International Online Record Book

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

20/06/2017
Version: 1.2

Version control

Version	Date	Author	Notes
1.0	05/05/2017	Daniela Pozzi	First version
1.2	13/06/2017	Daniela Pozzi	Content Update

Summary of changes:

V1.2: Screen shot updates to reflect the system

Contents

Introduction

The International Online Record Book App 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 App.

The International Online Record Book App can be downloaded for:

- Android – by navigating to the Play Store and searching for "ORB Participant"
- iPhone – by navigating to the App Store and searching for "ORB Participant"

The Apps for the Online Record Book are supported on the latest versions only:

- Version 4.1 and above for Android devices

- Version 10 and above for iOS devices

Login Overview

To login to the App you need to:

1. Open the Online Record Book App on your phone.
2. Insert your login details set during the registration process
3. Press Log In
4. If your registration is still waiting for approval, an error message will be displayed in the app in case, for example, you wish to start logging your activities. *(a)*
5. You will receive a notification when your registration has been reviewed and approved by your Award Leader. *(b), (c)*
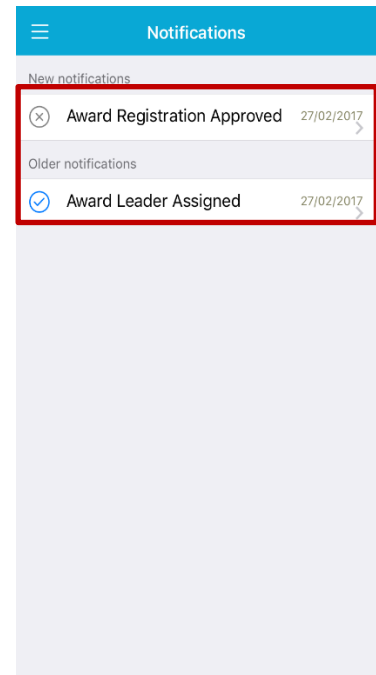
(a) Error Message
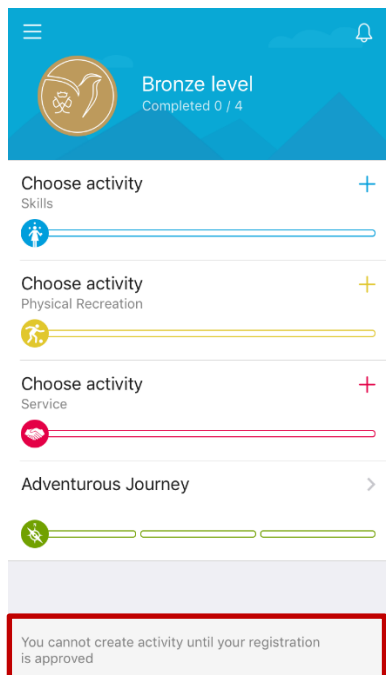
(b) Notification on screen

(c) Notification Approval

You cannot create activity until your registration is approved
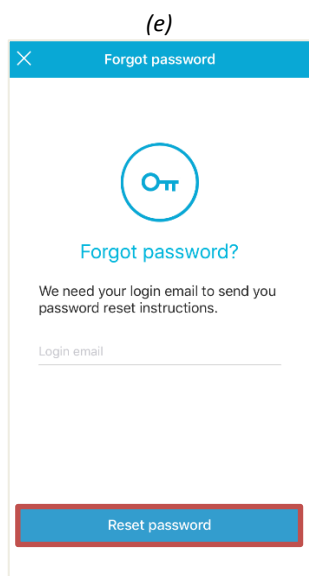
Password Reset

To recover your username or reset your password, you will need to know your registered email address – usually this is the email address you used when you first used the Online Record Book (ORB) App.

To reset your password you need to:

1. From the ORB Login page select "Forgot Password?"
2. Add your email address
3. Press "Reset Password" *(e)*

(e)

Forgot password?

We need your login email to send you password reset instructions.

