Online Record Book

Participant Web User Guide

The Duke of Edinburgh's International Award Foundation

August 2023
Version: 2.16

Updates with version 2.16

The following changes are made to reflect the ORB release of updates for version 2.16 (August 2023):

- Wording updated on page 36: Notifying participants that when submitting a completed Gold Award, they must be 16 years of age for the award to be approved.

Contents

Introduction

The International Online Record Book (ORB) is a web platform that allows YOU to record your Award activities and submit your Award for verification. It also allows your Award Leader to monitor your progress and mentor you through your Award journey. The Online Record Book can be accessed at https://www.onlinerecordbook.org/

This is a guide to completing basic tasks on the ORB web interface. There is a separate guidance document available for the mobile app.

If you would like to use the ORB on a mobile device, please download the app – ORB Participant.
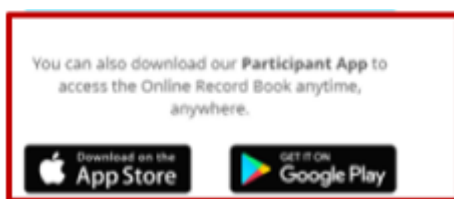
In all cases, if you have any questions about your Award or about using the Online Record Book, please contact your Award Leader.

Getting Started

Overview of the Login Page

You can access the Online Record Book (ORB) at https://www.onlinerecordbook.org/fo/. This is the first page that you will see:

This banner may change for different Award events

Choose your preferred language

Enter your details to log in

Register new participants, Leaders, or Award Centres

Reset your password

Download the Participant App for mobile devices

Navigating in the ORB

When using the Online Record Book, the browser's back button can be used to go back to the previous screen.
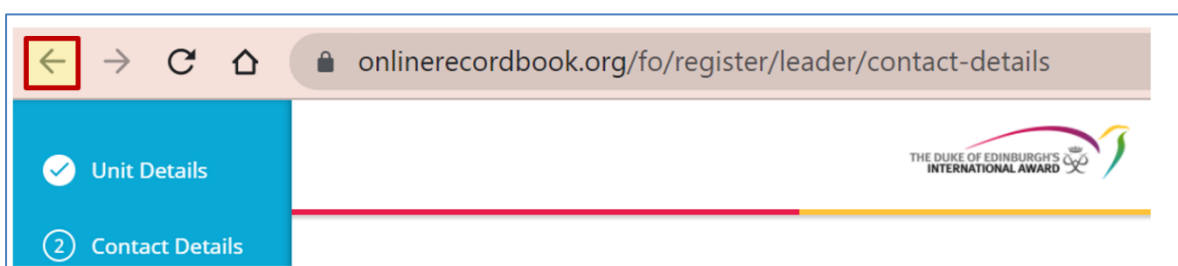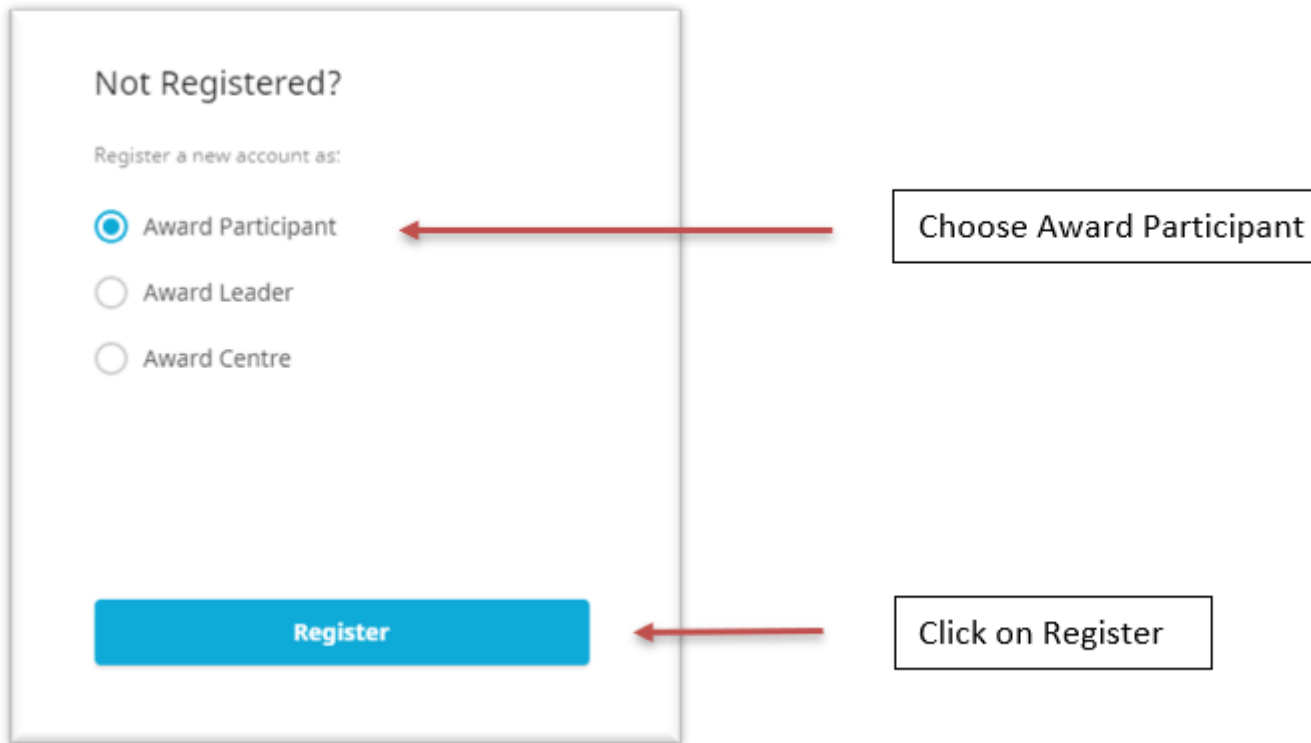

In different parts of the ORB, you will see the [i] icon. Click on this to find more information.

Participant Registration

1.   Register to start your Award

Participants can register to start their Award by going to https://www.onlinerecordbook.org/fo/

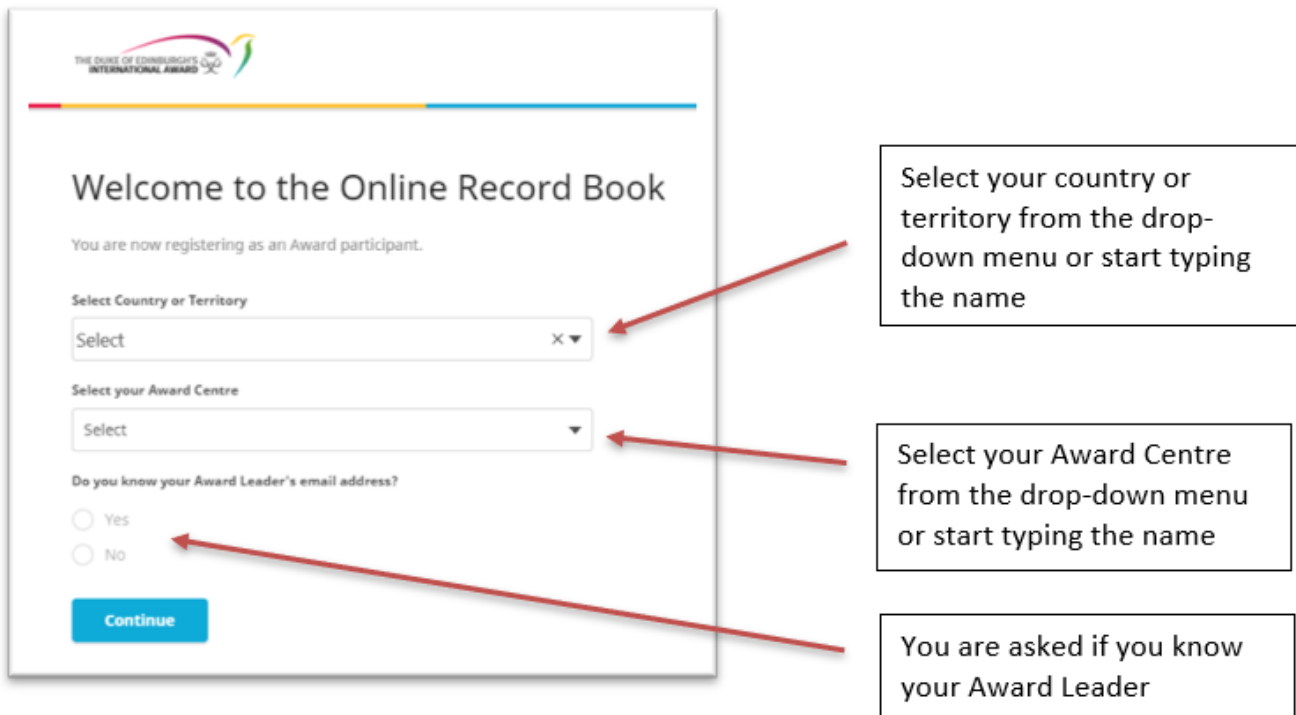Not Registered?

Register a new account as:

- ● Award Participant ⟵ Choose Award Participant
- ○ Award Leader
- ○ Award Centre

Register ⟵ Click on Register

Now you will be asked about WHERE you will be doing the Award.

Welcome to the Online Record Book

You are now registering as an Award participant.

Select Country or Territory

Select ⟵ Select your country or territory from the drop-down menu or start typing the name

Select your Award Centre

Select ⟵ Select your Award Centre from the drop-down menu or start typing the name

Do you know your Award Leader's email address?

