

Online Registration Guide

1) Navigate to dukeofed.org/sign-up

2) Scroll to the middle of the page, where there is a dropdown menu with the words "Select Your Division"

Determine what level is right for you. The Award is divided into three levels: Bronze, Silver, and Gold. Depending on your age and experience, you may choose to start at the beginning (Bronze) and work your way up, or jump right in to Silver or Gold. Completing a level of The Award can take as little as 6 months, or 18 months or more, depending on your level and personal pace. Learn more about all three levels and the commitment each requires by downloading the [Summary of Conditions](#) for references. ([Click here](#) for the black and white print version)

SIGN UP

DONATE

SOCIAL MEDIA



Select Your Division



3) Clicking on the yellow dropdown tab, select "Newfoundland + Labrador" from the options

4) Additional fields to fill out will appear below the "Select Your Division" menu

| | |
|----------------------------|-------------|
| First Name | Last Name |
| Address (#, Street, Apt #) | City |
| Province | Postal Code |

5) Fill in all of the boxes with the appropriate information

Start Date: Is the date that you are registering

Participant Type: Choose "Continuing" if the participant has completed a previous level of the Award. Choose "Direct Entry" if this is their first time signing up for the Award.

Name of Group: If the participant is part of a group, fill in the group name here

Group Status: If the participant is part of a group, choose "Group Participant". If they are not part of a group, choose "Independent Participant".

6) Read the "Waiver Agreement" and click the check mark to agree to the terms. The checkmark will turn yellow once selected.

WAIVER AGREEMENT

- I will select the activities I will perform in order to achieve an Award.
- I will not attempt to perform any activity until I have made certain that I can perform it safely
- I acknowledge that no one is authorized by the Programme to advise as to the safety of any activity or as to whether I am capable of performing it safely, or to supervise or exercise any control or authority over me or any other participant. As a participant I assume full responsibility of such matters.
- I hereby release and hold harmless each individuals and legal entities involved in the Programme from any and all liability of any kind for any injury I might suffer while performing any activity in connection with the programme.
- This Agreement shall remain in effect as long as I am participating in the Programme.

I agree to the above terms listed in the Waiver And Agreement



7) Read the section regarding photo and information release and click the check mark to agree to the terms

8) Read the “Parent Agreement” and click the check mark to agree to the terms. Fill in the Parent/Guardian name and phone number in respective boxes.

PARENT ACKNOWLEDGEMENT

We are the parent or legal guardian of The Duke of Edinburgh's Award participant listed above. We have read the foregoing Waiver and Agreement, and we agree on behalf of ourselves and the participant to the terms thereof. We will assure ourselves that the participant is aware of and understands the terms thereof. We will assure ourselves that the participant is aware of the risks involved in each activity and we take full responsibility in lieu of the Programme for each activity. *Required for participants under the age of 18

I am the Parent/Guardian and I agree to the above terms



Parent/Guardian Name

Parents/Guardian Phone



9) Click on the “Pay Now” button below the “Parent Acknowledgement” section

I am the Parent/Guardian and I agree to the above terms

Parent/Guardian Name

Parents/Guardian Phone

10) Once the “Pay Now” button has been clicked, you will be redirected to our payment processing site PayPal

11) If you would like to pay with your credit card, fill out the information under the section “Don’t have a PayPal Account?”

Your order summary

| Descriptions | Amount |
|--|--------------------|
| Duke of Edinburgh's Award - Duke Of... | \$31.50 |
| Item price: \$31.50 | |
| Quantity: 1 | |
| Item total | \$31.50 |
| Total | \$31.50 CAD |

Choose a way to pay

[Pay with my PayPal account](#)

Log in to your account to pay

[Don't have a PayPal account?](#)

(Optional) Join PayPal for faster future checkout

Country:

Card number:

Payment types:

Expiration date: mm / yy /

CSC:

[What is this?](#)

11) If you would like to pay with a PayPal account, click on “Pay with my PayPal account”

12) Click “Pay” once all sections are filled out

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

13) At this point, you will receive an email from PayPal confirming your payment



14) Once your registration has been processed, you will receive an email from the Newfoundland and Labrador Award Office with directions on how to sign up on the Online Record Book