1. More about the Online Record Book (ORB)

The Online Record Book (ORB) is a secure web platform that allow participants to record their activities and submit their Awards, and also allow Award Leaders to monitor participants' progress and approve submitted Awards.

The user guides are for participants who are taking part in The Duke of Edinburgh's International Award programme. It provides detailed, step-by-step guidance on how they can use the new Online Record Book web interface.

The Online Record Book can be accessed via the following URL: https://www.OnlineRecordBook.org

Supported Browsers and Technical Information

The ORB can be accessed using the latest versions of the following Browsers:

- Google Chrome
- Firefox
- Microsoft Edge
- Microsoft Internet Explorer
- Safari

The ORB can also be accessed using the following mobile applications:

You can also download our **Participant App** to access the Online Record Book anytime, anywhere.

Download on the App Store for iOS

GET IT ON Google Play for Android

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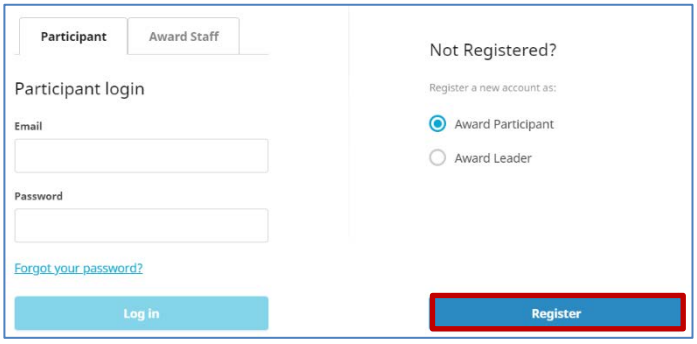
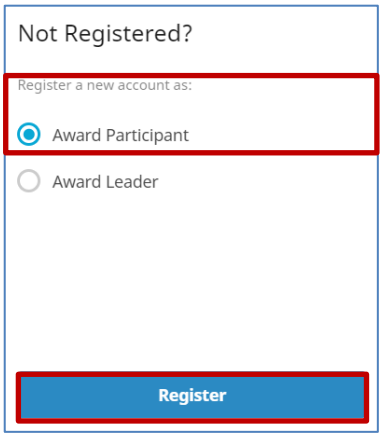
2. Register to start your Award

You can register on the Online Record Book (ORB) as a participant, selecting the option **Award participant** on the login page, and then clicking on **Register**, as displayed above on the login page overview.

Complete all fields, clicking on the **Continue** button to continue through the sections. The browser's back button can be used in you want to go back and review/modify the details inserted.





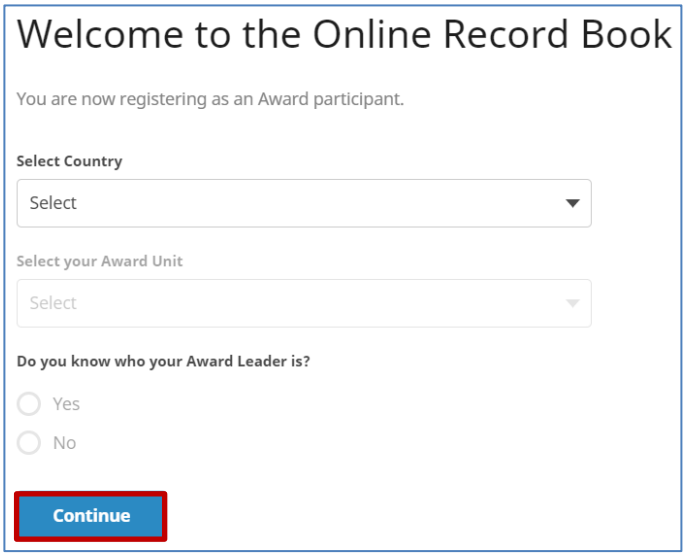
1. Select you **Award Unit Country** from the drop down menu.

2. Type in your **Award Unit name** (if you are unsure of the name of your Award Unit, contact your nominated Award Leader).

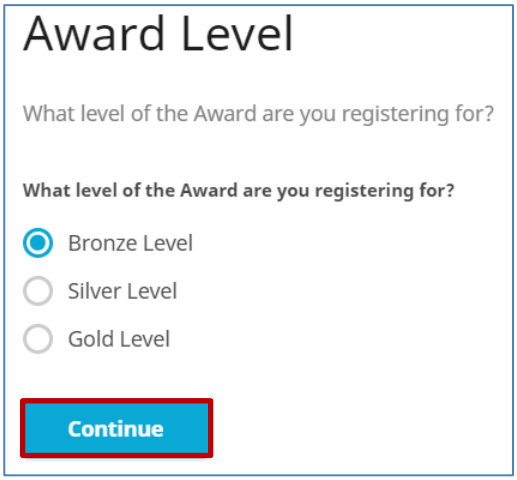
3. You will be asked if you know your Award Leader:

- If you select **Yes,** you must insert their email address so that the system will automatically assign your account to your Award Leader.

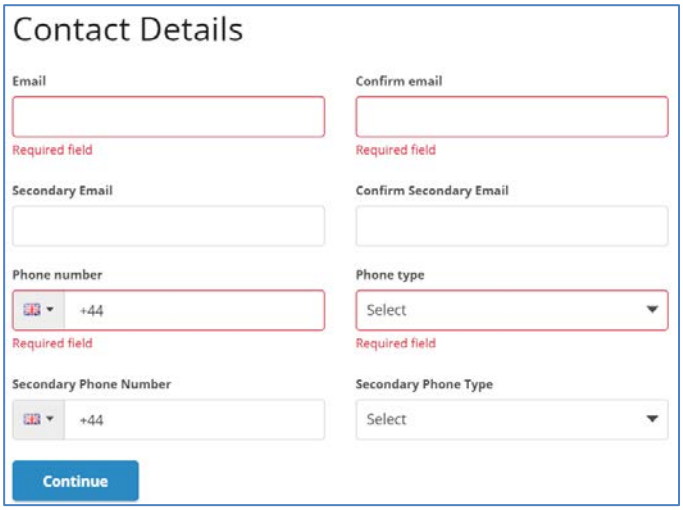
- If you select **No**, your account will then be assigned to an Award Leader of your Unit, during registration approval.



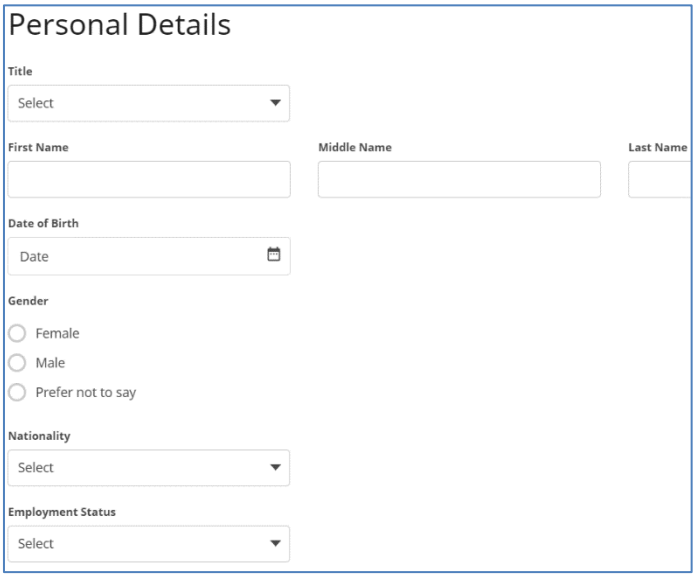
4. Select the **Award Level** you're registering for (age restrictions might apply, please contact your Award Unit for more information).

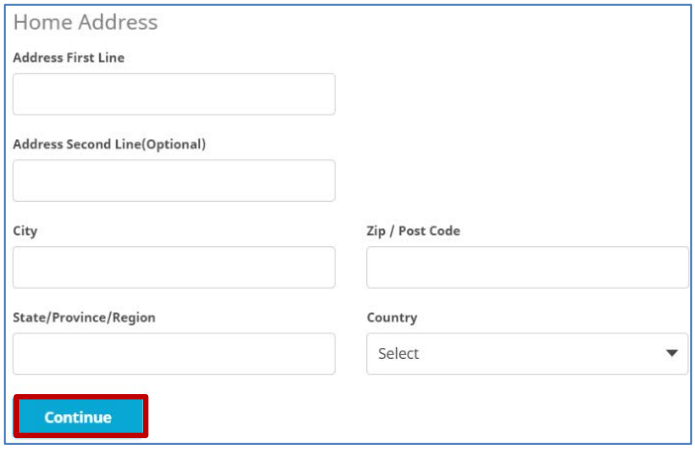


5. Insert your **Contact Details**. The country code will be automatically selected.



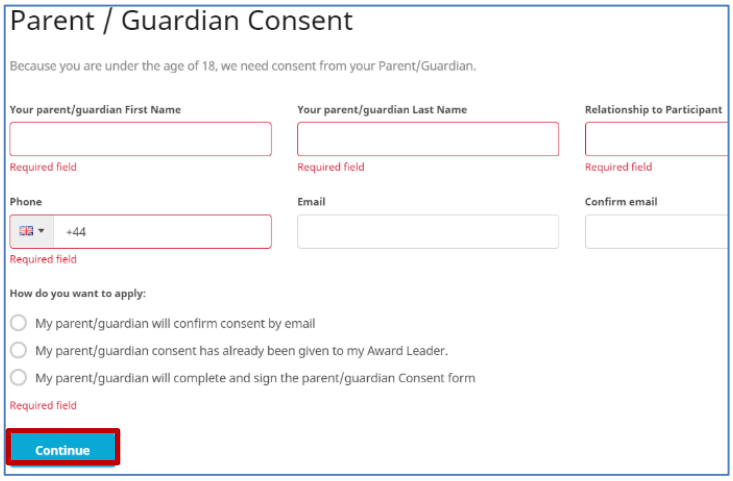
6. Insert your **Personal Details**:



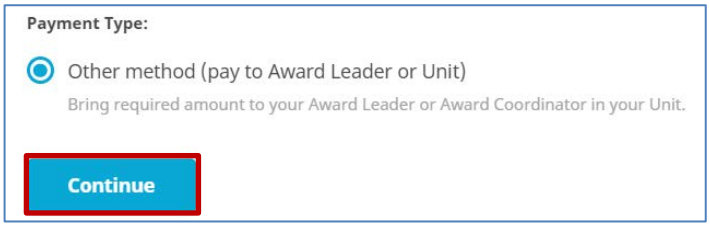


- You will be asked to provide Parental/Guardian consent if you are under the age of 18 (unless otherwise specified in your country's regulations). **If you are under 18, your parental/guardian consent details must be provided in order to submit your registration.**

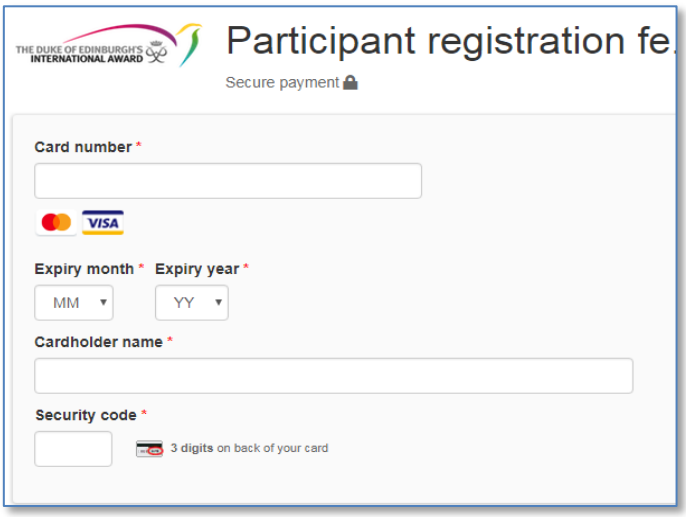
- If you're older than 18 years old, you won't be asked to provide parental/guardian consent