- ○ Yes
- ○ No ⟵ You are asked if you know your Award Leader

Continue

You are 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 from your Award Centre during your registration approval. After you have registered, if you are waiting for your registration to be confirmed, please discuss this with you Award Leader.

Click Continue to move to the next section.

2.   Choose Your Award Level

Select the Award level that you are registering for. Age restrictions may apply. Please contact your Award Leader for more information.

Click Continue to move to the next section.

3.   Contact Details

Now you will insert your contact details. Note: You cannot use an email address that has been used for any other Award account on the Online Record Book. If you registered for the Award in the past, please contact your Award Leader to recover your existing account.

Secondary email address and phone number are optional. Note: Please use an email address that you check regularly so that you will get all the updates from the ORB. Email is the primary way that the Award communicates with participants.

Click Continue to move to the next section.

4. Personal Details

Depending on your local settings, different information may be requested on this screen. Please contact your Award Leader if you have any questions about why the information is being collected and what it will be used for.

Click Continue to move to the next section.

5.   Parent/Guardian Consent

Enter your parent/guardian information

Please make sure the contact information is correct!

These options m... differ dependin... on your Award Centre.

If you are under 18, your parent/guardian consent details must be provided in order to submit your registration (unless otherwise specified in your country's regulations). If you're older than 18 years old, you won't be asked to provide parental/guardian consent. Please make sure that the contact information that you provide for your parent/guardian is correct or your registration may be delayed.

Click Continue to move to the next section.

6.   Self-Identifying/Profile Questions

There may be some self-identifying or profile questions that are collected for statistical purposes or as a part of the registration process with your organization.
Please answer these questions, if applicable.

Click Continue to move to the next section.

Payment
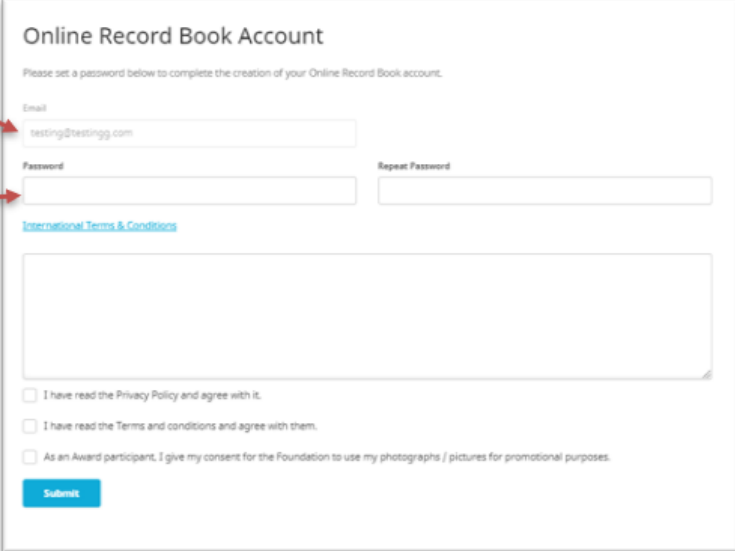
Depending upon the settings for your Award Centre, you will either be asked to pay for your Award or to acknowledge that payment is not required during registration. When you have read this screen, click Continue to move to the next section.

7.   ORB Account Set-up

This is the final step in submitting your registration for the Award.

Your email appears here – please check to make sure it is correct

Choose your password. Note that you will need to remember your password to log into the Online Record Book

Online Record Book Account

Please set a password below to complete the creation of your Online Record Book account.

Email

testing@testingg.com

Password   Repeat Password

International Terms & Conditions

☐ I have read the Privacy Policy and agree with it.

☐ I have read the Terms and conditions and agree with them.

☐ As an Award participant, I give my consent for the Foundation to use my photographs / pictures for promotional purposes.

Submit

Depending on your local settings there may be different documents to read and agree to on this screen. Once you have clicked the Submit button, you cannot return to change any information.

8. Email Verification, Parent/Guardian Approval and Account Activation

Email Verification
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 by you so your registration can move forward.
Note: If you have not received the email confirmation within two hours, please contact your Award Leader. Please also check your Spam or Junk mail folders in case the notification went there.

**Parent/Guardian Permission:**
If you are under 18, your parent/guardian permission must also be received before your registration can be approved and your account activated. If you chose to receive permission by email and your parent/guardian does not receive the email notification within 2 hours, please contact your Award Leader. Please have your parents check their spam or junk mail folders.

Account Activation
Your payment status must also be verified by your Award Leader before your registration can be approved and your account activated.

Please note that this process is a manual process for your Award Leader and may take some time.

Note: If you log on to the ORB and your registration is still awaiting approval, a notification will be displayed at the bottom of the screen. You will not be able to set up any activities for your Award until your registration is approved.

Activity cannot be created until your registration is approved
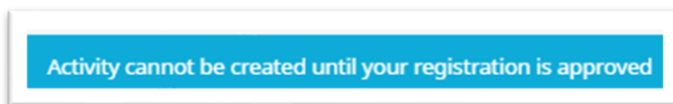
You will receive a notification when your registration has been reviewed and approved by your AwardLeader. You will also receive an automated email.

Notifications ×

New Notifications

Award Registration Approved   _____017
Congratulations! Your registration has been approved and you can
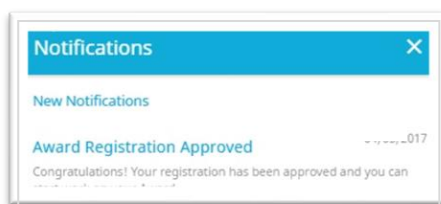
Landing Page Overview
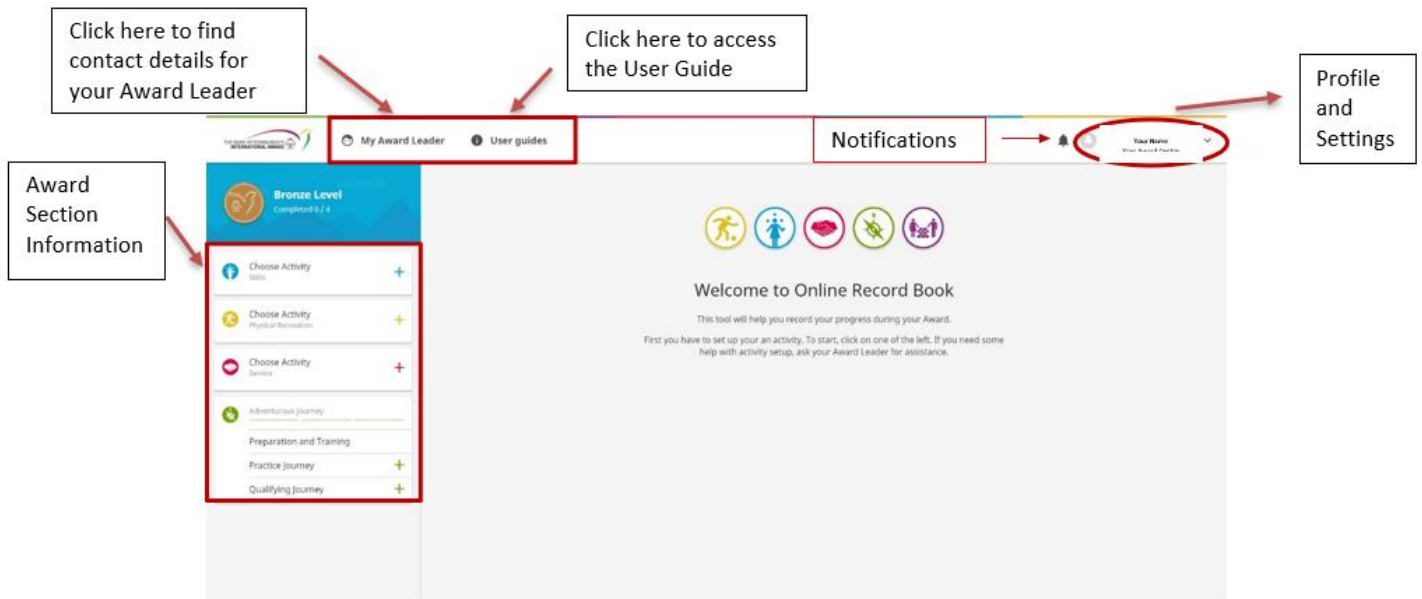
Using the Online Record Book, as a participant you will be able to:
- Edit your profile
- Choose activities and manage your progress
- Add logs and pictures to existing and approved activities
- Receive notifications when an activity request, section and Award has been approved or needs to be modified, after Award Leader's review
- View your Award Leader's contact details

1.   Contacting your Award Leader

Throughout your Award journey, you may want to contact your Award Leader for advice. Within the Online Record Book App, you will be able to view their details (full name, phone and/or email address).

