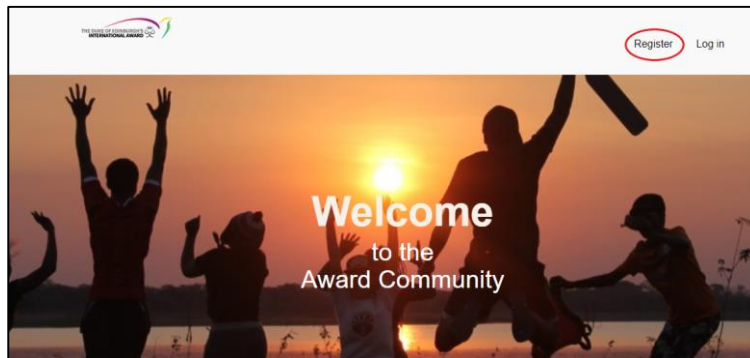# Award Leader training for the Online Record Book
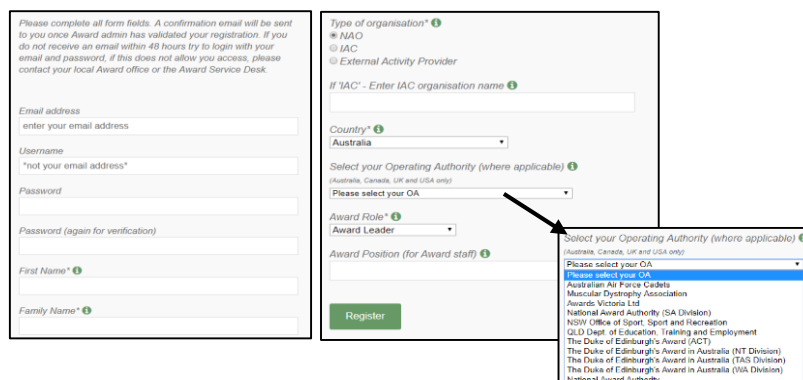*Gaining access to the Award Community online training modules*

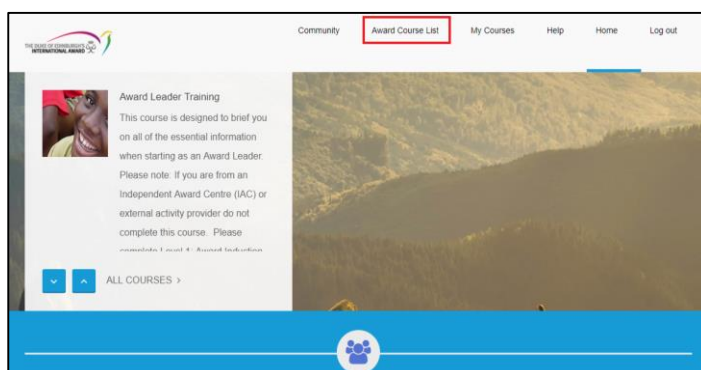*Note: if you already have a login to Award Community, please go to step 4).*

1. Go to *Award Community* website: www.awardcommunity.org.
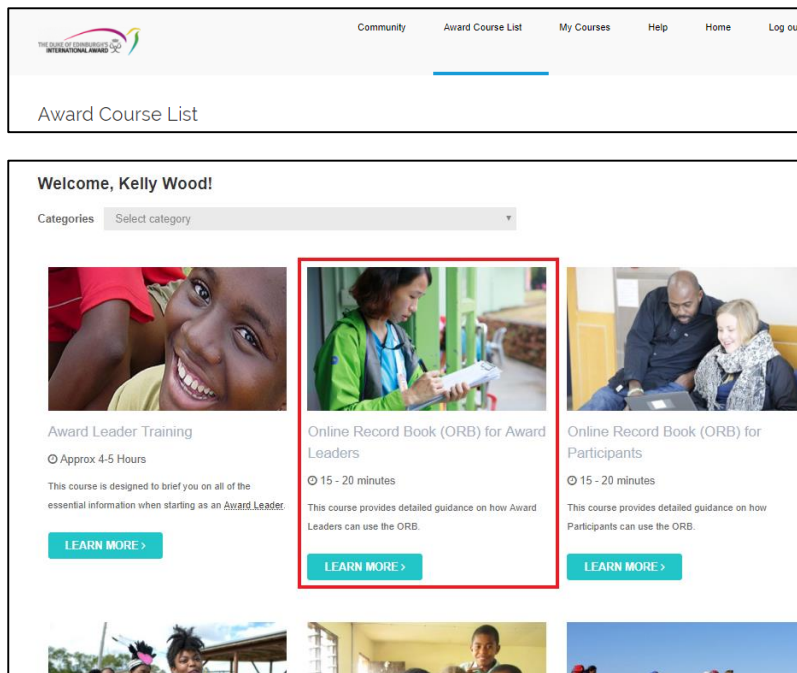

2. Select Register and complete the registration form (note: please ensure you select an Operating Authority – please don't leave this blank).

3. Once the registration has been approved by the relevant Operating Authority (this can take 24 hours), you will receive an email to the email address used for registration, to advise your account has been created.

4. Log in to www.awardcommunity.org with the username and password that you set on the registration form.

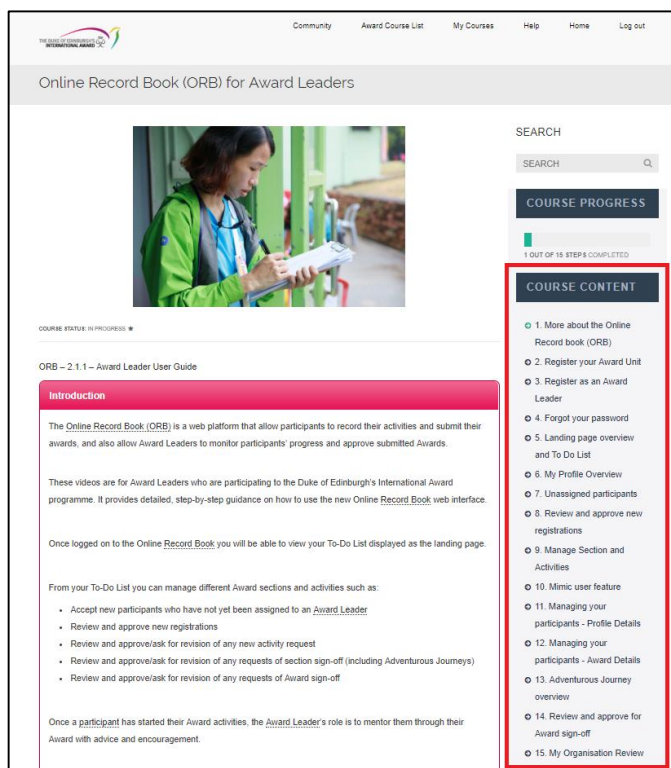5. From the landing page, select *Award Course List* menu.

6. Select the module called '*Online Record Book for Award Leaders*'. Press the blue *'Learn More'* button.

7. Work through the modules via the 'Course Content' menu on the right-hand side of the page.

8. Log out of www.awardcommunity.org using the last menu item on top right hand side of screen.

If you have any further questions, visit the ORB resources page or contact the ORB Helpdesk.