



# **Online Record Book (ORB) Next Generation Participant Registration Guide**

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**The Duke of Edinburgh's International Award - Australia**

February 2018

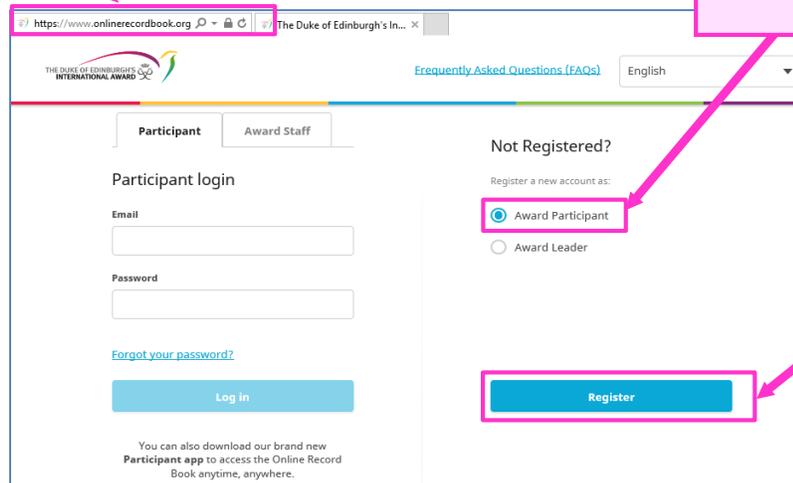


# Registering as a Participant

## Online Record Book (ORB) Next Generation (Next Gen)

1 Go to [www.onlinerecordbook.org](http://www.onlinerecordbook.org)

2 Choose to register as an "Award Participant"

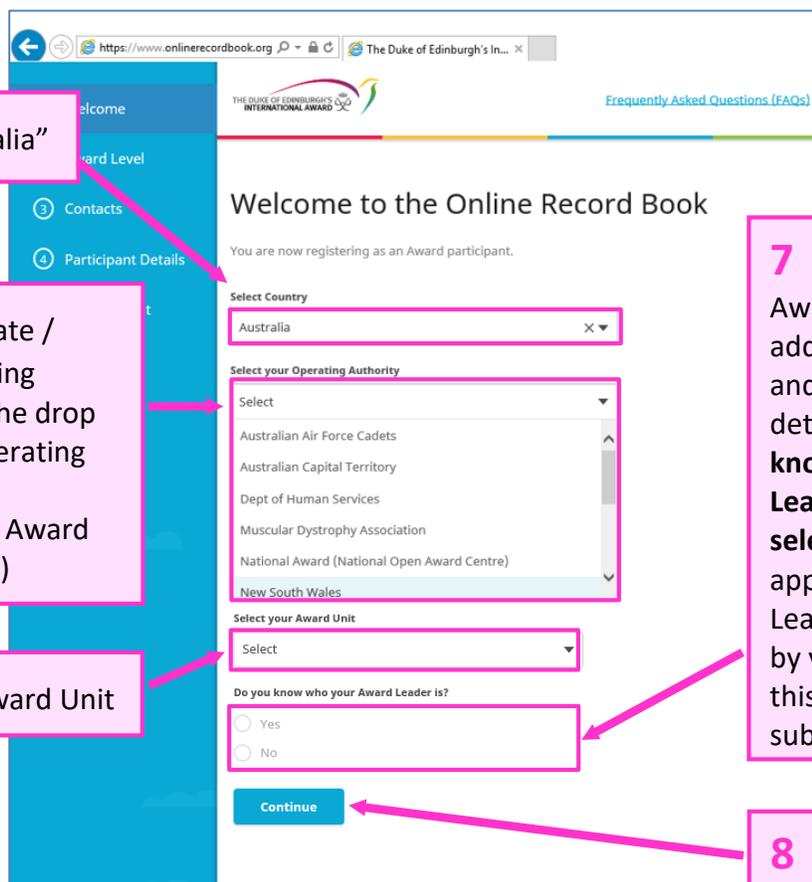


3 Click "Register" to move to the next page of the registration form.

4 Select "Australia"

5 Select your State / Territory "Operating Authority" from the drop down list (the Operating Authority is the organisation your Award Unit is licensed to)

