

WHAT DO I DO WHEN I HAVE FINISHED FILLING IN ONE OF MY DAYS?

When you have finished filling in one of your days, click on the 'Submit' button to send it back to us. You can find the submit button at the bottom of the screen, and also at the top of the screen. It doesn't matter which one you use. You will then be shown a summary of what you have completed. You can go back to the record to fill in any gaps if you need to. You will also be asked some final questions about filling the record in.



Remember to fill in and submit both of your days!



HOW DO I MAKE SURE MY INFORMATION IS SAFE?



If you are completing your record on a computer which you share with other people, you should click 'Save and logout' at times you are not using it, so that nobody else can see what you have entered. When you return to your record, you will need to enter your login again.

Your login is just for you - nobody else has been given your login, so nobody else can see what you have entered.



TIME-USE



THANK YOU FOR YOUR HELP



SUBMIT

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13-025042-02/Z05

CHILD OF THE
NEW CENTURY



AGE 14 SURVEY

TIME-USE RECORD

ONLINE

This leaflet gives you more information about how to log in to and use the time-use record. Please keep it safe and don't lose it!

Please tell us how you spent your time by completing the time-use record for both of your days.



FOR EACH DAY, WE WOULD LIKE TO KNOW:



☆ What you were doing
☆ Where you were

☆ Who you were with

☆ How much you liked each activity



For each day, please make sure that you record what you were doing from 4am to 4am the next morning, and try not to miss out any times. If you used your paper time-use notebooks to write down how you spent your time, you can use these to help you remember what you did when you fill in your record online. The activity list printed on the back of your notebooks is the same as the list you will be asked to select your activities from in the online record.

HOW TO ACCESS THE TIME-USE RECORD AND LOG IN



You will need to use a desktop computer, a laptop computer or a netbook. The computer must have a mouse.



Go to the following web-page: www.cnc-time-use.com



Enter your login:

AFFIX LOGIN STICKER

There is a short delay between your interviewer visit and your record being ready to fill in. If your record is not yet ready to fill in, you will be asked to come back to it later. It will be ready to fill in by your first selected day.

You are now ready to begin filling in your time-use record. Please turn over to see how to do this.

BEFORE YOU START

To view your record properly your web browser view, or zoom, should be set to 100%. Press CTRL-0 to set this if you are using a Windows desktop or laptop or Command-0 for Apple.

GETTING STARTED

After you login, you will see some instructions for how to fill in the record online. Once you have read the instructions, click the 'Go to time-use record' button to access your time-use record.

We would like you to fill in what you did on both of your days. Your days are at the top left of the screen. For instance, if your days were Thursday 16th January and Sunday 19th January, they would look like this:

Thursday 16-Jan	Sunday 19-Jan
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WHAT DID YOU DO 





You can select which day you are filling in by clicking on it.

If you get stuck at any time, press the 'Help' button at the bottom left of the screen.

HOW TO FILL IT IN

For each day, the time-use record is a big grid. You will see a list of different types of activities down the side, and time going across the top.


To record what you have done, you need to find the type of activity that you were doing from the list, and then click on the + button to see the different activities in that group. You will then need to draw a line across the boxes using the mouse, from the time you started that activity to the time you stopped. You can do this by clicking and dragging from the start time to the end time. Alternatively, you can click once in each box to record the time. A blue bar will appear in the boxes for the times you have selected. For example, if you woke up at 6:30am, ate breakfast until 7:00am, then had a shower and got dressed until 7:30am, your lines would look like this:

Activities	Early morning			
	4am	5am	6am	7am
What were you doing?	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50	10 20 30 40 50
Sleep and personal care				
Sleeping and resting (including sick in bed)				
Personal care (including taking a shower/bath, grooming, getting dressed etc.)				
School, homework, and education				
Paid or unpaid work				
Chores, housework, and looking after people or animals				
Eating and drinking				
Eating or drinking in a restaurant or café				
Eating a meal				
Eating a snack or having a drink				

The black bar at the top of the screen shows you the times you have filled in, so you can tell if you have left any gaps.











If you would prefer not to tell us what you were doing for any times during the day, please enter 'Any other activity'.

WHAT IF I WAS DOING SOMETHING ELSE AT THE SAME TIME?

If you were doing more than one activity (for instance, eating a snack while watching TV), you will need to decide which was your main activity, and record only that one. You can only record one activity at a time. 

WHAT ELSE SHOULD I FILL IN?

At the bottom of the grid, please record for **each** activity where you were (the **green** question), who you were with (the **pink** question) and how much you liked it (the **purple** question), as shown in the screen below. You can do this by drawing lines across the boxes using the mouse. You will need to remember to scroll down on the screen to find these questions.

Where were you?	
At home	
Indoors, but not at home	
Outdoors	
Who were you with?	
Alone	
Mother	
Father	
Friends or other young people	
Siblings (brother or sister)	
Other adults	
How much did you like it?	
1 - Strongly liked	
2 - Liked	
3 - Neither disliked or liked	
4 - Disliked	
5 - Strongly disliked	

WHAT YOU DO WITH FREE TIME 

