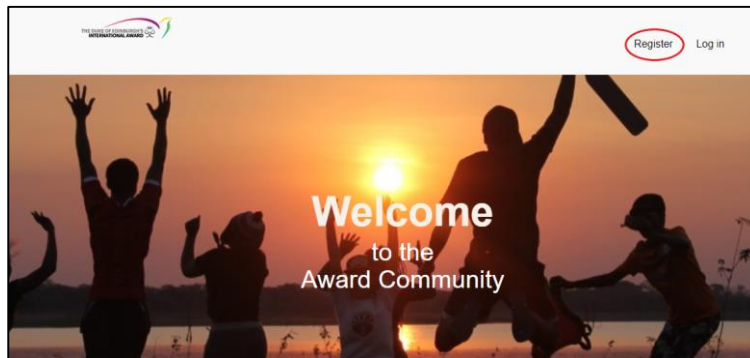


Award Leader training for the Online Record Book

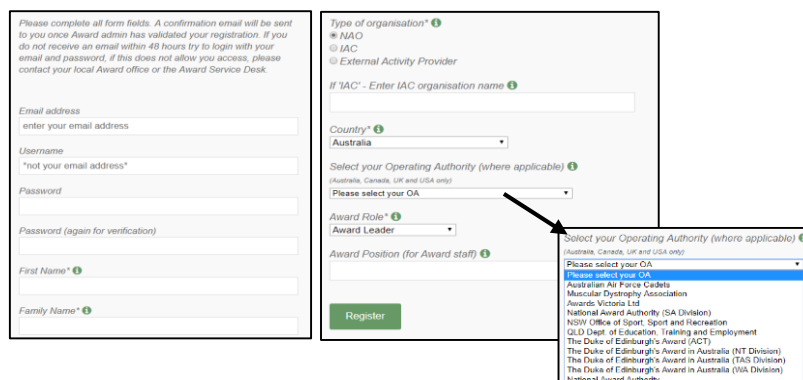
Gaining access to the Award Community online training modules

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

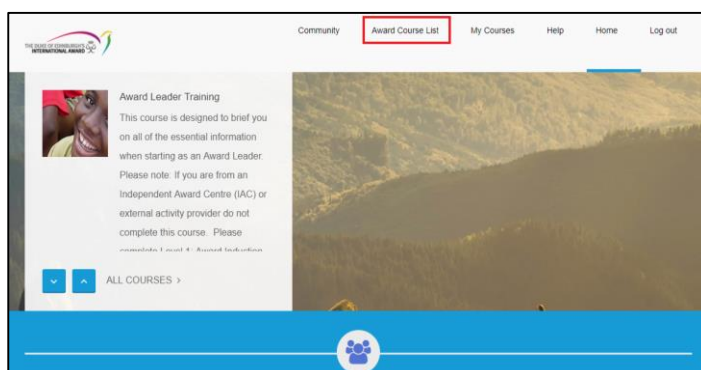
1. Go to Award Community website: www.awardcommunity.org.



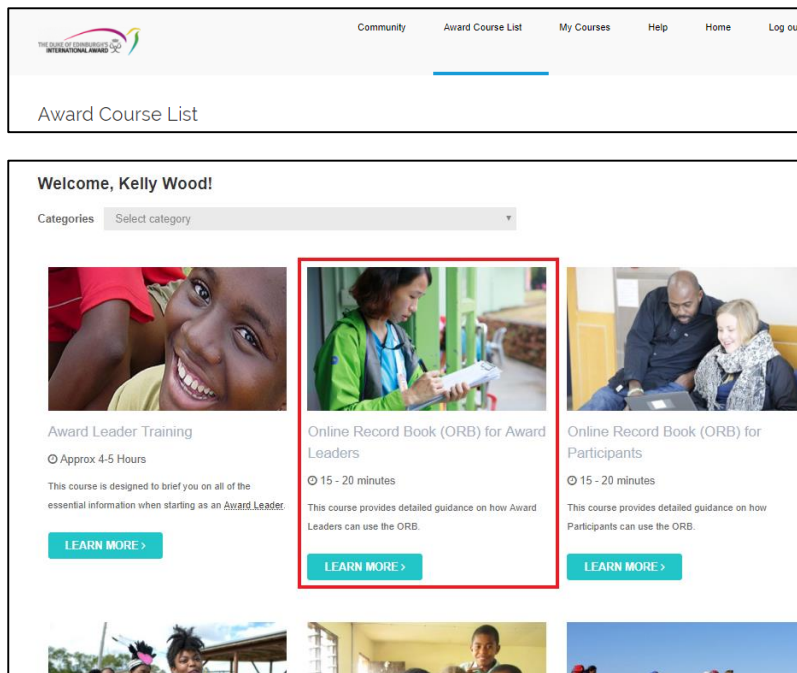
2. Select Register and complete the registration form (note: please ensure you select an Operating Authority – please don't leave this blank).



