



# The Online Record Book (ORB)

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[WWW.ONLINERECORDBOOK.ORG](http://WWW.ONLINERECORDBOOK.ORG)

# How to register

**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.

 Download on the  
**App Store**  
for iOS

 GET IT ON  
**Google Play**  
for Android

### Not Registered?

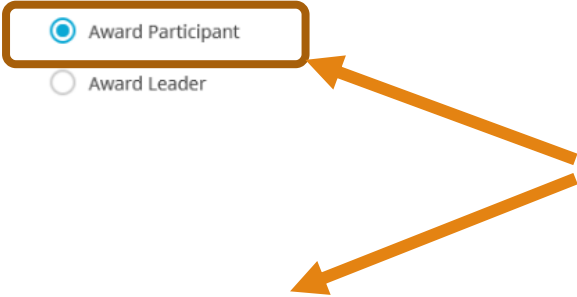
Register a new account as:

☒ Award Participant

☐ Award Leader

Register

Do you want to create a new Award Unit? [Continue here](#)



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[International Terms & Conditions](#) [User guides](#)

# How to register

- ① Welcome
- ② Award Level
- ③ Contacts
- ④ Participant Details
- ⑤ Profile
- ⑥ ORB Account



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

## Welcome to the Online Record Book

You are now registering as an Award participant.

Select Country

New Zealand



Select your Award Unit

The Duke of Edinburgh's International Award - NZ



Do you know who your Award Leader is?