7. Select your **Payment Type**. There are different payment options depending on your Operators requirements.

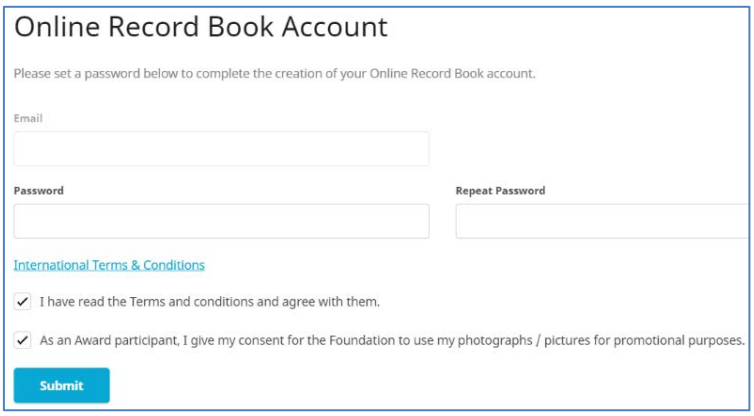


If you have selected 'Pay Online by debit / credit card' you will be redirected to a payment window at the end of your registration.



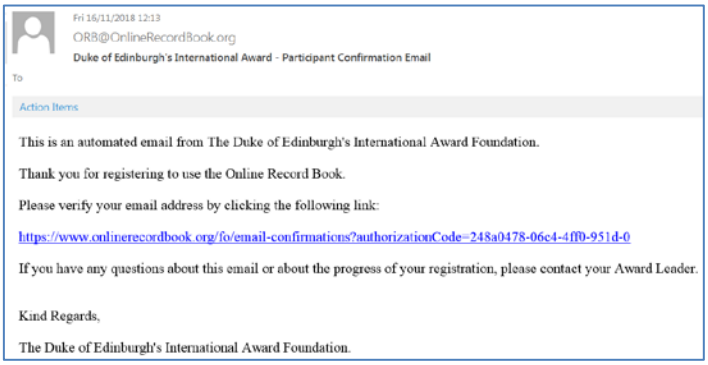
8. Set your Online Record Book **Login details.**

Type in your **password** & check the box to **confirm that you have read the Terms and conditions**.

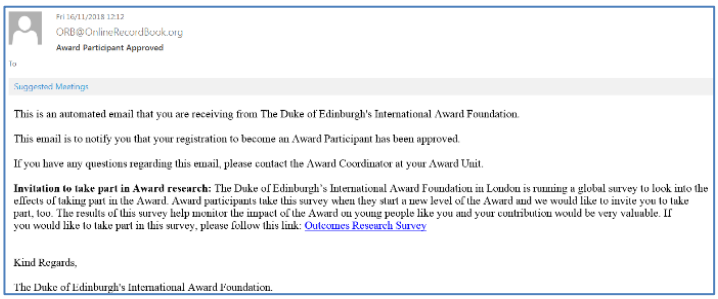


A **verification email** will be sent to the email address you provided during your registration. This email will have a link to verify your email address. **Your email address needs to be confirmed in order for the application to progress**.

N.B If within 2 hours you have not received the email confirmation, please contact your Award Unit.

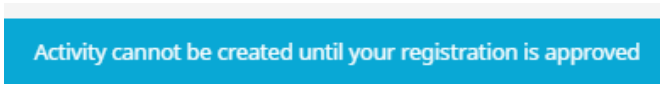


You will receive an email once your registration has been approved by your Award Leader.

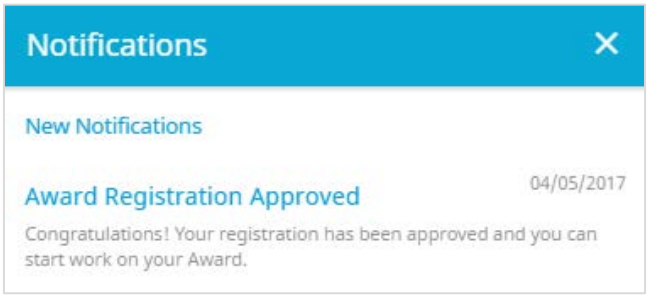


Note: If you log on to the ORB and your **registration is still awaiting approval**, an error message will be displayed at the bottom of the screen in case, for example, you wish to start logging your activities. *(a)*

(a) Error message displayed

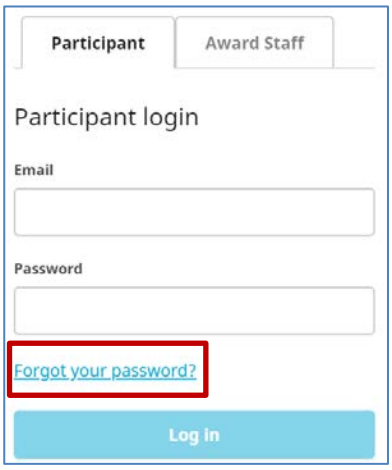


You will receive a notification on ORB when your registration has been reviewed and approved by your Award Leader.

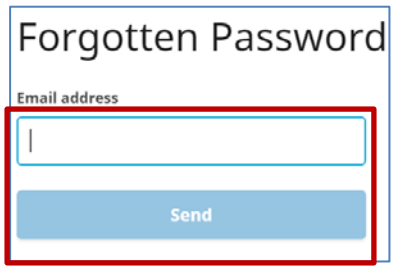


3. Forgot your password?

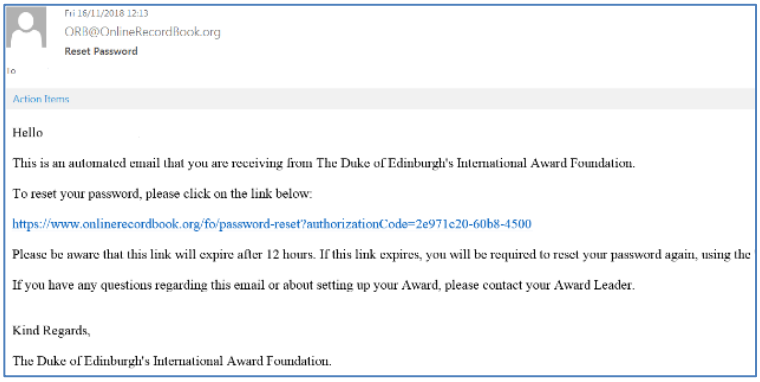
If at any point you need to reset your password, you can select the option **Forgot your password?** from the login page.



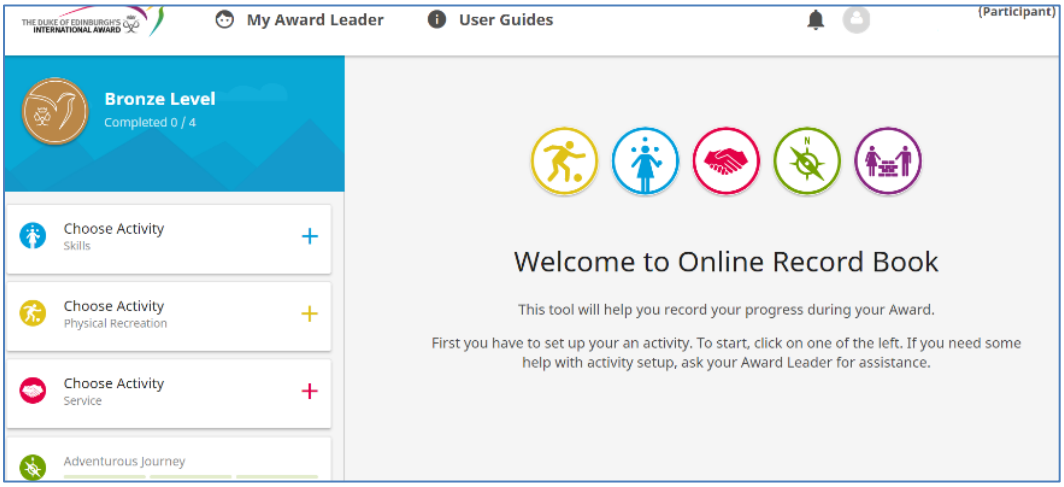
Insert you email address in the dialog box and press **Send**.



An email with a link to reset your password will be sent to your mailbox.



4. Landing page overview



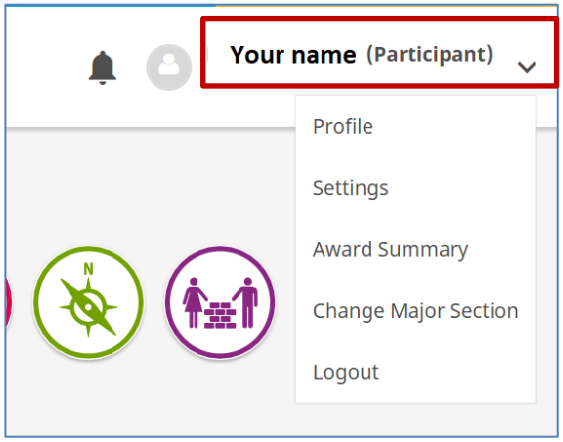
Using the Online Record Book, as a participant you will be able to:

- Edit your profile
- Choose activities and manage your progress
- Add logs and pictures to existing and approved activities
- Receive notifications when an activity request, section and Award has been approved or needs to be modified, after Award Leader's review
- View your Award Leader's contact details

5. Edit profile and settings

If any of your personal details change while you are doing your Award, you can update this information via the Online Record Book.