To access your Award Leader's information:
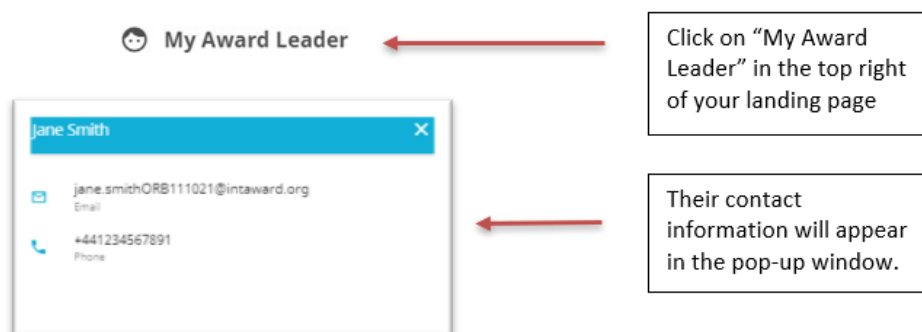
2.   Edit profile and settings

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

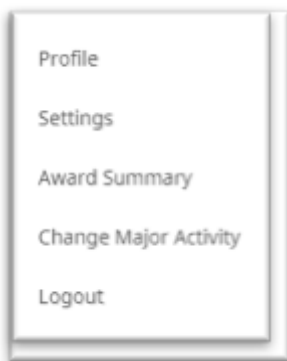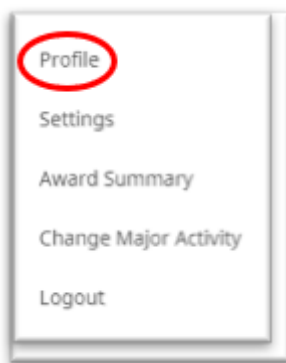From the landing page, if you click on your name in the top right-hand corner and the following options will be displayed:

3. Updating your personal details

1. From the landing page click on your name and select the Profile option.

2. Click on Edit to update your details, including the option of adding a secondary email address or updating your phone number.

Click EDIT to change your profile picture, add a secondary email or change your phone number

After clicking edit, click here to add or change your profile picture

Click here to change your email

Click here to change your password

3. Save your updated profile and click on SAVE to save your changes

Your email address can also be changed at any time by navigating to your profile and selecting "Change email". Make sure that you always keep an up-to-date email address in the ORB so that you can receive communication about your Award.

## 4.	Changing your password

1.	From the landing page click on your name.
2.	Select the Profile option.

3.	Click on CHANGE PASSWORD.
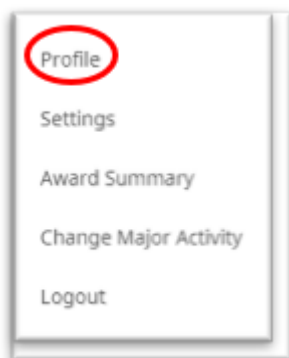
Click here to change your password
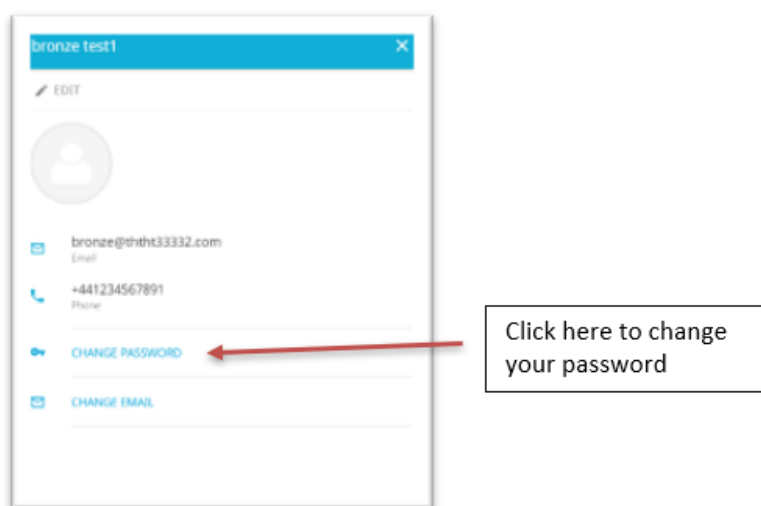
4.	Insert your old and new password as requested in the pop-up window.

Click here to save your changes
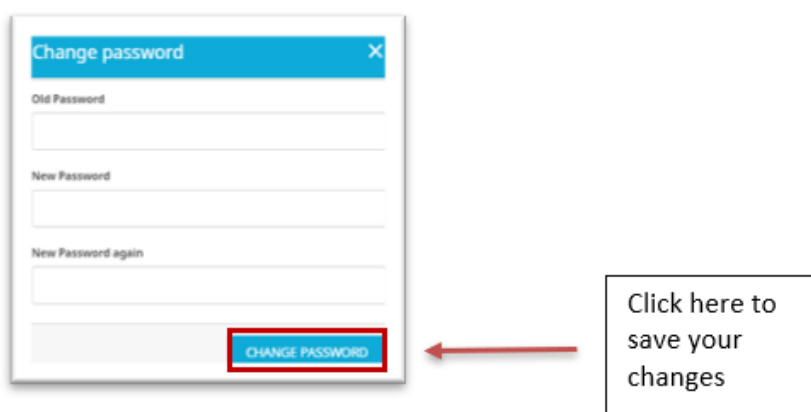
5.	Click on Change Password to save your settings.

5.   Updating your language settings

1. From the landing page click on your name.
2. Select the option 'Settings' from the drop-down menu.

3. If there is more than one choice for your language, choose the one that reflects your country (i.e. English (United Kingdom), English (Canada), English (United States)).
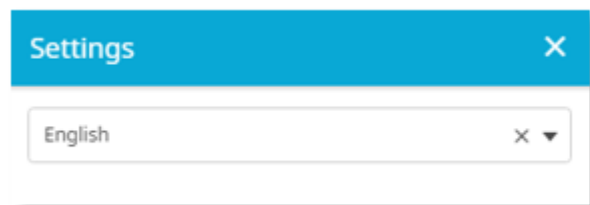
4. Select your language from the list of languages available. Note: The ORB is not available in all languages, only those listed.
5. The page will refresh, and setting will be changed.
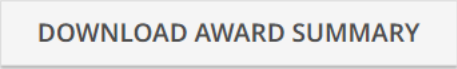
6.   Downloading your Award Summary

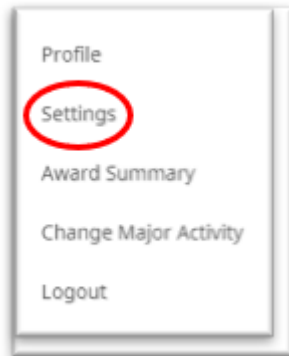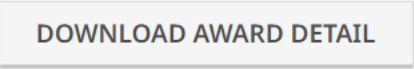If you would like a printed copy of your Award progress, you can download your Award Summary at any time. If your Assessor does not have access to email and/or wishes to sign a paper copy of your assessment, you can download the individual section summary as well. Note: Once this is signed it must be added to your FILES for that section as an Assessor's report.

To download your Award Summary:

1. Click on your name at the top of the page.
2. From the dropdown menu select Award Summary.
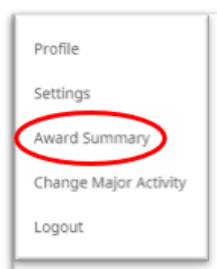
3. Click on **DOWNLOAD AWARD SUMMARY** for a one-page summary of your Award.

4. Click on **DOWNLOAD AWARD DETAIL** for a more detailed download of your Award.

5. A PDF file will be automatically downloaded after clicking on either button.

To download your Section Summary:

1. Click on your name at the top of the page.
2. From the dropdown menu select Award Summary.
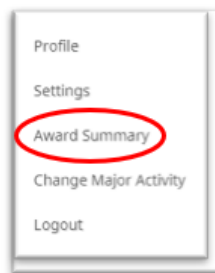
3. Click on DOWNLOAD SUMMARY FOR ASSESSOR for the section that you need.
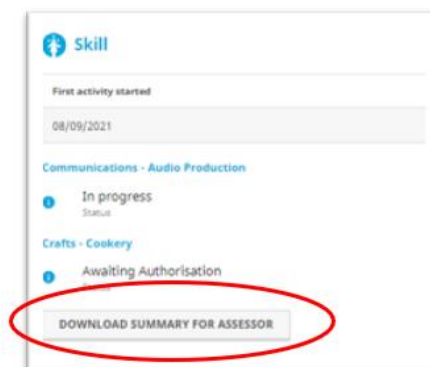
4. The PDF file will be automatically downloaded.

7.   Changing your Major Activity:

After you have chosen your Major Activity (if applicable to your level), you may need to make a change. Please consult your Award Leader before doing this.

1. From the landing page click on your name.
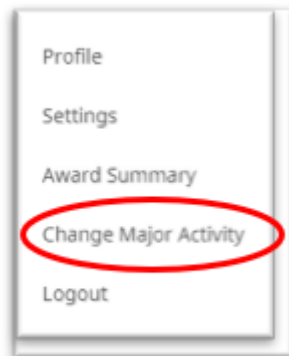
2. Select the option Change Major Activity.
3. Select your new Major.
4. Click Save to save your settings.
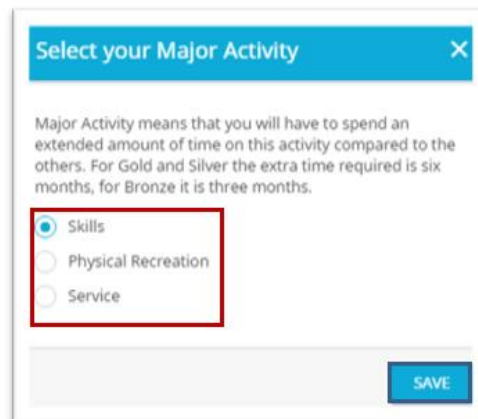
Note: You can only change your major section after all activities have been approved by your Award Leader.

8.   Logging out of the Online Record Book

Once you have entered the information that you need to, you should log out of the ORB. This is especially important if you are accessing your Award account on a public computer.

