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”

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

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.

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.

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

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?”

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

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