

# Online Record Book

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## Participant Web User Guide The Duke of Edinburgh's International Award Foundation

02/04/2018  
Version: 1.7

## Version control

Version	Date	Author	Notes
1.0	05/05/2017	Daniela Pozzi	First version
1.2	20/06/2017	Daniela Pozzi	Content Update
1.3	08/08/2017	Daniela Pozzi	Content Update
1.4	30/08/2017	Daniela Pozzi	Content Update
1.5.1	05/12/2017	Marisa English	Content Update
1.6	31/01/2018	Marisa English	Content Update
1.7	02/04/2018	Marisa English	Content Update

### *Summary of changes:*

*V1.2: Screen shot updates to reflect the system, process to change password and email address improved.*

*V1.3: Screen shot updates to reflect the system; instructions on how to set up multiple activities inserted; explanation on how to download the Award Summary inserted*

*V1.4: Screenshot updates to reflect the system; modifications on how to record Preparation and Training activities and how to send Adventurous Journeys for approval inserted; Details on how to add an additional Practice Journey inserted.*

*V1.5.1: Screenshot updates to reflect the system; receiving registration approval email; instructions on how to resend email asking for Assessor approval inserted; amended instruction on editing an activity; managing / editing uploaded files;*

*V1.6: Screenshot updates to reflect the system; updated information on uploading assessor report; instructions on paying online for the Award at registration;*

*V1.7: Screenshot updates to reflect the system*

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## Introduction

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

This document has been written 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 web navigating to <https://www.onlinerecordbook.org/>

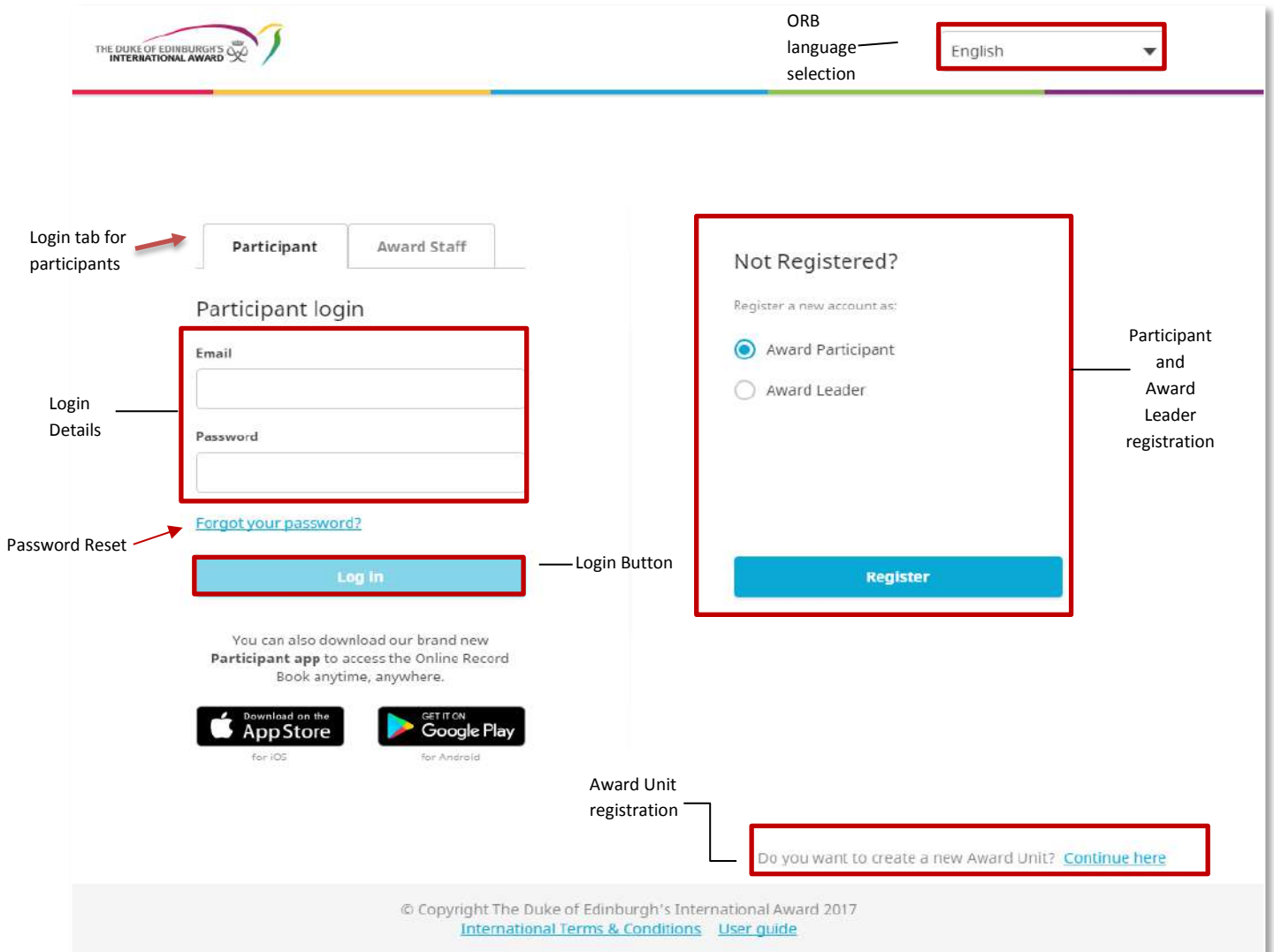
## Supported Browsers and Technical Information

