1. More about the Online Record Book (ORB)

The Online Record Book (ORB) is a secure web platform that allow participants to record their activities and submit their Awards, and also allow Award Leaders to monitor participants' progress and approve submitted Awards.

The user guides are for participants who are taking part in The Duke of Edinburgh’s International Award programme. It provides detailed, step-by-step guidance on how they can use the new Online Record Book web interface.

The Online Record Book can be accessed via the following URL: https://www.OnlineRecordBook.org

Supported Browsers and Technical Information

The ORB can be accessed using the latest versions of the following Browsers:

- Google Chrome
- Firefox
- Microsoft Edge
- Microsoft Internet Explorer
- Safari

The ORB can also be accessed using the following mobile applications:

You can also download our Participant App to access the Online Record Book anytime, anywhere.

[Download App]
2. Register to start your Award

You can register on the Online Record Book (ORB) as a participant, selecting the option Award participant on the login page, and then clicking on Register, as displayed above on the login page overview.

Complete all fields, clicking on the Continue button to continue through the sections. The browser’s back button can be used in you want to go back and review/modify the details inserted.

1. Select you Award Unit Country from the drop down menu.

2. Type in your Award Unit name (if you are unsure of the name of your Award Unit, contact your nominated Award Leader).

3. You will be asked if you know your Award Leader:

   - If you select Yes, you must insert their email address so that the system will automatically assign your account to your Award Leader.

   - If you select No, your account will then be assigned to an Award Leader of your Unit, during registration approval.

4. Select the Award Level you’re registering for (age restrictions might apply, please contact your Award Unit for more information).
5. Insert your **Contact Details**. The country code will be automatically selected.

- **Contact Details**
  - **Email**: 
  - **Confirm Email**: 
  - **Secondary Email**: 
  - **Confirm Secondary Email**: 
  - **Phone Number**: 
  - **Phone Type**: 
  - **Secondary Phone Number**: 
  - **Secondary Phone Type**: 

6. Insert your **Personal Details**:

- **Personal Details**
  - **Title**: Select
  - **First Name**: 
  - **Middle Name**: 
  - **Last Name**: 
  - **Date of Birth**: 
  - **Gender**: 
    - Female
    - Male
    - Prefer not to say
  - **Nationality**: Select
  - **Employment Status**: Select

7. Select your **Payment Type**. There are different payment options depending on your Operators requirements.

- **Payment Type**:
  - Other method (pay to Award Leader or Unit)
    - Bring required amount to your Award Leader or Award Coordinator in your Unit.
If you have selected ‘Pay Online by debit / credit card’ you will be redirected to a payment window at the end of your registration.

8. Set your Online Record Book Login details.

Type in your password & check the box to confirm that you have read the Terms and conditions.

A verification email will be sent to the email address you provided during your registration. This email will have a link to verify your email address. Your email address needs to be confirmed in order for the application to progress.

N.B If within 2 hours you have not received the email confirmation, please contact your Award Unit.

You will receive an email once your registration has been approved by your Award Leader.

Note: If you log on to the ORB and your registration is still awaiting approval, an error message will be displayed at the bottom of the screen in case, for example, you wish to start logging your activities. (a)

(a) Error message displayed

You will receive a notification on ORB when your registration has been reviewed and approved by your Award Leader.
3. Forgot your password?

If at any point you need to reset your password, you can select the option **Forgot your password?** from the login page.

Insert your email address in the dialog box and press **Send**.

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

Hello,

This is an automated email that you are receiving from The Duke of Edinburgh’s International Award Foundation.

If you reset your password, please click on the link below:


Please be aware that this link will expire after 12 hours. If this link expires, you will be required to reset your password again, using the method above.

If you have any questions regarding this email or about setting up your Award, please contact your Award Leader.

Kind regards,
The Duke of Edinburgh’s International Award Foundation.
4. Landing page overview

Using the Online Record Book, as a participant you will be able to:

- Edit your profile
- Choose activities and manage your progress
- Add logs and pictures to existing and approved activities
- Receive notifications when an activity request, section and Award has been approved or needs to be modified, after Award Leader’s review
- View your Award Leader’s contact details
5. Edit profile and settings

If any of your personal details change while you are doing your Award, you can update this information via the Online Record Book.

