**When the organisation/program implements activity recording in ActivityKit, they:**

* Inform delivery partners of their ActivityKit project identifiers.
* Provide the ActivityKit web address, registration instructions and ‘how to’ guides and videos to delivery partners
* Inform delivery partners of key dates for recording their activities in ActivityKit

**When ActivityKit is right for the organisation/program, their representative:**

Emails DELWP via biodiversity.info@delwp.vic.gov.au

* request that they or their delivery partners can record projects and activities (for biodiversity conservation) in ActivityKit;
* specify an identifier (name) the organisation/program will use to identify projects and activities delivered under their organisation/ program

**ActivityKit may be suitable for your organisation/project if:**

* The organisation/ program wants their activity information to contribute to the statewide picture of biodiversity management; and
* The organisation/ program and delivery partners are aware and agrees that the biodiversity management activity information they contribute via ActivityKit will be publicly accessible and viewable; and
* The organisation/ program is prepared to and able to support their delivery partners in contributing accurate activity data.

**When DELWP is asked for access to ActivityKit to record biodiversity management activities, DELWP:**

* Records the organisation/ program identifier in ActivityKit so that all ’projects’ and activities delivered under the organisation/ program are linked.
* Helps the organisation/program to determine a ‘project ID’ format for organisation/program partners to use in ActivityKit
* Provides instructions on ActivityKit registration for the organisation/ program to distribute to their partners
* Provides general ‘how to...’ guides and videos for the organisation/program to distribute to their partners who will use ActivityKit.
* Communicates key ‘cut-off’ dates for data to be included in periodic statewide reporting against Biodiversity 2037 and published.

**When the organisation/ program delivery partners agree to contribute their information, they:**

* Register for ActivityKit
* Follow instructions from their organisation/program on requirements
* Access ‘How to…’ guides and training material
* Record their projects and activities using the project identifier supplied by their organisation/ program.

Organisations and programs volunteering to contribute their biodiversity data to DELWP can use ActivityKit; the diagram below describes what is involved and things to consider.

Information recorded in ActivityKit contribute to the statewide picture of biodiversity management and is available to the public