1. From the landing page click on your name
2. Select the option 'Logout'
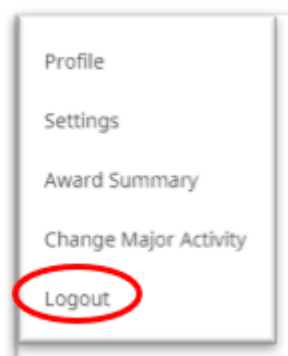
Manage Sections and Activities

Once logged in you will be taken to a 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 activities you would like to complete as part of your Award.

Note: Each activity section has a different colour assigned to it in the Online Record Book. Skills are BLUE, Physical Recreation is YELLOW, Service is RED, Adventurous Journey is GREEN and Gold Residential Project is PURPLE.

1.   To select a new activity:

1. Log in to the ORB and select the section you wish to add the activity to
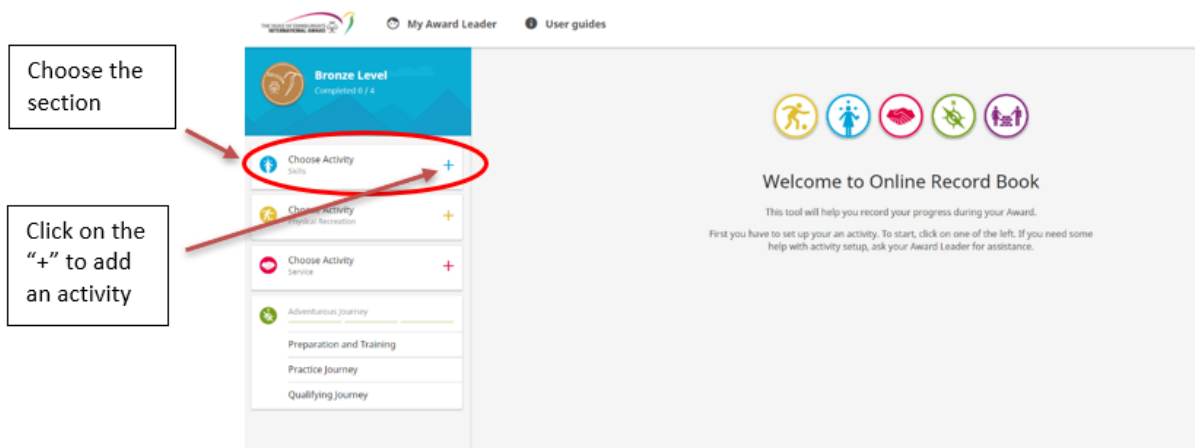
2. Select the chosen activity from the list of activities available (if your activity is not listed you can choose 'Other' and type the name of your activity in the text box available)
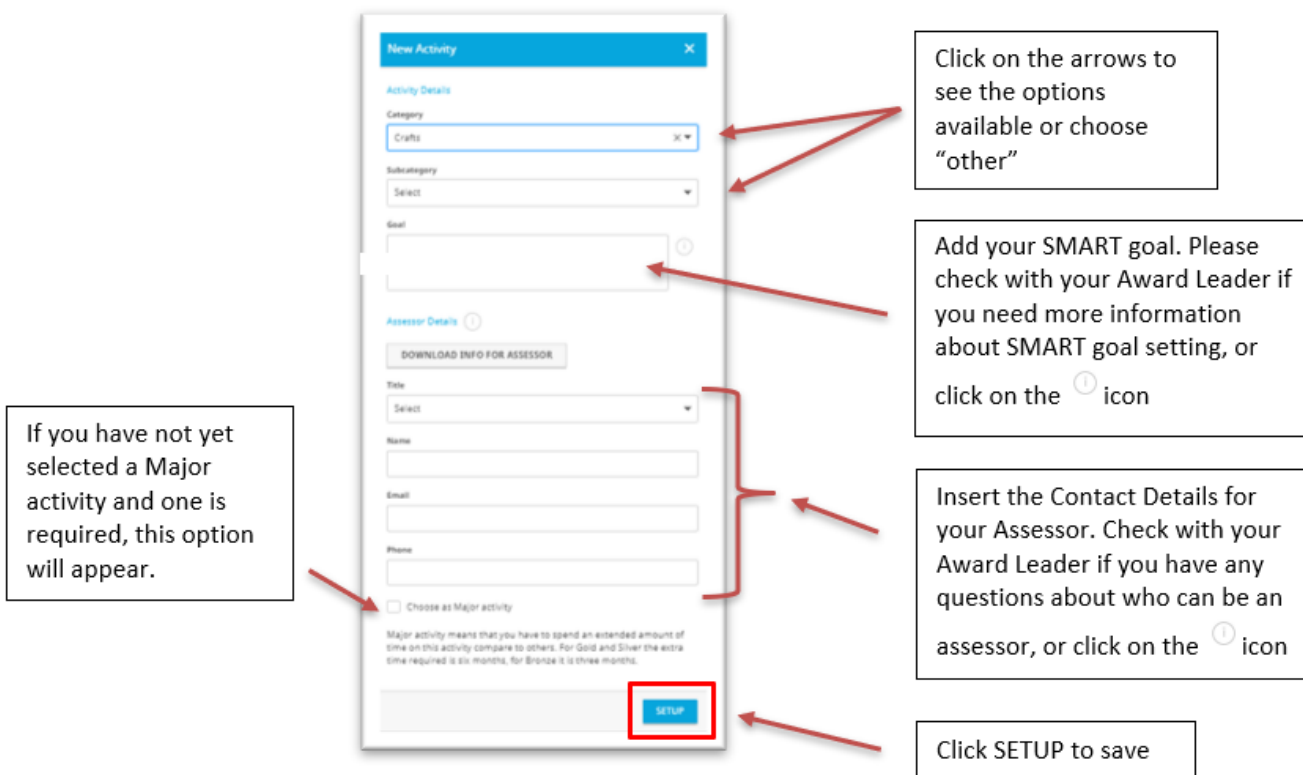
3. Insert the required details.
4. Save the activity by clicking SETUP.

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

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 changes before resubmitting it. Contact your Award Leader if you have any questions.

2.   To Add / Edit / Delete logs

Once your activity has been approved by your Award Leader you will receive a notification and will then be able record your logs for this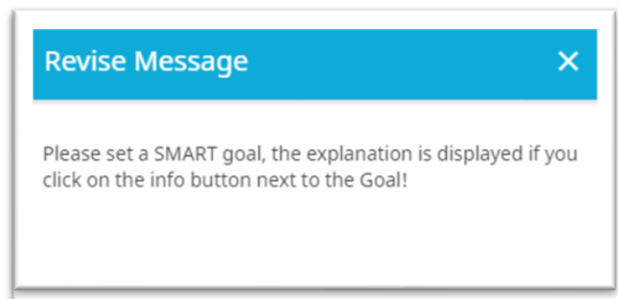 activity. Depending on ORB settings in your area, participant logs must be made within four weeks of the activity taking place. If this applies in your area, you will see an error message when attempting to add a log from more than four weeks ago.

Adding a log
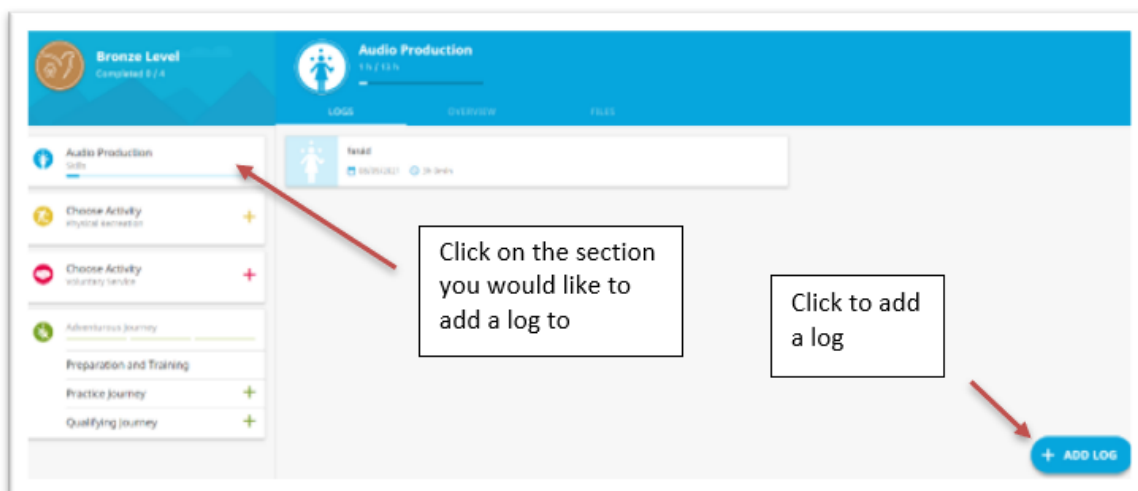
1. Click on the section where your activity has been approved by your Award Leader
2. Click on + ADD LOG at the bottom right corner of the screen
3. Fill in the required details such as date, duration and description

4. Add any pictures taken while carrying out the activity (optional)

Add the details of your progress. Be sure to relate this back to your SMART goal

Add the date that you did the activity

You can upload an image if you like

Add the duration of your activity on this date. You can add whole and/or partial hours

Click [ADD LOG] to save.