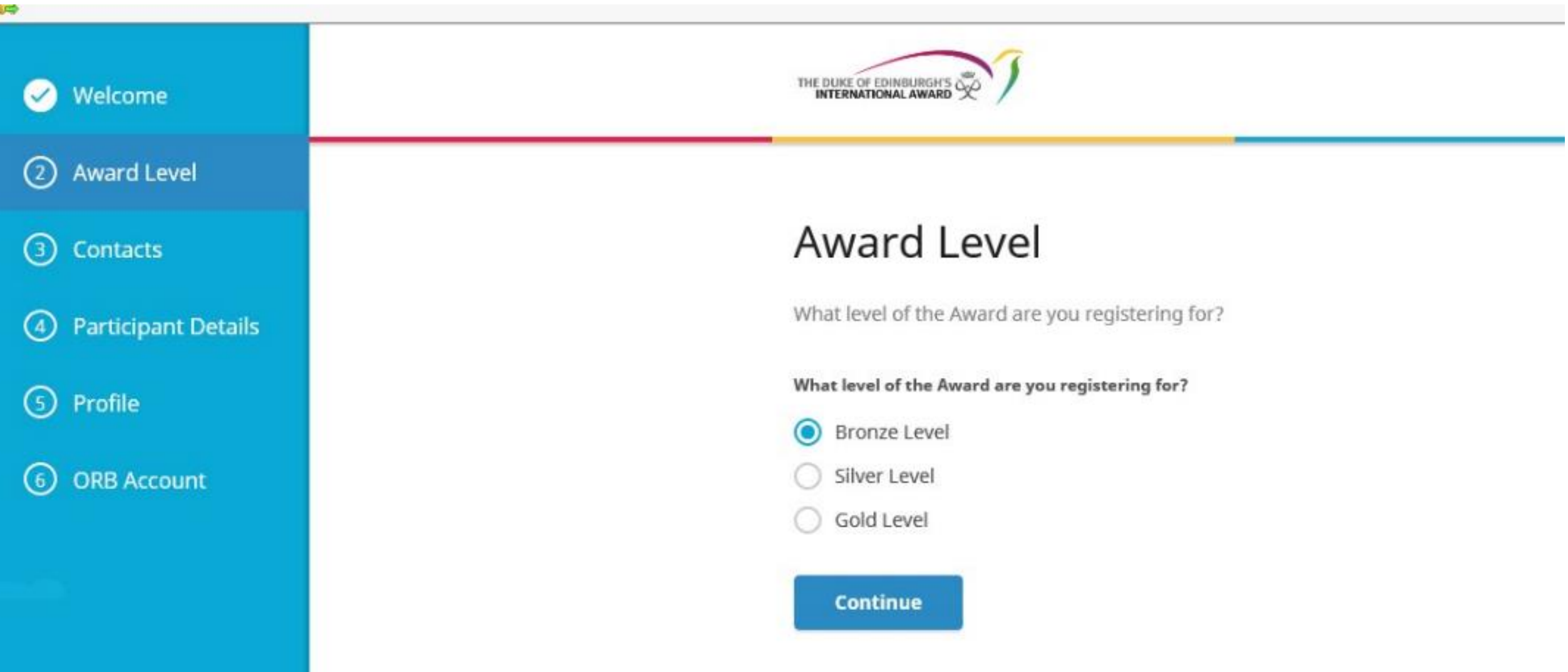
☐ Yes

☒ No

Continue

Please choose  
your school or  
Award Unit from  
the drop down  
menu.

# How to register



The screenshot shows a web application for registering for the Duke of Edinburgh's International Award. On the left is a blue sidebar with a vertical list of steps: 'Welcome' (marked with a checkmark), 'Award Level' (marked with a circled 2), 'Contacts' (marked with a circled 3), 'Participant Details' (marked with a circled 4), 'Profile' (marked with a circled 5), and 'ORB Account' (marked with a circled 6). The main content area has a white background. At the top right of this area is the award's logo, which includes the text 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' and a stylized graphic of three curved lines in purple, green, and yellow. Below the logo, the heading 'Award Level' is displayed in a large, bold, black font. Underneath the heading is the question 'What level of the Award are you registering for?' in a smaller, grey font. This question is repeated in a bold black font above a list of three radio button options: 'Bronze Level' (which is selected, indicated by a blue dot), 'Silver Level', and 'Gold Level'. At the bottom of the form is a blue rectangular button with the word 'Continue' in white text.

THE DUKE OF EDINBURGH'S  
INTERNATIONAL AWARD

## 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

# How to register



✓ Welcome

✓ Award Level

③ Contacts

④ Participant Details

⑤ Profile

⑥ Payment

⑦ ORB Account

## Contact Details


Email

Confirm email

Secondary email

Confirm secondary email

Phone number




+64800692927

Phone type

Work

✕ ▼

Secondary phone number



+


Secondary phone type

Select

▼

Continue

# How to register



- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
- ④ Participant Details
- ⑤ Parent Consent
- ⑥ Profile
- ⑦ Payment
- ⑧ ORB Account

## Personal Details

Title

Select

First Name

Participant

Middle Name

Last Name

One

Date of Birth

10/01/2005

Gender

☒ Female

☐ Male

☐ Prefer not to say

Nationality

New Zealander

Employment Status

Student

## Home Address

Address First Line

93 Hutt Park Road

Address Second Line(Optional)

City

Lower Hutt

Zip / Post Code

5010

# How to register

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
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- 5 Parent Consent
- 6 Profile
- 7 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

Parent

Your parent/guardian Last Name

Parent

Relationship

Mother

Phone

+64800692927

Email

parent@dofehillary.org.nz

Confirm email

parent@dofehillary.org.nz


×

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

# How to register



✓ Welcome

✓ Award Level

✓ Contacts


✓ Participant Details

✓ Parent Consent

✓ Profile

⑦ Payment

⑧ ORB Account



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

Payment Type:

☒ Pay Award Leader or Unit

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

Continue



# How to register



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

## [International Terms & Conditions](#)

### Duke of Edinburgh's Hillary Award Trading as The Duke of Edinburgh's International Award Aotearoa New Zealand

#### Hillary Award Online services Privacy Policy

##### The Duke of Edinburgh's Hillary Award Online services Privacy Statement

The Duke of Edinburgh's Hillary Award (the Award) appreciates the importance of keeping personal information private and protected for its participants, Award Leaders and supporters. You can be assured that we do our best to ensure that our websites are secure so that your confidentiality is maintained. As you would expect we adhere to the provisions of the Privacy Act 1993 (the Act), which controls how we collect, use, disclose, store and give access to 'personal information'. Personal information is information about an identifiable individual, as defined by the Act.

