



START YOUR AWARD TODAY

How to Register on the Online Record Book

1 Register Here:

onlinerecordbook.org

2 Registration Info:

Step 1:

Select Canada as the country/territory organization OR Virtual Award Centre.

Step 2:

Select your Operating Partner: if you are part of National Organization that is listed, select your organization, otherwise select your province/territory and then select your Award Centre (school/organization). If you cannot find your Award Centre and still wish to participate, select Virtual Award Centre.

3 Complete Form

Create your account by selecting your Award level and inputting your registration information. Finish setting up your ORB account by creating a password.

NEXT STEPS ONCE REGISTERED

1 Choose Your Assessors:

Each activity will need a different adult Assessor. Find more information about [Assessors here](#).

2 Set up activities:

Activities must be approved by your Award Leader before starting to log.

3 Start logging:

Download the participant app to log your activities on the go!



CONNECT WITH US

www.dukeofed.org | support@dukeofed.org |     @dukeofedcanada

4 Complete Your Registration:

- Participant email confirmation.
- Parental consent (if applicable).
- Registration payment (if payment is required, you will be prompted to do so once parental consent has been given if applicable or upon registration). Please note that this is mainly applicable to participant who registers to the Virtual Award Centre.

5 Registration Confirmation:

Your account will be confirmed by your Award Leader once all registration steps are completed. Reach out to them with any questions or concerns.

HELPFUL TIPS

- Your account is not ready to be confirmed until all registration steps are completed.
- All participants must be registered with an Award Centre. If you didn't find your Award Centre listed in the ORB, please visit our Virtual Award Centre page to learn more about this opportunity or contact support@dukeofed.org.
- Speak to your Award Leader if you have any questions or concerns.

Tip and Resources for participants