The Online Record Book (ORB) can be accessed using the latest versions of the following browsers:

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

## Getting Started

### Overview Login Page



The screenshot shows the login page with the following elements and annotations:

- Language Selection:** A dropdown menu labeled "ORB language selection" is set to "English".
- Login Tabs:** Two tabs are visible: "Participant" (highlighted with a red arrow and labeled "Login tab for participants") and "Award Staff".
- Participant Login Form:** A form titled "Participant login" with fields for "Email" and "Password" (both highlighted with a red box and labeled "Login Details"). A "Forgot your password?" link is highlighted with a red arrow and labeled "Password Reset". A blue "Log in" button is highlighted with a red box and labeled "Login Button".
- Registration Form:** A form titled "Not Registered?" with the heading "Register a new account as:". It has two radio button options: "Award Participant" (selected) and "Award Leader". A blue "Register" button is highlighted with a red box and labeled "Participant and Award Leader registration".
- Award Unit Registration:** A link "Do you want to create a new Award Unit? [Continue here](#)" is highlighted with a red box and labeled "Award Unit registration".
- App Download:** Links to download the "Participant app" on the App Store (for iOS) and Google Play (for Android).
- Footer:** Copyright notice for 2017 and links to "International Terms & Conditions" and "User guide".

### 1. 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  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



Do you know who your Award Leader is?

Yes

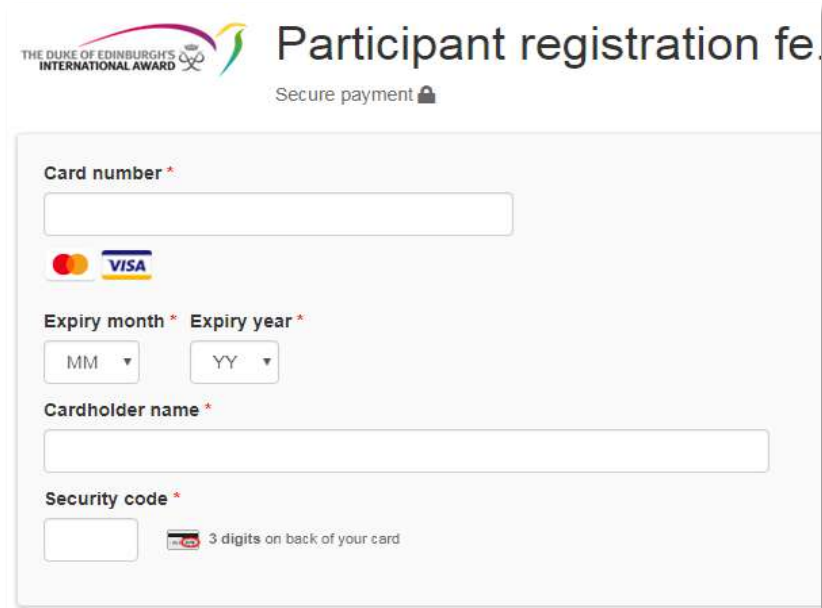
No

Enter Email Address:

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
6. Insert your personal details
  - You will be asked to provide Parental/Guardian consent if you are under the age of 18 (unless otherwise specified in your country's regulations). If you are under 18, your parental/guardian consent details must be provided in order to submit your registration.
  - If you're older than 18 years old, you won't be asked to provide parental/guardian consent
7. Answer the Profile Questions (if applicable)
8. Select your payment type. There are different payment options depending on your Operators requirements.  
*If you have selected 'Pay Online by debit / credit card' you will be redirected to a payment window at the end of your registration.*
9. Set your Online Record Book Login details


Once all details have been inserted click on  to send your registration for approval.