Login email

Reset password

4. You will receive an email shortly after containing a URL that will allow you to reset your password.

Participant App Features

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

- Edit their profile
- Choose activities and manage its progress
- Add logs and pictures to existing and approved activities
- Receive notifications when their activity request, section and Award has been approved/returned
- View their Award Leader primary contact

1. Edit Profile

If any of your personal details change while you are doing the Award, you can update this information via the Online Record Book App. To update details as well as add a new profile picture:

1. From the menu bar tap on your name *(a)*
2. Click on Edit to be able to update the details displayed *(b)*
3. If you want to add a profile picture, tap on Edit and on the picture field
4. You will be prompted to select a picture to be uploaded *(c)*
5. Save your updated profile *(c)*
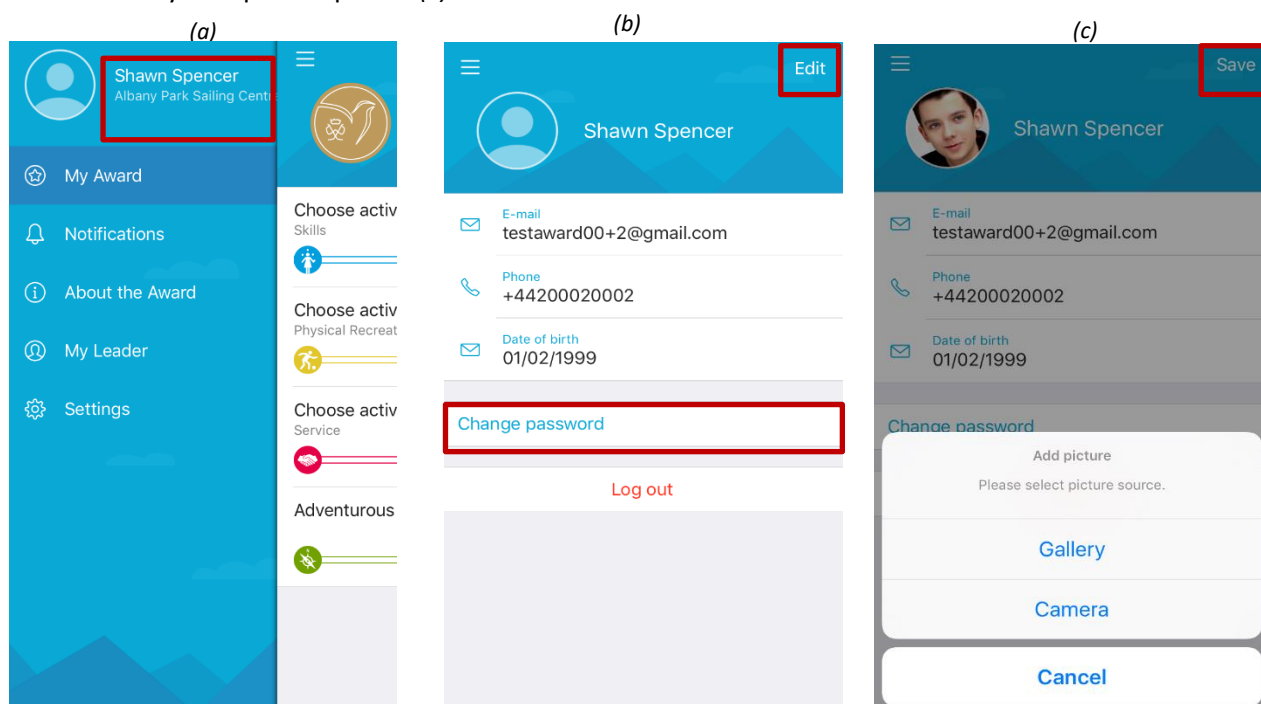
Your password can also be changed at any time by navigating to your profile and selecting "Change Password".