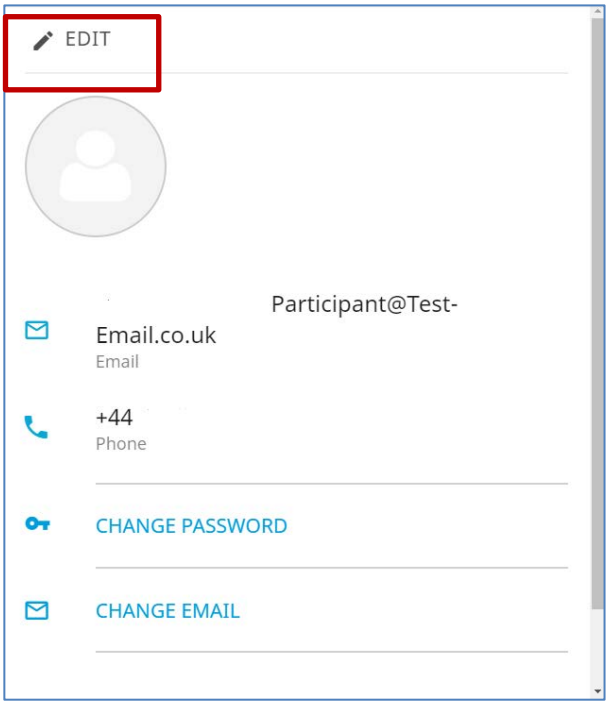
From the **landing page**, if you **click on your name** the following options will be displayed:



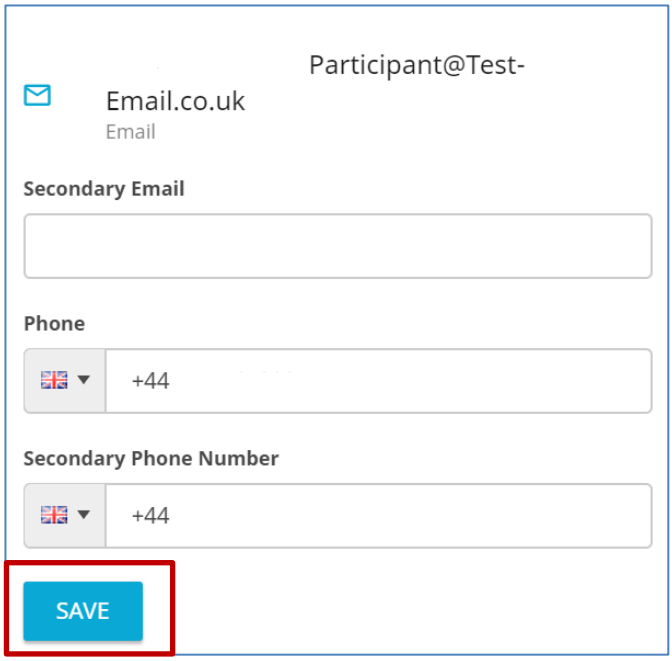
- **Updating your details**

Select the option **Profile** as displayed above

1. If you want to **add a profile picture**, click on **Edit** and then click on the picture field
2. You will be prompted to select a picture to be uploaded
3. Save your updated profile and click on **Save** to update your changes



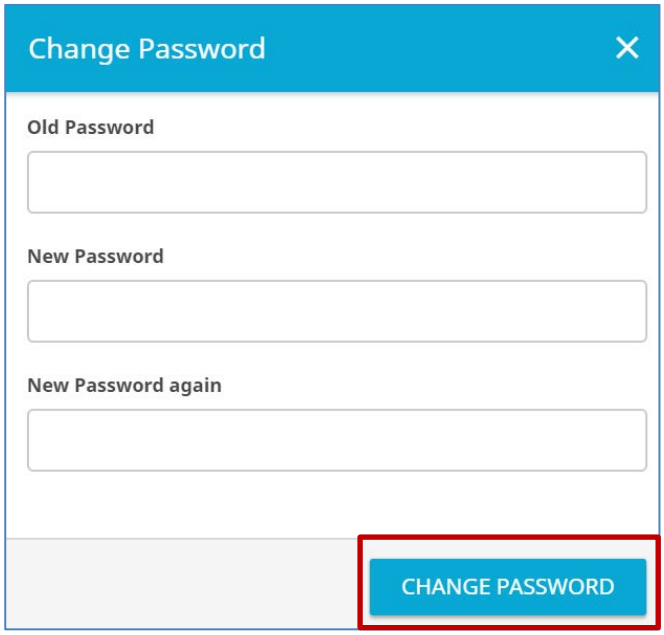
4. Click on **Edit** to update your details including the option of adding a **secondary telephone number** and **email address.** Click on **save** to update your changes.



5. You can also **change your password**.

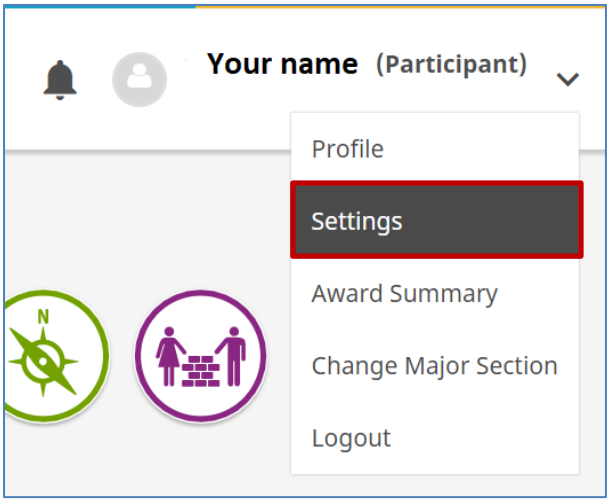
Insert your old and new password as requested in the pop up window.

Click on **Change Password** to save your settings.

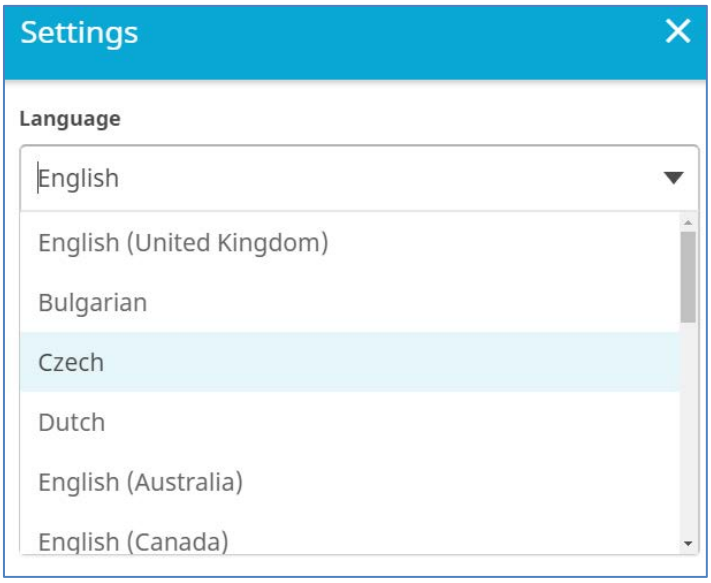


- **Updating your language settings**

Select the option **Settings** as displayed below.

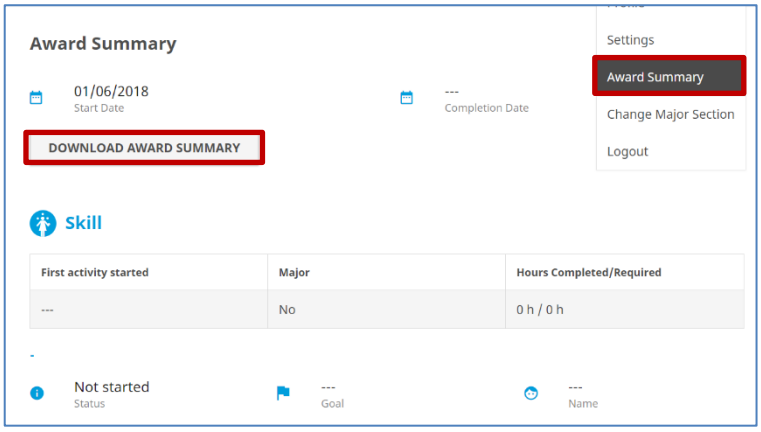


1. **Select your language** from the list of languages available.
2. The page will refresh and the setting will be changed.



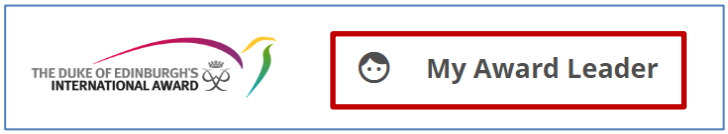
- **View your Award summary**

1. Select **Award Summary** to view an overview of your progress, goals, start dates, activities and hours completed.
2. You can also download an **Award Summary report**.

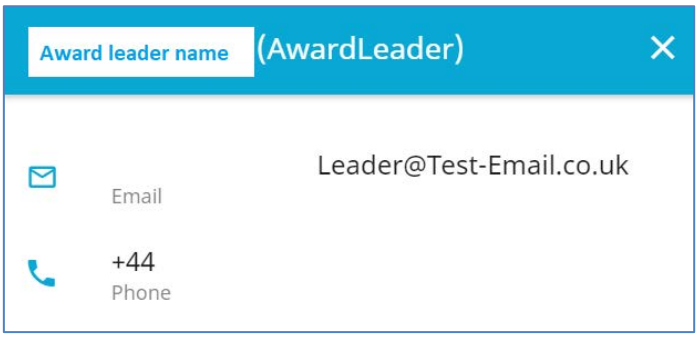


- **View the name and contact details of your Award Leader**

1. Select **My Award Leader** from the landing page



2. You will be able to view your Award Leaders name, email address and telephone number.

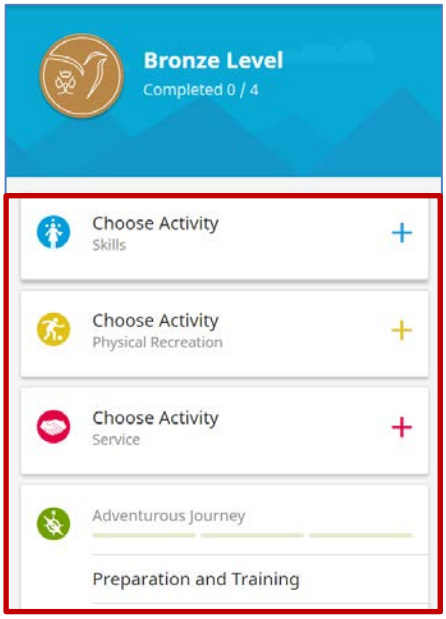


6. Managing Sections and Activities

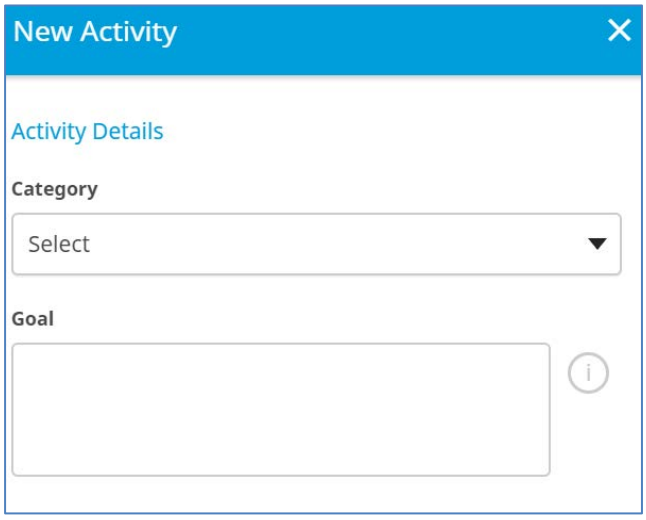
Once logged in you will be taken to the landing page where you will be able to view the four sections of your Award. If you are a new participant, you will need to select the activity you'd like to complete as part of your Award.

To select a new activity:

1. Log in to the ORB and select the section you wish to add the activity to.

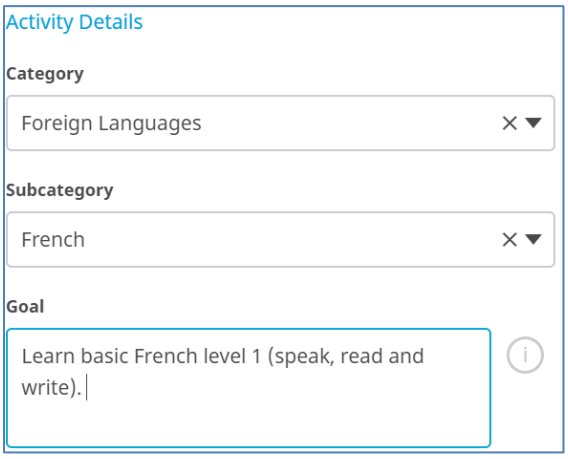


2. Select the chosen activity from the list of activities available (if your activity is not listed you can choose **Other** and type the name of your activity in the text box available).