10. For those paying by card online, the secure payment window will pop up and you must complete all the card details





THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

## Participant registration fee

Secure payment 

Card number \*


 

Expiry month \* Expiry year \*

MM ▼ YY ▼

Cardholder name \*

Security code \*

  3 digits on back of your card

The total amount payable will be displayed on screen.

Once all the card details are completed select [Pay now](#)

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

Activity cannot be created until your registration is approved

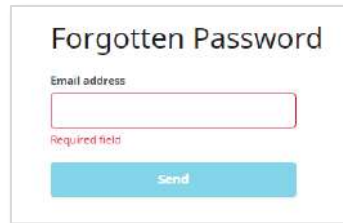
You will receive a notification when your registration has been reviewed and approved by your Award Leader.



## 2. Forgot your password?

In case at any point in time you need to reset your password, from the Login page select the option '[Forgot your password?](#)'

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.



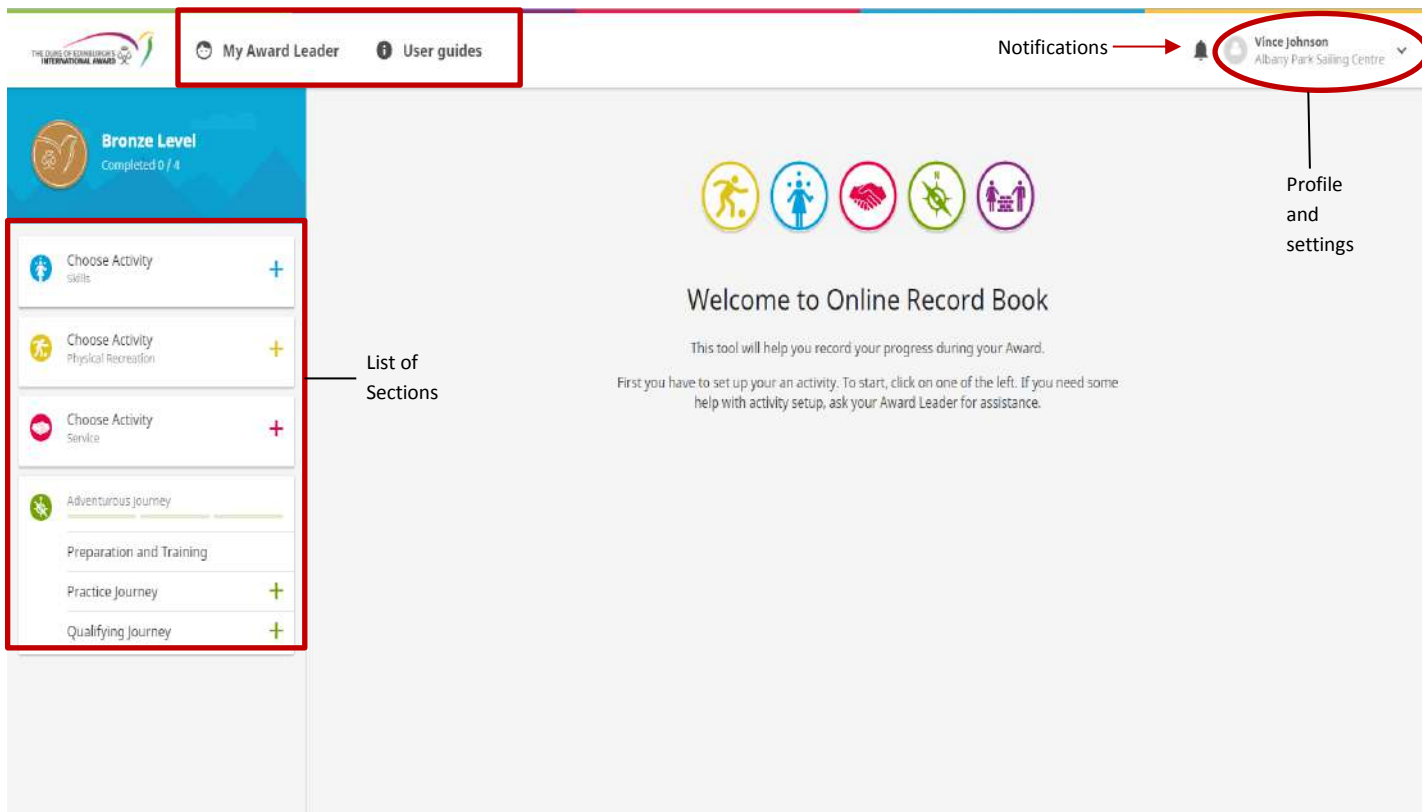
**Forgotten Password**

Email address

Required field

Send

## Landing Page Overview



The screenshot shows the landing page of the Online Record Book. At the top, there is a navigation bar with 'My Award Leader' and 'User guides' highlighted in a red box. To the right, there are 'Notifications' and a user profile dropdown for 'Vince Johnson' at 'Albany Park Sailing Centre', which is circled in red. Below the navigation bar, the main content area features a 'Bronze Level' badge (Completed 0 / 4) and a 'List of Sections' on the left, which is also highlighted in a red box. The sections include 'Choose Activity skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The main content area displays a 'Welcome to Online Record Book' message and a list of activity icons. A 'Profile and settings' link is located on the right side of the page.

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

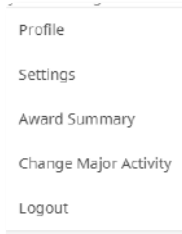
- Edit your profile
- Choose activities and manage your progress
- Add logs and pictures to existing and approved activities
- Receive notifications when an activity request, section and Award has been approved or needs to be modified, after Award Leader's review
- View your Award Leader's contact details



## 1. 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.

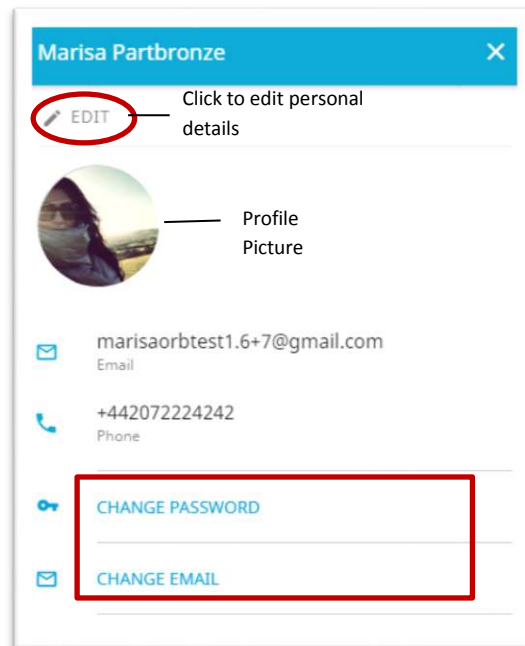
From the landing page, if you click on your name the following options will be displayed:



- **Updating your personal details**