This statement explains how we achieve these goals and gives details of our privacy practices, including what information we collect about people using our website (including mobile versions of the site and mobile applications) and other online services, how the information will be used or disclosed, and rights with respect to our collection and use of personal data.

For additional information about your relationship with The Award please email [info@dofehillary.org.nz](mailto:info@dofehillary.org.nz)

By using our online services, you are accepting the practices described in this Privacy Statement.

#### Why we collect personal information

There are two types of information you provide us with when using our online services:

- personal information provided when completing personal information fields, and
- information collected by us as you interact with our services.

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

Required field

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

Required field

# How to register



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



[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



Apps can be downloaded  
from the App Store and  
Google Play

# Parental Consent

 Reply  Reply All  Forward

Wed 10/01/2018 2:02 PM



ORB@OnlineRecordBook.org

The Duke of Edinburgh's International Award - Parental Consent Required

To Jessica Zanetti

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

You have been nominated to provide Parent / Guardian approval for Participant One to participate in The Duke of Edinburgh's International Award.

If you are the Parent / Guardian of Participant One and would like them to take part, please provide your approval by clicking the following link:

[https://www.onlinerecordbook.org/fo/register/participant/review?authorizationCode=3715e982-e1bc-4c00-b319-2a0f67b14395&locale=en\\_gb](https://www.onlinerecordbook.org/fo/register/participant/review?authorizationCode=3715e982-e1bc-4c00-b319-2a0f67b14395&locale=en_gb)

If you have any questions regarding this email, or about The Duke of Edinburgh's International Award, please contact the Award Leader responsible for Participant One.

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.

{footer}

Your parents can give consent by clicking on this link that is emailed to them.

# Parental Consent

## Requirements and Conditions

11. I understand that:

- a. a participant must not drive a motor vehicle or transport other participants participating in activities related to the Award unless the participant holds an appropriate and valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the participant's driving; and
- b. a participant must not be driven by any individual who is not involved in or assisting in organising the Award for the purposes of participating in the Award unless the individual holds an appropriate and valid driving licence and there is appropriate third party insurance in place to cover any person injured as a consequence of the individual's driving.

12. I understand that participants are required to comply with the Award requirements contained in the Record Book or ORB, the policies and standards of behaviour of the relevant Award Operator (as amended from time to time) and requirements of the Award Unit in relation to emergency plans, assessment of activities and the conduct of Adventurous Journeys related to the Award, and understand that the Award Unit may withdraw its approval to the participant's participation in the Award if they do not comply.

13. I consent to the provision of any personal information that I have provided (including participant data) to the Award Unit and Award Operator. I consent to this information being treated in accordance with the provisions of the privacy policy of the relevant Award Operator (as amended from

[Printable Parental Consent Form](#)

## Your Parental Consent

- ☒ I confirm that I am the parent/guardian of Participant One. I give my consent for him/her to participate in the Award in The Duke of Edinburgh's International Award - NZ under supervision of a trained Award Leader. I have read, understood and agree with the requirements and conditions of participation in the Award, as described above and on the website of the Award Operator.
- ☐ As the parent/guardian, I give consent for any images to be used by the Foundation for promotional purposes.

Send

# Parental Consent

---

Parent / Guardian Consent Form

Parental consent has been sent.

 Parental consent has been sent

# Setting up your Profile

The screenshot illustrates the process of setting up a profile on the Duke of Edinburgh's International Award website. It is divided into three main sections:

- Main Dashboard:** Features the 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' logo, navigation links for 'My Award Leader' and 'User guides', and a 'Bronze Level' status bar indicating 'Completed 0 / 4'. Below this are three 'Choose Activity' buttons for Skills, Physical Recreation, and Service, each with a plus icon. At the bottom, there are progress bars for 'Adventurous Journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'.
- User Profile Card:** A card for 'Jessica Zanetti' showing contact details: Email (jessica@...), Phone (08006929...), and a 'CHANGE PASSWORD' link.
- Participant One Profile Form:** A detailed form for 'Participant One' with the following fields and options:
  - Header:** 'Participant One' with a close button (X) and a notification bell.
  - Profile Section:** Includes a profile picture placeholder, a dropdown menu with options: 'Profile', 'Settings', 'Award Summary', 'Change Major Activity', and 'Logout'.
  - Contact Information:** Fields for Email (participant@dofehillary.org.nz), Phone (+64800692927), and a Secondary phone number.
  - Actions:** Links for 'CHANGE PASSWORD' and 'CHANGE EMAIL'.



