Introduction

The International Online Record Book (ORB) is a web platform that allows participants to record their activities and submit their Awards. It also allows Award Leaders to monitor participants’ progress and approve submitted Awards.

This document has been written for participants who are taking part in The Duke of Edinburgh’s International Award.

It provides detailed, step-by-step guidance on how they can use the new Online Record Book web interface.

Supported Browsers

The Online Record Book (ORB) can be accessed using the latest versions of the following browsers:

- Google Chrome (the system works best in Chrome)
- Safari
- Firefox
- Microsoft Explorer
- Edge

Please make sure that ‘pop-ups’ are enabled in your browser for the site.

App for Participants

Once you have registered using the Online/Web interface, please feel free to download the app for your mobile device so that you can record your progress more efficiently!


iOS Participant: https://itunes.apple.com/gb/app/id1215719234
I am new to ORB. Where do I begin? How to Register

www.onlinerecordbook.org

Login page for Online Record Book

<table>
<thead>
<tr>
<th>Participant</th>
<th>Award Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Staff login</td>
<td>Not Registered?</td>
</tr>
<tr>
<td>Email</td>
<td>Register a new account as:</td>
</tr>
<tr>
<td>Password</td>
<td>○ Award Participant</td>
</tr>
<tr>
<td></td>
<td>○ Award Leader</td>
</tr>
<tr>
<td>Forgot your password?</td>
<td></td>
</tr>
</tbody>
</table>

| Log in | Register |

- **#1.** Under **Not Registered** - Select Award Participant
- **#2.** Then Click ‘Register’

Complete all fields, clicking on the Continue button to continue through the sections. The browsers back button can be used if you want to review/edit details.
Welcome to the Online Record Book

You are now registering as an Award participant.

Select Country

Select your Operating Authority

Select sub Operating Authority

Select your Award Unit

Do you know who your Award Leader is?

- Yes
- No

#1. Select your Country from the drop down menu
#2. Select your Operating Authority (Ontario) by typing in “Ontario”
#3. Select your Sub-Operating Authority – this is the area of the province that you live in. It is organized by postal code. N.B. If your Award Unit is in a different postal code, you will need to select that one.
#4. Start typing the name of your Award Unit in the box. If you are not in an award unit, select Independent Participant for your area of Ontario.
#5. You will be asked if you know your Award Leader

If you select ‘Yes’ you must insert their email address.

If you select ‘No’, your account will be assigned to an Award Leader in your Unit, during ORB set-up/registration approval.

#5. Click
Selecting Your Award Level

1. Select the Award Level (age restrictions apply, please contact your Award Unit for more information)

2. Click Continue

Contact Details

1. Enter a valid email, then confirm/re-enter
• #2. Enter your phone number including “1” and the area code. This will change it to the Canadian flag.

• #3. From the drop down menu select phone type

• #4. Click Continue

Personal Details

- #1. Insert your personal details, Complete all fields
- #2. Click ‘Continue’

Parent/Guardian Consent

If you are under 18, you will be prompted to complete parental/guardian consent.
**IMPORTANT** - if you select ‘My parent/guardian will confirm consent by email,’ your parents will receive a verification of Parental Consent email. NOTE: Parental consent must be given before your ORB setup/registration can be approved. The method of Parent/Guardian consent may not be changed, once you have selected it.

- #1. Complete all fields
- #2. Click
Payment Details

Payment Type:

- Pay with PayPal
  You will be asked to type in your transaction ID.
- Pay Award Leader or Unit
  Bring required amount to your Award Leader or Award Coordinator in your Unit.

Continue

- #1. Select ‘Pay with PayPal’. You do not need to have a PayPal account to do this. Choose the option to pay with a Credit Card or Visa Debit Card if you do not.

Pay with PayPal

Email

Password

Log In

Having trouble logging in?

or

Pay with Credit Card or Visa Debit

- #2. Input your transaction ID from PayPal (please do not enter your credit card number!)
• #3. click **Continue** to send your ORB setup/registration for approval

Next Steps

• ORB will send a verification of email to your email address. **Click on the link to verify your email address. N.B.: Your email address must be confirmed in order for ORB setup/registration to progress.**

   NOTE: If within 2 hours you have not received a verification email, contact the Award Unit. Your Award Unit has the ability to re-send your verification email. Independent participants should contact the Provincial Award Office.