5. Save the newly added log

Editing a log

1. Click on the log you would like to edit

Click on the log

2. Select 'Edit' to edit the log, and edit the details

Click on Edit to change a log

Edit or add additional details

Click Edit Log to save your changes

3. Click EDIT LOG to save your changes.

Deleting a log

1. Click on the log you would like to delete
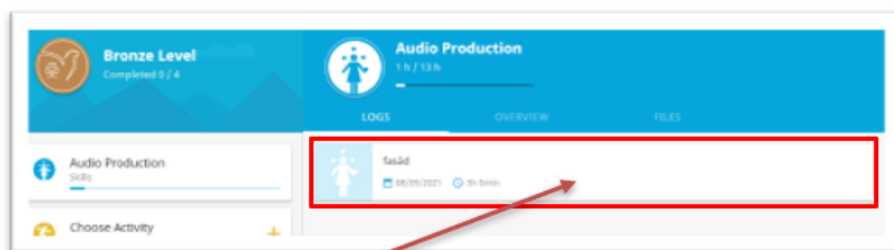
Click on the log

2. Select 'Delete' to delete the log, as necessary
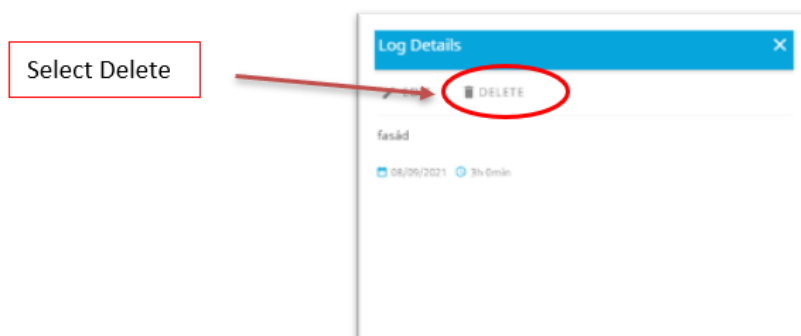
Select Delete

3. Confirm your choice
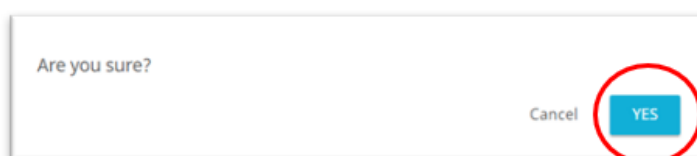
3.   Editing your activity details and adding additional activities

Depending on ORB settings in your area, you might not be able to edit your activity goal or assessor once it has been approved by your Award Leader. If this happens, and you need to change your goal or assessor, your Award Leader will be able to do this for you.

To change or update your activity details:
1.   Log into the ORB and click on the active activity within the Section that you would like to edit.
2.   Select the OVERVIEW tab.

Select the Overview tab
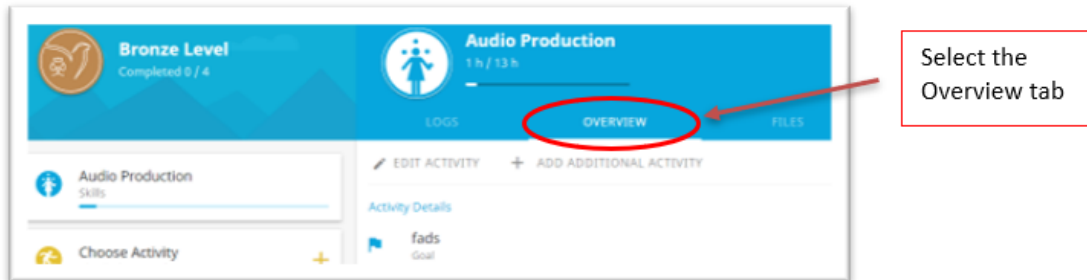
3.   Click on the option Edit Activity.

Click on Edit Activity
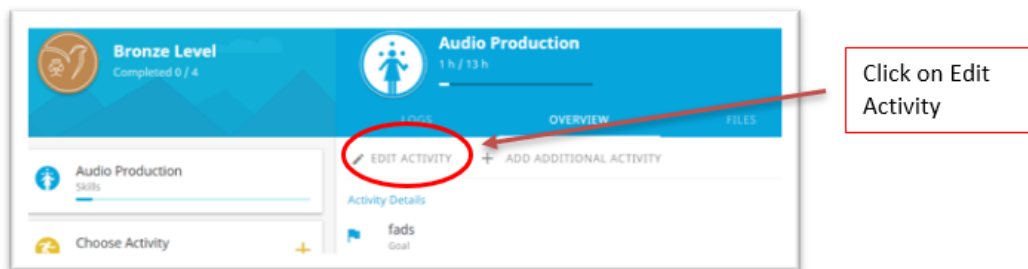
4.   Modify your Activity details and click on 'Save' to save your new details.

Modify your activity details. **Note:** Please discuss changes in your goal with your Assessor.

Click SAVE
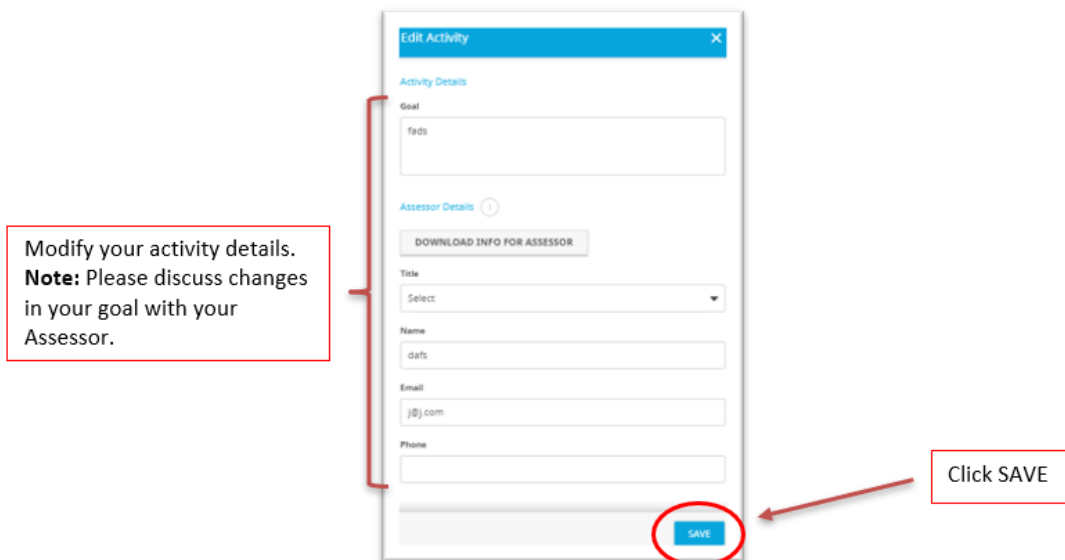
To set up an additional Award activity within a Section:

If your initial choice of activity is not suitable or cannot be continued for some reason, you may be able to add another activity to a section. Please speak with your Award Leader BEFORE you do this.

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

Click on ADD ADDITIONAL ACTIVITY
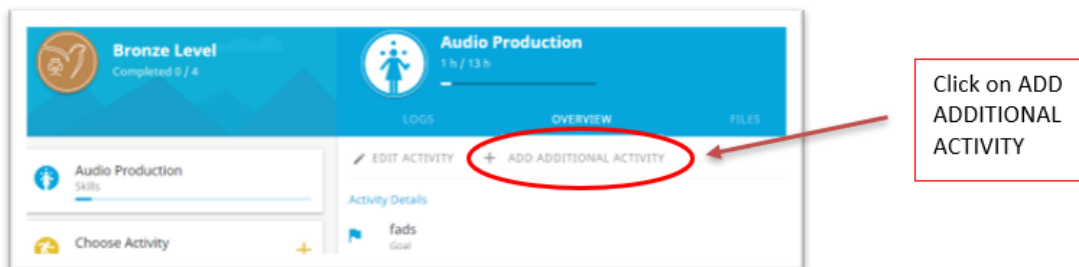
3. This popup will appear to ensure that you have checked with your Award Leader
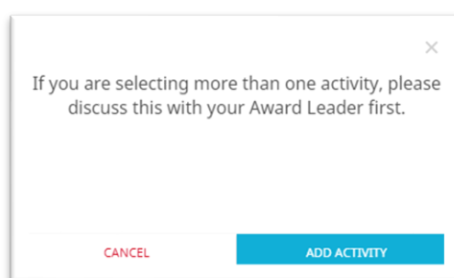
4. Insert the activity details requested

5. Click SETUP to save your changes

The individual activities will be displayed underneath the chosen Section.

This symbol means that your Award Leader still needs to approve this activity
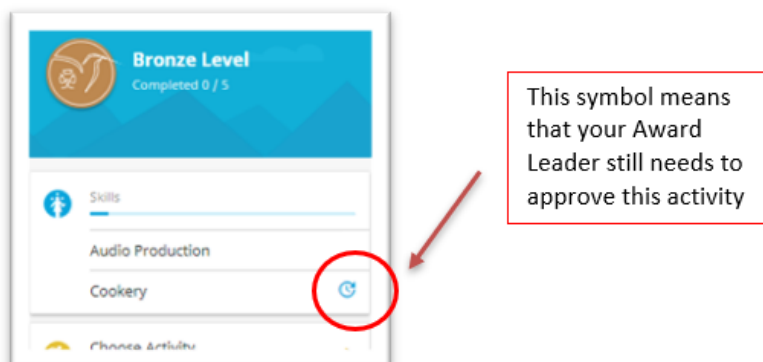
Once the activity has been saved, your Award Leader will receive a notification to approve or decline your request. You will see the CLOCK symbol beside the activity until it has been approved by your Award Leader. You will not be able to add any logs until it is approved.