To update your personal details as well as add a new profile picture:

1. From the landing page click on your name
2. Select the option 'Profile' as displayed above
3. Click on Edit to update your details including the option of adding a secondary email address
4. If you want to add a profile picture, click on 'Edit' and then click on the picture field
5. You will be prompted to select a picture to be uploaded
6. Save your updated profile and click on 'Save' to save your changes



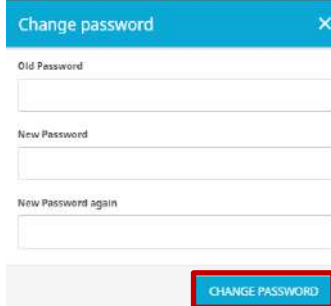
Your email address can also be changed at any time by navigating to your profile and selecting "Change email".

- **Changing your password**

To change your password:

1. From the landing page click on your name
2. Select the option 'Profile'
3. Click on 'Change Password'

4. Insert your old and new password as requested in the pop up window
5. Click on “Change Password” to save your settings



- **Updating your language settings**

To update your language settings:

1. From the landing page click on your name
2. Select the option ‘Settings’ from the drop down menu
3. Select your language from the list of languages available
4. The page will refresh and setting will be changed



## 2. 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 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. Save the Activity by clicking on “Setup”

*Activity Created*

New Activity
✕

**Activity Details**

**Category**  
Foreign Languages ✕ ▼

**Subcategory**  
German ✕ ▼

**Goal**  
To speak German fluently

**Assessor Details**

**Title**  
Mrs. ✕ ▼

**Name**  
Jane Smith

**Email**  
testaward00@gmail.com

Choose as Major activity

Major activity means that you have to spent twice much time on this activity compare to other.

SETUP

Once the activity has been saved, your Award Leader will receive a push notification asking him 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 advised amendments before resubmitting it.

*Example of reason sent to participant*

Revise Message
✕

Please set a SMART goal, the explanation is displayed if you click on the info button next to the Goal!

To change your major activity:

1. From the landing page click on your name
2. Select the option 'Change Major Activity'

3. Select your new Major
4. Press 'Save' to save your settings

Select your Major Activity ×

Major Activity means that you will have to spend an extended amount of time on this activity compared to the others. For Gold and Silver the extra time required is six months, for Bronze it is three months.

