



CO₂ CALCULATOR

INSTRUCTION *MANUAL* 4

Add Activities

1. Open the **PROJECT** you want to work in.

2. Click **NEW ACTIVITY** in the bottom right hand corner.



Organisation: FIS Productions: 5 Emissions: 15.53 tonnes CO2 Generate Report

Productions 7 62.04 tonnes CO2-eq

Search t... Q Project manager Department Category Sharing Shared with Type Status

FIS CO2-calculator Budget / Estimate **0.0**
Sports
tonnes CO2-eq.
Mads Astrup Rønning
Start date: 01.10.2024
0 activities 0 drafts

My next FIS event **0.0**
Sports
tonnes CO2-eq.

FIS CO2-calculator Budget / Estimate Generate Report

0.0

tonnes CO2-eq.

Activities 0

Sort by

Select Search activities Q Categories Tags Status

You have no activities yet
Create one by using the button "New Activity" or [import from template](#)

New activity

Made by Green Producers Tool

This will take you to a new page, where a menu with different categories will appear.

The main categories are:

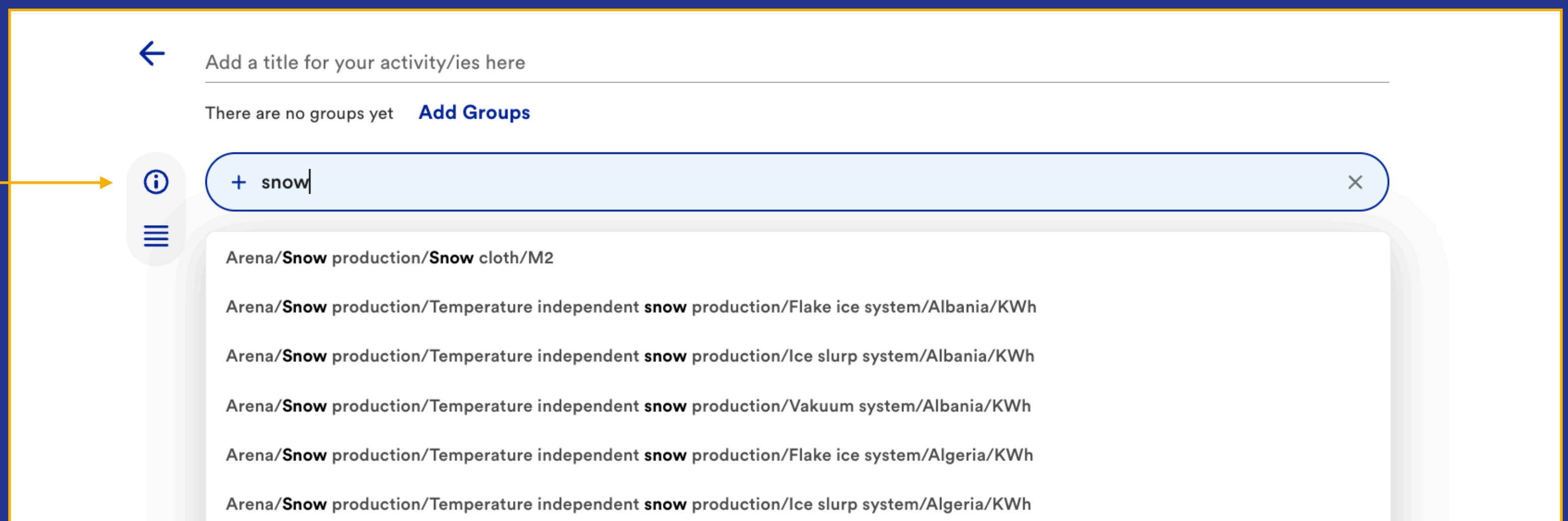
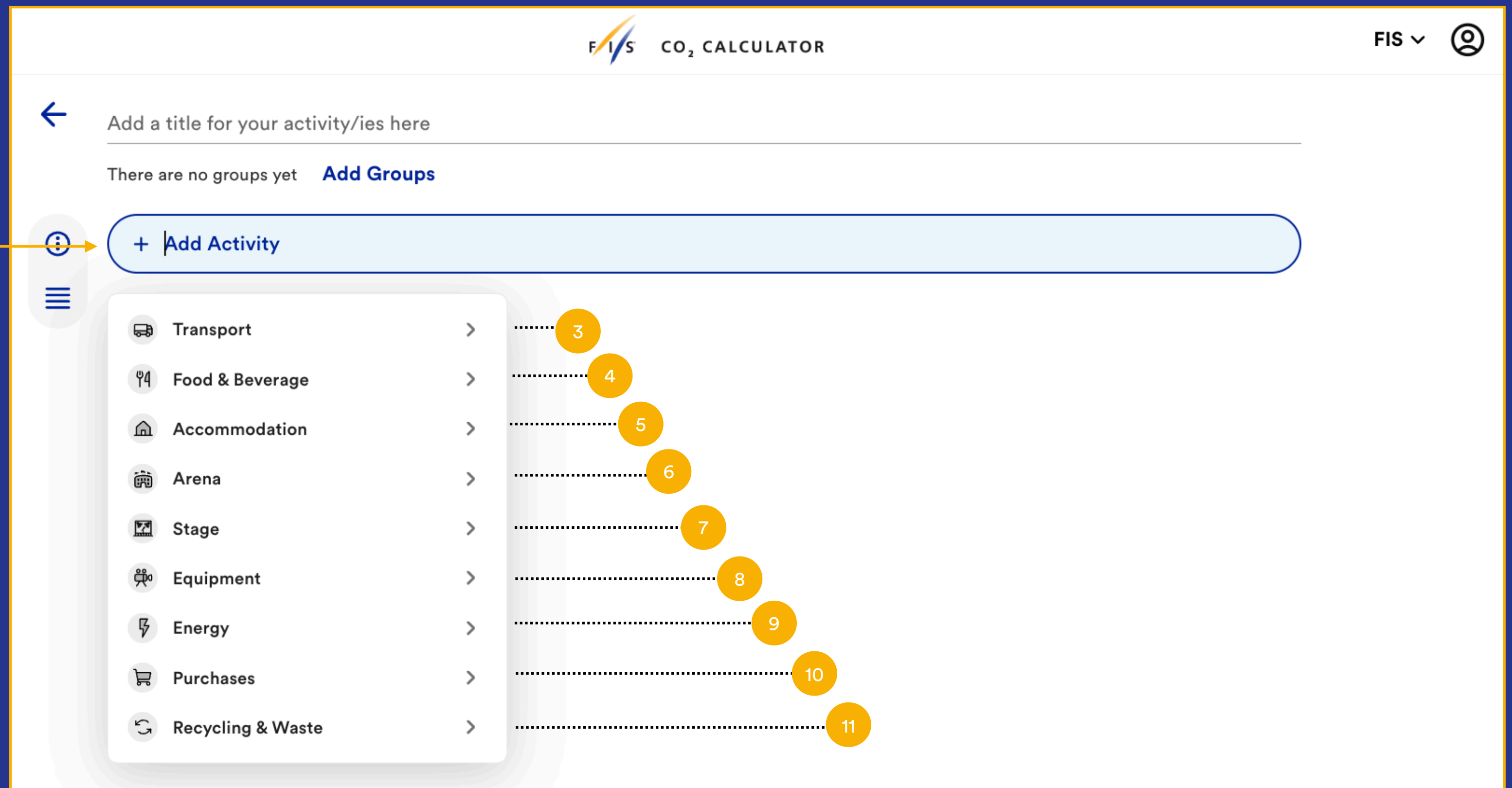
- 3. Transport
- 4. Food & Beverage
- 5. Accommodation
- 6. Arena
- 7. Stage
- 8. Equipment
- 9. Energy
- 10. Purchases
- 11. Recycling & Waste

At this stage, you have two options:

12. Either **CLICK** through to the correct subcategory or

13. Use the **SEARCH BAR** at the top (“Add Activity”).

Example: Searching for «snow” will show several options under various categories.



