

# PARTICIPANT REGISTRATION

//www.onlinerecordbook.org/fo/



[Frequently Asked Questions \(FAQs\)](#)

English

Participant

Award Staff

Participant login

Email

Password

[Forgot your password?](#)

Log in

You can also download our brand new  
**Participant app** to access the Online Record  
Book anytime, anywhere.



Not Registered?

Register a new account as:

☒ Award Participant

☐ Award Leader

Register

Register as an  
Award  
Participant  
here

**#WORLDREADY**



# PARTICIPANT REGISTRATION

- 1 Welcome
- 2 Award Level
- 3 Contacts
- 4 Participant Details
- 5 ORB Account



[Frequ](#)

## Welcome to the Online Record Book

You are now registering as an Award participant.

Select Country

Australia x ▼

Select your Operating Authority

Select ▼

Select your Award Unit

Select Scouts Victoria ▼

Do you know who your Award Leader is?

☐ Yes

peter.datson@scoutsvictoria.com.au

☐ No

Continue

AUSTRALIA

VICTORIA

YOUR  
SCHOOL  
NAME

YES (enter  
teacher's email  
address)

**#WORLDREADY**



# PARTICIPANT REGISTRATION

- ✓ Welcome
- ② Award Level
- ③ Contacts
- ④ Participant Details
- ⑤ Profile
- ⑥ ORB Account



## Award Level

What level of the Award are you registering for?

What level of the Award are you registering for?

- ☐ Bronze Level
- ☐ Silver Level
- ☐ Gold Level

Continue

CHOOSE  
RELEVANT  
AWARD LEVEL



# PARTICIPANT REGISTRATION

- ✓ Welcome
- ✓ Award Level
- ③ Contacts
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- ⑤ Profile
- ⑥ Payment
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## Contact Details

Email

Confirm email

Secondary Email

Confirm Secondary Email

Phone number

Phone type

Secondary Phone Number

Secondary Phone Type

Continue

ENTER YOUR  
CONTACT  
DETAILS,  
INCLUDING  
SECONDARY  
EMAIL WHERE  
POSSIBLE

**#WORLDREADY**



# PARTICIPANT REGISTRATION

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[Frequently Asked Questions \(FAQs\)](#)

## Personal Details

Title

Select ▼

First Name

Middle Name

Last Name

Date of Birth

Date 

Gender

← February 2018 →

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

ENTER YOUR  
PERSONAL  
DETAILS

CLICK HERE  
TO ACCESS  
YOUR BIRTH  
YEAR

**#WORLDREADY**



# PARTICIPANT REGISTRATION

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
- 4 Participant Details**
- 5 Profile
- 6 Payment
- 7 ORB Account

Nationality

Select

Employment Status

Select

Home Address

Address First Line

Address Second Line(Optional)

City

State/Province/Region

Zip / Post Code

Country

Select

☐ My postal address is different

Continue

STUDENT

HOME OR  
SCHOOL  
ADDRESS

# PARTICIPANT REGISTRATION

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
- ✓ Participant Details
- 5 Parent Consent
- ✓ Profile
- ✓ Payment
- 8 ORB Account



[Frequently Asked Questions \(FAQs\)](#)

## Parent / Guardian Consent

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

Your parent/guardian First Name

Your parent/guardian Last Name

Relationship to Participant

Phone

Email

Confirm email

How do you want to apply:

- ☐ My parent/guardian will confirm consent by email
- ☐ My parent/guardian consent has already been given to my Award Leader.
- ☐ My parent/guardian will complete and sign the parent/guardian consent form

Continue



# PARTICIPANT REGISTRATION

✓ Welcome

✓ Award Level

✓ Contacts

✓ Participant Details

5 Profile

6 Payment

7 ORB Account

## Profile Questions

Do you identify as being Aboriginal or Torres Strait Islander

Select

Main language spoken at home

Are you affected by a disability

Select

Year level at school

Are you currently participating in a Youth Justice Program

Select

Are you currently attending (Uni/TAFE)