Skills  
 Physical Recreation  
 Service


SAVE

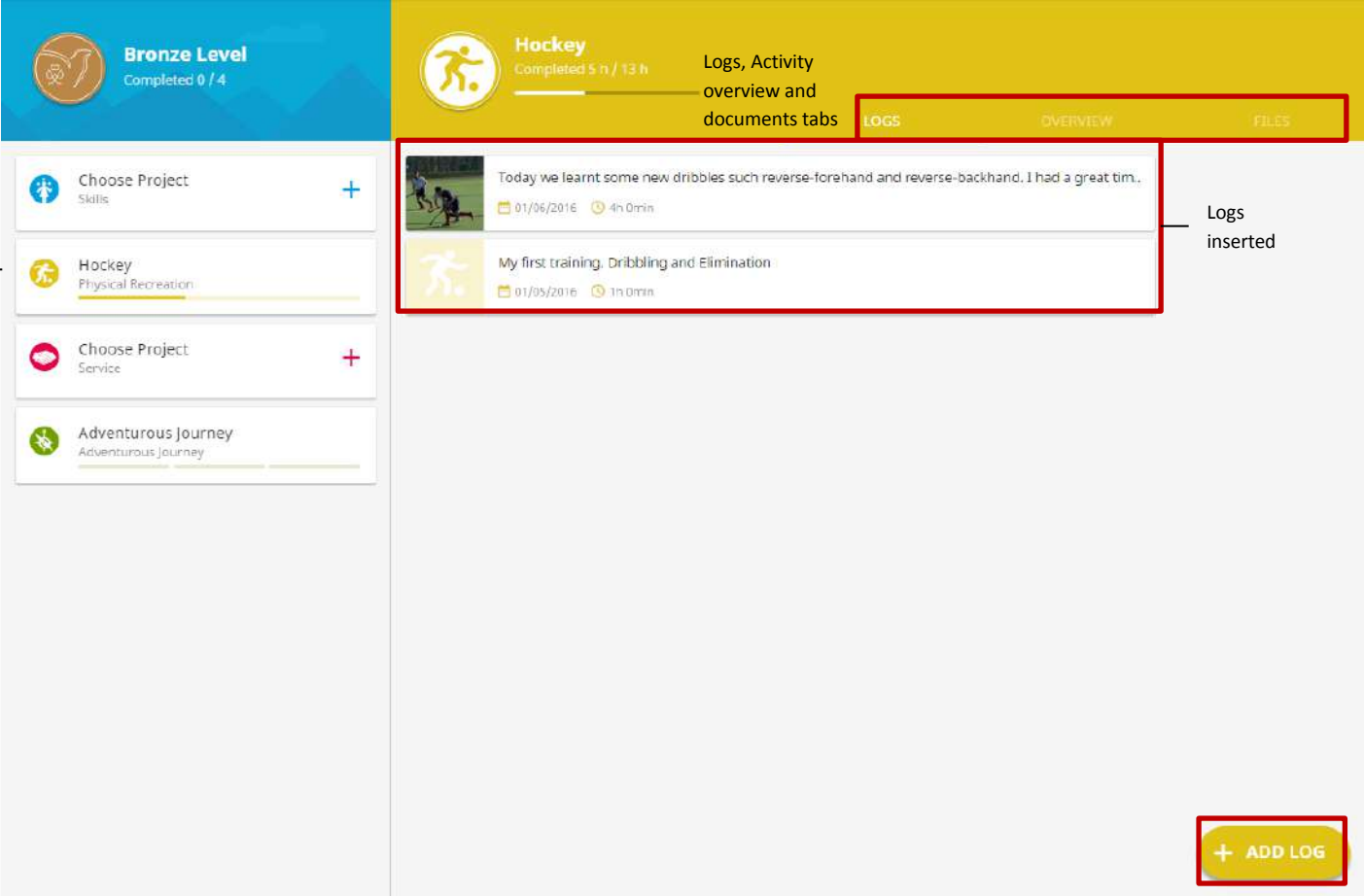
**Note:** You can change you major section after all activities setup have been approved by your Award Leader

### 3. 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 against it.

To add a new log:

1. Click on the section where your activity has been approved by your Award Leader
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



