1. **Virtual field trip Scope** - plan desired learning outcomes of VFT, type and method of VFT (see Figure 1).

2. **Build a Storyboard** *(outlined in Figure 3)*.

3. **Compile Data** - Organise data into folders. Upload select data online. Search for external resources. Add relevant website links to spreadsheet or similar to find later.

4. **Build Virtual field trip (in LIME)**
   - (a) Import virtual outcrops from a cloud source such as V3Geo or local drive.

   ![Virtual Outcrop: Bullfrog, VOG Group, https://v3geo.com/model/89](image)

   - (b) Add supplementary material: sub-regional DEMs, figures, geological field data, subsurface data, photos, satellite images, video clips, 360° photos and links to external resources such as gigapans, videos and Google Streetview.

   ![Virtual Outcrop: Bullfrog, VOG Group, https://v3geo.com/model/89](image)

   - (c) Create VFT Storyline

   ![Virtual Outcrop: Bullfrog, VOG Group, https://v3geo.com/model/89](image)

5. **Distribute LIME Project & Supporting Material**

6. **Perform After-action Review, Collect Feedback & Improve VFT**