Select

Are you currently participating in an alternative education program

Select

Ethnicity

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

Select

Continue

ANSWER  
THESE TO THE  
BEST OF YOUR  
KNOWLEDGE

# PARTICIPANT REGISTRATION

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
- ✓ Participant Details
- ✓ Profile
- ⑥ Payment
- ⑦ ORB Account



## 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.
- ☒ Other method (pay to Award Leader or Unit)  
~~Bring required amount to your Award Leader or Award Coordinator in your Unit.~~

Continue

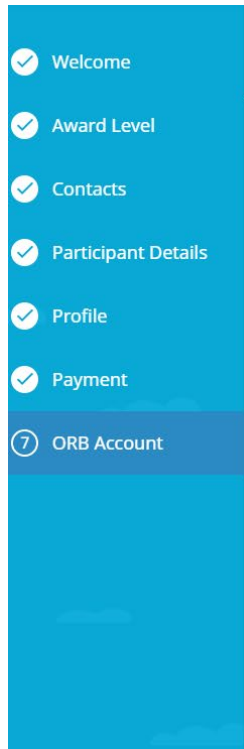
Paypal not offered by DofEd  
Vic  
Payment cannot be made via  
Scout Group or Scouts Victoria

SELECT THE  
RELEVANT  
PAYMENT  
OPTION

**#WORLDREADY**



# PARTICIPANT REGISTRATION



[Frequently Asked Qu](#)

## Online Record Book Account

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

Email

chriso@dukeodedvic.org.au

Password

\*\*\*\*\*

At least 8 characters long  
Include at least one number character  
Include both lower and upper case characters

Repeat Password

\*\*\*\*\*

[International Terms & Conditions](#)

☒ 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

CHOOSE  
YOUR  
PASSWORD

READ THE  
TERMS AND  
CONDITIONS

TICK THE  
BOXES IF  
YOU AGREE

**#WORLDREADY**



# PARTICIPANT REGISTRATION



[Frequently Asked Questions \(FAQs\)](#)

✓ Your registration is complete

✉ We have sent you an email with an activation link.

You will receive a notification when your Award Leader has approved your registration. You can log on to the Online Record Book here (until your Award Leader has approved your registration you will only have limited functionality).

On your smartphone



On the web



YOU SHOULD  
NOW SEE  
THIS  
MESSAGE

**#WORLDREADY**



# PARTICIPANT REGISTRATION

Duke of Edinburgh's International Award - Participant Confirmation Email Inbox x



ORB@onlinerecordbook.org

11:57 AM (0 minutes ago) ☆

to me ▾

This is an automated email from The Duke of Edinburgh's International Award Foundation.

Thank you for registering to use the Online Record Book.

Please verify your email address by clicking the following link:

<https://www.onlinerecordbook.org/fo/email-confirmations?authorizationCode=6c4ad2f1-2e79-4802-8117-03a424ef6d71>

If you have any questions about this email or about the progress of your registration, please contact your Award Leader.

Kind Regards,

The Duke of Edinburgh's International Award Foundation.

This is an automated email, please do not respond directly to this email address. This email is intended only for the person to whom it is addressed. If you are not the intended recipient you must not use, disclose, copy, or print this email, and must delete it immediately from your email system.

OPEN THE  
EMAIL AND  
CLICK THIS  
LINK

**#WORLDREADY**



# PARTICIPANT REGISTRATION

Award Participant Approved Inbox x



**ORB@onlinerecordbook.org**

to me ▾

12:04 PM (51 minutes ago)

This is an automated email that you are receiving from The Duke of Edinburgh's International Award Foundation.

This email is to notify you that your registration to become an Award Participant has been approved.

If you have any questions regarding this email, please contact the Award Coordinator at your Award Unit.

Kind Regards,

The Duke of Edinburgh's International Award Foundation.

ONCE YOU RECEIVE THIS  
EMAIL, YOUR  
REGISTRATION HAS BEEN  
APPROVED!