**Bronze Level**  
Completed 0 / 4

**Hockey**  
Completed 5 h / 13 h

Logs, Activity overview and documents tabs

LOGS OVERVIEW FILES

Approved Activity

Choose Project Skills +

Hockey Physical Recreation

Choose Project Service +

Adventurous Journey Adventurous Journey

Today we learnt some new dribbles such reverse-forehand and reverse-backhand. I had a great tim.,  
01/06/2016 4h 0min

My first training. Dribbling and Elimination  
01/05/2016 1h 0min

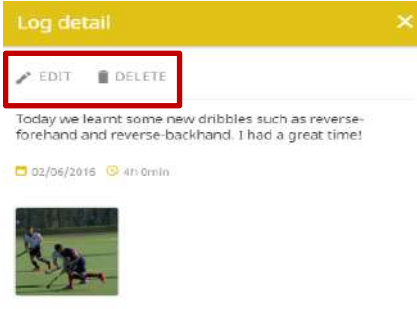
Logs inserted

+ ADD LOG

Once you start adding logs you will notice that the progress bar will move.

To edit/delete a log:

1. Click on the log you would like to edit
2. Select 'Edit' to edit the log, and edit the details
3. Select 'Delete' to delete the log, as necessary
4. Confirm your choice



Log detail

EDIT DELETE

Today we learnt some new dribbles such as reverse-forehand and reverse-backhand. I had a great time!

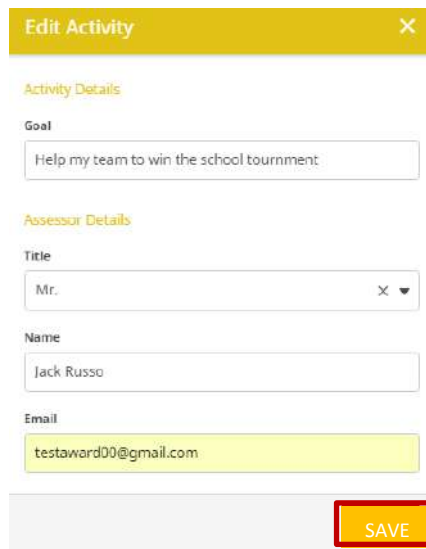
02/06/2016 4h 0min



## 4. Editing your Activity details

To change or update 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



The screenshot shows a form titled "Edit Activity" with a close button (X) in the top right corner. The form is divided into two sections: "Activity Details" and "Assessor Details".

**Activity Details:**

- Goal: A text input field containing "Help my team to win the school tournament".

**Assessor Details:**

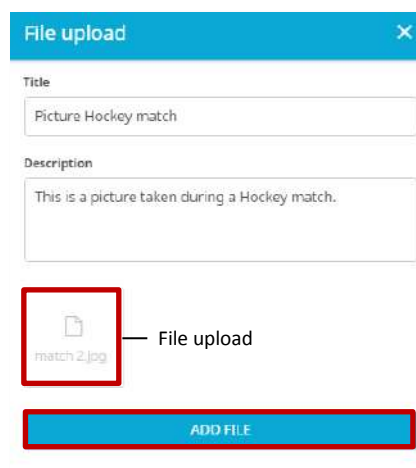
- Title: A dropdown menu with "Mr." selected and a close button (X) and a downward arrow.
- Name: A text input field containing "Jack Russo".
- Email: A text input field containing "testaward00@gmail.com".

At the bottom right of the form is a red "SAVE" button.

## 5. 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. Insert the required details and select the file from your device
5. Click on 'Add File' to upload your new file



The screenshot shows a form titled "File upload" with a close button (X) in the top right corner. The form has two text input fields: "Title" and "Description".

**Title:** "Picture Hockey match"

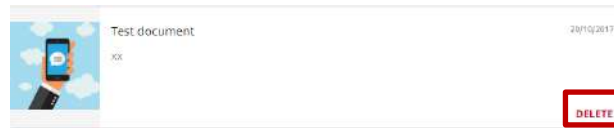
**Description:** "This is a picture taken during a Hockey match."

Below the description field is a file upload area. It contains a red-bordered box with a file icon and the text "match 2.jpg". A line points from the text "File upload" to this box.

At the bottom of the form is a red-bordered "ADD FILE" button.

The file will be visible within your Files.

To delete the file uploaded click on 'Delete'



## 6. 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 **OVERVIEW**
3. Click on **+ ADD ADDITIONAL ACTIVITY**
4. Insert the activity details requested
5. Press **SETUP** to save your changes

The individual activities will be displayed underneath the chosen Section.



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

If your Award Leader declined your activity request you will receive a push 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.


## 7. Downloading your Award Summary

If you would like a printed copy of your Award progress, you can download your Award Summary at any time. You can also email it if required.


