



# Online Record Book Registration Instructions for New Participants

This document serves as a streamlined guide to assist Award Leaders in helping their participants register for the Award. It provides step-by-step instructions and required details to simplify the registration process in the Online Record Book (ORB). With this guide, Award Leaders can confidently support all new participants at all Award levels—Bronze, Silver, and Gold—in completing essential registration steps efficiently and accurately.

## How to Use It:

**Award Leaders may fill out the text boxes and then provide this instruction guide to their participants** in instances where Contact Details, Personal Details, etc. may be standardized by their Award Centre (i.e. using the Award Centre's address for Home Address). **Fill out the options, send this form to your participants, and have them enter the information below during the ORB registration process.** There's also a link to a tutorial video that offers visual guidance on the process from a participant's perspective.

**ORB Registration Video:** <https://www.youtube.com/watch?v=tau7Hkg4-m0>

Participants can use the following link to prepopulate the first page of the registration process. ***Copy and paste this url into your browser to activate:***

**Note for Award Leaders:** [Click here](#) for more information on how to invite participants to the Online Record Book.

## Required Registration Fields

Section	Field	Options/Notes
Welcome	Select Country or Territory	Canada
	Select your Operating Partner	
	Select sub Operating Partner	
	Select your Award Centre	

	Do you know your Award Leader's email address?	Yes
	Award Leader Email Address	
	What level of the Award are you registering for?	
<b>Contact Details</b>	Email	
	Phone Number	
<b>Personal Details</b>	First Name	<b>Enter Your First Name</b>
	Last Name	<b>Enter Your Last Name</b>
	Date of Birth	<b>Enter Your Date of Birth</b>
	Gender	<b>Enter Prefer not to say</b>
	Nationality	<b>Enter Your Nationality</b>
	Employment Status	<b>Student</b>
<b>Home Address</b>	Address First Line	
	City	
	Zip/Post Code	
	State/Province/Region	
	Country/Territory	Canada
<b>Parent/Guardian Consent</b>	Your parent/guardian First Name	<b>Enter Your Parent's First Name</b>
	Your parent/guardian Last Name	<b>Enter Your Parent's Last Name</b>

	Relationship to Participant	Parent/Guardian
	Phone	<b>Enter Your</b> Parent/Guardian's Phone #
	Email	<b>Enter Your</b> Parent/Guardian's Email
	How do you want to apply?	<b>Select</b> My Parent/Guardian Will Confirm Consent by Email
<b>Self-identifying Questions</b>	For All Questions...	<b>Select</b> N/A or Prefer Not To Say
<b>Payment</b>	Payment Type	<b>Select</b> Other method (pay to Award Leader or Unit)
<b>Privacy Policy</b>	I have read the Privacy Policy and agree with it	<b>Select</b>
	I have read the Terms and Conditions and agree with them	<b>Select</b>
	(Optional) As an Award participant, I give my consent for the foundation to use my photographs/pictures for promotional purposes.	<u>(Optional)</u>