To update your language settings:

- If you are using an Android device click on 'Settings' within your profile and select your language from the list of languages available
- If you are using an iOS device, the language displayed will be the same as the language set on your device. To update the application's language you need to change the language of your device.
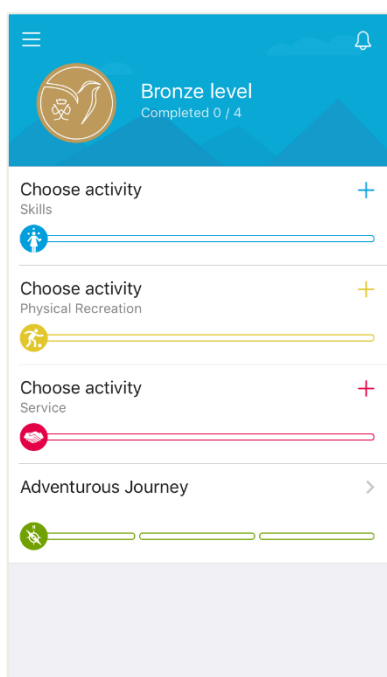
2. Manage Sections and Activities

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.
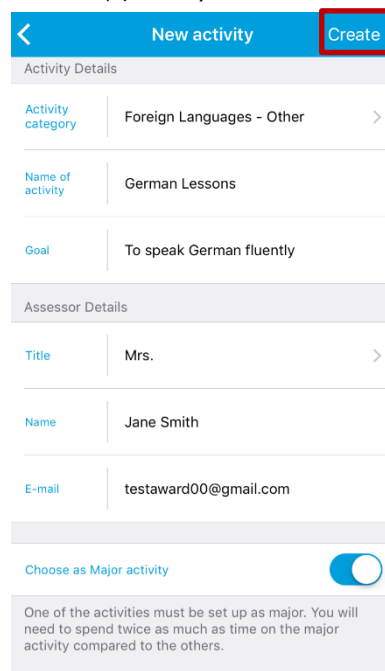
To select a new activity:

1. Log into the ORB App and select the section you wish to add the activity to
2. Select the chosen activity from the list of activities available *(a)*
3. Insert the required details
4. Save the Activity by clicking on "Create" *(b)*

(a) List of Sections

(b) Activity Created

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.
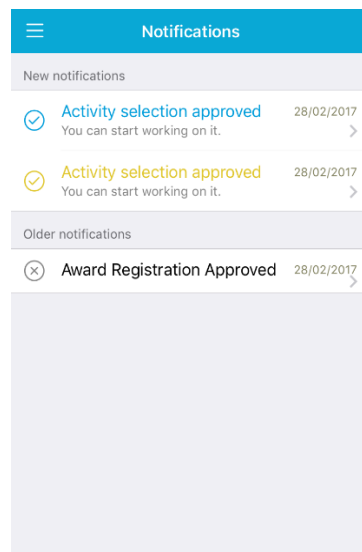
(a) Example notification
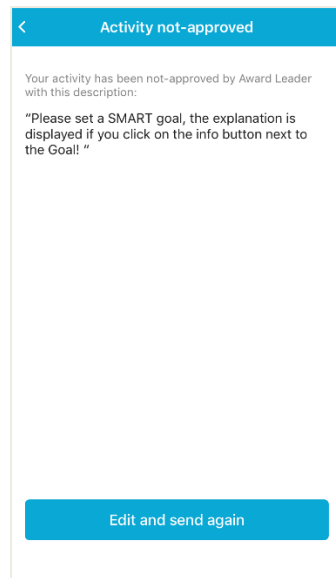
3. Add / Edit / Delete Logs