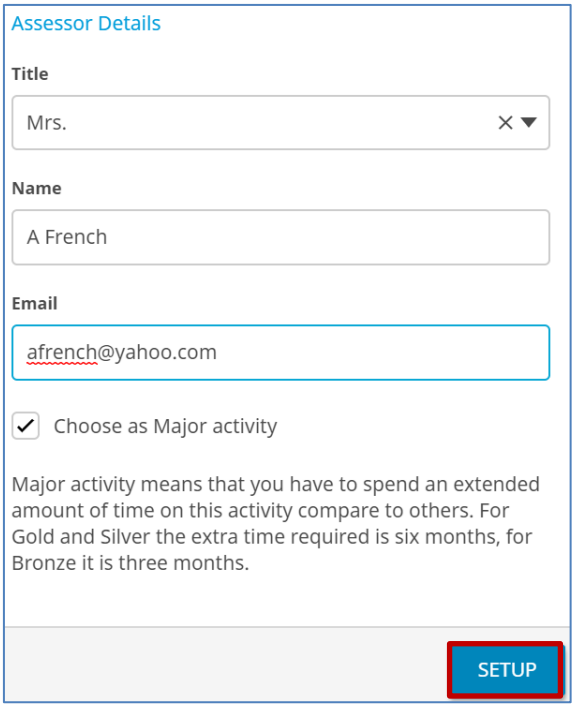


4.
5.

3. Insert the required details.

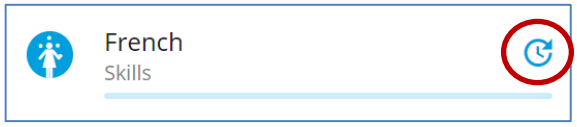


4. Add in your Assessor details.



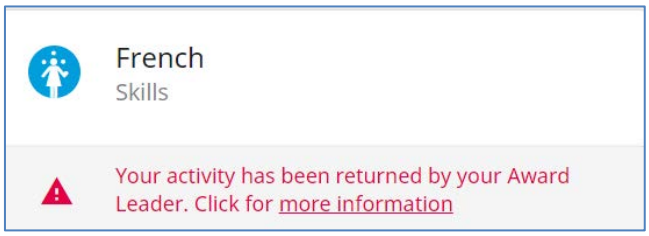
Save the Activity by clicking on **Setup.**

Once the activity has been saved, your Award Leader will receive a notification asking her/him to review the activity details and to approve or decline your request.

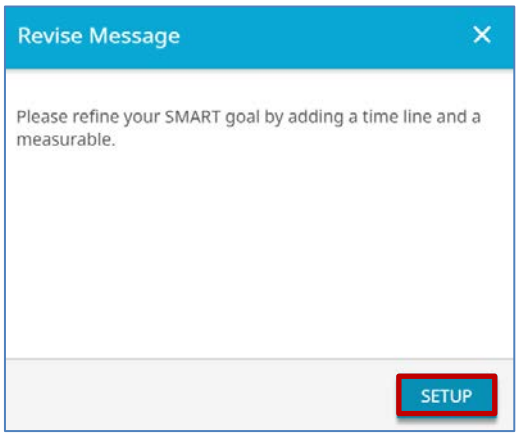


Awaiting Award Leader action.

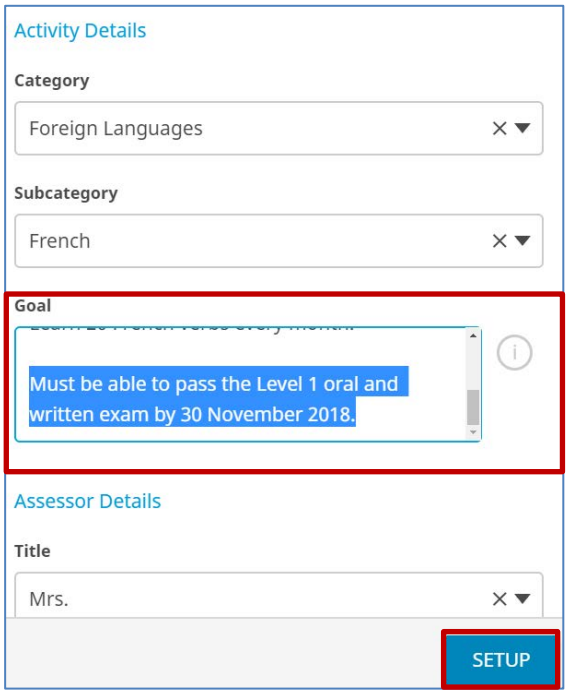
Note: If your Award Leader wants you to revise your activity, you will receive a notification found within the list of notifications. You can also view a warning message next to the activity you need to revise.



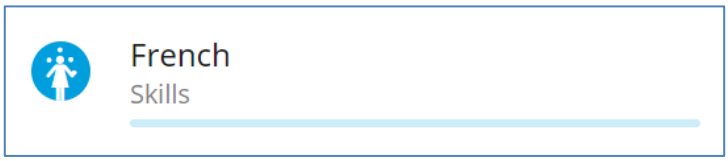
Click on the warning message to see the reason your activity needs revision and make the advised amendments before resubmitting it.



Make the required changes and click on Setup.



Once approved, you will be able to add activity logs.



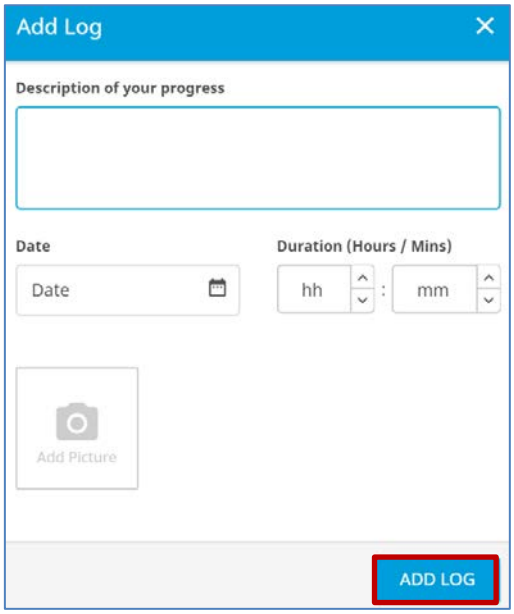
Note: You can change your major section after all activities setup have been approved by your Award Leader.

Add, Edit or Delete Logs for Activities:

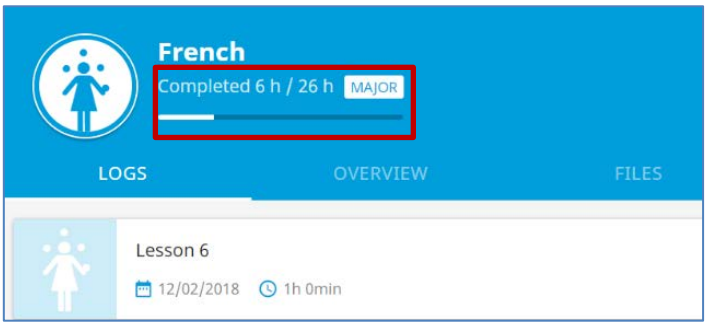
Once your activity has been approved by your Award Leader you will receive a notification and will then be able record your logs against it.

To add a new log:

1. Click your activity that has been approved.
2. Click on at the bottom of the screen.
3. Fill in the required details such as **date, duration** and **description**.
4. Add any pictures taken while carrying out the activity (optional).
5. Save the newly **added log.**

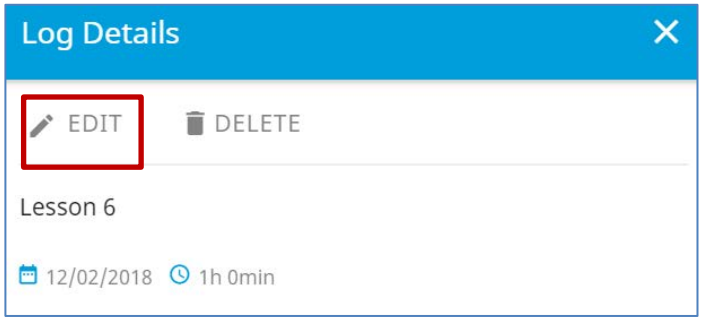


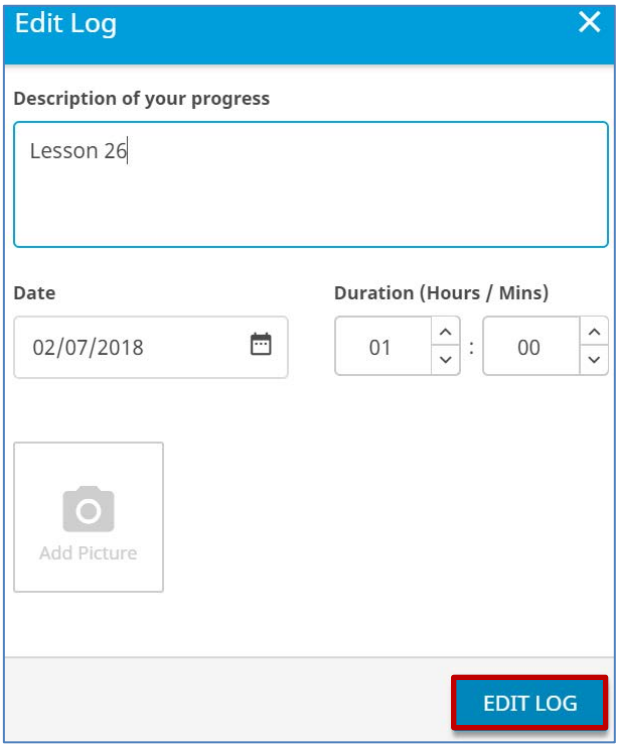
Once you start adding logs you will notice that the **progress bar** will move based on the number of hours completed.



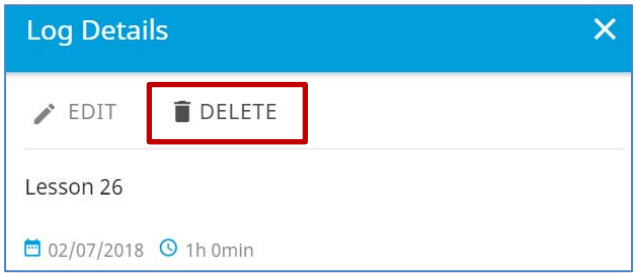
To edit/delete a log:

1. Click on the log you would like to edit.
2. Select **Edit** to edit the log, amend the information and click on **Edit Log** to save the changes.