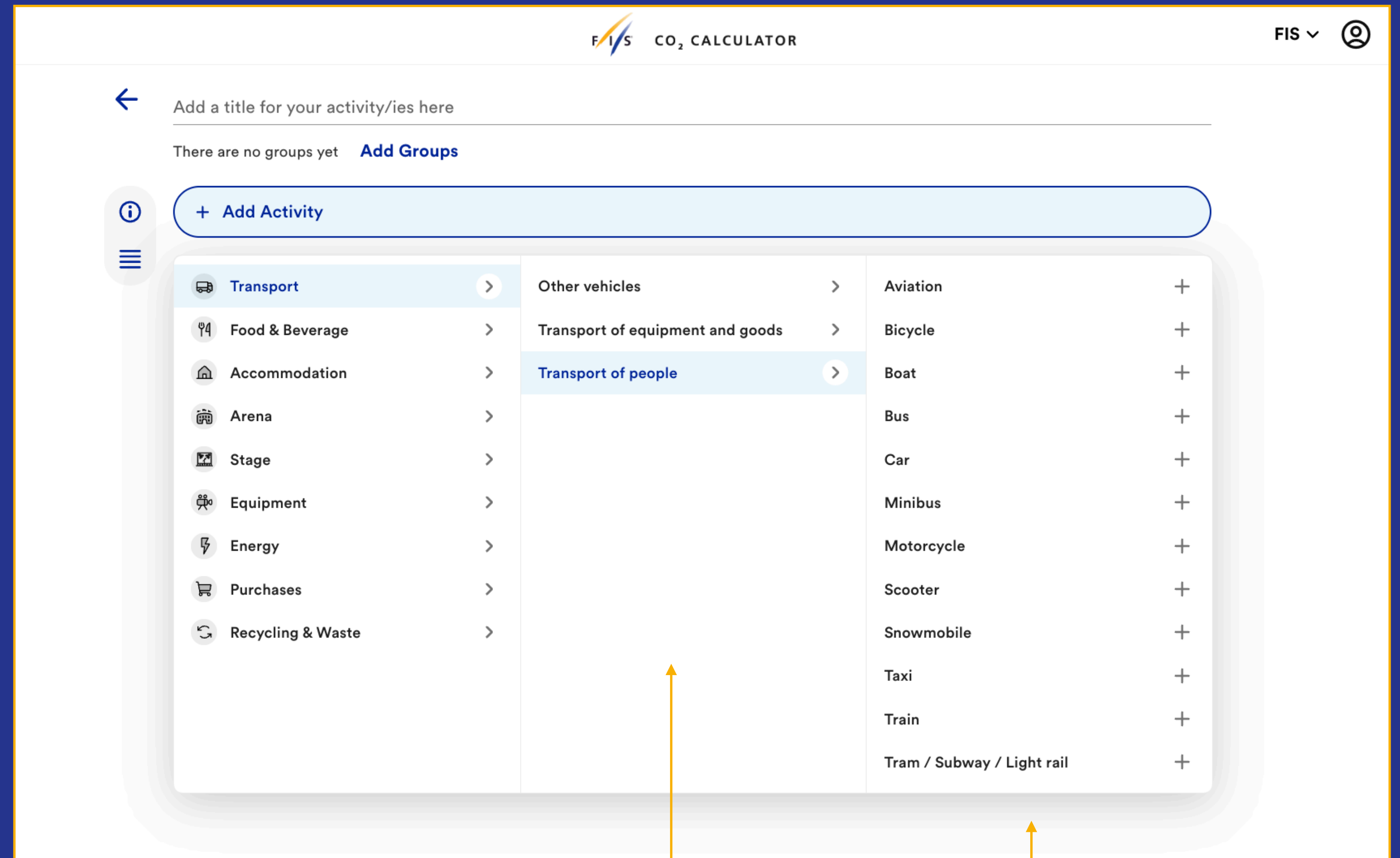
If you prefer to use the menu instead, select your **MAIN CATEGORY** and click through to the appropriate **SUBCATEGORY**.