From the landing page, if you click on your name the following options will be displayed:

- **Updating your details**

  Select the option **Profile** as displayed above

  1. If you want to **add a profile picture**, click on **Edit** and then click on the picture field
  2. You will be prompted to select a picture to be uploaded
  3. Save your updated profile and click on **Save** to update your changes

4. Click on **Edit** to update your details including the option of adding a secondary telephone number and email address. Click on **save** to update your changes.

5. You can also **change your password**.

   Insert your old and new password as requested in the pop up window.

   Click on **Change Password** to save your settings.
• **Updating your language settings**

Select the option **Settings** as displayed below.

1. **Select your language** from the list of languages available.
2. The page will refresh and the setting will be changed.

• **View your Award summary**

1. Select **Award Summary** to view an overview of your progress, goals, start dates, activities and hours completed.
2. You can also download an **Award Summary report**.

• **View the name and contact details of your Award Leader**

1. Select **My Award Leader** from the landing page

2. You will be able to view your Award Leaders name, email address and telephone number.
6. Managing Sections and Activities

Once logged in you will be taken to the landing page where you will be able to view the four sections of your Award. If you are a new participant, you will need to select the activity you’d like to complete as part of your Award.

To select a new activity:

1. Log in to the ORB and select the section you wish to add the activity to.

2. Select the chosen activity from the list of activities available (if your activity is not listed you can choose Other and type the name of your activity in the text box available).

3. Insert the required details.

4. Add in your Assessor details.

Once the activity has been saved, your Award Leader will receive a notification asking her/him to review the activity details and to approve or decline your request.

Awaiting Award Leader action.
Note: If your Award Leader wants you to revise your activity, you will receive a notification found within the list of notifications. You can also view a warning message next to the activity you need to revise.

Click on the warning message to see the reason your activity needs revision and make the advised amendments before resubmitting it.

Make the required changes and click on Setup.

Once approved, you will be able to add activity logs.

Note: You can change your major section after all activities setup have been approved by your Award Leader.

Add, Edit or Delete Logs for Activities:

Once your activity has been approved by your Award Leader you will receive a notification and will then be able record your logs against it.

To add a new log:
1. Click your activity that has been approved.
2. Click on at the bottom of the screen.
3. Fill in the required details such as date, duration and description.
4. Add any pictures taken while carrying out the activity (optional).
5. Save the newly added log.
Once you start adding logs you will notice that the progress bar will move based on the number of hours completed.

To edit/delete a log:
1. Click on the log you would like to edit.
2. Select Edit to edit the log, amend the information and click on Edit Log to save the changes.
3. Or select Delete to delete the log, as necessary.
4. Confirm your choice.

Editing your Activity details
1. From the landing page click on the chosen Section.
2. Select the tab Overview.
3. Click on the option Edit Activity.
4. Modify your Activity details and click on Save to save your new details.
Managing your library

You can link files (pictures, reports, presentations etc.) to any of your four Award sections:

1. From the landing page click on the chosen section.
2. Select the tab Files.
3. Click on the option Upload File.
4. Click on Add File and select the file from your device.
5. Type in the Title and Description of the attachment.
6. Click on Add File to upload your new file.

Note: File sizes are limited to 10mb per file.
Completing a Section

Once you have finished logging the hours for a Section, the system will prompt you to send to your Assessor for approval.

Once the assessor has approved the report, you can forward to your Award Leader for approval.

Or, if you already have an approved assessor report, you can attach it and send to your Award Leader with a message.
Note: Only MS Word or PDF image files can be uploaded.

After you have received approval from the assessor or send the assessors report to your Award Leader, you can now send the Section for approval by your Award Leader.

Your Award Leader may request a revision first.

Once the Section has been approved by your Award Leader, you will receive a notification on the Online Record Book.
7. Setting up multiple Activities per Section

While doing your Award, as a participant you can choose up to three activities per Section of the Award. If you would like further information on choosing multiple activities for a Section, please contact your Award Leader.

To set up an additional Award activity within a Section:

1. Log into the ORB and click on the active activity within the Section that you would like to add the new Activity to.
2. Click on the tab
3. Click on

Before adding an additional activity, please discuss first with your Award Leader.

Complete the activity details.

If you are selecting more than one activity, please discuss this with your Award Leader first.

Once the activity has been saved, your Award Leader will receive a notification to approve or decline your request.

If your Award Leader declined your activity request you will receive a notification with an explanation as to why it was declined so that you can make amendments and resend for approval.

N.B: The hours logged for individual activities within a Section will be combined and added towards the completion of your Award.