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.

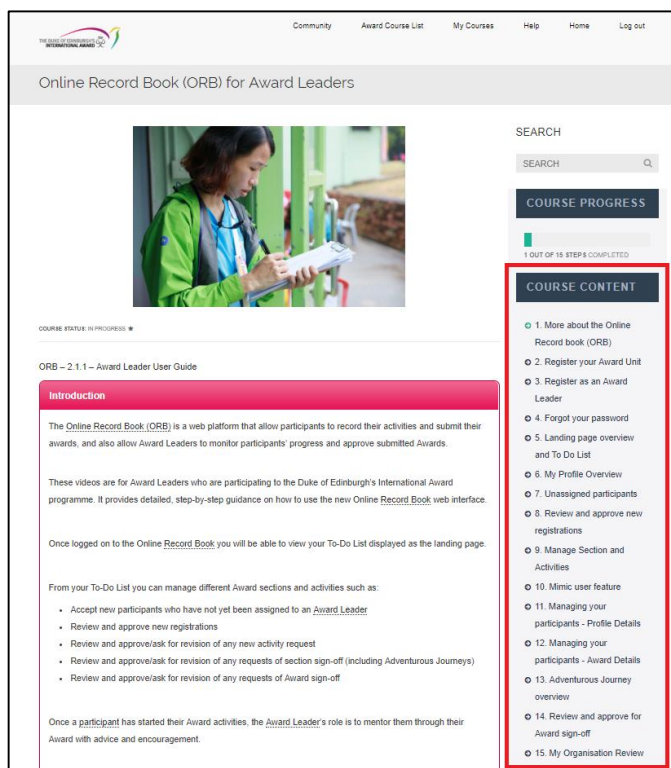


6. Select the module called 'Online Record Book for Award Leaders'. Press the blue 'Learn More' button.



The screenshot shows the 'Award Course List' page. At the top, there is a navigation bar with links for 'Community', 'Award Course List', 'My Courses', 'Help', 'Home', and 'Log out'. Below the navigation bar, the page title 'Award Course List' is displayed. The main content area features a welcome message 'Welcome, Kelly Wood!' and a 'Categories' dropdown menu. Three course cards are visible: 'Award Leader Training' (approx. 4-5 hours), 'Online Record Book (ORB) for Award Leaders' (15-20 minutes), and 'Online Record Book (ORB) for Participants' (15-20 minutes). The 'Online Record Book (ORB) for Award Leaders' card is highlighted with a red border, and its 'LEARN MORE >' button is also highlighted.

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



The screenshot shows the 'Online Record Book (ORB) for Award Leaders' course content page. The page title is 'Online Record Book (ORB) for Award Leaders'. On the left, there is a video thumbnail of a woman in a green jacket looking at a tablet. Below the video, the course title 'ORB - 2.1.1 - Award Leader User Guide' is displayed. The main content area contains an 'Introduction' section with text explaining the ORB platform and its purpose. On the right side, there is a 'SEARCH' box and a 'COURSE PROGRESS' section showing '1 out of 16 steps completed'. Below these, there is a 'COURSE CONTENT' menu with a list of 15 items, including '1. More about the Online Record book (ORB)', '2. Register your Award Unit', '3. Register as an Award Leader', '4. Forgot your password', '5. Landing page overview and To Do List', '6. My Profile Overview', '7. Unassigned participants', '8. Review and approve new registrations', '9. Manage Section and Activities', '10. Mimic user feature', '11. Managing your participants - Profile Details', '12. Managing your participants - Award Details', '13. Adventurous Journey overview', '14. Review and approve for Award sign-off', and '15. My Organisation Review'. The 'COURSE CONTENT' menu is highlighted with a red border.

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](#).