

# HELPFUL TIPS FOR FINISHING YOUR ADVENTUROUS JOURNEY IN ORB

## **Step 1: Setting up your Adventurous Journey Section.**

You **must** complete the Preparation and Training, Practice Journey, and Qualifying Journey **in that order**.

**Step 2:** Fill in the Preparation and Training Section. You must do Preparation and Training for each trip at each level regardless of how much prior knowledge you may have. Preparation and Training is the preparation and planning you do for every trip.

**Preparation and Training**  
Completed 0 / 3

ACTIVITY OVERVIEW FILES

Preparation and Training Activities

Understanding of the Adventurous Journey  
06/06/2018

First Aid and emergency procedures  
06/06/2018

Navigation  
06/06/2018

Necessary equipment and how to use it  
06/06/2018

Competency in the mode of travel  
06/06/2018

Observation and recording skills  
06/06/2018

Understanding the impact of the journey on the environment  
06/06/2018

Appreciating the culture within the journey's environment  
06/06/2018

Added Preparation and Training Activities  
Here you can add an extra Preparation and Training Activity.  
**ADD ACTIVITY**

**UPDATE**

Click on the Calendar icon at the far right on the date line and you will be able to select the date you did that activity. **Then select the check mark or toggle to show it as completed.**

**Then click UPDATE at the bottom of the online version or at the top on the app.**

Make sure to scroll all the way down to the bottom to UPDATE.

If you navigate away from this page without Updating then all information will be lost.

Next: You can send it for award leader approval. A button will appear at the top of the page.

**Preparation and Training**  
Completed 0 / 3

ACTIVITY OVERVIEW FILES

You can send your report to your Award Leader.  
**SEND REPORT**

Preparation and Training Activities

Understanding of the Adventurous Journey  
06/06/2018

First Aid and emergency procedures  
06/06/2018

Navigation  
06/06/2018

**UPDATE**

### Step 3: Set up your Practice Journey

To Setup your Practice Journey in the Online Record book – click on the + sign beside practice journey. Then fill in the information about your trip.

New Journey

Assessor Details

Journey Type  
Expedition

Journey Activity  
Canoeing

Mode of Transport  
Paddle

Journey Goal  
To paddle the Bird River for one day to practice my canoeing skills and camping skills.

Start Date  
01/10/2017

End Date  
02/10/2017

SETUP

New Practice Journey

Location

Select Country  
Select

Note

Assessor Details

Title  
Select

Name

Email

SETUP

Fill out all of the information in each of the boxes.

Start with the Type of Journey – Expedition or Exploration.

Then what you are going to do for your journey – canoeing, hiking, snowshoeing, etc.

For your journey Goal – explain what you hope to get out of going on this trip. What you hope to learn or what you hope to improve on.

Then enter the Start Date and End Date for the trip. For Bronze this can be the same date. Or if you are doing your Practice Journey and Qualifying Journey together enter the first day of your trip.

For Silver and Gold the practice journey must be an overnight.

Continue to scroll down to get to the next part.

Then fill out the Location of your practice journey. Please be specific.

Select Country

Add any notes about what you plan to do for your practice journey

Then add your assessor's and supervisor's details. Add their email addresses. This must be inputted.

**For our purposes the Assessor and Supervisor are the same person. Please fill in the same name and email for both parts.**

Then click Setup!

When you click the setup button, this will send it to your Award Leader for approval. The award leader is making sure that it is an appropriate activity to do before you go out and actually do your adventurous journey.

#### **Step 4: Setup your Qualifying Journey**

To set up your qualifying journey you are going to follow the exact same steps as the practice journey. Just make sure the dates reflect the qualifying journey part. They must be different dates than the practice journey.

#### **Step 5: Go on your adventurous journey**

**If you have already gone on your adventurous journey Skip to the next step.**

**Step 6: Finishing your Adventurous Journey Section:** You will need to go back into each of your practice journey and qualifying journey to finish up. You will need to add in your OBSERVATIONS and send it to you Assessor/Supervisor for Approval. You will also need to do an adventurous journey write up. This is a document you write explaining what you did on your trip each day. It is recommended that you save it as a word document. We have a template you can use. Ask your Award Leader or the Duke of Ed office for the template – call 204-988-3016 or email [manitoba@dukeofed.org](mailto:manitoba@dukeofed.org).

Click into Practice Journey and select **REPORT** in the tabs at the top.