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

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

4.   Managing your Files

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

To add files to an Award activity:

1. From the landing page click on the chosen section.
2. Select the FILES tab.
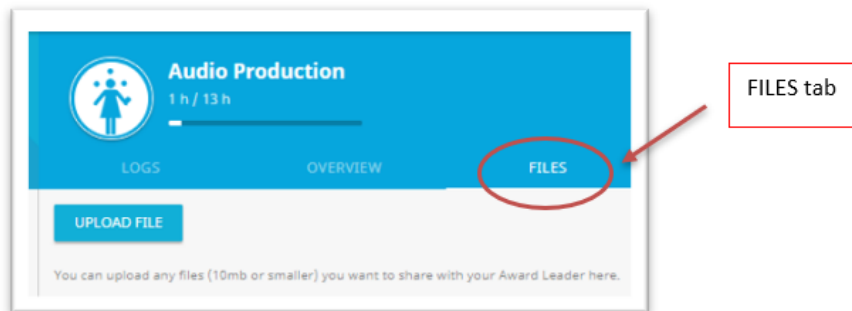
3. Click on the option Upload File.
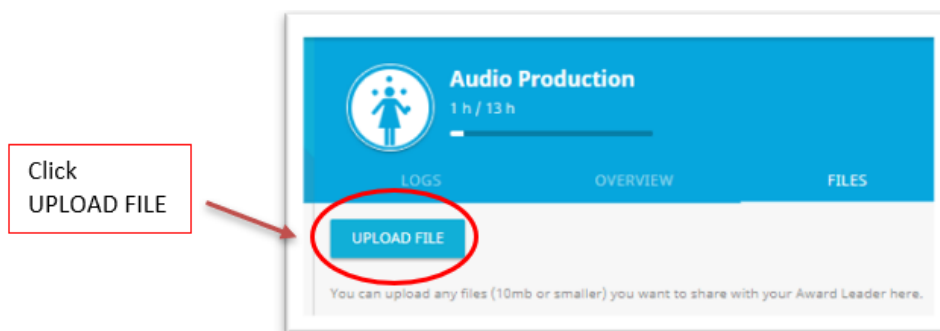
4. Insert the required details and select the file from your device.
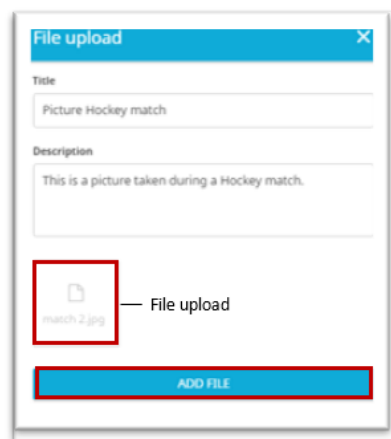
5. Click on 'Add File' to upload your new file and the file will be visible within your FILES for that activity.

To delete files from an Award activity:

1. From the landing page click on the chosen section.
2. Select the FILES tab.
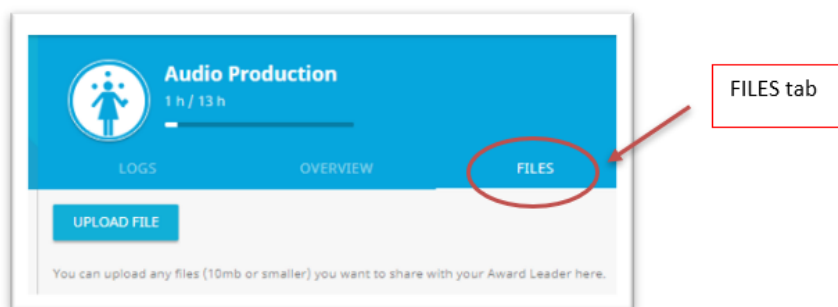
3. You will see all the files that you have uploaded.
4. To delete one, click on the DELETE button.
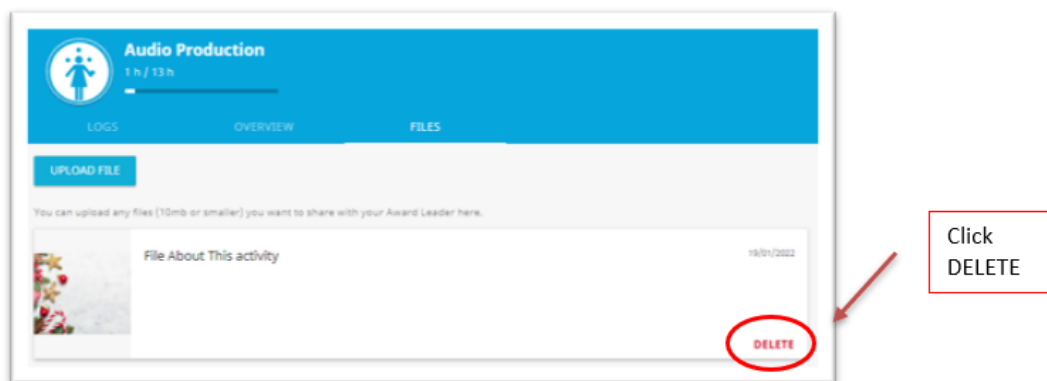
5. Confirm your choice by clicking DELETE again.
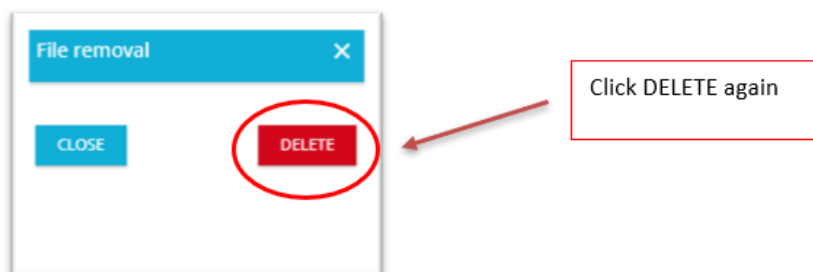
5.   Setting up your Adventurous Journey

The Adventurous Journey has three components: Preparation and Training, Practice Journey and Qualifying Journey. Each of the three must be set up separately. You will see the Adventurous Journey in the sidebar with all the other sections on your landing page.
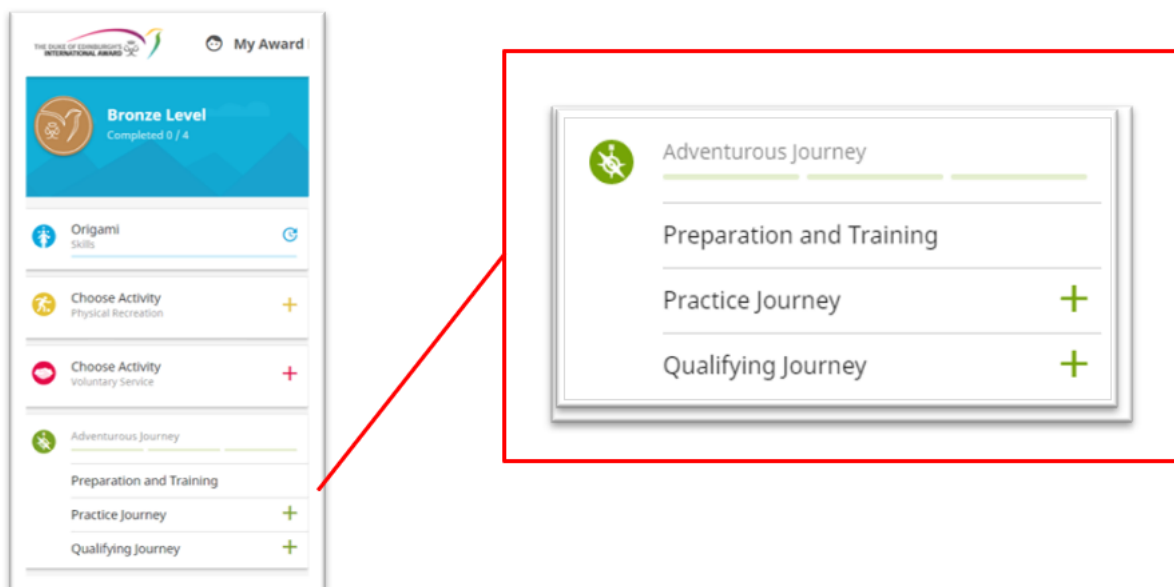
Preparation and Training:
To record your Preparation & Training activities:

1.   Click on the Preparation and Training option from the Adventurous Journey Overview.
2.   Click on Activity tab.

.
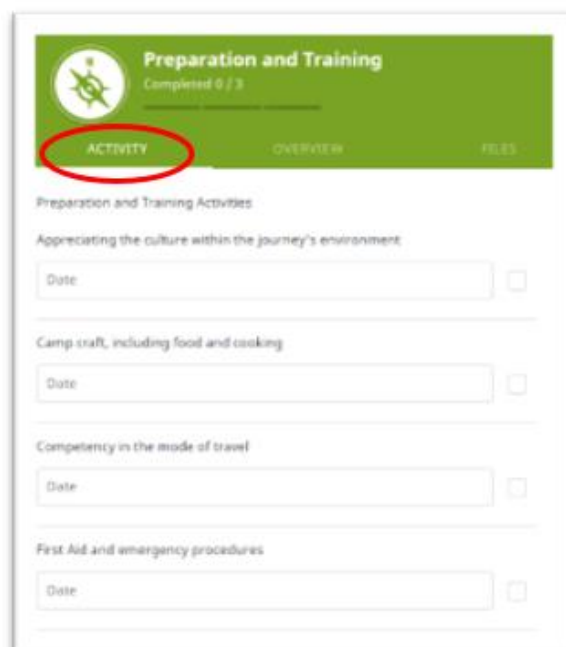
3. Record the date(s) of your Preparation and Training activities and tick the activities as you complete them.