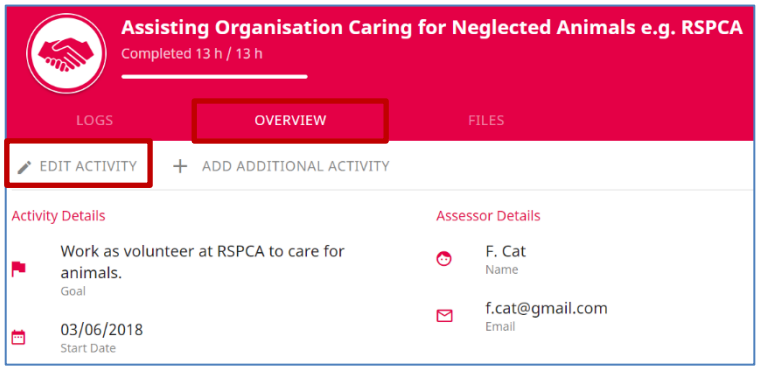


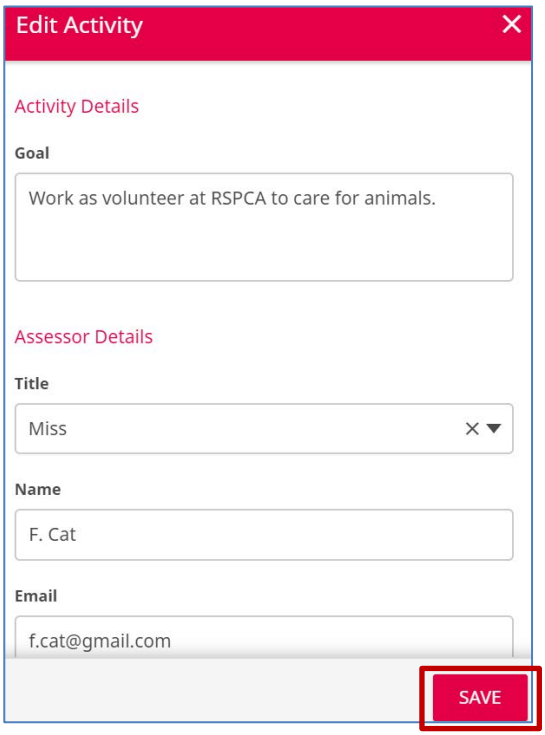
3. Or select **Delete** to delete the log, as necessary.
4. Confirm your choice.



Editing your Activity details

1. From the landing page click on the chosen Section.
2. Select the tab **Overview**.
3. Click on the option **Edit Activity**.
4. Modify your Activity details and click on **Save** to save your new details.

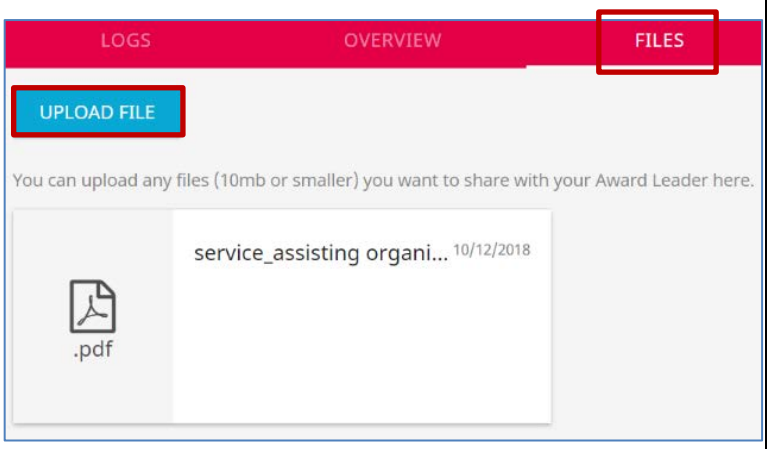




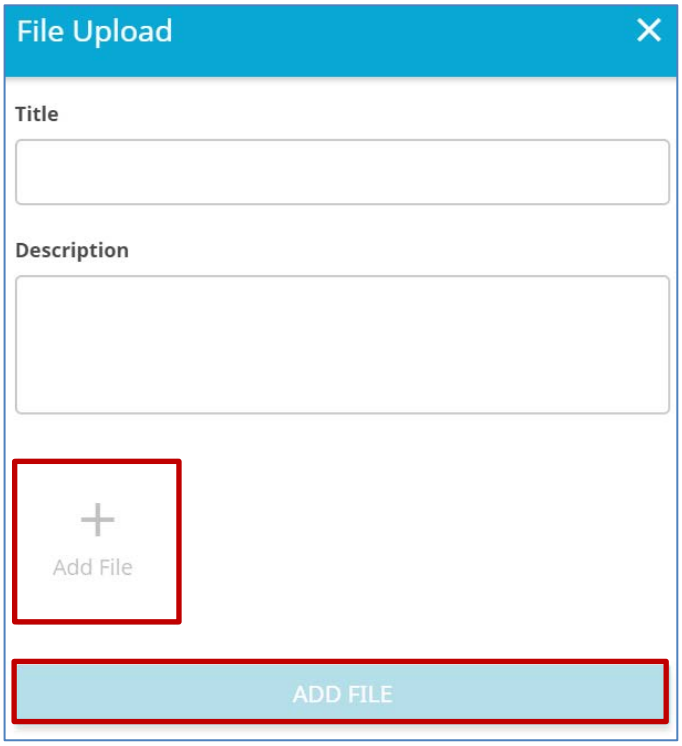
Managing your library

You can link files (pictures, reports, presentations etc.) to any of your four Award sections:

1. From the landing page click on the chosen section.
2. Select the tab **Files**.
3. Click on the option **Upload File**.



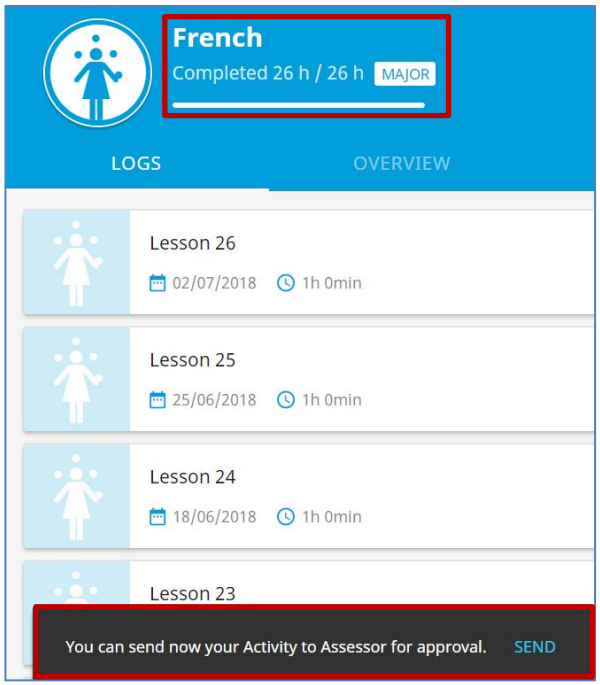
4. Click on **Add File** and select the file from your device.
5. Type in the **Title** and **Description** of the attachment.
6. Click on **Add File** to upload your new file.

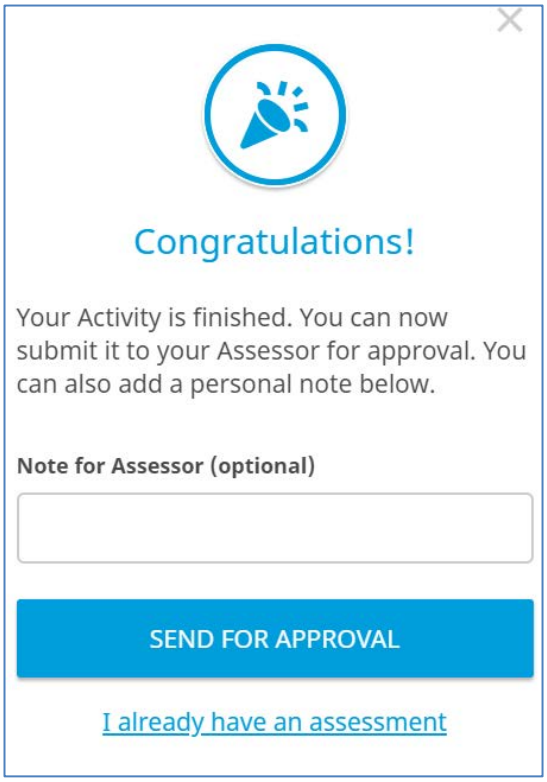


Note: File sizes are limited to 10mb per file.

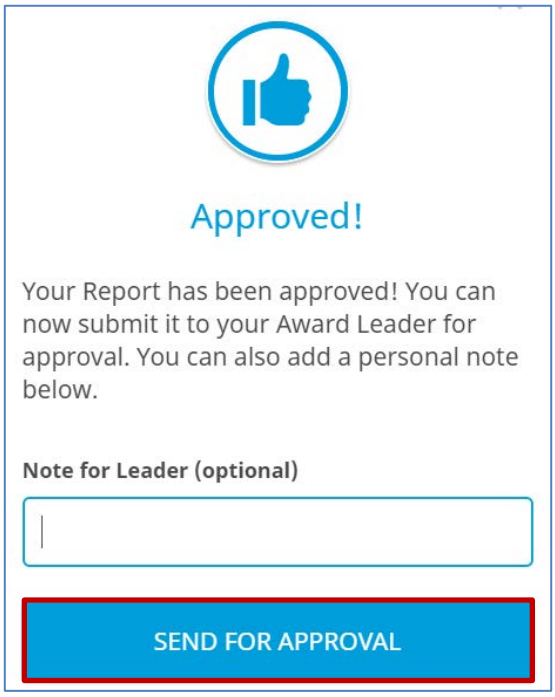
Completing a Section

Once you have finished logging the hours for a Section, the system will prompt you to send to your **Assessor for approval**.

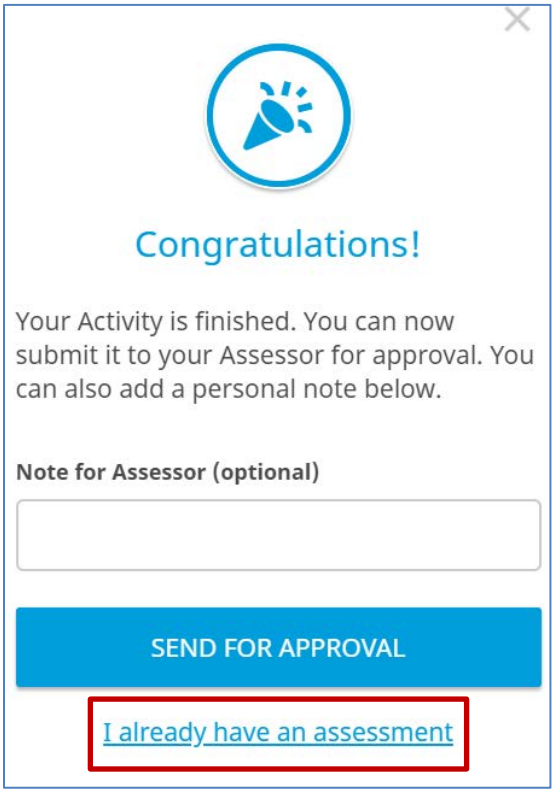


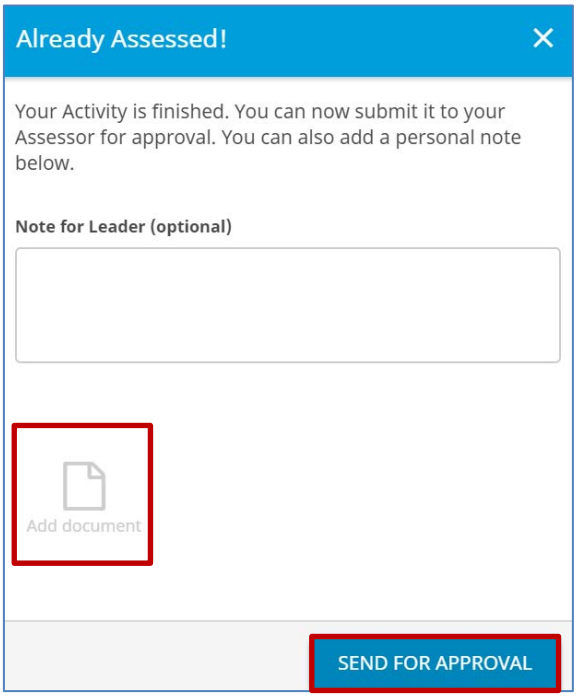


Once the assessor has approved the report, you can forward to your Award Leader for approval.



