Reporting an EU Code Week Activity and downloading a certificate

1. Type the following in the address bar of your web browswer:

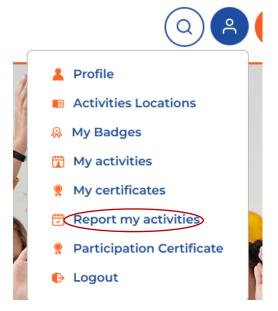
https://codeweek.eu/

2. Click on the log in icon.



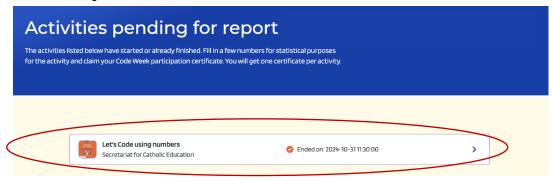


- 3. Login.
- 4. Click on your profile icon and select 'Report my activities'.

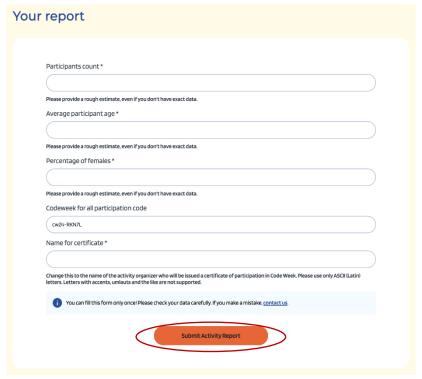




5. Click on the Activity listed.



6. When you click on each activity listed you will get the image below. Fill in all the required fields, with an approximate number and your name for the certificate (ensure it is written correctly). Click on **Submit Activity Report.** You will then be prompted to download your certificate and download it.



7. Repeat this process for <u>each</u> activity you recorded on the EU Code Week Website, otherwise the activity would <u>not</u> be recorded as done.