lundin	15	Delete

Show team in Gallery: **2a**

Postal address 1: Ålegårdsgatan 32B lgh 24 **2b** Mandatory 50 characters maximum

Postal address 2: Molndal **2b** Mandatory 50 characters maximum

Post/Zip code: 43150 **2b** Mandatory 50 characters maximum

E-mail address: john.mayall@volvo.com **2c** Mandatory 50 characters maximum

Telephone number: 031 87176231 **2c**

Fax number:

Country: Sweden **2c** Mandatory

2d Save

Attachments:

Add new attachment 2e

File description:

File to upload: Browse

File name	File description	
VA Flash Content - Production Guide.doc	Test	Delete

1a. Team Type: Choose **School** if your team is made up of students working through your school.

Choose **Group** if you are working as part of a youth group.

1b. Teacher/leader name: Only one adult supervisor can be the team leader; enter their name here.

1c. School/group name: If your **Team type** is School, enter your school's name, or enter the name of your Group.

1d. Project topic: Choose a topic that suits your project – **Waste, Energy, Biodiversity, Water or Transport.**

1e. Project name: Enter a **Title** that suits your project.

1f. To add a team member, enter their **Name, Surname** and **Age**. Then click the **Add member** link.

1g. To delete a member, click the **Delete** link next to their name.

2a. Show team in Gallery: Click the box to activate this option. When activated, the names of your team members will be shown in the project gallery after your project has been published.

2b. Postal address 1, Postal address 2, Post/Zip code: Enter all of your postal address information in these fields. We will use these to contact you and send your Diploma for entering the project.

2c. Email address, Telephone, Fax number, Country: Enter a **Telephone number, Fax number** and **E-mail address** where we can contact you; this does not have to be the same email address as the one used when registering. The **Country** should be the same as the one used to register.

2d. Save: Always click **Save** after making any changes to information on this page.

2e. To add an attachment, click the **Browse** to locate the file on your computer. Next, enter a **File description** and simply click **Add new attachment**. You can add a maximum of two attachments. Each attachment can not be bigger than 2mb and must be of file types: .doc, .pdf, .ppt, .xls, .txt, or .pps.



Remember: All texts should be written in English.

----- Click **Next Step** to go to step 2 -----

Step – 2 Enter your project subject

Step 2 - Enter your project subject

[Exit](#)

[Previous Step](#)

[Next Step](#)

NOTES: To modify text, select it and then use the required formatting tool. Maximum number of words is: 100.
 Maximum number of photos is: 2.
 Accepted photo formats include: .jpg, .bmp, .gif or .png.
 Maximum photo file size is: 500KB each.

In this area, please tell us what your project is about, and what environmental problem you are trying to solve. Why did you choose this project? How long have you been working on it?

Paragraph Font Size Color **B** *I* U [abc](#) ~~X~~ ~~X~~

test test test


[Save](#)

Photos:

[Add new photo](#)

Photo description:

Photo to upload: [Browse...](#)

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

3a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

3b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

3c. Save: Always click **Save** after making any changes to the information on this page.

3d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to two photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

 **Remember: All texts should be written in English.**

----- Click **Next Step** to go to step 3 -----
 ----- Click **Previous Step** to go to step 1 -----

Step – 3 Enter your project objectives

Step 3 - Enter your project objectives

[Exit](#)

[Previous Step](#)

[Next Step](#)

NOTES: To modify text, select it and then use the required formatting tool. Maximum number of words is: 200.
 Maximum number of photos is: 6.
 Accepted photo formats include: .jpg, .bmp, .gif or .png.
 Maximum photo file size is: 500KB each.