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**
4. The PDF file will be automatically downloaded

**Award Summary**



01/07/2016  
Start Date



---  
End Date


DOWNLOAD AWARD SUMMARY

## 8. 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 DOWNLOAD SUMMARY FOR ASSESSOR
5. The PDF file will be automatically downloaded
6. Upload it to the ORB
7. Send it to your Award Leader via the ORB.


 **Service**

First activity started	Major	Hours Completed/Required
05/08/2016	No	13 h / 13 h


Charity - Assistance at a Charity e.g. Hospice Trade Aid



In progress  
Status



Give assistance to the elderly  
Goal



---  
Name

DOWNLOAD SUMMARY FOR ASSESSOR

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

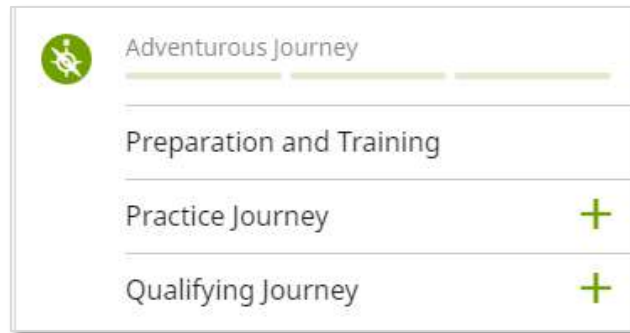
DOWNLOAD SUMMARY FOR ASSESSOR

## 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 (a)

[Adventurous Journey Overview](#)

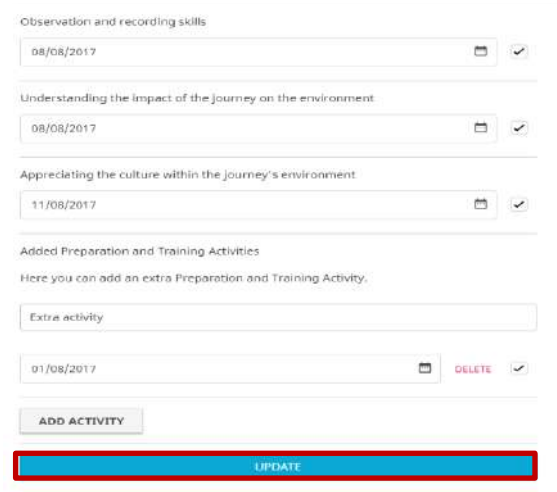




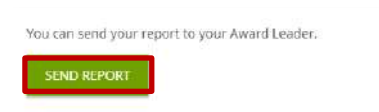
### Preparation and Training:

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"

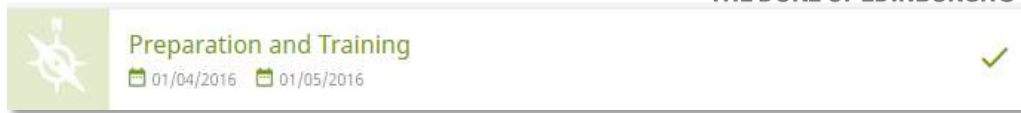


Once all Preparation and Training activities have been recorded you can send them to your Award Leader for approval by clicking on 'Send Report' from the 'Activity' tab



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.

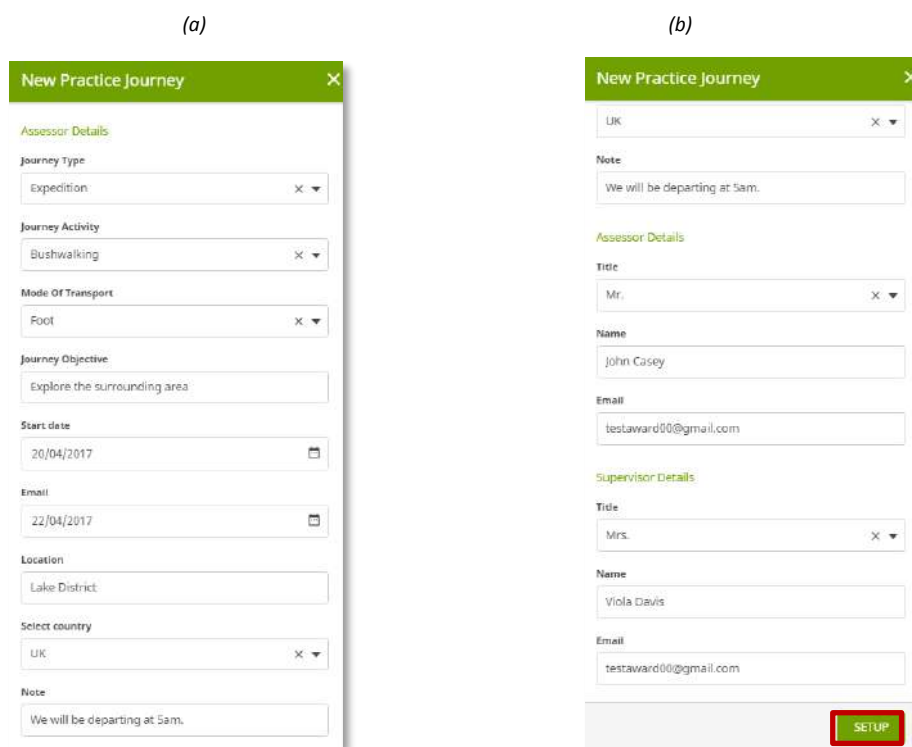
Preparation and Training approved by Award Leader