11. Example: Under Transport, there are three **SUBCATEGORIES**:

- Other vehicles
- Transportation of equipment and goods
- Transportation of people

12. WITHIN each of these subcategories, you can narrow down your options even further.

For example, if you select a car here, the next page will allow you to choose the type of fuel the car uses.



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12. Give your bundle a **NAME**

(e.g., *Transport Event 1*)

13. **RETURN** to the project

14. Place the bundle in a **GROUP**

15. **INFO BOX** which you can amend

16. Choose between **DETAILED** or **COMPACT** view.

17. Total **EMISSIONS** in this bundle

18. **SAVE AND CLOSE**, return to the project

19. **TRIANGLE SYMBOL** indicates missing details

20. **MULTIPLIER** (e.g., register **ONE** round-trip car journey and multiply by the **NUMBER OF DAYS**)

21. **ADD MORE** activities (you can also click at the top)

22. Convert the activity to a **DRAFT**

23. Add free text **TAGS**.

24. Add a free text **DESCRIPTION**.

25. Example of **Detailed** activity options.

26. Click here to **CHANGE** the Activity selection.

27. Click here to **COPY** or **DELETE** the activity within the bundle.

The screenshot shows the FIS CO2 Calculator interface. At the top, there are buttons for 'Make a copy' and 'Delete' (callout 27). Below is a header with 'FIS CO2 CALCULATOR' and a user profile icon. The main area has a title input field (callout 12), a group selection area with 'Add Groups' (callout 13), and an '+ Add Activity' button (callout 21). A 'Car' activity is selected, showing 'Total Emissions: 0.00 Kg CO2-eq.' (callout 17) and a warning icon for missing details (callout 19). A multiplier input field is labeled 'Add Multiplier' (callout 20). On the right, there are dropdown menus for 'Means of transport*' (callout 26), 'Type*' (callout 25), and 'Description' (callout 24). A 'Make a Draft' checkbox is at the bottom right (callout 22). A 'transport' tag is shown with an 'x' (callout 23). At the bottom, there are 'Save and Close' and 'Add More Activities' buttons (callout 18). A legend on the right lists transport modes: Aviation, Bicycle, Boat, Bus, Car, Minibus, Motorcycle, Scooter, Snowmobile, Taxi, Train, Large, Medium, Small.

When you click **Save and Close**, you will be taken back to the project. Here, you can see the bundle we just created:

28. Click on the **ARROW** to view more details about the bundle you created and its activities.

29. Here, you can see **WHO** created the bundle and the **DATE**.

30. Click here to **MOVE THE BUNDLE** to another group.

31. Click on the activity itself or **EDIT** to change the information about the activity itself.

32. Click on the three dots at the top to either **COPY, DELETE, PUBLISH**, convert **ALL ACTIVITIES** within the bundle to a draft or **SEND THE BUNDLE** to someone else.

The screenshot shows the 'FIS CO2-calculator' interface in 'Budget / Estimate' mode. At the top left, there is a back arrow and the page title. A 'Generate Report' button is at the top right. The main content area displays a large '0.73' representing tonnes CO2-eq. Below this, there are sections for 'Bundles', 'Groups', and 'Categories'. The 'Bundles' section shows 'All bundles' with a value of 725.0 and a blue arrow icon. The 'Groups' section shows 'Event' with a value of 0.0. The 'Categories' section is currently empty. On the right, the 'Activities' section shows 'Transport Event 1' with 1 Activity and 0 Drafts, totaling 725.0 Kg CO2-eq. Below the activity name, there is a 'Car' activity with details: 'Medium, Electric, Belgium x 145 km x 1 vehicles' and '725.0 kg CO2-eq.'. It also shows the creator 'Mads Astrup Rønning' and the date 'October 9, 2024'. There is an 'Edit' button and a three-dot menu icon next to the activity name.

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- Make a copy
- Delete
- Publish All
- Make All Drafts
- Send Bundle