In this area, please tell us what is your desired situation – the project result that solves the problem? What impact it is having or can have on your local area? The Teacher resources' and 'Youth leader resources' areas hold documents and activities to help you with this.

test test test


[Save](#)

Photos:

[Add new photo](#)

Photo description:

Photo to upload: [Browse...](#)

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

4a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

4b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

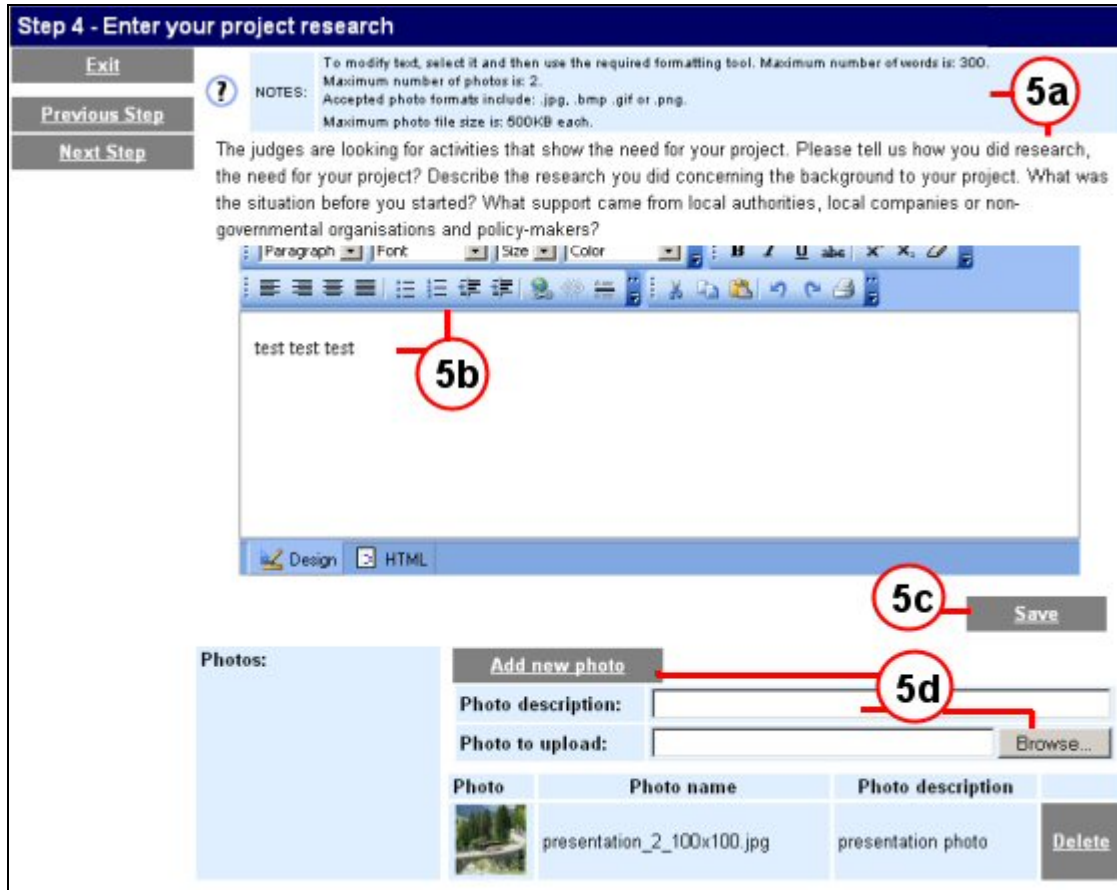
4c. Save: Always click **Save** after making any changes to the information on this page.

4d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to six photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

 **Remember:** All texts should be written in English.

----- Click **Next Step** to go to step 4 -----
 ----- Click **Previous Step** to go to step 2 -----

Step – 4 Enter your project research



Step 4 - Enter your project research

Exit
Previous Step
Next Step

NOTES:
To modify text, select it and then use the required formatting tool. Maximum number of words is: 300.
Maximum number of photos is: 2.
Accepted photo formats include: .jpg, .bmp, .gif or .png.
Maximum photo file size is: 500KB each.

The judges are looking for activities that show the need for your project. Please tell us how you did research, the need for your project? Describe the research you did concerning the background to your project. What was the situation before you started? What support came from local authorities, local companies or non-governmental organisations and policy-makers?

test test test


Save

Photos:

Add new photo

Photo description:

Photo to upload: **Browse...**

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

5a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

5b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

5c. Save: Always click **Save** after making any changes to information on this page.