## Bronze Level

Completed 0 / 4



Choose Activity  
Skills



Choose Activity  
Physical Recreation



Choose Activity  
Service



Adventurous Journey

Preparation and Training

Practice Journey



Qualifying Journey



## New Activity



### Activity Details

#### Category

Foreign Languages



#### Subcategory

French



#### Goal

Pass A1 French Exam



### Assessor Details

#### Title

Mr.



#### Name

Benoit

#### Email

benoit@benoit.com

☒ Choose as Major activity

SETUP



# Setting up your Activities

The screenshot shows the 'Online Record Book' interface. On the left, a sidebar lists activities: 'French Skills' (with a clock icon), 'Choose Activity Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey' (with sub-items: 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'). The main area displays a 'Welcome to Online Record Book' message and five activity icons. A blue banner at the bottom right says 'Waiting for approval'. Two orange callout boxes provide instructions: one points to the 'French Skills' activity, stating 'If you click on French the system will tell you that the system is waiting on approval from your Award Leader', and the other points to the 'Waiting for approval' banner, stating 'The clock indicates that the system is waiting for your Award Leader (assessor) to approve your a'.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

My Award Leader User guides

Participant One  
The Duke of Edinburgh's Inte...

**Bronze Level**  
Completed 0 / 4

French 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.

If you click on French the system will tell you that the system is waiting on approval from your Award Leader

The clock indicates that the system is waiting for your Award Leader (assessor) to approve your a

Waiting for approval



# Recording your activities

**THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD**

**My Award Leader** **User guides**

**Bronze Level**  
Completed 0 / 4

**French**  
Completed 0 h / 26

**LOGS**

**French Skills**

**Choose Activity**  
Physical Recreation

**Choose Activity**  
Service

**Adventurous Journey**

**Preparation and Training**

**Practice Journey**

**Qualifying Journey**

**Add Log**

**Description of your progress**

Practiced speaking with my teacher.

**Date**  
03/01/2018

**Duration (Hours / Mins)**  
02 : 00

**Add Picture**

**ADD LOG**

**Participant One**  
The Duke of Edinburgh's Inte...

# Award activities

The screenshot displays the user interface of the Duke of Edinburgh's International Award system. At the top, the header includes the organization's logo, navigation links for 'My Award Leader' and 'User guides', and a user profile for 'Participant One'. The main content area is divided into a left sidebar and a central panel. The sidebar shows the 'Bronze Level' progress (0/4 completed) and a list of activities: 'French Skills' (selected), 'Choose Activity Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey' with its sub-phases: 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The central panel features a blue header for the 'French' activity, indicating 'Completed 5 h / 26 h' and 'MAJOR' status. Below this, there are tabs for 'LOGS', 'OVERVIEW', and 'FILES'. The 'LOGS' tab is active, showing a list of activities. The first log entry is 'French class - practiced conversation and writing' dated '01/07/2017' for '4h 0min'. An orange callout box with arrows pointing to the date and duration of this log entry contains the text: 'Now that the next log has been added, the system has carried across the additional hours from the initial log. It is now showing 5h/26h complete.'

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

My Award Leader User guides

Participant One  
The Duke of Edinburgh's Inte...

**Bronze Level**  
Completed 0 / 4

**French**  
Completed 5 h / 26 h MAJOR

LOGS OVERVIEW FILES

French Skills

Choose Activity Physical Recreation

Choose Activity Service

Adventurous Journey

Preparation and Training

Practice Journey

Qualifying Journey

French class - practiced conversation and writing  
01/07/2017 4h 0min

Now that the next log has been added, the system has carried across the additional hours from the initial log. It is now showing 5h/26h complete.

