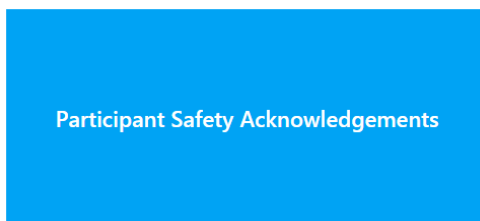
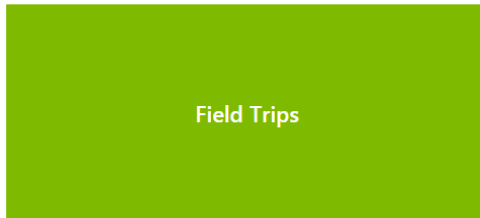


## Overview

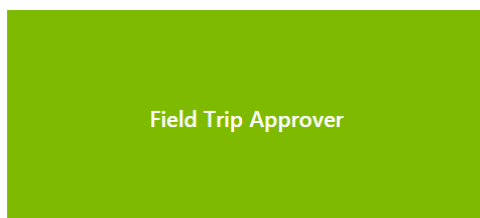
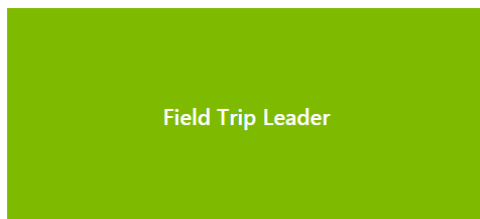
The Field Trip leader will receive an email when the end date of the field trip has passed. Once a field trip has finished, it is required to be 'completed' within the FlinSafe application.

## Steps

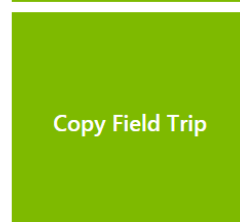
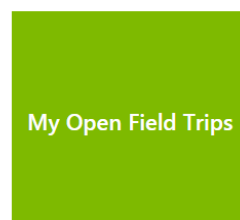
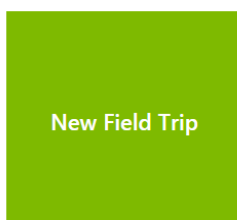
Log into [FlinSafe Field Trips](#) using Okta (may need to also login with your FAN and password).



Select Field Trips



Select Field Trip Leader



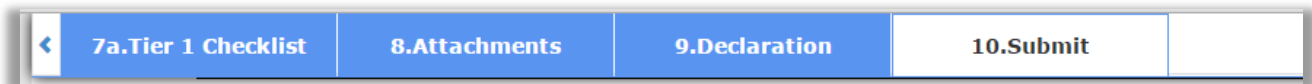
Select My Open Field Trips.

<a href="#">Search</a>					
Field Trip Reference ID	Field Trip Title	Start Date	End Date	School Dean Sign-off	Executive Dean Sign-off
<a href="#">FT000824</a>	test reminder period	17/02/2017 04:06 AM	24/02/2017 09:58 PM		

Select the Field Trip Reference ID for the field trip to mark as complete.

## Completing the Field Trip

A Field Trip can be completed in the 'Submit' tab.

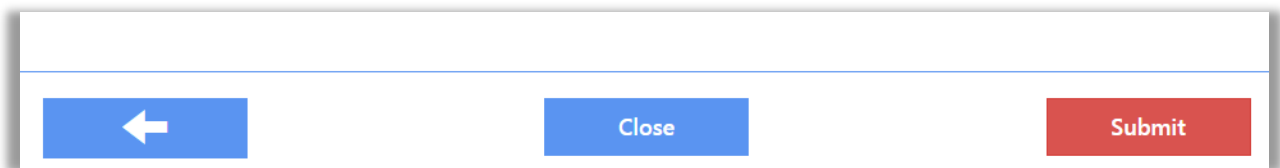


- Once an approved field trip's end date has passed the following question will appear at the bottom of the Submit tab.

Field Trip Completed?\*

Yes  No

- Select Yes to indicate the field trip has been completed then select the red Submit button.



Note: When a field trip is closed, it will be removed from the 'My Open Field Trips' and will be available on the 'My Completed Field Trips' list.