5d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to two photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

⚠ Remember: All texts should be written in English.

----- Click **Next Step** to go to step 5 -----
----- Click **Previous Step** to go to step 3 -----

Step – 5 Enter your project action plan

Step 5 - Enter your project action plan

[Exit](#)

[Previous Step](#)

[Next Step](#)

NOTES: To modify text, select it and then use the required formatting tool. Maximum number of words is: 300.
 Maximum number of photos is: 2.
 Accepted photo formats include: .jpg, .bmp, .gif or .png.
 Maximum photo file size is: 500KB each.

The action plan should be a list of practical actions that the group has taken and will be taking, to help reach the desired objectives. They could be physical things such as tree planting or they could be communications-based actions, for example launching a campaign using press and posters or writing a policy for environmental improvements and presenting it to their local authorities. If the team has some recommendations for authorities or companies these should be included. The judges will be looking for evidence of actions taken and their impacts.

Paragraph Font Size Color

B *I* U abc x x

6a

6b

6c [Save](#)


Photos:

[Add new photo](#)

Photo description:

Photo to upload: [Browse...](#)

6d

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

6a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

6b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

6c. Save: Always click the Save link after making any changes to information on this page.

6d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to two photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

⚠ Remember: All texts should be written in English.

----- Click the **Next Step** link to go to step 6 -----
 ----- Click the **Previous Step** link to go to step 4 -----

Step – 6 Enter your project results

Step 6 - Enter your project results

[Exit](#)

[Previous Step](#)

[Next Step](#)

NOTES: To modify text, select it and then use the required formatting tool. Maximum number of words is: 200.
 Maximum number of photos is: 2.
 Accepted photo formats include: .jpg, .bmp, .gif or .png.
 Maximum photo file size is: 500KB each.

This should describe the vision and targets for environmental improvement. For example, by how much does your group think water or energy use in their school could be reduced? How are you measuring your success? What impact has starting a project had on your community? Who is involved and supporting you? If the project has been running for a number of years, how have you measured your impact?

Paragraph Font Size Color

B *I* U abc x x


Design HTML

Photos:

[Add new photo](#)

Photo description:

Photo to upload: [Browse...](#)

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

7a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

7b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

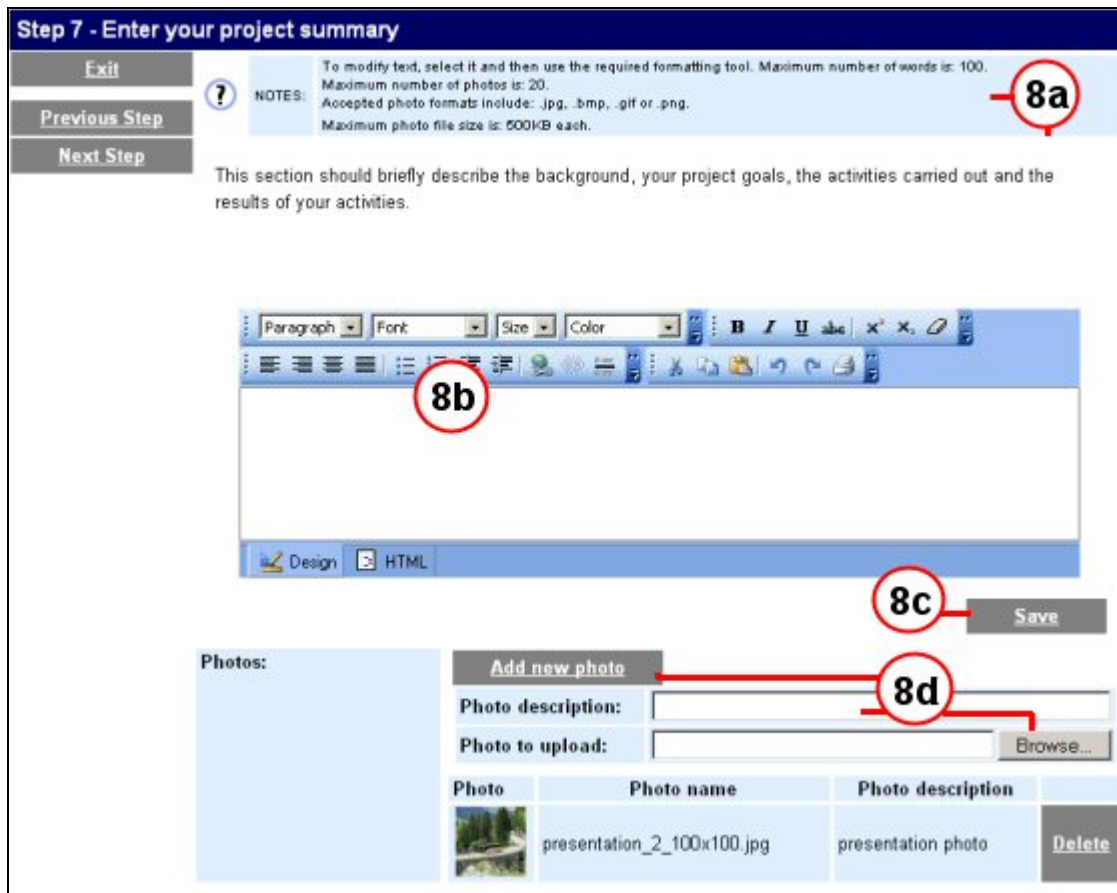
7c. Save: Always click the Save link after making any changes to information on this page.