• Once your email is confirmed, ORB will send a verification of Parental Consent email to your parents, if required. **Your Parents must click to give consent. N.B.: Parental Consent must be confirmed in order for ORB setup to progress**

• Once Parental Consent is confirmed, ORB will notify your Leader to accept you into the Award Unit.
• Your payment will be verified and then you will receive the following **notification** once you have been approved by your Award Leader

![Notifications]

- Award Registration Approved
- 04/05/2017
- Congratulations! Your registration has been approved and you can start work on your Award.
I have an ORB account or How to Log In.

www.onlinerecordbook.org
Login page for Online Record Book

Forgot your password?

• #1. Enter your email address
• #2. Click ‘Forgot your password?’

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

• #1. Click ‘Participant Tab’
• #2. Enter your email address and Password
• #3 Click ‘Log in’
Setting Up Your Activities

When you log into the online record book you will see the Award Sections on the left side of your home page.

• #1. To set up your activities, click on the + button next to a section.

#1. Choose a Category

#2. Choose a subcategory that best describes the activity.

#3. Set a GOAL. Please be specific about your goal and explain what you will be doing to achieve it.

#4. Complete your Assessor Details. You must have an assessor who can verify your participation in this activity. This can be any adult who is qualified or experienced in the activity. Please do not choose parents or family members as your assessors!

#5. At the bottom it will ask if you would like to use this section as your Major. The Major only applies to Bronze participants, or those who have entered directly at Silver or Gold. You choose one section as your major.

You can change your major later by going to the drop down arrow beside your name in the top right hand corner of the screen.

#6. When you are finished setting up your activity, click on the SETUP button.
Notes - Setting Up Your Activities

You will see this icon 🗺️ next to your section activity. ORB is waiting for you Award Leader to approve your activity. It must be approved before you can start logging. Please email your Award Leader if you have not received approval or revision instructions after 1-2 business days.

Once the activity has been approved, ORB will notify you. All notifications 📣 appear at the top right of your page (next to your name). The 🕒 will be red when you have a new notification and the + ADD LOG button will now be present on the bottom right hand corner of your screen.

An additional activity can only be added once your leader has approved the first/initial activity.

Once the first activity has been approved + ADD ADDITIONAL ACTIVITY will appear.

If you click on + ADD ADDITIONAL ACTIVITY, you will receive this message before you can proceed.

![Message](image)

When you click + ADD ACTIVITY you will set up a new activity the same way you did previously.

You can add an additional activity to service and physical recreation to a maximum of three.

**Once an activity has been added and approved, it cannot be deleted.**

You require an assessor for each activity.

You should choose 1 activity for the SKILL.

You must discuss with your leader if you need to change your SKILL activity.

The Award offers the flexibility of adding an additional skill once **only** per Award Level if something has occurred to make your first choice no longer practical or possible.

The hours logged for all activities in one section are counted together.
Logging Activities

#1. Using the + ADD LOG button at the bottom right hand side of the screen, you can start adding your logs.

This window will appear:

- #1. Write a description of the activity performed
- #2. Choose the date and the amount of time spent on the activity
- #3. You can add a photo if you like
- #4. Click ADD LOG button
- IMPT: your first entry will be counted as 1 hour
- Then you can log 1 hour every 7 days, 2 hours every 14 days, 3 hours every 21 days or 4 hours every 28 days. To a max of 4 hours every 28 days.
Remember that you must log the required number of hours AND weeks to complete a section. You will see your total number of hours/weeks on the top of your screen when you open the activity.

Editing or Deleting Logs

#1. Simply click on the log you want to change and this screen will appear.

- #1. Select EDIT or DELETE

  If you choose DELETE, ORB will ask – Are you sure?

  If you click YES, then that log will be deleted.

If you select EDIT. This window will appear:
#1. Click on the EDIT LOG button

You can now edit any missing or incorrect

#2. Continue to add logs each time you do your activity until the section is completed
Section Complete and Assessor Approval

You will receive this message

Assessor Approval is now required

- If you click the ‘Send for Approval’, your assessor(s) will receive an email from ORB to provide verification and assessment of your activity.

  No need to scan or upload any document using this option.

  If your assessor doesn’t receive the email, your Award leader has the ability to re-send the email.

- If you click ‘I already have an assessment’ this window will open prompting you to upload the file. This option is asking for a paper assessment.

- If you don’t have a paper assessment yet, simply close the box by clicking on the X and see next steps on how to get a paper assessment.
Downloading a paper assessor’s report

- Navigate to the drop down arrow by your name in the top right corner and choose AWARD SUMMARY.

This window will open

Below each section is a grey button that says DOWNLOAD SUMMARY FOR ASSESSOR. Click here for section summary

Uploading a paper Assessor’s report

- Once your assessor completes your report, **Scan as a PDF or take a JPEG pic**

- Click on the relevant award section.