Return to  
[www.onlinerecordbook.org](http://www.onlinerecordbook.org)  
to set up your sections

**#WORLDREADY**



# SETTING UP YOUR ORB

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

My Award Leader User guides

Elvis Presley  
zz Do Not Use - Vic OAC

**Bronze Level**  
Completed 0 / 4

Choose Activity Skills +

Choose Activity Physical Recreation +

Choose Activity Service +

Adventurous Journey

Preparation and Training

Practice Journey +

Qualifying Journey +

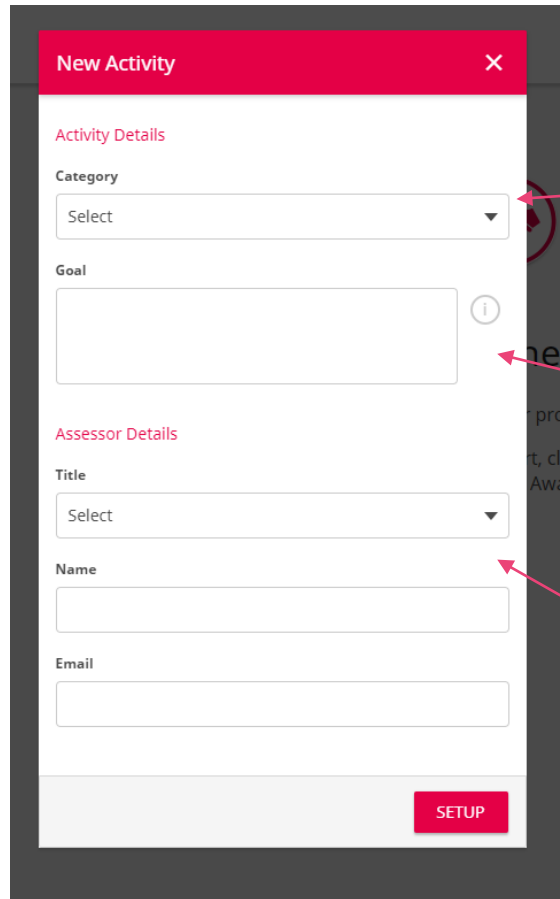
Welcome to Online Record Book

This tool will help you record your progress during your Award.

First you have to set up your an activity. To start, click on one of the left. If you need some help with activity setup, ask your Award Leader for assistance.

CLICK THE + TO ADD AN ACTIVITY

# SETTING UP YOUR ORB



**New Activity** [X]

**Activity Details**

Category  
Select

Goal  
[Text Field] ⓘ

**Assessor Details**

Title  
Select

Name  
[Text Field]

Email  
[Text Field]

**SETUP**

CHOOSE THE  
CATEGORY  
YOUR  
ACTIVITY  
SITS IN

ENTER  
YOUR  
GOAL

ENTER THE  
ASSESSORS  
DETAILS

# SETTING UP YOUR ORB

---

**S**PECIFIC

**M**EASURABLE

**A**CHIEVABLE

**R**EALISTIC

**T**IME BOUND

WRITE A  
S.M.A.R.T  
GOAL FOR  
EACH  
ACTIVITY

# SETTING UP YOUR ORB

New Activity

Activity Details

Category

Environmental

Subcategory

Working a Cleanup Campaign

Goal

Pick up a lot of rubbish

Assessor Details

Title

Ms.

Name

Bethany Smith

Email

SETUP

IS THIS A  
SMART  
GOAL?

WHAT ELSE  
IS WRONG?

# SETTING UP YOUR ORB

New Activity

Activity Details

Category

Sports related

Subcategory

Others

Please specify your category

Dance

Goal

To increase my endurance and fitness while dancing.

IS THIS A  
RELEVANT  
GOAL FOR  
A SKILL?