You can still only log 1 hour per week.
8. Downloading your Award and Section Summaries

Downloading your Award Summary

If you would like a printed copy of your Award progress, you can download your Award Summary at any time.

To download your Award Summary:

1. Click on your name at the top of the page.
2. From the drop down menu select Award Summary.
3. Click on.
4. The PDF file will be automatically downloaded.
Downloading your Section Summary

Once you have finished logging the hours for a Section, you can send it for Assessor approval either by email or by downloading and printing it to give to your Assessor in person. If you prefer to give it to your Assessor in person, follow the below steps.

**To download your Section Summary:**

1. Click on your name at the top of the page.
2. From the dropdown menu select Award Summary.
3. Scroll to the Section you would like to download the Assessor Report (Section Summary).
4. Click on .
5. The PDF file will be automatically downloaded.
6. Upload it to the ORB.
7. Send it to your Award Leader via the ORB.
8. Should you need to download your Assessor Report again, you can do so at any time by going to your Award Summary and selecting the summary within each section and clicking on .
9. Setting up your Adventurous Journey

To set up your Adventurous Journey (Practice and Qualifying) and record Preparation and Training activities click on the Adventurous Journey section from the list of sections available on your landing page.

Preparation and Training:

To record your Preparation & Training activities:

1. Click on the **Preparation and Training** option from the Adventurous Journey Overview.
2. Click on **Activity** tab.
3. Record your Preparation & Training activities and tick the activities as you complete them.
4. You can add a new activity if not yet listed (optional).
5. Press **Update**.

Once all Preparation and Training activities have been recorded you can send them to your Award Leader for approval by clicking on **Send Report** from the **Activity** tab.
Your Award Leader will review your Preparation and Training activities and approve/return them to you for review. You will receive a notification which will appear within the list of notifications.

To create your Practice / Qualifying Journey:

1. Click on the Adventurous Journey Section from the landing page.
2. Click on Practice or Qualifying Journey option from the Adventurous Journey Overview, according to the Journey you would like to create.
3. Insert your Journey details on the pop-up windows below.
4. The mandatory fields will show.
5. Press Setup to finish setting up your Journey.

6. Your Award Leader will need to check and approve your Adventurous Journey details or return them to you for review. You will receive a notification within the list of notifications.

7. You will need to send your Adventurous Journey for Supervisor/Assessor Approval once the Journey is complete.

8. Click on the tab and press SEND REPORT and press

9. You will be asked to insert your Journey Observations and any relevant documents (optional) before sending it for approval:
   - The Supervisor is responsible for signing off Practice Journeys.
   - The Assessor is responsible for the certification of the Qualifying Journey.

10. Once you have received Supervisor/Assessor Approval, you will be able to send the Sections of your Adventurous Journey to your Award Leader for sign-off.
Adding an additional Practice Journey

Before undertaking your Qualifying Journey, you can complete more than one Practice Journey if needed.

To record the details of your additional Practice Journeys:

1. Click on the Practice Adventurous Journey already created in the system.

2. Click on the + ADDITIONAL JOURNEY from the Overview tab.

3. Insert your Journey details in the pop-up Window.

4. Press Setup to finish setting up your Journey.

5. Your Award Leader will need to check and approve your Adventurous Journey details or return them to you for review. You will then receive a notification within the list of notifications.
10. Completing your Award

In order to complete your Award, your activities must be consistent and meet the minimum time requirements as laid out in the Award Framework. If you are unsure about these requirements, please contact your Award Leader.

After logging all activities, your section will reach completion and you will be able to:

- Send the section to Assessor for approval via email.
- Upload a certificate or any documentation given to you that proves you completed that Section.

After your Award Leader have approved all the Sections, you will be able to **send your Award for approval** to your Award Leader.

After your Award Leader has signed-off your Award, it is automatically send to your Award Office for final review.

When the Award office has signed-off your Award, you will receive an email notification.
11. Starting the next level of your Award

Once your Award has been signed off by your Award Office, you can choose to start your next Award Level (if you are a Bronze or Silver Award holder). If you are interested in participating in the next level of the Award, please contact your Award Leader for advice.

1. From the victory screen click on Start next Level.
2. You will be redirected to a webpage to fill in your new registration (see section 1.1).
3. Press Continue to complete your registration:
   - Insert the level you’re registering for
   - Review your contact details
   - Review your personal details
   - Answer the profile questions asked (if applicable)
   - Select your payment type
   - Click on Finish to complete your registration

Your Award Leader will review your application and you will be notified once your registration has been approved.