



The Online Record Book (ORB)

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?

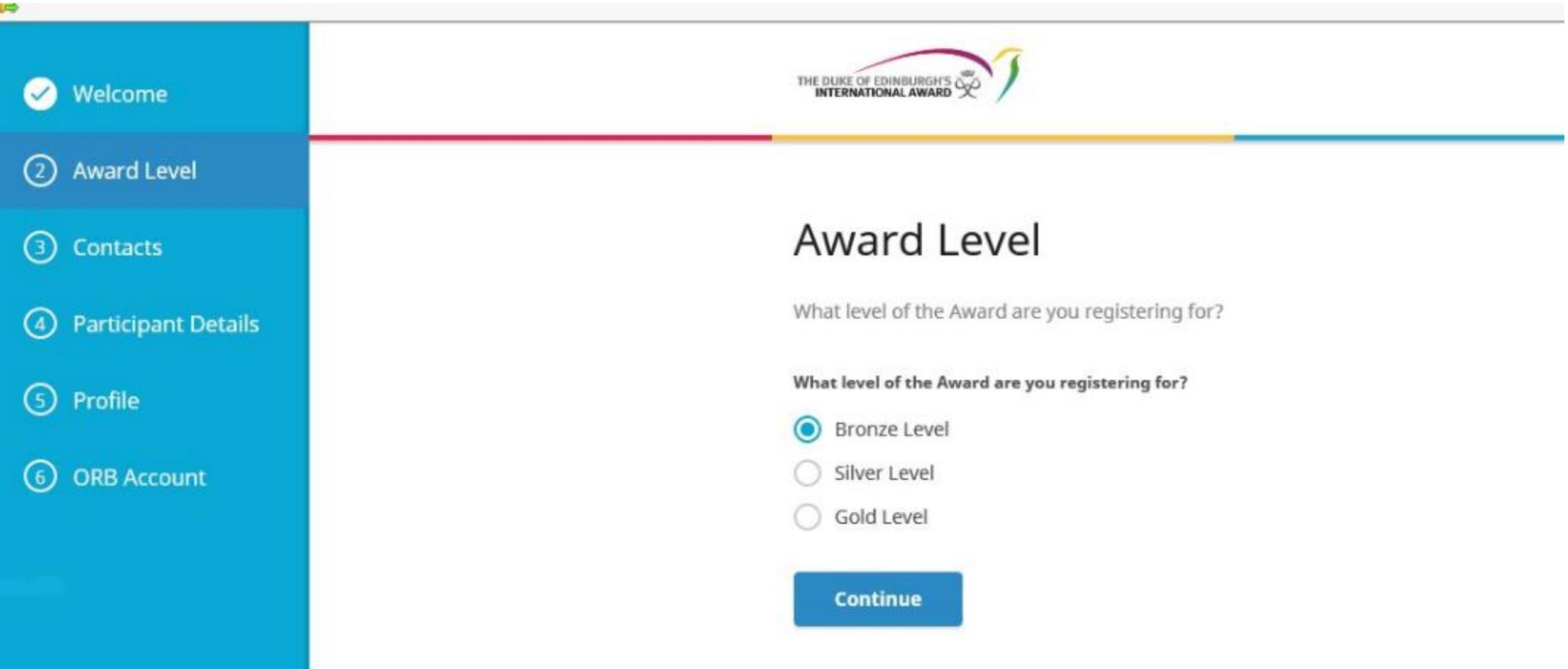
Yes

No

Continue

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

How to register



The screenshot shows a web interface for registering for the Duke of Edinburgh's International Award. On the left is a blue sidebar with a vertical list of steps: 'Welcome' (checked), 'Award Level' (current step), 'Contacts', 'Participant Details', 'Profile', and 'ORB Account'. The main content area features the award's logo at the top, followed by the heading 'Award Level'. Below the heading is the question 'What level of the Award are you registering for?' and a radio button selection for 'Bronze Level', 'Silver Level', and 'Gold Level'. A blue 'Continue' button is positioned at the bottom of the selection area.

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

Phone type

Secondary phone number

Secondary phone type

Continue

How to register



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

Personal Details

Title

First Name

Middle Name

Last Name

Date of Birth

Gender

- Female
 Male
 Prefer not to say

Nationality

Employment Status

Home Address

Address First Line

Address Second Line(Optional)

City

Zip / Post Code

How to register

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
- ✓ Participant Details
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[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

Phone

Email

Confirm email

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

The screenshot shows a registration interface for the Duke of Edinburgh's International Award. On the left is a blue sidebar with a list of steps, each preceded by a checkmark or a circled number. The steps are: Welcome, Award Level, Contacts, Participant Details, Parent Consent, Profile, Payment (highlighted with a dark blue background and a circled number 7), and ORB Account (with a circled number 8). The main content area features the organization's logo at the top center and a link for 'Frequently Asked Questions (FAQs)' at the top right. Below the logo, the 'Payment Type:' section contains a radio button selected for 'Pay Award Leader or Unit', with a subtext: 'Bring required amount to your Award Leader or Award Coordinator in your Unit.' A blue 'Continue' button is positioned below the radio button. A horizontal bar with segments of red, yellow, and blue spans the width of the page below the logo.