**Practice and Qualifying Journeys:**

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 window (a), (b)
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.
6. You will then need to send your Adventurous Journey for Supervisor/Assessor Approval once the Journey is complete.
7. Click on the tab **REPORT** and press **SEND REPORT**. 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.
8. 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, you can do 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 + ADD 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.

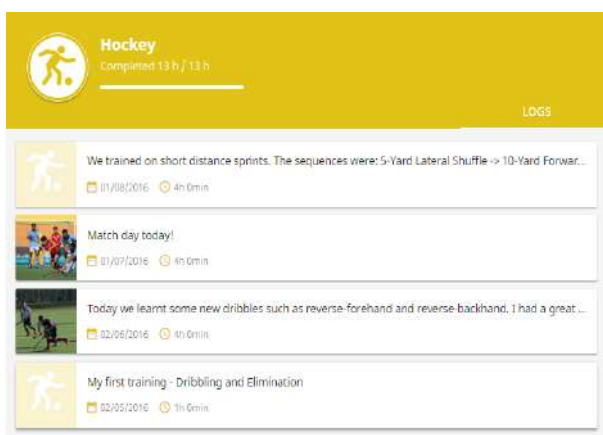
## 10. Completing your Award

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

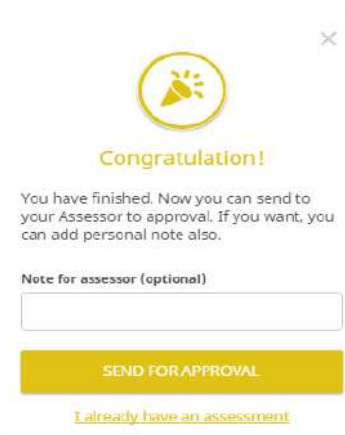
After logging all activities, your section will reach completion and you will be able to:

- Send the section to Assessor for approval via email
  - Upload a certificate or any documentation given to you that proves you completed that Section
1. Insert all logs until you complete your Activities (a)
  2. When the 'victory' screen appears decide whether to send your Award to Assessor for approval via email or upload your certificate (b)
    - If the certificate is uploaded directly, your Award Leader will review your section ready for sign-off
    - If the Assessment has been sent via email to the Assessor, you must wait for Assessor approval before you can send your for Award Leader sign off.

(a) Overview of logs



(b) Victory screen



1. You will be notified of the approval of your activities and when your complete Award is approved.
2. Please contact your Award Leader once your Award has been approved for more information about your certificate.

**Note:** The link sent via email to the Assessor has 30 days expiration date. In case the Assessor hadn't received the email or the link expired the participant can resend the Assessment request clicking on the

option  displayed at the bottom of the screen.

If your Award Leader or Assessor want you to revise a section of your Award you will receive a notification found within the list of notifications. You can also view a warning message next to the section you need to revise.

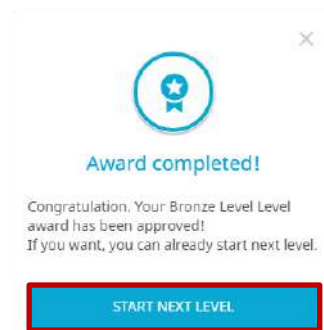
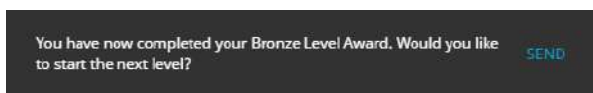
Click on the message to see the reason your activity needs revision and make the advised amendments before resubmitting it.

## 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
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.



## 12. 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:

1. From the landing page click on  My Award Leader
2. All the information will be then displayed in the pop-up window