# SETTING UP YOUR ORB

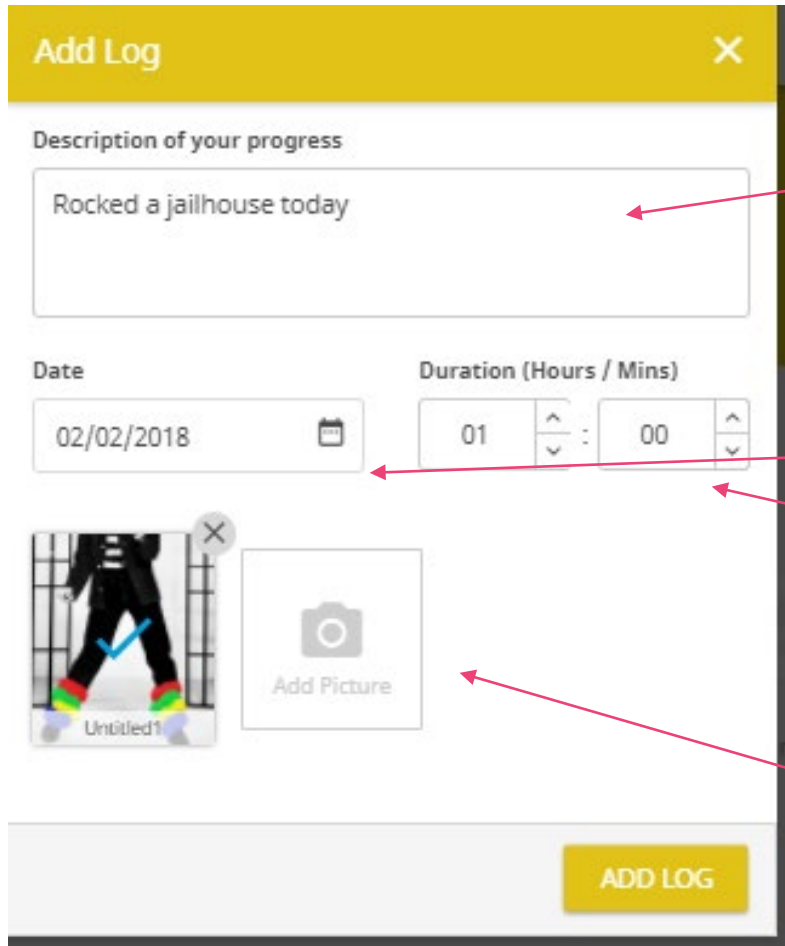
The screenshot shows the 'Aerobics' activity page in the Orb system. The interface includes a top navigation bar with 'My Award Leader' and 'User guides' links, and a user profile for 'Elvis Presley'. The main content area is divided into a left sidebar and a central panel. The sidebar lists activities: 'Basket Weaving Skills', 'Aerobics Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey'. The central panel shows the 'Aerobics' activity details, including a progress bar and a message stating 'Participant has no logs yet.'.

Callouts from pink circles point to specific elements:

- PENDING AWARD LEADER APPROVAL** points to the 'Aerobics' activity header.
- READY TO BEGIN LOGGING HOURS** points to the 'Aerobics Physical Recreation' activity card.
- ACTIVITY HAS NOT BEEN SET UP** points to the 'Choose Activity Service' activity card.
- START LOGGING** points to the '+ ADD LOG' button.

The bottom left corner features the **#WORLDREADY** logo, and the bottom right corner features the World Ready logo.

# SETTING UP YOUR ORB



The screenshot shows the 'Add Log' form with the following fields and annotations:

- Description of your progress:** A text box containing 'Rocked a jailhouse today'. An arrow points from the annotation 'ENTER DESCRIPTION OF THE ACTIVITY, AND REFLECT ON YOUR PROGRESS' to this field.
- Date:** A date picker showing '02/02/2018'. An arrow points from the annotation 'ENTER THE DATE YOU COMPLETED THE ACTIVITY' to this field.
- Duration (Hours / Mins):** A time picker showing '01 : 00'. An arrow points from the annotation 'ENTER ACTIVITY DURATION (MIN 1 HOUR PER WEEK)' to this field.
- Image Upload:** A section with a thumbnail of a person in a jail uniform and a button labeled 'Add Picture'. An arrow points from the annotation 'UPLOAD IMAGES WHERE APPLICABLE, TO BETTER TRACK YOUR PROGRESS' to this section.
- ADD LOG:** A yellow button at the bottom right of the form.