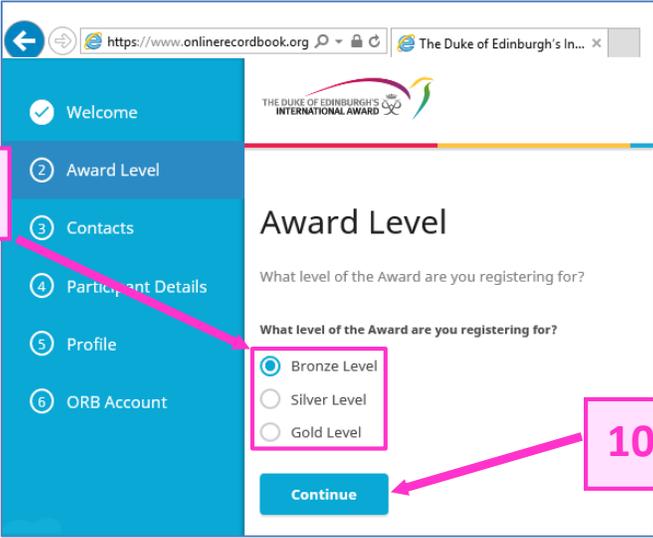
6 Select Your Award Unit



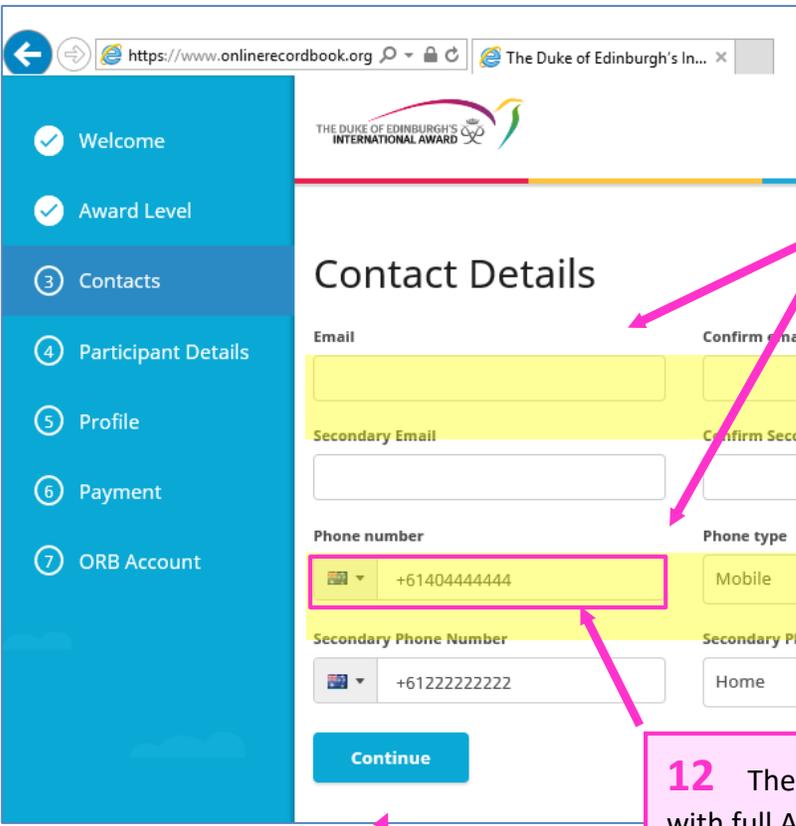
7 If you know your Award Leader's email address, choose "Yes" and enter their relevant details. **If you don't know your Award Leaders email address, select "No"** and the appropriate Award Leader will be allocated by your Award Unit once this registration has been submitted for approval.

8 Click "Continue"

**9** Choose your Award Level



**10** Click "Continue"



**11** Complete your Contact Details.  
The highlighted fields are "required"

**13** Click "Continue"

**12** The phone number must be entered with full Australian prefix (+61). Format the phone number by removing the spaces and dropping the leading zero (eg 0404 444 444 becomes +61404444444)

Personal Details

Title: Select

First Name: Middle Name: Last Name:

Date of Birth: Date:

Gender:  Female  Male  Prefer not to say

Nationality: Select

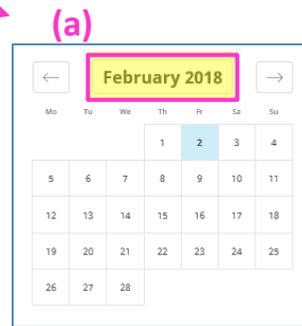
Employment Status: Select

Home Address: Address First Line: Address Second Line(Optional): City: Zip / Post Code: State/Province/Region: Country: Select

Continue

**14** Enter your personal details.

**Note:** for your Date of Birth, to easily select your birth year, click on the month/year button at the top of the pop-up calendar (a) and the view will change to a list of years (b). Click on your birth year and then it is much easier to simply select the month and date.