 [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

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

How to register

- ✓ Welcome
- ✓ Award Level
- ✓ Contacts
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- ✓ Parent Consent
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- ✓ 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

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

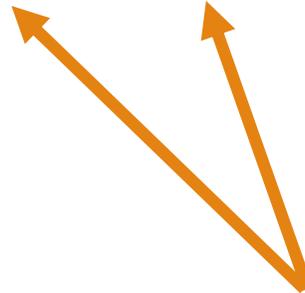
✉ We have sent you an email with an activation link.

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

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 user profile in the Duke of Edinburgh's International Award system. It is divided into three main sections:

- My Award Leader View (Left):** Shows the user's current status as "Bronze Level" with "Completed 0 / 4" activities. Below this, there are three "Choose Activity" buttons for Skills, Physical Recreation, and Service, each with a plus sign. At the bottom, there are sections for "Adventurous Journey", "Preparation and Training", "Practice Journey", and "Qualifying Journey", each with a plus sign.
- User guides (Top Center):** A button labeled "User guides" with an information icon. An orange arrow points from this button to the "Participant One" profile card.
- Participant One Profile Card (Middle):** A blue header with the name "Participant One" and a close button. Below the header, there is an "EDIT" button and a profile picture placeholder. The card displays contact information: "jessica@" (Email), "08006929" (Phone), "participant@dofehillary.org.nz" (Email), "+64800692927" (Phone), and a field for a "Secondary phone number". At the bottom, there are two buttons: "CHANGE PASSWORD" and "CHANGE EMAIL".
- Participant One Profile Menu (Right):** A dropdown menu for "Participant One" with the subtitle "The Duke of Edinburgh's Inte...". The menu items are: Profile, Settings, Award Summary, Change Major Activity, and Logout.

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



Record Book

...s during your Award.
...one of the left. If you need some
...ader for assistance.

Setting up your Activities

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.

Waiting for approval

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

Recording your activities

The screenshot displays the 'Add Log' interface for a participant. The top navigation bar includes 'My Award Leader' and 'User guides'. The left sidebar shows the 'Bronze Level' (Completed 0 / 4) and 'French' (Completed 0 h / 26) sections, with a 'LOGS' tab selected. The main content area is titled 'Add Log' and contains the following elements:

- Description of your progress:** A text input field containing 'Practiced speaking with my teacher.'
- Date:** A date picker set to '03/01/2018'.
- Duration (Hours / Mins):** A time picker set to '02 : 00'.
- Add Picture:** A button with a camera icon and the text 'Add Picture'.
- ADD LOG:** A blue button at the bottom of the form.

An orange arrow points from the 'ADD LOG' button in the form to a floating '+ ADD LOG' button in the bottom right corner of the interface.

Award activities

The screenshot displays the user interface for the Duke of Edinburgh's International Award system. At the top, the logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' is on the left, followed by navigation links for 'My Award Leader' and 'User guides'. On the right, the user profile 'Participant One' is shown with a notification bell icon.

The main content area is divided into sections. On the left, a 'Bronze Level' section shows 'Completed 0 / 4'. Below this is a sidebar with activity categories: 'French Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey' with sub-sections for 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The 'French Skills' section is highlighted.

The central part of the interface features a blue header for 'French' with 'Completed 5 h / 26 h' and a 'MAJOR' badge. Below this 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 arrow points from a text box to this log entry.

The text box on the right contains the following 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.'