ENTER  
DESCRIPTION OF  
THE ACTIVITY,  
AND REFLECT ON  
YOUR PROGRESS

ENTER THE  
DATE YOU  
COMPLETED  
THE ACTIVITY

ENTER ACTIVITY  
DURATION (MIN  
1 HOUR PER  
WEEK

UPLOAD IMAGES  
WHERE  
APPLICABLE, TO  
BETTER TRACK  
YOUR PROGRESS

# SETTING UP YOUR ORB

The screenshot displays the ORB interface for a user named Elvis Presley. The top navigation bar includes 'My Award Leader' and 'User guides'. The main content area shows the 'Aerobics' activity with a progress bar indicating 'Completed 1 h / 26 h' and a 'MAJOR' status. Below this, there is a list of activities: 'Basket Weaving Skills', 'Aerobics Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey'. The 'Adventurous Journey' section includes 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. A callout points to the 'LOGS' tab, which shows a log entry: 'Rocked a jailhouse today' on '02/02/2018' for '1h 0min'. A yellow button labeled '+ ADD LOG' is visible at the bottom right of the log entry area.

**CONTACT YOUR AWARD LEADER**

**USER GUIDES IF YOU GET STUCK**

**PROFILE SETTINGS**

**PROGRESS/ HOURS COMPLETED**

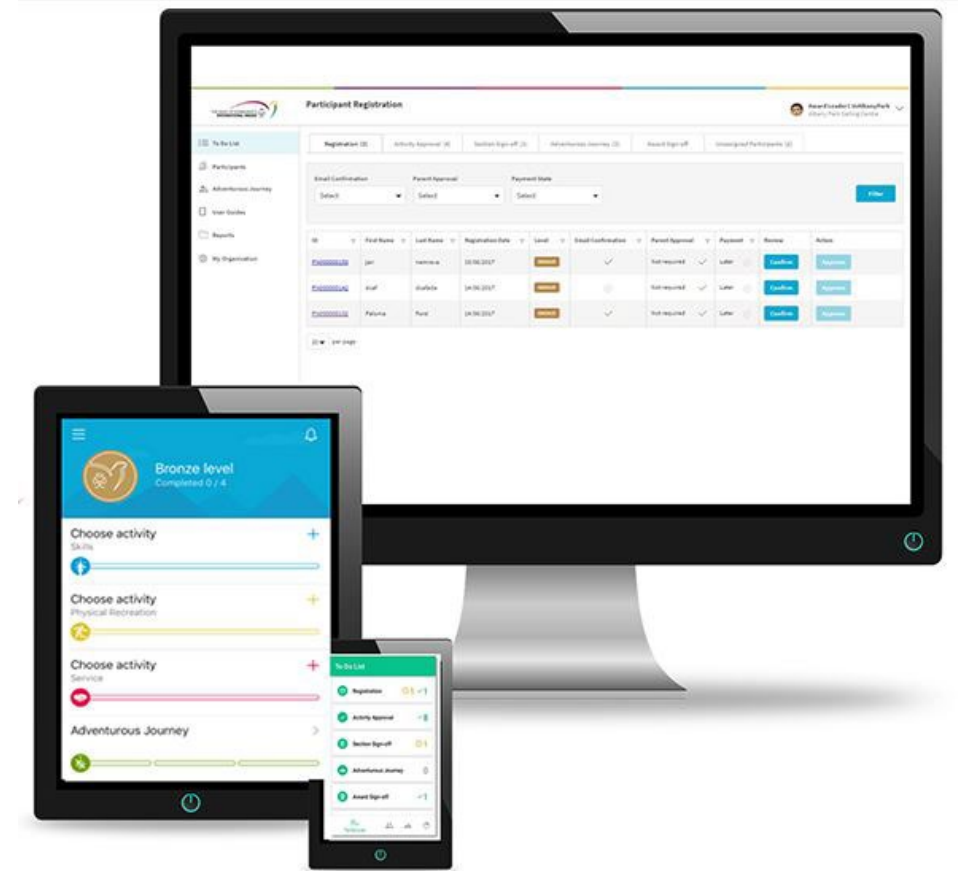
**COMPLETED ACTIVITY LOGS**



# SETTING UP YOUR ORB

You can also download a free App to help you log hours!

Search for ***“ORB Participant”*** on the Google Play or iOS App Store





THANK YOU