Below is information on registering low risk activities in START, including details if there is an Administrative Assistant etc. who may be required to register senior leadership. This may look like a lot of steps but it really only takes about 5-10 minutes to complete.

- 1. Login to START from this website:
 - . There is a yellow quick access button at the top of the page.

2.

3. Select

under the

. When completing the

record, you will dick on the

Again, this may seem like a lot of steps, but it should take no more than 5-10 minutes to complete the first record. If senior leadership are travelling multiple times in a year, a copy of this initial record can be made which would only require you to update the dates and location.

To make a copy you will login to START but this time select Continue with an Existing or Archived Emergency Support Program. Next you will put your cursor over the three dots to the bottom right of your record. At this point you will see three options: View, Copy or Delete. Click on Copy and it will automatically take you into the newly copied record. Go through each page and update the travel dates, location etc. as required. Once the record has been updated click on Continue at the bottom of each page until the record is submitted. It will be a very quick process for subsequent trips. I also included a quick screenshot below for copying a record.

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