Editing an activity

The screenshot displays the 'My Award Leader' interface for 'Participant One' at 'The Duke of Edinburgh's International Award'. The main dashboard shows a 'Bronze Level' badge with 'Completed 0 / 4' and a 'French Skills' progress bar. Below this are three 'Choose Activity' buttons for 'Physical Recreation', 'Service', and 'Adventurous Journey', each with a plus sign. A 'Preparation and Training' section includes 'Practice Journey' and 'Qualifying Journey', both with plus signs. A modal dialog box titled 'New Activity' is open, showing the 'Activity Details' section with a 'Category' dropdown set to 'Select' and a 'Goal' text area containing '1 French Exam'. The 'Assessor Details' section includes a 'Title' dropdown set to 'Select', a 'Name' text field, and an 'Email' text field containing '@benoit.com'. A 'CANCEL' button is visible in the background, and 'SETUP' and 'SAVE' buttons are at the bottom of the dialog.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD My Award Leader User guide

Bronze Level
Completed 0 / 4

French Skills

Choose Activity Physical Recreation +

Choose Activity Service +

Adventurous Journey

Preparation and Training

Practice Journey +

Qualifying Journey +

New Activity

Activity Details

Category: Select

Goal: 1 French Exam

Assessor Details

Title: Select

Name:

Email: @benoit.com

SETUP SAVE

Completing an activity

The screenshot shows the user interface of the Duke of Edinburgh's International Award system. A central dialog box titled "Already Assessed!" is displayed over the main activity page. The dialog box contains the following text: "Your Activity is finished. You can now submit it to your Assessor for approval. You can also add a personal note below." Below this text is a section labeled "Note for Leader (optional)" with a text input field containing "My assessor's report". At the bottom of the dialog box, there is a "SEND FOR APPROVAL" button. In the background, the main page shows the "Bronze Level" section with "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 small "ADD LOG" button is visible in the bottom right corner of the main page.

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

SEND FOR APPROVAL

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 screenshot displays the user interface for setting up an Adventurous Journey. On the left, a 'French' activity log shows a progress bar for 'Bronze Level' (Completed 1 / 4) and a list of activities including 'French Skills', 'Baseball Physical Recreation', 'Create / Maintain Charity Website Service', and 'Adventurous Journey'. The 'Adventurous Journey' section is expanded to show 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. On the right, a 'New Journey' form is open, with fields for 'End Date' (03/01/2018), 'Location' (Tatarua Rangers), 'Select Country' (New Zealand), 'Note', 'Assessor Details' (Title: Ms., Name: Jessica, Email: assessor@dofehillary.org.nz), and a 'SETUP' button at the bottom.

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 left, the logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' is visible. Navigation links include 'My Award Leader' and 'User guides'. The main header shows 'Bronze Level Completed 1 / 4' and 'Practice Journey Completed 0 / 3'. The 'OVERVIEW' tab is selected and circled in red. A notification panel is open on the right, showing a list of notifications. The top notification, 'Adventurous Journey Participant Added', is highlighted with a brown box and has a red arrow pointing to it from the top right. The notification text reads: 'Participant Participant One added to adventurous journey'. Below this, several other notifications are listed, including 'Activity state was changed!', 'Activity selection approved', and 'Activity successfully completed'. The user profile 'Participant One' is visible in the top right corner.

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 Leader

User guides



Participant 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

EDIT OBSERVATION

You can now send your Ac

Send for approval

Journey Observations

Had a great time and lei

Files



.pdf

Attat



Expedition+Sugge...



Add document

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.

Note for Leader (optional)

Please can you approve my Practice Adventurous Journey? Thanks. |

SEND FOR APPROVAL

Participant – Completing an Award

THE DUKE OF EDINBURGH'S INTERNATIONAL 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 ✓	 French Exam 01/01/2018 1h 0min
 Baseball Physical Recreation ✓	 French Class 16/12/2017 4h 0min
 Create / Maintain Charity Website Service ✓	 French Class 18/11/2017 4h 0min
 Adventurous Journey Preparation and Training ✓	 French Class 21/10/2017 4h 0min
Practice Journey ✓	 French Class 23/09/2017 4h 0min
Practice Journey ✓	 French Class 26/08/2017 4h 0min
Qualifying Journey ✓	 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 a user interface for the Duke of Edinburgh's International Award. At the top left is the logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD'. Navigation links include 'My Award Leader' and 'User guides'. The user profile at the top right is 'Participant One' from 'The Duke of Edinburgh's Inte...'. The main content area is divided into two columns. The left column shows progress for 'Bronze Level' (Completed all activities) and a list of activities: French Skills, Baseball Physical Recreation, Create / Maintain Charity Website Service, and Adventurous Journey (with sub-items: Preparation and Training, Practice Journey, Practice Journey, and Qualifying Journey). The right column is titled 'French' (Completed 26 h / 26 h MAJOR) and has tabs for LOGS, OVERVIEW, and FILES. Below these tabs is a list of activities: 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), and Frnech Class (26/08/2017, 4h 0min). At the bottom of the right column, there is a dark grey box with a 'SEND' button. An orange arrow points from a text box to this 'SEND' button.

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

Frnech Class
26/08/2017 4h 0min

Frnech class

SEND

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 send 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