This window will open again.
- Click ‘I already have an assessment’

IMPT: **DO NOT USE THE FILE TAB TO UPLOAD YOUR ASSESSMENT. ORB WILL CONTINUE TO ASK YOU TO UPLOAD IT USING THE METHOD OUTLINED ABOVE**
Once your assessor give approval, you will receive this message. Now it is time to send it to your award leader for approval

- Click SEND FOR APPROVAL
Setting up the Adventurous Journey – Preparation and Training

• Click on Preparation and Training

This window will open.

• Click activity
This window will open.

- Select the date each training activity was completed
- Tick the box

At the bottom of you will see this box. If you did additional training, add it here

Added Preparation and Training Activities

Here you can add an extra Preparation and Training Activity.

- Click UPDATE

This message will appear.

You can send your report to your Award Leader.

- Click SEND REPORT (it has now gone to your leader for approval)
Your Overview Screen will look like this:

Once your Preparation and Training Section has been Approved, your Activity Screen will look like this:

Your Journey is complete.

You will also see a checkmark next to Preparation and Training on the left-hand sidebar. Your Journey should also show 1/3 completed.

Note: In the Overview Section it will still show Awaiting Award Sign-off, since this is only one part of the whole Adventurous Journey section.
Setting up the Adventurous Journey – Practice Journey

On the left side of your page, under the Adventurous Journey

- Click + next to Practice Journey

This window will open

- Complete all fields
- Click Set up
- You will get a message that reads, ‘New participant event has been added’
My Practice Journey is Complete

On the left side of your page, under the Adventurous Journey

- Click Practice Journey

This window will open

- Click Report

This window will open

- Click SEND REPORT
This window will open

- Complete Journey Observations
- Upload your report – please see p. 27 for details about what to include in your report.
- Click SEND FOR APPROVAL

This window will open

- Click SEND FOR APPROVAL

You will get this message

**Recommendation: Do not click I already have an assessment**
Otherwise, you will need to get a paper approval from your supervisor and upload it.
My Qualifying Journey is Complete

On the left side of your page, under the Adventurous Journey

- Click Qualifying Journey
- Click Report
- Click Send Report
- Complete Journey Observations
- Upload your report – please see p. 27 for details about what to include in your report.
- Click SEND FOR APPROVAL

You will get this message

Once approved by your supervisor/assessor, you will receive the messages below. It is now time to send it to your Award level for approval.

- Practice Journey
  - Click SEND FOR APPROVAL

- Qualifying Journey
  - Click SEND FOR APPROVAL
Setting up the Adventurous Journey – Qualifying Journey

On the left side of your page, under the adventurous journey

- Click + next to Qualifying Journey

This window will open

- Complete all fields – remember that you must have BOTH an Assessor and a Supervisor. They may be the same person.
- Click Set up
- You will get a message that reads, ‘New participant event has been added’

This symbol means your activities are awaiting leader approval
My Qualifying Journey is Complete

On the left side of your page, under the Adventurous Journey

- Click Qualifying Journey
- Click Report
- Click Send Report
- Complete Journey Observations
- Upload your report – Please see the Adventurous Journey Report Requirements for details about what to include
- Click SEND FOR APPROVAL

You will get this message

![Your Report has been sent to your Assessor for approval.](image)

Once approved by your supervisor/assessor, you will receive the messages below. It is now time to send it to your Award level for approval.

- Practice Journey
- Click SEND FOR APPROVAL

- Qualifying Journey
- Click SEND FOR APPROVAL
How to write your Adventurous Journey Report

First, write about your Practice Journey

- Where did you go? When did you go?
- What did you do?
- How did this prepare you for the Qualifying Journey?
- Did you complete your preliminary training?

(Length 1-2 paragraphs)

Next, write about your Qualifying Journey

- Where did you go? When did you go?
- How did you get there?
- Who went with you? Were they also working towards an Award?
- What did you do while you were on the trip?
- How far did you travel (under your own power)?
- What did you learn? What did you experience?
- What was most challenging about this journey?
- What would you do differently next time?

Recommended: 1-2 pages (Br), 2-3 pages (Si), 3-4 pages (G)

If you did an Exploration be sure to add:

- A summary of your pre-trip research (how did you learn about your topic before the trip?)
- A description of your study (how did you explore your topic while on the trip?)
- The findings of your study (what did you discover as a result of your study?)

Make sure you include:

- Personal equipment list (what did you bring?)
- Group Equipment List (what did you share with others?)
- First-Aid kit list (what was in the first-aid kit?)
- A Route Map (indicating your route, campsites, distance travelled)
- Trip Menu (what did you eat?)