7d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to two photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

⚠ Remember: All texts should be written in English.

----- Click the **Next Step** link to go to step 7 -----
 ----- Click the **Previous Step** link to go to step 5 -----

Step – 7 Enter your project summary



Step 7 - Enter your project summary

Exit **Previous Step** **Next Step**

NOTES: To modify text, select it and then use the required formatting tool. Maximum number of words is: 100.
Maximum number of photos is: 20.
Accepted photo formats include: .jpg, .bmp, .gif or .png.
Maximum photo file size is: 500KB each.

This section should briefly describe the background, your project goals, the activities carried out and the results of your activities.

8a

8b

8c Save


8d

Photos:

Add new photo

Photo description:

Photo to upload: Browse...

Photo	Photo name	Photo description	
	presentation_2_100x100.jpg	presentation photo	Delete

8a. Notes: This section indicates how many words you can enter, the number of images (photographs, pictures of graphs etc) that can be uploaded and the size and type of files. The section below describes what we expect your text to tell us about your project.

8b. Text Input area: Type in your text here. The tools allow you to change text formatting, e.g. bold texts, numbering, bullets, font, italics and alignment. Do not paste images here. Add hyperlinks to external websites if required.

8c. Save: Always click the Save link after making any changes to information on this page.

8d. To add a photograph (including images of graphs etc), click **Browse** to locate the file on your computer. Next enter a **Photo description** and simply click **Add new photo**. You can add up to twenty photographs. These can be up to 500kb in size and of file types .jpg, .bmp, .png or .gif.

⚠ Remember: All texts should be written in English.

----- Click the **Next Step** link to go to step 8 -----
 ----- Click the **Previous Step** link to go to step 6 -----

Step – 8 Submit your project

Simply click **Submit project** when you are sure you have finished filling in your project topics and adding your files to upload.

Step 8 - Submit your project

[Exit](#)


[Previous Step](#)

Important Notes:

To enter the 2008 Volvo Adventure Awards you must submit your completed project by **1st February 2008**. Only submit your project when you are sure it is ready!

Once your project has been submitted it will be checked before being placed in the project gallery. Once in the gallery, projects cannot be changed. Finalists will be announced by newsletter and on the homepage in due course, generally one month after the competition deadline.

[Submit project](#)



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We will then look over your project before publishing it to the Project Gallery. Since many submissions come in, that may take a day or two depending on how close to the deadline you submit your project.

-----END-----