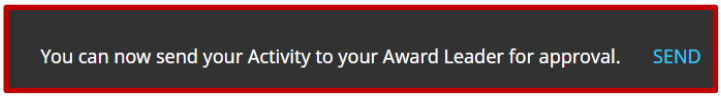
Or, **if you already have an approved assessor report**, you can attach it and send to your Award Leader with a message.





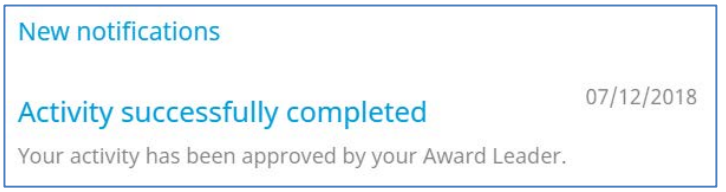
Note: Only MS Word or PDF image files can be uploaded.

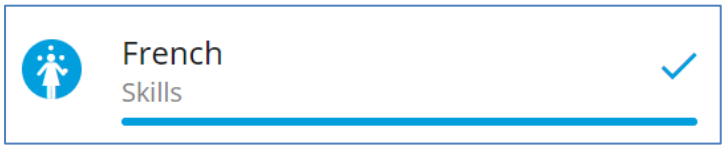
After you have received approval from the assessor or send the assessors report to your Award Leader, you can now send the Section for approval by your Award Leader.



Your Award Leader may request a revision first.

Once the Section has been approved by your Award Leader, you will receive a notification on the Online Record Book.



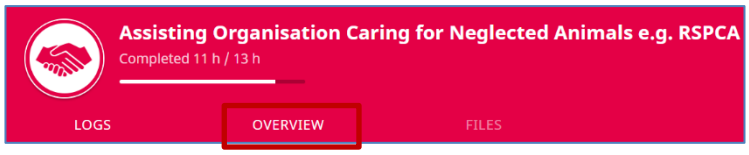


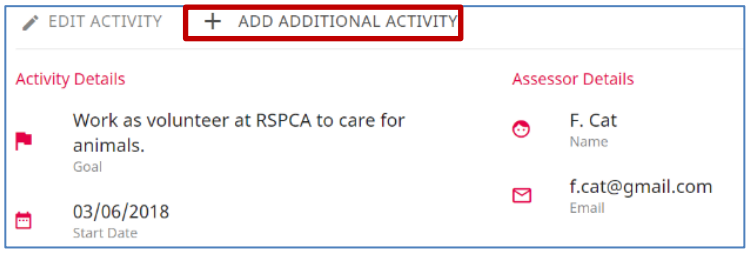
7. Setting up multiple Activities per Section

While doing your Award, as a participant you can choose up to three activities per Section of the Award. If you would like further information on choosing multiple activities for a Section, please contact your Award Leader.

To set up an additional Award activity within a Section:

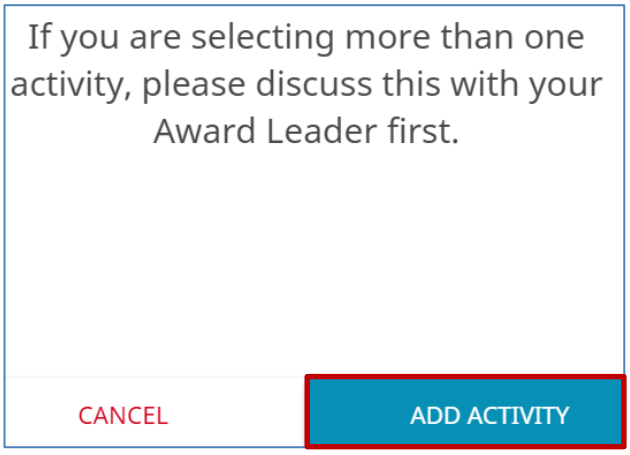
1. Log into the ORB and click on the active activity within the Section that you would like to add the new Activity to
2. Click on the tab OVERVIEW
3. Click on + ADD ADDITIONAL ACTIVITY

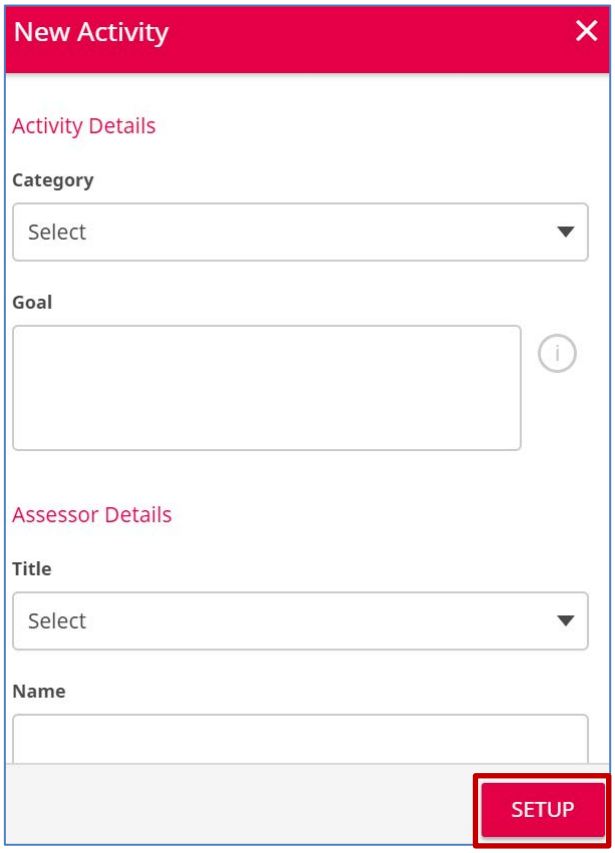




Before adding an additional activity, please discuss first with your Award Leader.

Complete the activity details.





Once the activity has been saved, your Award Leader will receive a notification to approve or decline your request.

If your Award Leader declined your activity request you will receive a notification with an explanation as to why it was declined so that you can make amendments and resend for approval.

N.B: The hours logged for individual activities within a Section will be combined and added towards the completion of your Award.

You can still only log 1 hour per week.

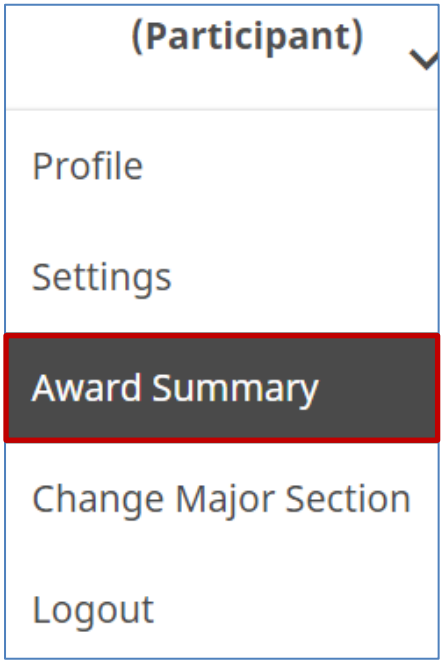
8. Downloading your Award and Section Summaries

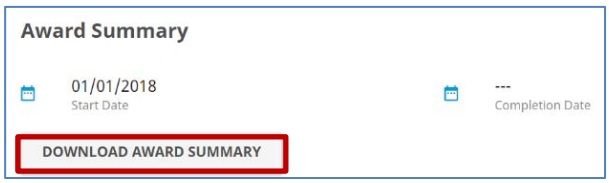
Downloading your Award Summary

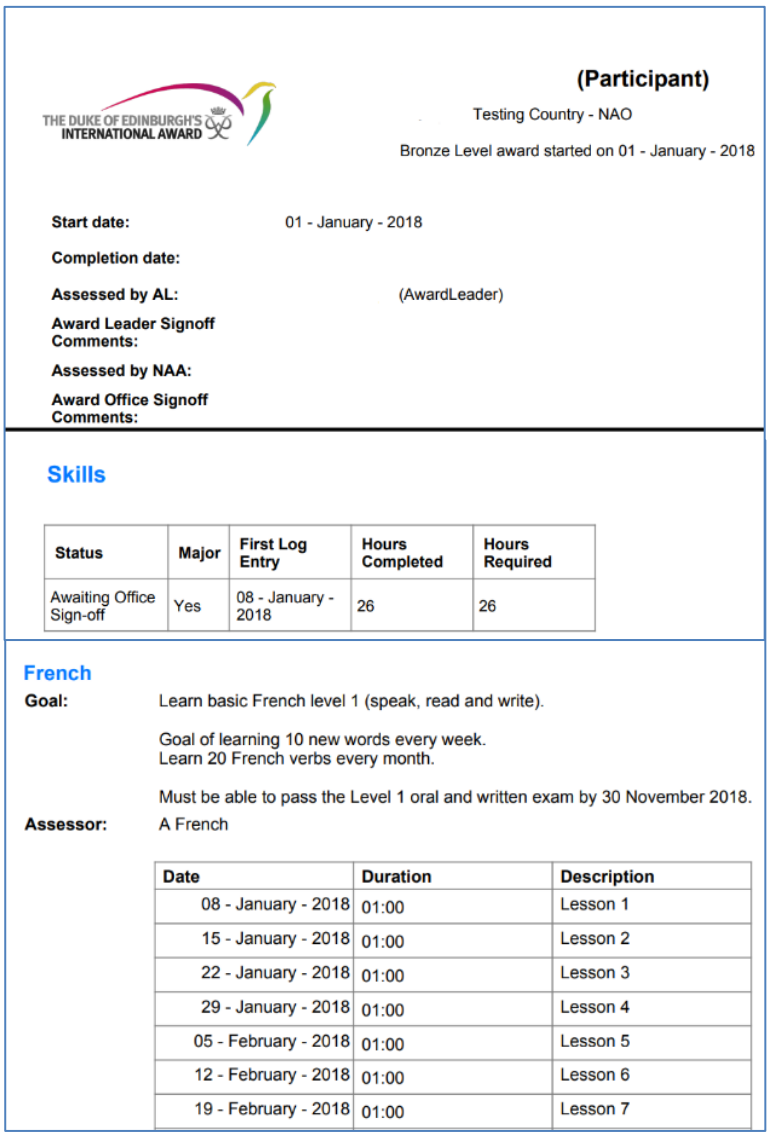
If you would like a printed copy of your Award progress, you can download your Award Summary at any time.

