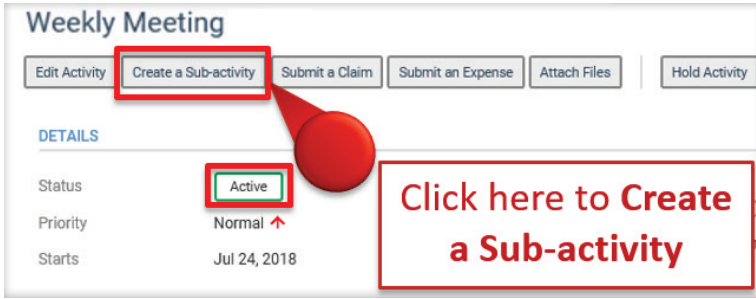
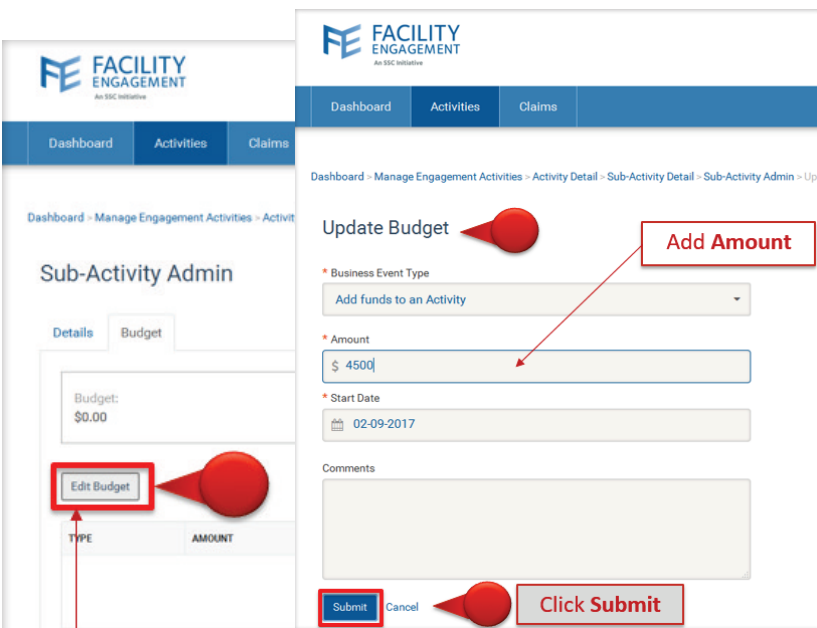
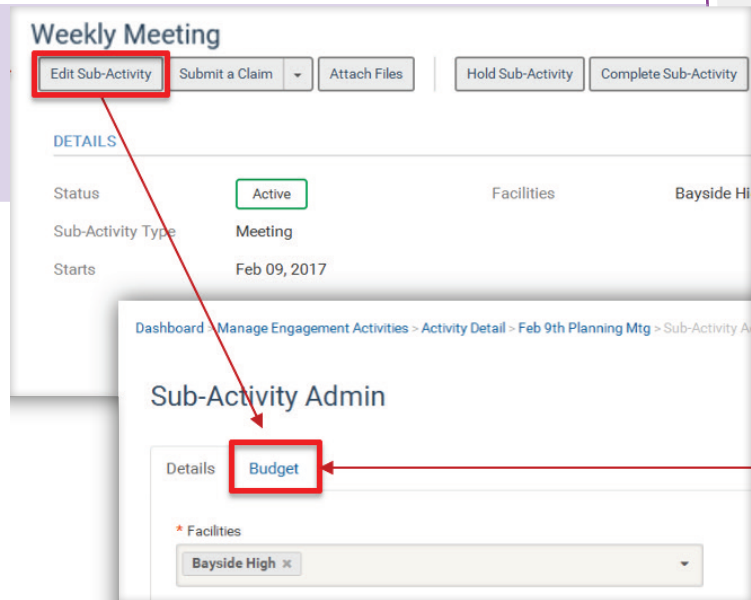


HOW TO CREATE A SUB-ACTIVITY



1. Log in to <https://fems.facilityengagement.ca>, click **Activities** in the blue toolbar, select the engagement activity and click **Create a Sub-activity**.

2. Enter the required information and click **Submit**.
3. To add a budget, click **Edit Sub-activity** and then select the **Budget** tab.



4. Click **Edit Budget** to allocate remaining funds from engagement activity and click **Submit**.

Click on Edit Budget

5. To add participants, scroll to the bottom of the sub-activity, click the **Participants** tab, and select **Add Participant(s)**. Select participants either from the drop-down menu or from the **Bulk Add** table and click **Add Selected**.