**15** Click "Continue"

Parent / Guardian Consent

Because you are under the age of 18, we need consent from your Parent/Guardian.

Your parent/guardian First Name: Mrs Your parent/guardian Last Name: Wonderful

Phone: +61404444444 Email: mrswonderful@email.com

How do you want to apply:

My parent/guardian consent has already been given to my Award Leader.

My parent/guardian will confirm consent by email

My parent/guardian will complete and sign the parent/guardian Consent form

Continue

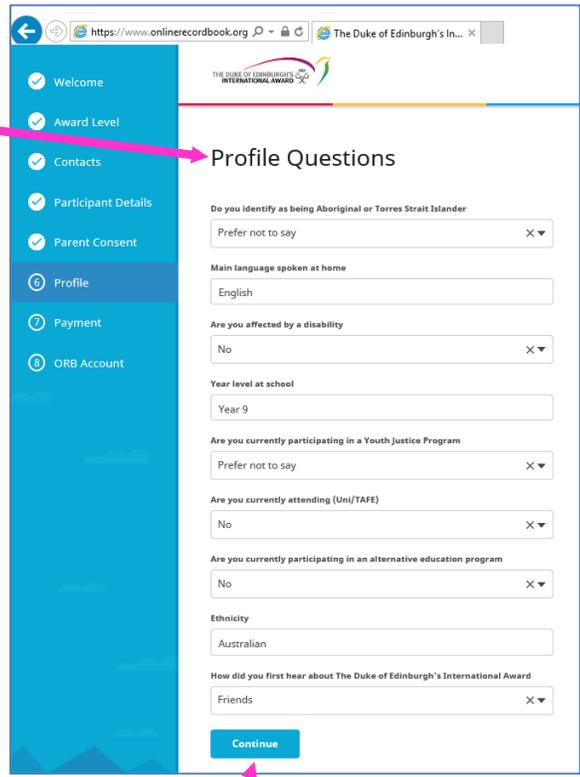
**16** If you are under 18 at the time of registration, the system will ask for details of your parent/guardian who can provide their consent.

You must also select how that consent will be provided – online via the system or via a paper form to your Award Leader (your Award Leader may inform you of their preference). If you select complete form, a link to the consent form will appear on screen to download and print.

If the birthdate you entered indicates you're older than 18 years old, you won't be asked to provide consent from a parent/guardian.

**17** Click "Continue"

**18** Complete the Profile Questions  
Most have a "Prefer not to say" option



Profile Questions

Do you identify as being Aboriginal or Torres Strait Islander  
Prefer not to say

Main language spoken at home  
English

Are you affected by a disability  
No

Year level at school  
Year 9

Are you currently participating in a Youth Justice Program  
Prefer not to say

Are you currently attending (Uni/TAFE)  
No

Are you currently participating in an alternative education program  
No

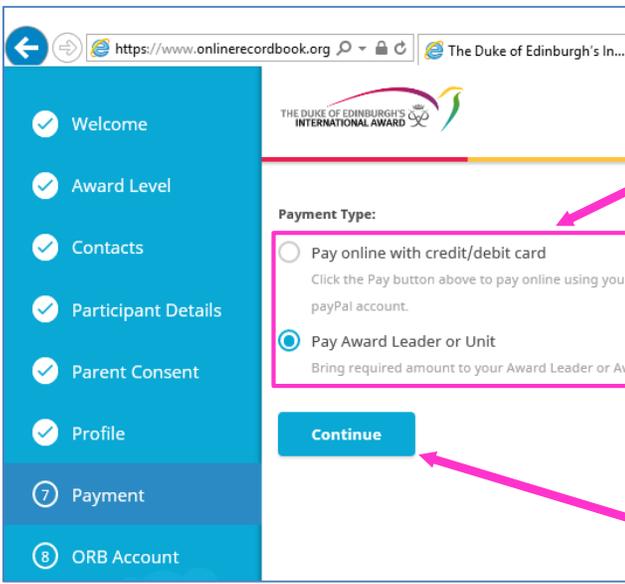
Ethnicity  
Australian

How did you first hear about The Duke of Edinburgh's International Award  
Friends

Continue

**19** Click "Continue"

**20** Choose your Payment Type  
The options available are determined by your Award Leader or Unit (online payment and direct payment to the Award Unit/Leader may both be options).