To download your Award Summary:

1. Click on your name at the top of the page.
2. From the drop down menu select **Award Summary**.
3. Click on DOWNLOAD AWARD SUMMARY.
4. The PDF file will be automatically downloaded.







THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

(Participant)

Testing Country - NAO

Bronze Level award started on 01 - January - 2018

Start date: 01 - January - 2018

Completion date:

Assessed by AL: (AwardLeader)

Award Leader Signoff Comments:

Assessed by NAA:

Award Office Signoff Comments:

Skills

Status	Major	First Log Entry	Hours Completed	Hours Required
Awaiting Office Sign-off	Yes	08 - January - 2018	26	26

French

Goal: Learn basic French level 1 (speak, read and write).

Goal of learning 10 new words every week.
Learn 20 French verbs every month.

Must be able to pass the Level 1 oral and written exam by 30 November 2018.

Assessor: A French

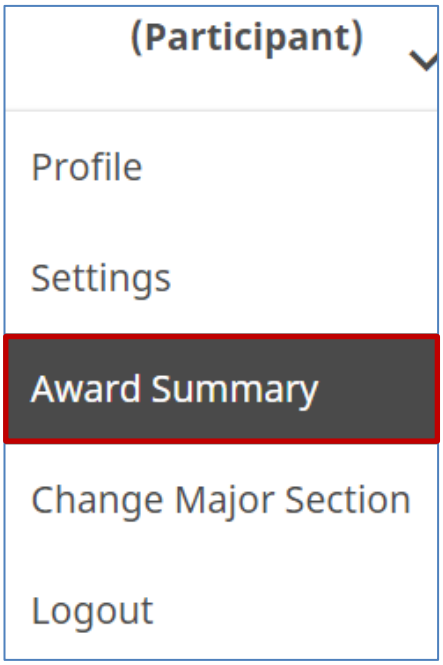
Date	Duration	Description
08 - January - 2018	01:00	Lesson 1
15 - January - 2018	01:00	Lesson 2
22 - January - 2018	01:00	Lesson 3
29 - January - 2018	01:00	Lesson 4
05 - February - 2018	01:00	Lesson 5
12 - February - 2018	01:00	Lesson 6
19 - February - 2018	01:00	Lesson 7

Downloading your Section Summary

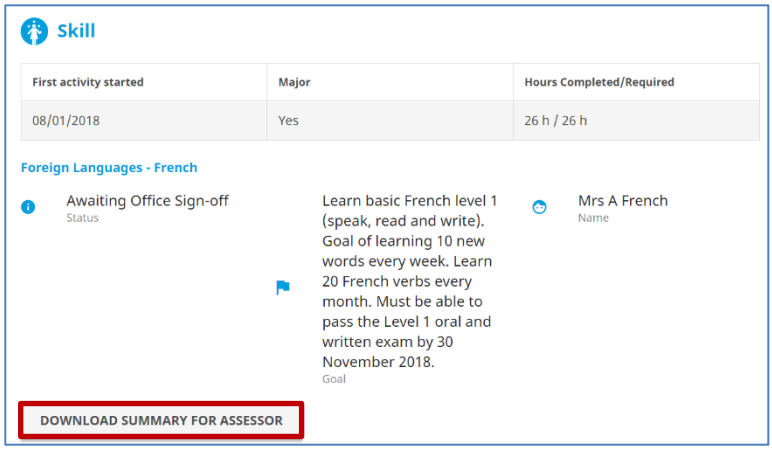
Once you have finished logging the hours for a Section, you can send it for Assessor approval either by email or by downloading and printing it to give to your Assessor in person. If you prefer to give it to your Assessor in person, follow the below steps.

To download your Section Summary:

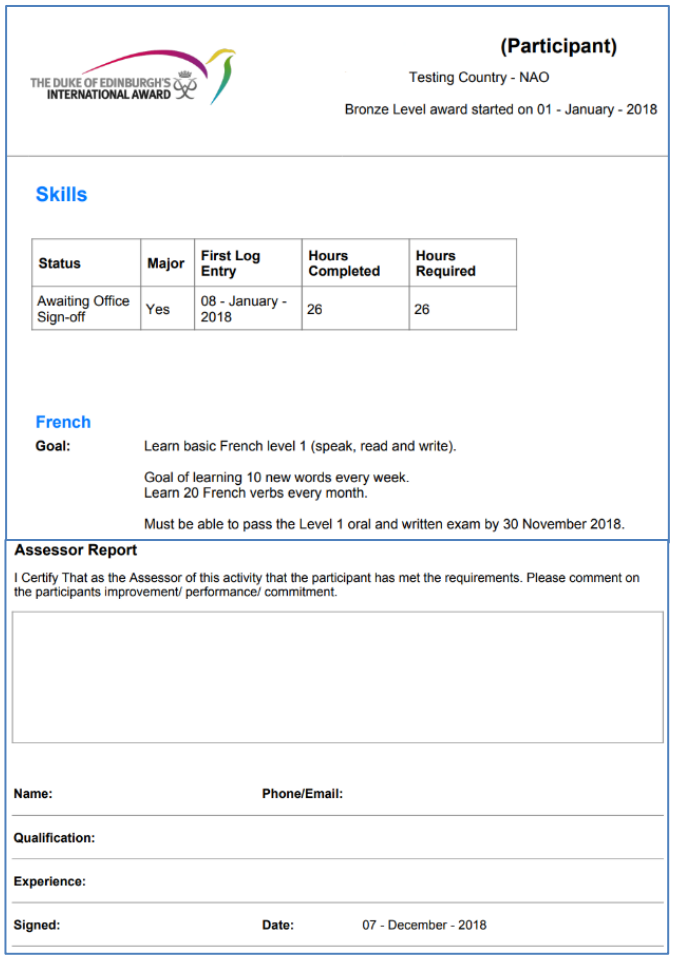
1. Click on your name at the top of the page.
2. From the dropdown menu select **Award Summary.**
3. Scroll to the Section you would like to download the Assessor Report (Section Summary).



4. Click on DOWNLOAD SUMMARY FOR ASSESSOR.
5. The PDF file will be automatically Downloaded.
6. Upload it to the ORB.
7. Send it to your Award Leader via the ORB.

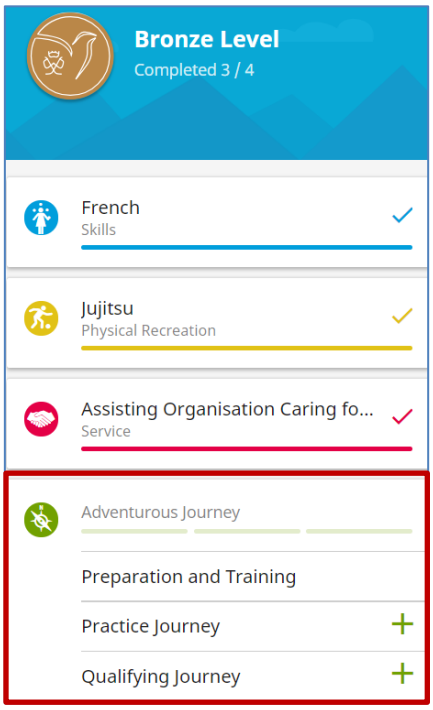


8. Should you need to download your Assessor Report again, you can do so at any time by going to your Award Summary and selecting the summary within each section and clicking on DOWNLOAD SUMMARY FOR ASSESSOR.



9. Setting up your Adventurous Journey

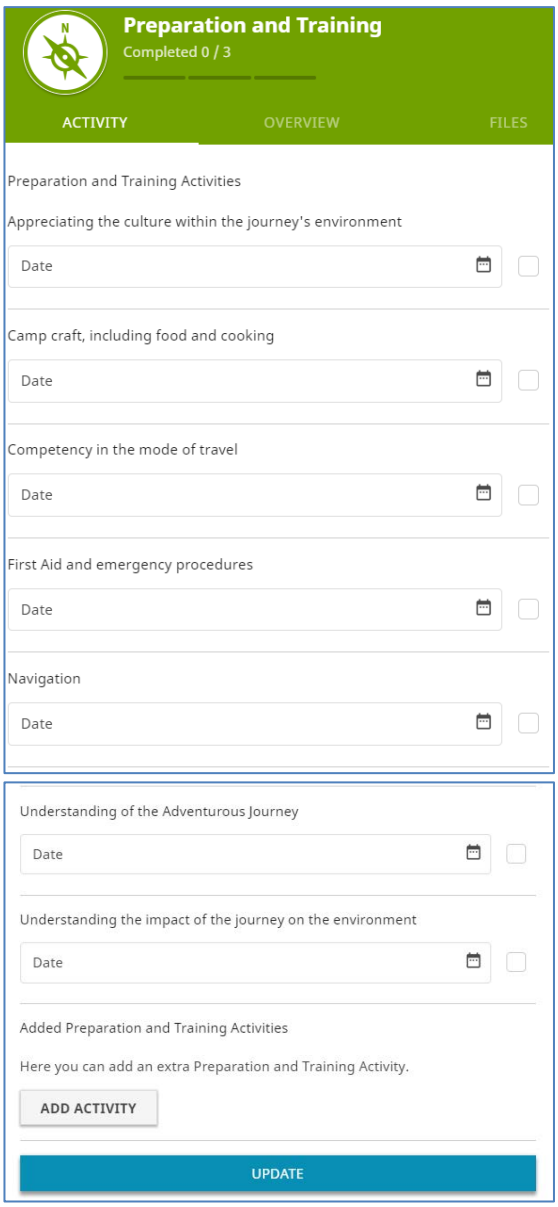
To set up your Adventurous Journey (Practice and Qualifying) and record Preparation and Training activities click on the Adventurous Journey section from the list of sections available on your landing page.



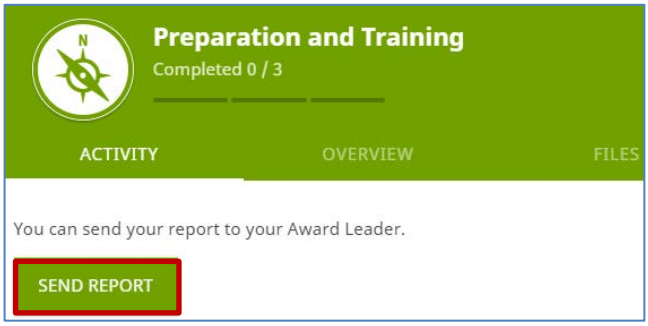
Preparation and Training:

To record your Preparation & Training activities:

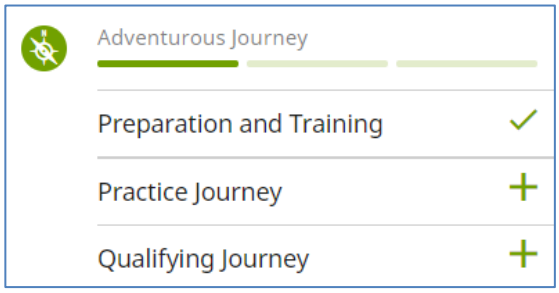
1. Click on the **Preparation and Training** option from the Adventurous Journey Overview.
2. Click on **Activity** tab.
3. Record your Preparation & Training activities and tick the activities as you complete them.
4. You can add a new activity if not yet listed (optional).
5. Press **Update**.