Insert the date for each activity

Tick the box when each activity is completed.

4. You can add a new activity if not yet listed (optional).

You may add additional Preparation and Training activities, if applicable

Click UPDATE to save your changes

5. Click UPDATE to save.

Once all Preparation and Training activities have been recorded you can send them to your Award Leader.
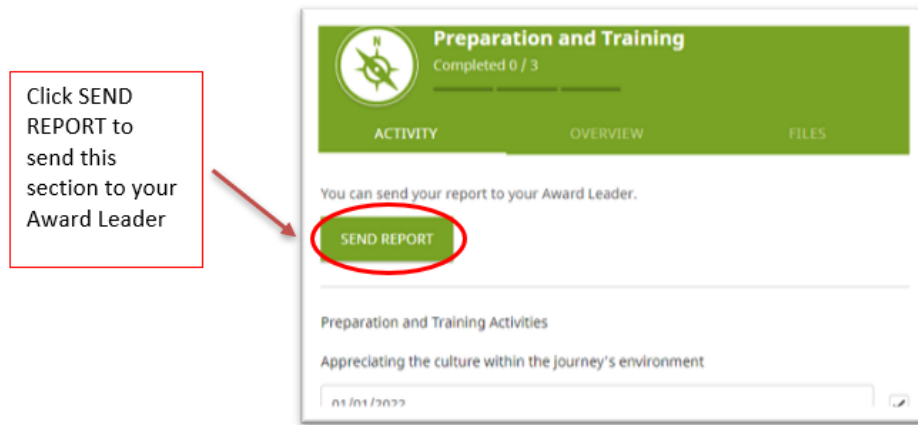
Click SEND REPORT to send this section to your Award Leader

Preparation and Training
Completed 0 / 3

ACTIVITY   OVERVIEW   FILES

You can send your report to your Award Leader.

SEND REPORT

Preparation and Training Activities

Appreciating the culture within the journey's environment

01/01/2022

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.

When you see this check mark, it means that the activity has been approved

Preparation and Training
01/04/2016   01/05/2016

Practice and Qualifying Journeys:

There are two ways to set up Practice and Qualifying Journeys. Please confirm with your Award Leader which way your Adventurous Journey should be set up:

OPTION ONE	OPTION TWO
Participants set up their own Practice and Qualifying Journeys after meeting and planning with their team. If you are setting up your own journeys, please follow the process below.	Award Leaders set up Practice and Qualifying Journeys for participants. If your Award Leader is setting up your journeys for you, you will see them appear automatically in your account.

Please contact your Award Leader if you have any questions about this process.

To create your Practice/ Qualifying Journey yourself:
1. Click on Practice or Qualifying Journey option from the Adventurous Journey Overview, according to the Journey you would like to create.
2. Insert your Journey details on the pop-up window *(a), (b)*.
3. Click Setup to finish setting up your Journey.

(a)   *(b)*

Remember that for the Adventurous Journey, this is a GROUP Aim

4. 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.

Note: You must set up your Practice and Qualifying Journeys separately.

When your Journey is complete:
1. You will then need to send your Adventurous Journey for Supervisor/Assessor Approval once the Journey is complete.
2. Click on the tab REPORT and Click SEND REPORT. You will be asked to insert your Journey Observations and any relevant documents (optional) before sending it for approval.
   o The Supervisor is responsible for the report and for signing off Practice Journeys
   o The Assessor is responsible for the reporting and for certification of the Qualifying Journey.
3. 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 doing your Qualifying Journey, your Award Leader may ask you or you may request to carry you additional Practice Journeys. To record the details of your additional Practice Journeys:

1. Click on the Practice Adventurous Journey already created in the system.
2. Click + ADD ADDITIONAL JOURNEY from the Overview tab.
3. Insert your Journey details in the pop-up window (just like you did for your first Practice Journey.
4. Click 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.

6.   Completing your Sections and your Award

To complete your Award, your activities must be consistent and must meet the minimum time requirements as laid out in the Award Framework. This is measured in hours and will appear on the ORB in relation to your Award Level's minimum requirement. For example, at Bronze level, there is a minimum requirement to complete 13 hours for two sections and 26 hours for one section (your Major). If you are unsure about these requirements, please contact your Award Leader. The ORB is set up to support the Award framework's requirement that participants should participate regularly in their chosen activities. This means that:

- The ORB will count a **maximum** of one hour per week towards an activity. If you are adding logs less regularly, this may count on the ORB but, only up to a maximum of four hours over four weeks.

 Please note that the ORB hours are also calculated in the following ways:
- With the first log added to an activity, the ORB will only count one hour.
- The minimum time recognised when logging on an ORB is 30 minutes.

Completing a Section

After logging all activities in a Section, your section will reach completion and you will be able to send the section to your Assessor for approval via email or download your section report and have them sign it and upload a certificate or any documentation given to you that proves you completed that Section.

1. Insert all logs until you complete your Activities. Your Progress Bar will show when you have completed the required number of hours/weeks of activity.
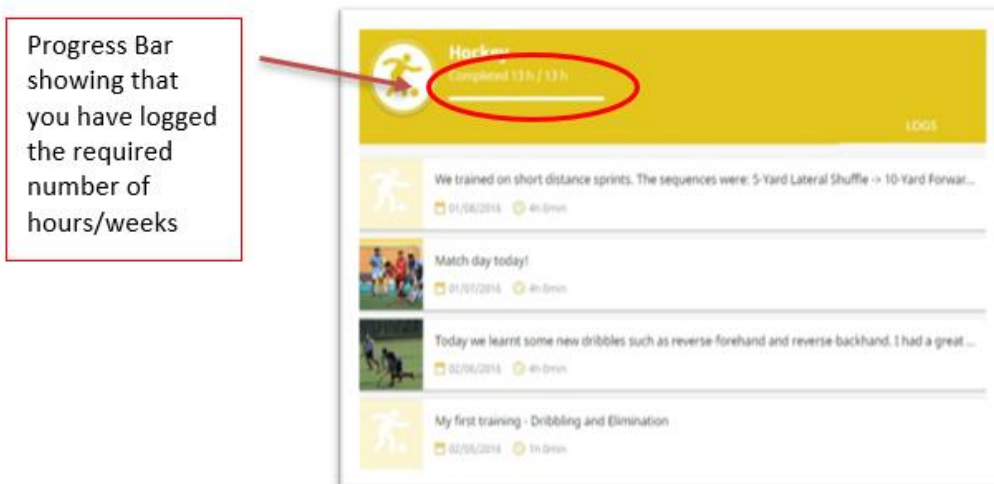
2. You can continue to add logs if you like.
3. When you have completed the required number of hours/weeks, you will see a pop-up at the bottom of the screen to send this activity forward to your Assessor. Click on SEND to send your activity to your Assessor.

