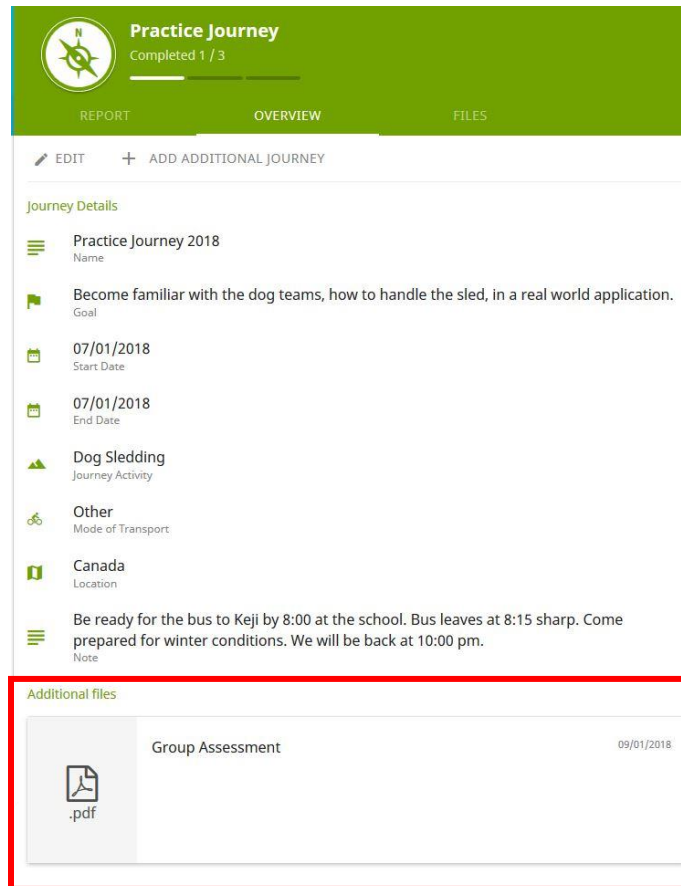


How to submit your Adventurous Journey Section using the group assessor report:

If you are receiving these instructions, your Award Leader had assigned you a Practice or Qualifying Journey. To view the details go to your Adventurous Journey Section. In order to complete and submit the Adventurous Journey section follow the instructions below. The instructions are the same for both Practice and Qualifying Journeys.

Please read carefully:

1. Complete your personal reflection/report for the journey and have an electronic copy ready to upload.
2. Log into ORB on a computer (**not the mobile app!**) at www.onlinerecordbook.org.
3. Select the appropriate Journey (i.e: your Practice or Qualifying journey) and click the 'Overview' tab and scroll down to the additional files.



The screenshot displays the 'Practice Journey' overview page in the ORB system. The page has a green header with a compass icon and the text 'Practice Journey Completed 1 / 3'. Below the header are three tabs: 'REPORT', 'OVERVIEW', and 'FILES'. The 'OVERVIEW' tab is selected. The page includes an 'EDIT' button and a '+ ADD ADDITIONAL JOURNEY' button. The 'Journey Details' section lists the following information:

- Name: Practice Journey 2018
- Goal: Become familiar with the dog teams, how to handle the sled, in a real world application.
- Start Date: 07/01/2018
- End Date: 07/01/2018
- Journey Activity: Dog Sledding
- Mode of Transport: Other
- Location: Canada
- Note: Be ready for the bus to Keji by 8:00 at the school. Bus leaves at 8:15 sharp. Come prepared for winter conditions. We will be back at 10:00 pm.

The 'Additional files' section is highlighted with a red box and contains one file:

- Group Assessment (09/01/2018) - .pdf

4. Click the Journey Assessment PDF to download it.
5. Click the 'Report' tab.
6. Upload your personal reflection/report of the journey and leave a short note in the observation fields.
7. Click the 'Send for Approval' button.

8. A pop-up window will open. If it does not, click the 'Send for Approval' button on the 'Report' tab and it will generate.
9. **Important:** In the pop-up window, select the 'I already have an assessment' option.
10. Upload the Journey Assessment through the 'add document' field.
11. Include a note for your Award Leader if you like.
12. Click 'Send for Approval.'