These materials should be the Participants own and not ones provided to them. Each Participant must complete their own report.

The format for the report is flexible! Include pictures or make a PowerPoint. Flex your creativity!

Make sure your Record Book is complete with dates and signatures.
Setting up the Residential Project

Under Residential Project Choose Activity
- Click +

This window will open
- Click SET UP RESIDENTIAL PROJECT

You will receive this message

Your Residential Project has been set up and sent to your Award Leader for approval.
My Residential Project is complete

Under Residential Project Section
- #1. Click on Report Tab and this window will open
- #2. Complete your observations
- #3. Upload your report
- #4. Click SEND FOR APPROVAL

Once approved by your assessor, you will receive this message

It is now time to send it to your Award leader for approval
- Click SEND FOR APPROVAL
Completing Your Award Level

Once you have completed all of the required activities, there are a number of steps that your application must go through in order to be approved:

1. Before submitting your application, please make sure that your account reflects a VALID email address and mailing address.
2. Each Activity must be complete, assessed by your assessor and their report must be added to your application.
   - Add all your logs in the four sections
   - When you complete your logs this box will appear:
     - Send each of the sections for assessment to the person that you identified as your assessor
     - Your assessor will receive an email where they will verify that you have complete the logs that you wrote down
       - Assessors have a limited amount of time to respond to these email requests. Please make sure that you have entered your assessor’s email correctly and that they are expecting your assessment.
     - Once your assessor approves the activity, your account will look like this:
• You will then need to click “Send for Approval” this will then be sent to your Award Leader for their approval
• Once your Award Leader approves your activity, it will look like this (there will be a check mark next to the activity that they have approved):

• You will replicate these steps of completing a section, sending it to your assessor, and then sending it to your Award Leader for all four sections
• Once all of your sections have been signed off by your Award Leader your account will look like this:

• Check marks next to each activity and a bar at the bottom that says “You can send your Award to your Award Leader for approval: SEND”
• Click on the SEND button on the bottom bar
3. The Ontario Office will then assess your application. If the Assessment Committee finds any errors or omissions, they will let you know. Here are the time guidelines for assessment and processing:

- **BRONZE Applications** – assessed by the Award Leader, Ontario Award Office Assessment Committee – processing and assessment time is approximately four to six weeks. During our busiest times, this may be longer.

- **SILVER Applications** – assessed by the Award Leader, Ontario Award Office Assessment Committee, Ontario Award Officers – processing and assessment time is approximately six to eight weeks. During our busiest times, this may be longer.

- **GOLD Applications** – assessed by the Award Leader, Ontario Award Office Assessment Committee, Ontario Award Officers, National Program Director – processing and assessment time is approximately eight to twelve weeks. During our busiest times, this may be longer.
Recognition of Your Award Achievement

BRONZE Award Achievers – both pin and certificate are sent to the Award Unit (or directly to participants in the case of Independent Participants). Presentation is arranged by the Award Unit at the local level.

SILVER Award Achievers – the pin is sent to the Award Unit (or directly to participants in the case of Independent Participants). Presentation of certificates is organized at the Provincial level. The Lt. Governor of Ontario usually makes these presentations. There are one or two ceremonies per year in Ontario. Participants will be notified by email about ceremonies.

GOLD Award Achievers – the pin is sent to the Award Unit (or directly to participants in the case of Independent Participants). Presentation of certificates is organized at the National level. Presentations can be made by the Governor General of Canada or sometimes a member of the royal family. There are one or two ceremonies per year in Ontario. Participants will be notified by email about ceremonies.
Moving to the Next level

From the victory screen

- #1. click on `Start next Level`  
  You will be re-directed to fill in your new registration

- #2. Press `Continue` to complete your registration

- #3. Insert the level you’re registering for

- #4. Review your contact details

- #5. Review your personal details

- #6. Select your payment type

- #7. Click ‘Finish’ to complete your registration

Your Award Leader will review your application. You will receive a notification once your registration has been approved by your Award leader.
Contact the Ontario Award Office

Should you have any questions about your registration or your Award progress, please do not hesitate to contact us at the Ontario Office!

We can be reached by email at ontario@dukeofed.org. This is the best way to get in touch with us!

Our Toronto Office is open from 9:00 a.m. – 5:00 p.m., Monday through Friday. Holiday closures will be indicated on our website and general email address.

We can be reached by phone at 416-203-228 or toll free at 1-800-929-3853

If you would like to stop by our office, we are located at:

156 Front St. W.
Toronto, Ontario
M5J 2L6