For the observations, you only need to write one or two sentences here. However, you will need to do an adventurous journey write up. This is a separate document.

The adventurous journey write up can be added as a document here (click on the icon below that says Add Document) or in the FILES tab above.

You must click SEND FOR APPROVAL for this section to be completed.

If you do not send for approval or navigate away from this page, you will lose all the information inputted on that page.

This will pop up once you click

SEND FOR APPROVAL -

Your supervisor is your assessor. Make sure you have the same person listed as supervisor and assessor in the setup of the activity.

CLICK SEND FOR APPROVAL

If you already have a paper copy of your assessor's report – you can upload it here by clicking **I already have an assessment**. It will ask you to upload the document at that time.

ONCE YOU CLICK SEND FOR APPROVAL – THIS SCREEN COMES UP.

If needed, you can EDIT your observations. But you should be able to just click the button SEND FOR APPROVAL – this will send an email directly to your assessor/supervisor to approve your practice journey.

## Step 7: Qualifying Journey

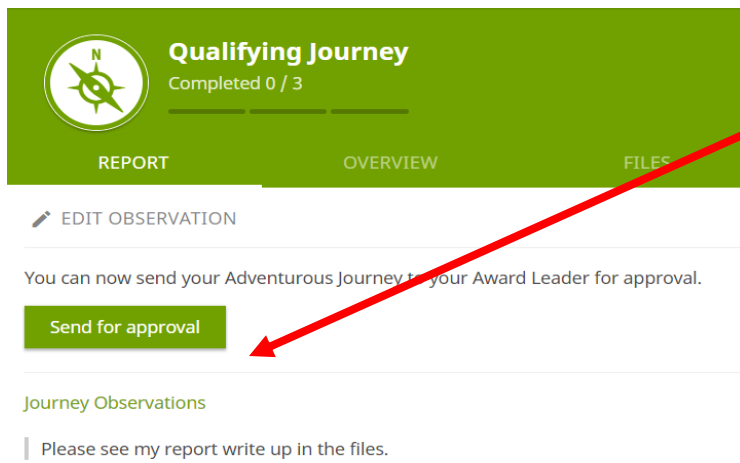
Click into Qualifying Journey and select **REPORT** in the tabs at the top.

This section is filled in the exact same way as the practice journey. (If you are not sure what to do, see Step 6 above).

You will need to click SEND FOR APPROVAL.

Then a pop up comes up saying Send to your supervisor for approval. CLICK SEND FOR APPROVAL.

If you already have a paper copy of the assessor's report signed off, then you can click **I already have an assessment** and this comes up. You will need to upload the document here. CLICK ON ADD DOCUMENT. Then click on SEND FOR APPROVAL.



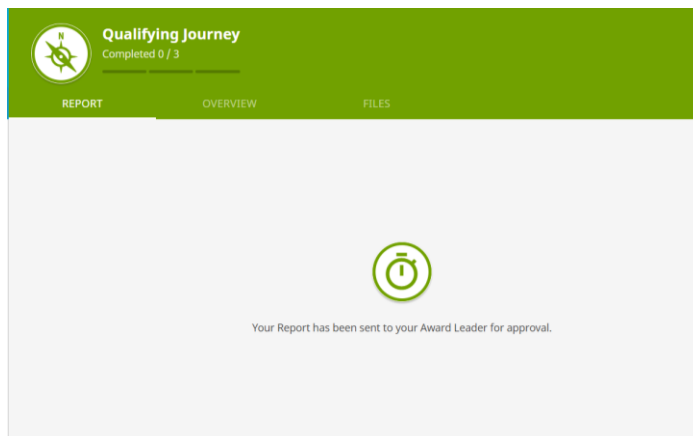
Then this screen comes up and you need to CLICK SEND FOR APPROVAL again.

(Yes it takes 3 different clicks before it is actually sends to your assessor for approval.)

The system will expect an assessor's report for both the practice journey and qualifying journey. It will look like the same document to the assessor so this can be confusing. Make sure they know they have to do an assessor's report for both.

Once an assessor's report is in the system it will automatically send that part for approval by your Award Leader.

This screen will appear and stay that way until your Award Leader has approved all 3 components – preparation and training, practice journey and qualifying journey.



When it has been approved by your Award Leader, you will see all 3 sections have a check mark beside them and when you click into that section under the REPORT tab you will see this page.