Once all Preparation and Training activities have been recorded you can send them to your Award Leader for approval by clicking on **Send Report** from the **Activity** tab.

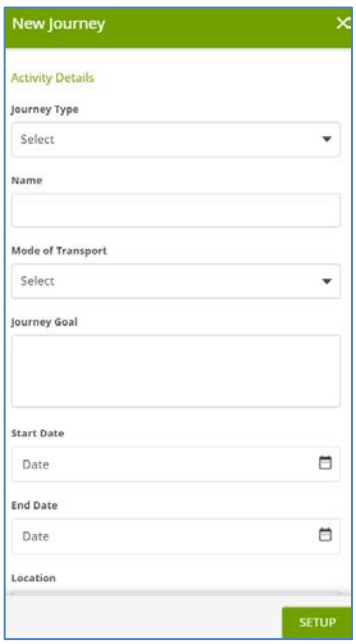


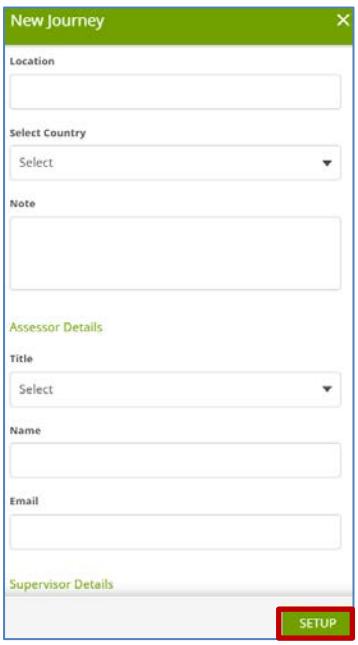
Your Award Leader will review your Preparation and Training activities and approve/return them to you for review. You will receive a notification which will appear within the list of notifications.

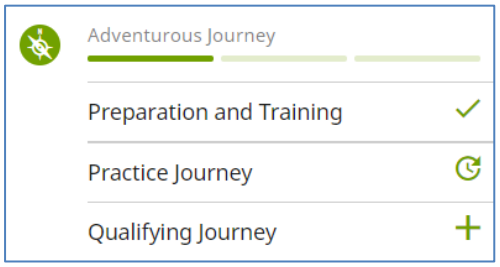


To create your Practice / Qualifying Journey:

1. Click on the Adventurous Journey Section from the landing page.
2. Click on Practice or Qualifying Journey option from the Adventurous Journey Overview, according to the Journey you would like to create.
3. Insert your Journey details on the pop-up windows below.
4. The mandatory fields will show.
5. Press **Setup** to finish setting up your Journey.







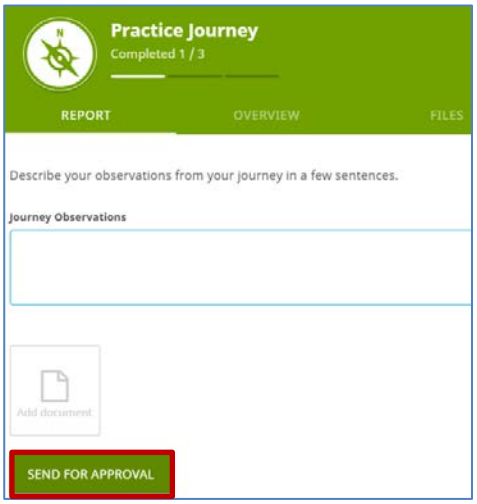
6. Your Award Leader will need to check and approve your Adventurous Journey details or return them to you for review. You will receive a notification within the list of notifications.

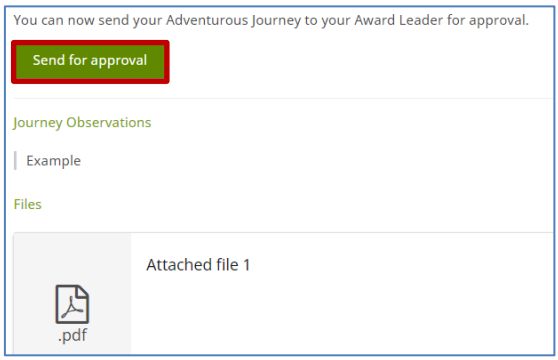
7. You will need to send your Adventurous Journey for Supervisor/Assessor Approval once the Journey is complete.

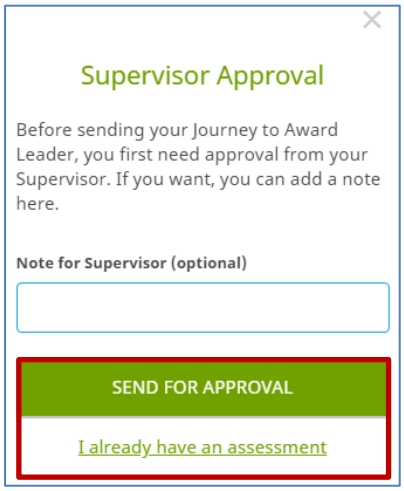
8. Click on the tab REPORT and press SEND REPORT

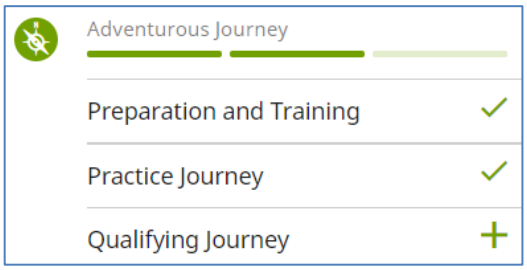
9. You will be asked to insert your Journey Observations and any relevant documents (optional) before sending it for approval:
   - The Supervisor is responsible for signing off Practice Journeys.
   - The Assessor is responsible for the certification of the Qualifying Journey.

10. Once you have received Supervisor/Assessor Approval, you will be able to send the Sections of your Adventurous Journey to your Award Leader for sign-off.









Adding an additional Practice Journey

Before undertaking your Qualifying Journey, you can complete more than one Practice Journey if needed.

To record the details of your additional Practice Journeys:

1. Click on the Practice Adventurous Journey already created in the system.

2. Click on the + ADD ADDITIONAL JOURNEY from the **Overview** tab.

3. Insert your Journey details in the pop-up Window.

4. Press **Setup** to finish setting up your Journey.

5. Your Award Leader will need to check and approve your Adventurous Journey details or return them to you for review. You will then receive a notification within the list of notifications.

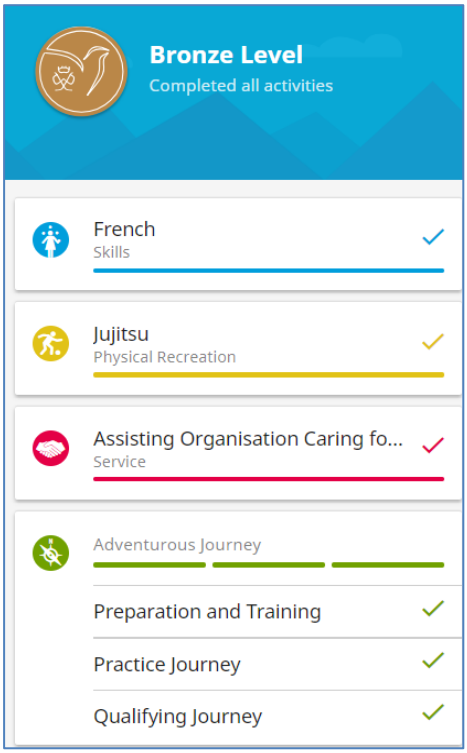
10. Completing your Award

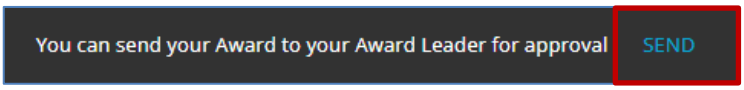
In order to complete your Award, your activities must be consistent and meet the minimum time requirements as laid out in the Award Framework. If you are unsure about these requirements, please contact your Award Leader.

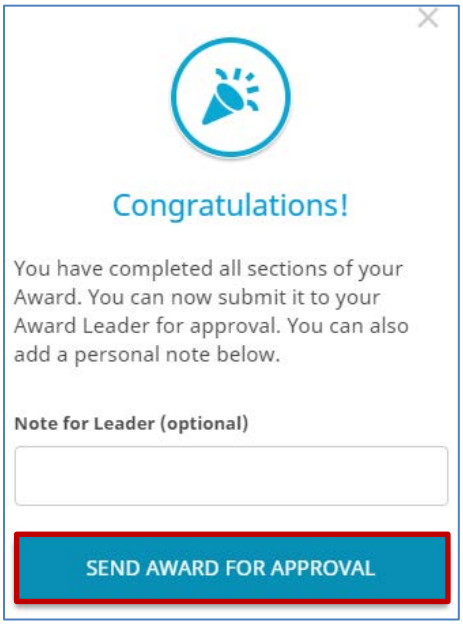
After logging all activities, your section will reach completion and you will be able to:

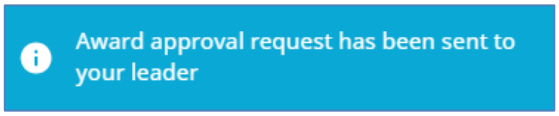
- Send the section to Assessor for approval via email.
- Upload a certificate or any documentation given to you that proves you completed that Section.

After your Award Leader have approved all the Sections, you will be able **to send your Award for approval** to your Award Leader.

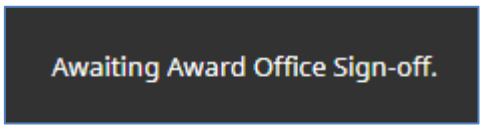








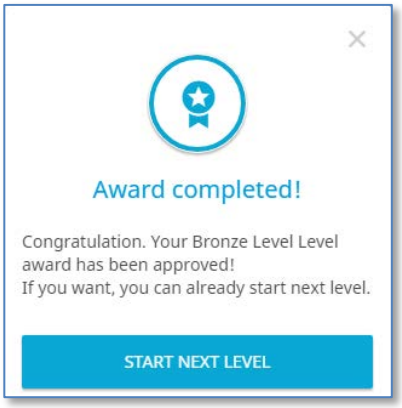
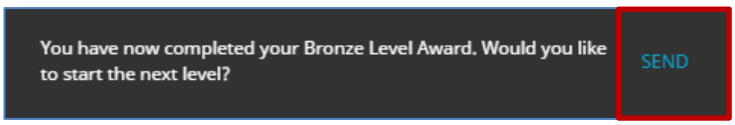
After your Award Leader has signed-off your Award, it is automatically send to your Award Office for final review.



When the Award office has signed-off your Award, you will receive an email notification.

11. Starting the next level of your Award

Once your Award has been signed off by your Award Office, you can choose to start your next Award Level (if you are a Bronze or Silver Award holder). If you are interested in participating in the next level of the Award, please contact your Award Leader for advice.

1. From the victory screen click on **Start next Level**.
2. You will be redirected to a webpage to fill in your new registration (see section 1.1).
3. Press **Continue** to complete your registration:
   - Insert the level you're registering for
   - Review your contact details
   - Review your personal details
   - Answer the profile questions asked (if applicable)
   - Select your payment type
   - Click on **Finish** to complete your registration

Your Award Leader will review your application and you will be notified once your registration has been approved.