You can continue to add logs if you wish

You can send now your Activity to Assessor for Authorisation.   SEND
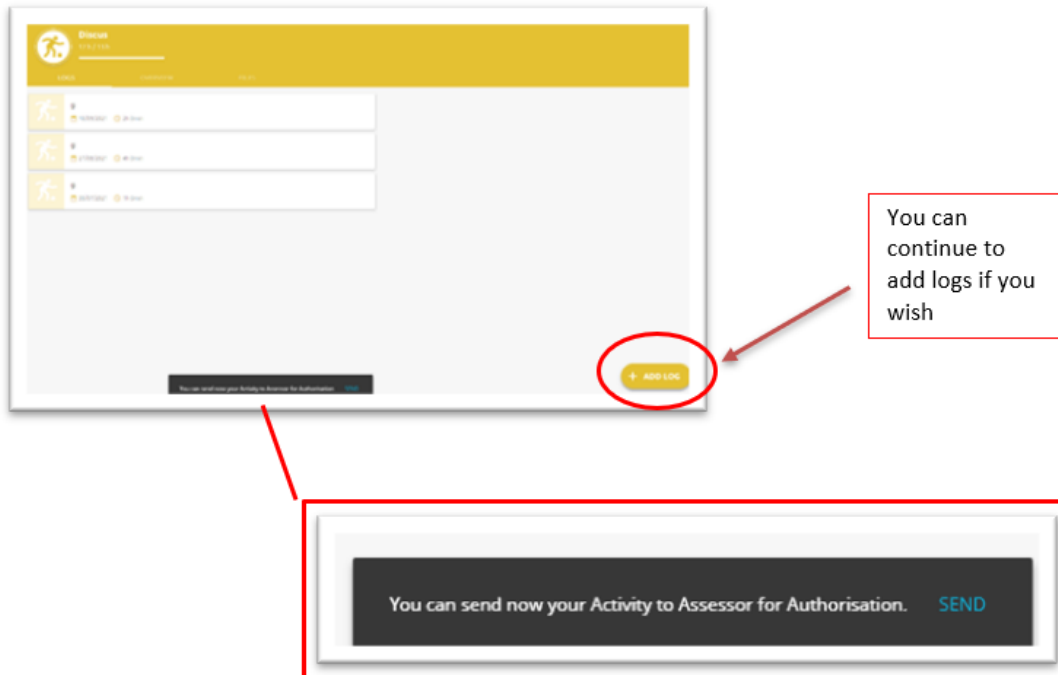
4. When the CONGRATULATIONS screen appears decide whether to send your Award to your Assessor for approval via email or if you will be uploading your assessment.
   - If your assessment is uploaded directly, your Award Leader will review your section ready for approval.
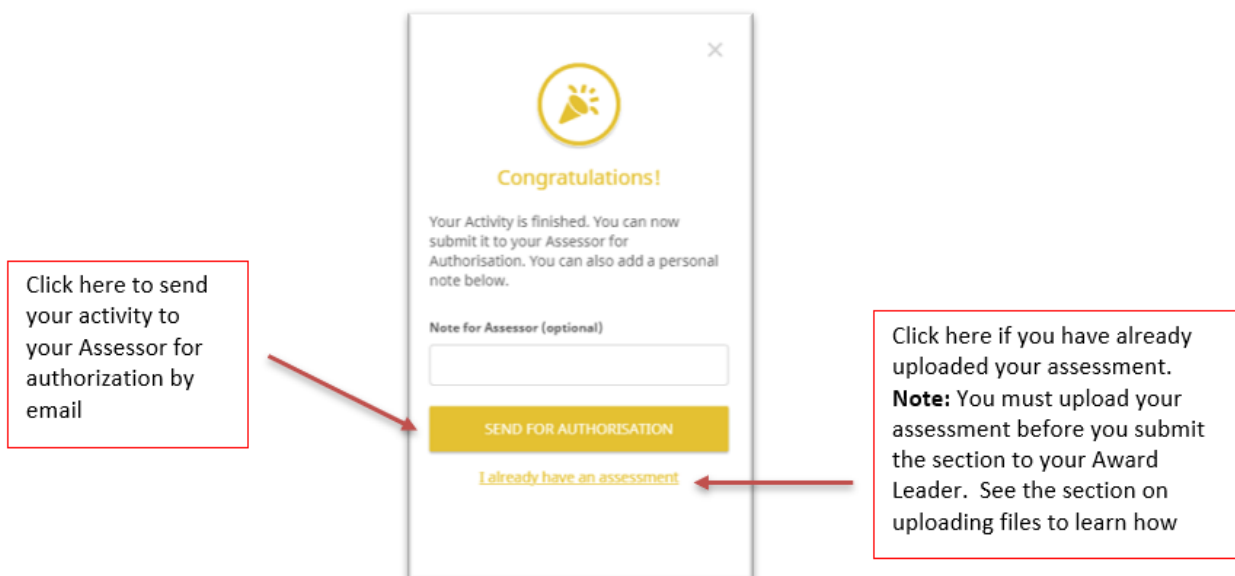   - If the assessment has been sent via email to the Assessor, you must wait for Assessor approval before you can send it for Award Leader Authorisation.

Click here to send your activity to your Assessor for authorization by email

Congratulations!

Your Activity is finished. You can now submit it to your Assessor for Authorisation. You can also add a personal note below.

Note for Assessor (optional)

SEND FOR AUTHORISATION

I already have an assessment

Click here if you have already uploaded your assessment. **Note:** You must upload your assessment before you submit the section to your Award Leader. See the section on uploading files to learn how

Note: The link sent by email to Assessors has a 30-day expiration. If your Assessor did not receive the email or the link expired, you can resend the assessment request by clicking on the option
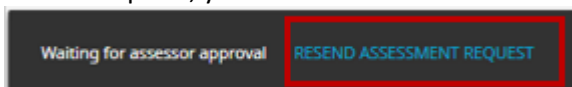

at the bottom or your screen. Before you do this, please double-check the Assessor contact details in the OVERVIEW tab for the activity to ensure that it is being sent to the correct address. Some companies may block emails sent from the ORB. You should connect with your Assessor to ensure that the request is not in their spam or junk folder.

5. While you are waiting for assessment, there will be a CLOCK symbol on the activity.

6. You will be notified of the approval of each activity once your Assessor has signed off. You will see a check mark beside that activity.

Note: If you have more than one activity in a section, each of them needs to be signed off by the Assessor before the section can be approved by your Award Leader.

7. When your Assessor(s) have completed their assessment, you will see a pop-up at the bottom of the screen that tells you to send the Activity to your Award Leader for Authorisation.

Click here to send the Activity for Authorisation
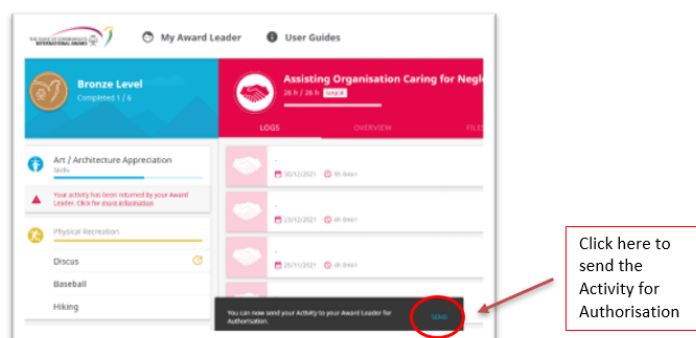
8. You will then see the Authorised! pop-up and can send it on to your Award Leader.

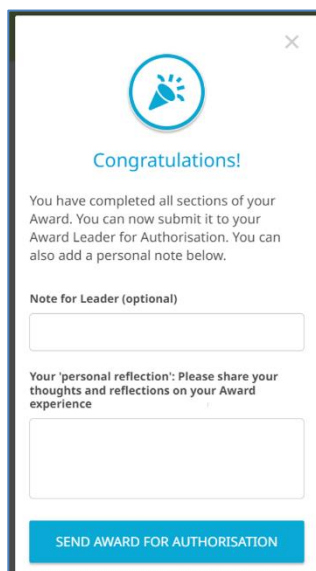Click here to send to your Award Leader for Authorisation
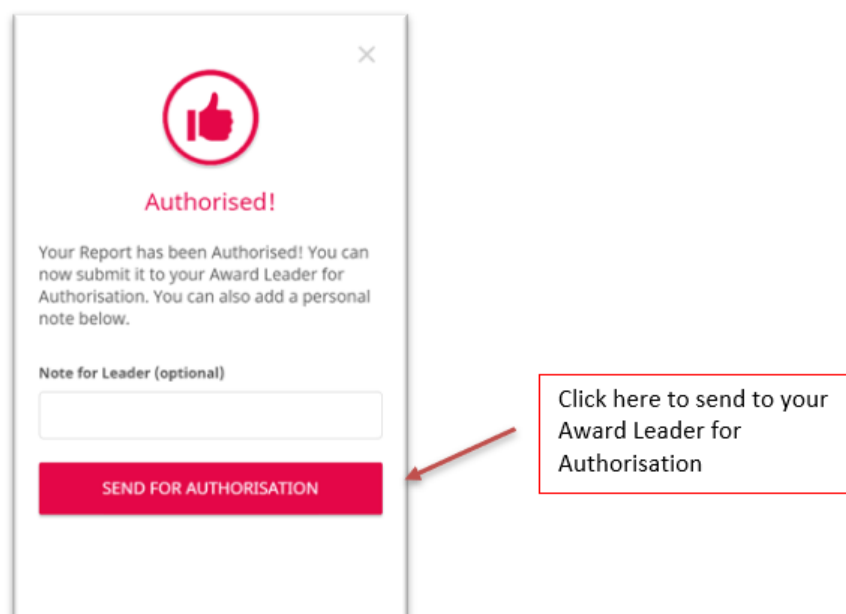
If your Award Leader or Assessor wants you to revise a section of your Award you will receive a notification when you log into your ORB. You can also see a warning message next to the section you need to revise. The details can be found by clicking on the notification or the message on the section. Click on the message to see the reason your activity needs revision.

Click here for more information about the needed revision
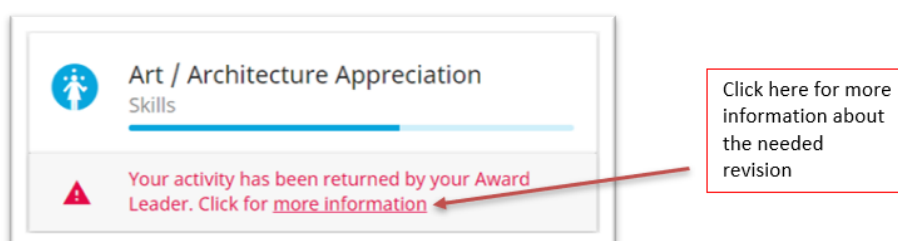
Completing your Award

Once all your sections have been approved by your Award Leader, you will need to submit Award for final approval. This process is done by experienced Award staff or Award Leaders (other than your own Award Leader) and may take time. Please contact your Award Leader if you have any questions about this process. You may wish to add a note for your Award Leader, as well as write a personal reflection of your Award experience.

Once your Award has been approved/verified, you are eligible to receive recognition for your achievement. Please contact your Award Leader for details.

Note: If you are submitting your completed Gold Award you will need to be 16 years of age before your Award can be signed off.
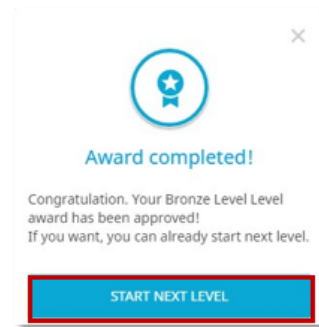
7.   Starting the Next Level of your Award

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.
3. Click '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 (if applicable).
   - 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.