# Editing an activity

The screenshot displays the 'My Award Leader' web interface. On the left, a sidebar shows the 'Bronze Level' progress (Completed 0 / 4) and a list of activities: French Skills, Choose Activity Physical Recreation, Choose Activity Service, Adventurous Journey, Preparation and Training, Practice Journey, and Qualifying Journey. A modal window titled 'New Activity' is open, containing the following sections:

- Activity Details**
  - Category: Select
  - Goal: [Text input field]
- Assessor Details**
  - Title: Select
  - Name: [Text input field]
  - Email: [Text input field]

Buttons for 'SETUP' and 'SAVE' are located at the bottom of the modal. In the background, another modal titled 'Participant One' is partially visible, showing a dropdown menu.

# Completing an activity

The screenshot displays the 'My Award Leader' interface for the Duke of Edinburgh's International Award. A central modal window titled 'Already Assessed!' provides instructions on submitting a completed activity. The background interface shows a 'Bronze Level' section with 'Completed 0 / 4' and a list of activities including 'French Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey' with its sub-phases: 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. A blue 'SEND FOR APPROVAL' button is located at the bottom of the modal.

**Already Assessed!**

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

**Note for Leader (optional)**

My assessor's report

**Resources**

module+resources

Add document

**SEND FOR APPROVAL**

**Participant One**  
The Duke of Edinburgh's Inte...

**Bronze Level**  
Completed 0 / 4

**French Skills**

**Choose Activity**  
Physical Recreation

**Choose Activity**  
Service

**Adventurous Journey**

Preparation and Training

Practice Journey

Qualifying Journey

**+ ADD LOG**

When you have recorded all your logs, the system will tell you that you have completed this Section. You now have the choice to send it to your assessor (by email) or upload your assessor's report.

# Adventurous Journey

**THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD**

**My Award Leader** **User guides**

**Bronze Level**  
Completed 1 / 4

**French**  
Completed 26 h / 26 h

**LOGS**

- French Skills ✓
- Baseball Physical Recreation ↻
- Create / Maintain Charity Website Service ↻
- Adventurous Journey
- Preparation and Training
- Practice Journey +
- Qualifying Journey +

**French Exam**  
01/01/2018 1h 0min

**French Class**  
16/12/2017 4h 0min

**French Class**  
18/11/2017 4h 0min

**French Class**  
21/10/2017 4h 0min

**French Class**  
23/09/2017 4h 0min

**French Class**

**New Journey**

**End Date**  
03/01/2018

**Location**  
Tatarua Rangers

**Select Country**  
New Zealand

**Note**

**Assessor Details**

**Title**  
Ms.

**Name**  
Jessica

**Email**  
assessor@dofehillary.org.nz

**SETUP**

**Participant One**  
The Duke of Edinburgh's Inte...

Participants can set up their Adventurous Practice and Qualifying Journeys

You will need to approve this journey under Activity Approval before they can go.

# Adventurous Journey (set up by an Award Leader).

The screenshot displays the user interface of the Duke of Edinburgh's International Award system. At the top, the logo and navigation links 'My Award Leader' and 'User guides' are visible. The main content area is divided into three sections: 'Bronze Level' (Completed 1 / 4), 'Practice Journey' (Completed 0 / 3), and 'Adventurous Journey'. The 'Practice Journey' section is highlighted with a green background and contains a red circle around the 'OVERVIEW' tab. The 'Adventurous Journey' section is currently active, showing a progress bar and a list of activities: French Skills, Baseball Physical Recreation, Create / Maintain Charity Website Service, and the Adventurous Journey itself. The Adventurous Journey section includes sub-sections for Preparation and Training, Practice Journey, and Qualifying Journey. A 'Notifications' panel is open on the right, showing a list of notifications. The first notification, 'Adventurous Journey Participant Added', is highlighted with a red box and a red arrow pointing to it. The notification text reads: 'Participant Participant One added to adventurous journey'. Other notifications include 'Activity state was changed!', 'Activity selection approved', and 'Activity successfully completed'. The user's profile 'Participant One' is visible at the top right of the notifications panel.