Payment Type:

Pay online with credit/debit card  
Click the Pay button above to pay online using your Visa, MasterCard credit card, Visa Debit card or PayPal account.

Pay Award Leader or Unit  
Bring required amount to your Award Leader or Award Coordinator in your Unit.

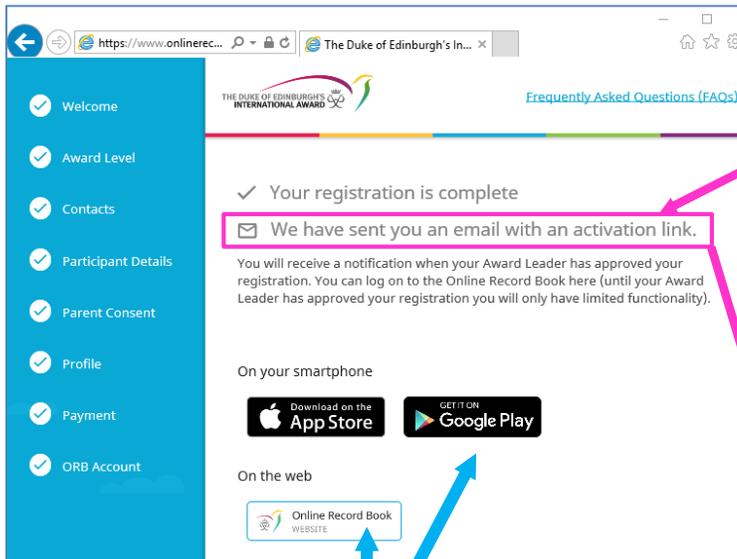
Continue

**21** Click "Continue"

**22** You are able to set your own password for your ORB account. Username will always be your email address that you used for registration. Make a note somewhere of the password you created.

**24** Click "Submit" to send your registration for approval by your Award Leader

**23** You are also required to agree to the Privacy Policy, Terms & Conditions of using the ORB, and consent (or not) to any photographs taken during your Award to be used by the International Award Foundation for promotional purposes (your own consent can be over-ridden by your Parent/Guardian through their consent form if you are under 18).

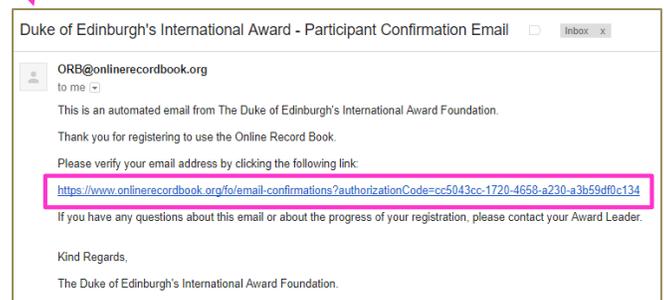


**25** An activation/verification email will be sent to the email address you provided during your registration. This email will have a link for you to verify your email address (a).

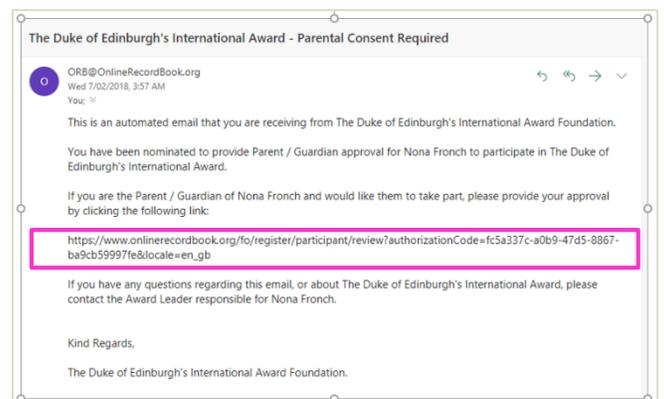
If you selected 'My parent/guardian will confirm consent by email' earlier in the registration form, the email will now be sent to the nominated adult (b).

Your email address needs to be confirmed and parent/guardian consent provided before your application can progress.

(a)



(b)



**26** You will be able to initially log in but you cannot enter any information until your registration has been approved by your Award Leader. This approval is not immediate – your Award Leader usually requires additional specific actions to be completed before your registration can be accepted (eg approving your completed Award Plans, checking your Assessor Child Protection information etc...)

For any technical issues you may experience during the registration process eg you receive an error message or cannot progress through the registration form), contact the ORB Helpdesk on [orb@dukeofed.com.au](mailto:orb@dukeofed.com.au) or 1300 438 537 (option 1).