**Notifications**

New notifications

**Adventurous Journey Participant Added** 30/01/2018

Participant Participant One added to adventurous journey

**Activity state was changed!** 30/01/2018

You can ask your Award Leader for more details.

**Activity state was changed!** 30/01/2018

You can ask your Award Leader for more details.

**Activity selection approved** 30/01/2018

You can now start working on your section activity.

**Activity state was changed!** 30/01/2018

You can ask your Award Leader for more details.


**Activity state was changed!** 30/01/2018


You can ask your Award Leader for more details.


**Activity successfully completed** 30/01/2018


Your activity has been approved by your Award Leader.


# Submitting an Adventurous Journey


My Award LeaderUser guidesParticipant One  
The Duke of Edinburgh's Inte...

**Bronze Level**  
Completed 1 / 4

**French**  
Skills

**Baseball**  
Physical Recreation

**Create / Maintain Charity Website**  
Service


**Adventurous Journey**

Preparation and Training

**Practice Journey**

Practice Journey


Qualifying Journey

**Practi**  
Comple

**REPORT**

**Already Assessed!**×

Your Adventurous Journey is finished. You can now submit it to your Assessor for approval. You can also add a personal note below.

 EDIT OBSERVATION


You can now send your Ac

**Send for approval**


**Note for Leader (optional)**


Please can you approve my Practice Adventurous Journey? Thanks.

**Files**

**.pdf**


**Attai**




**Expedition+Sugge...**


**Add document**


**SEND FOR APPROVAL**

# Participant – Completing an Award



[My Award Leader](#) [User guides](#)



  **Participant One**  
The Duke of Edinburgh's Inte... 



**Bronze Level**  
Completed all activities


**French**  
Completed 26 h / 26 h **MAJOR**


LOGS OVERVIEW FILES


 **French**  
Skills 


 **Baseball**  
Physical Recreation 


 **Create / Maintain Charity Website**  
Service 


 **Adventurous Journey**  


Preparation and Training 


Practice Journey 


Practice Journey 


Qualifying Journey 


 **French Exam**  
01/01/2018 1h 0min


 **French Class**  
16/12/2017 4h 0min


 **French Class**  
18/11/2017 4h 0min

 **French Class**  
21/10/2017 4h 0min

 **French Class**  
23/09/2017 4h 0min

 **French Class**  
26/08/2017 4h 0min

 **French class**  
29/07/2017 4h 0min

 **French class - practiced conver**  
01/07/2017 4h 0min

Awaiting Award Leader Sign-off.



# Starting the next level

The screenshot shows the user interface of the Duke of Edinburgh's International Award website. At the top, there is a navigation bar with the logo, 'My Award Leader', and 'User guides'. On the right, the user is identified as 'Participant One' with a notification bell icon.

The main content area is divided into two columns. The left column shows the 'Bronze Level' progress, indicating that all activities have been completed. The right column shows the 'French' section, which is currently selected. It displays a progress bar for 'French' (Completed 26 h / 26 h) and a 'MAJOR' badge. Below this, there are tabs for 'LOGS', 'OVERVIEW', and 'FILES'. The 'LOGS' tab is active, showing a list of activities with their dates and durations.

The activities listed are:

- French Exam (01/01/2018, 1h 0min)
- French Class (16/12/2017, 4h 0min)
- French Class (18/11/2017, 4h 0min)
- French Class (21/10/2017, 4h 0min)
- French Class (23/09/2017, 4h 0min)
- French Class (26/08/2017, 4h 0min)
- French class

At the bottom of the page, there is a dark bar with a 'SEND' button.

Once the Award has been signed off by the National Office the participant can start on the next Award level.

<

Qualifying Journey

Evidence Overview




### Approved

Your Evidence has been approved by your Assessor. You can now add your Evidence to your Award for approval. You can also add a personal note below.

Note for Assessor (optional)

Send for approval

×



## Award completed!

Congratulations. Your Bronze Level Level award has been approved!  
If you want, you can already start next level.

**START NEXT LEVEL**

🔔

Bronze level  
Completed 0 / 4

>

>

+

ney >

>