Once your activity has been approved by your Award Leader you will receive a notification to inform you and from that moment you will be able record your logs against it. *(a)*
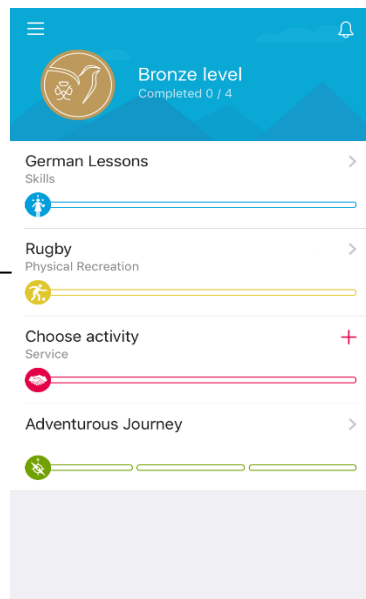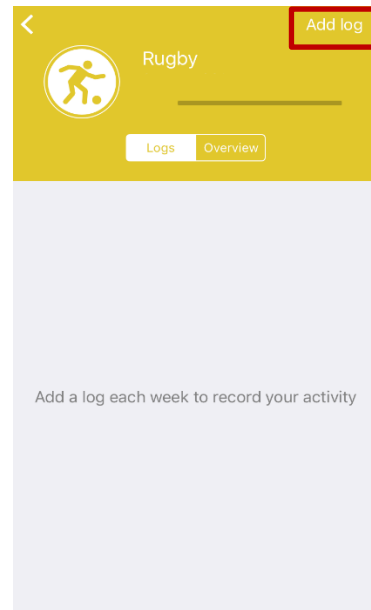
(a) Example notification

To add a new log:

1. Select the section where your activity has been approved by your Award Leader *(b)*
2. Tap on "Add log" *(c)*

Bronze level
Completed 0 / 4

German Lessons
Skills

Approved Activity —————

Rugby
Physical Recreation

Choose activity
Service

Adventurous Journey

Rugby

Logs | Overview

Add log

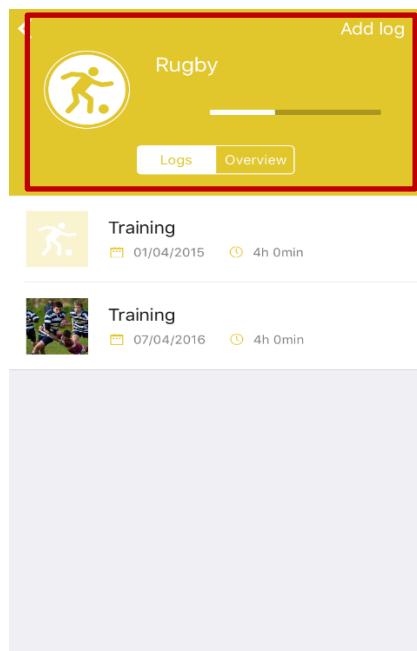Add a log each week to record your activity

3. Fill in the required details such as date, duration and description
4. Add any pictures taken whilst carrying out the activity (optional)
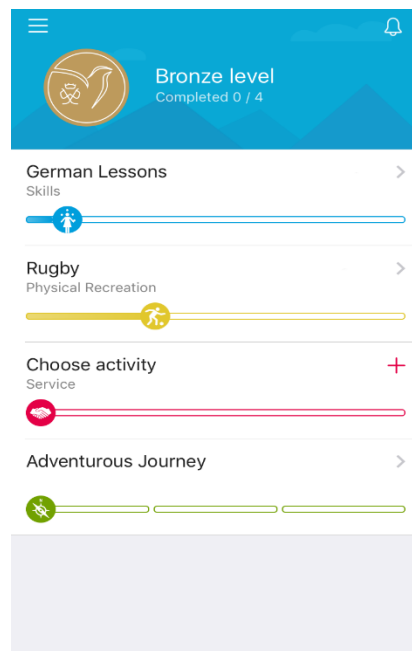5. Save the newly added log *(d)*

(d)

✕ | **Add log** | Save

Log name	Training
Date	Thursday, 7 April 2016
Duration	4h 0min
Description	Practice drills and passes

Add picture

Once you have started adding logs you will notice that the progress bar of your section moving. (e), (f).

THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD
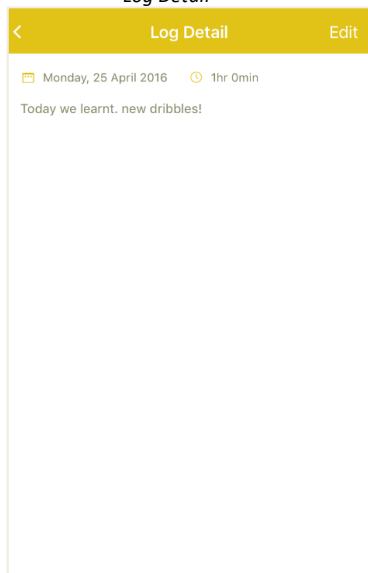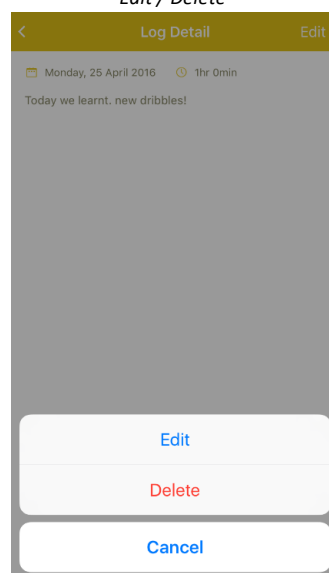

To edit/delete a log:

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
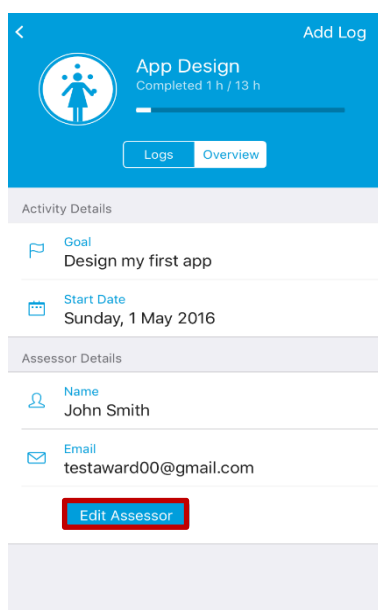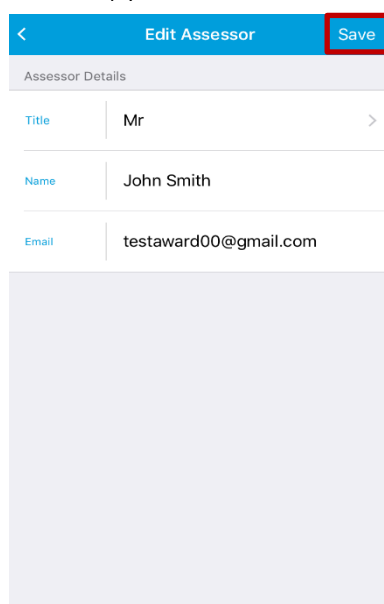4. Confirm your choice

Log Detail   *Edit / Delete*

To edit your Assessor's personal details or to change your Award Assessor:

1. From the landing page click on the chosen section
2. Select the tab 'Overview' *(a)*
3. Press 'Edit Assessor' *(a)*
4. Modify your Assessor's details and click on Save to save the new details *(b)*

4. Setting up your Adventurous Journey

As part of your Award, you complete an Adventurous Journey, where you can experience the beauty of the outdoors whilst learning how to overcome challenges you face along the way. The Adventurous Journey is divided in to three parts: Prep & Training, Practice Journey and Qualifying Journey.
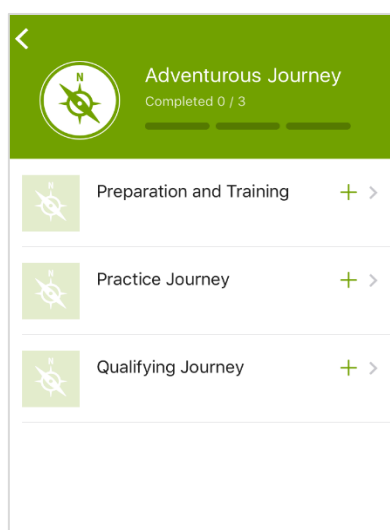
To set up your Adventurous Journeys (Practice and Qualifying) and record Preparation and Training activities, just press the + button. *(a)*
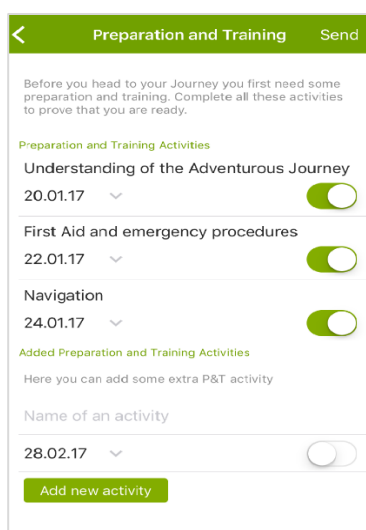
Preparation and Training:

1. Record your Prep & Training activities inserting dates and details *(b)*
2. You can add a new activity if not yet listed (optional)
3. Press "Send"

Your Award Leader will review your Prep and Training activities and approve/return them. You will receive a notification which will appear within the list of notifications. *(c)*
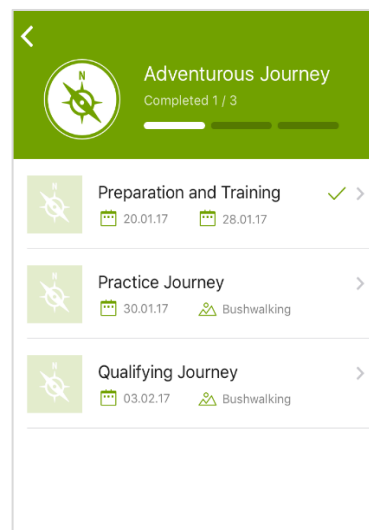
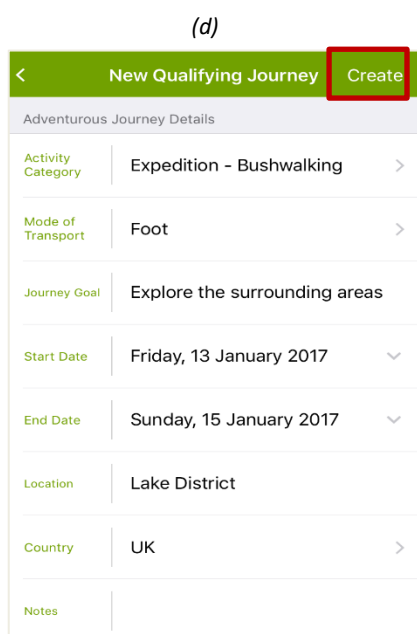*(a) Adventurous Journey Overview*   *(b) Prep & Training*   *(c) Adventurous Journey*

Practice and Qualifying Journey

1. Create your Practice/Qualifying Journey, inserting all details required *(d), (e)*
2. Press "Create" *(d)*

(d)

New Qualifying Journey	Create

Adventurous Journey Details

Activity Category	Expedition - Bushwalking	>
Mode of Transport	Foot	>
Journey Goal	Explore the surrounding areas	
Start Date	Friday, 13 January 2017	∨
End Date	Sunday, 15 January 2017	∨
Location	Lake District	
Country	UK	>
Notes		
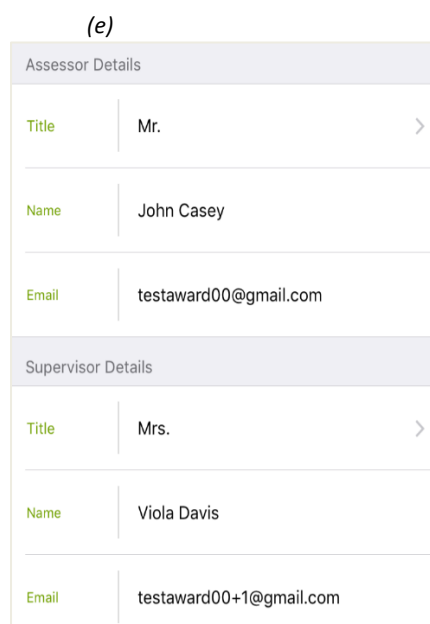
(e)

Assessor Details

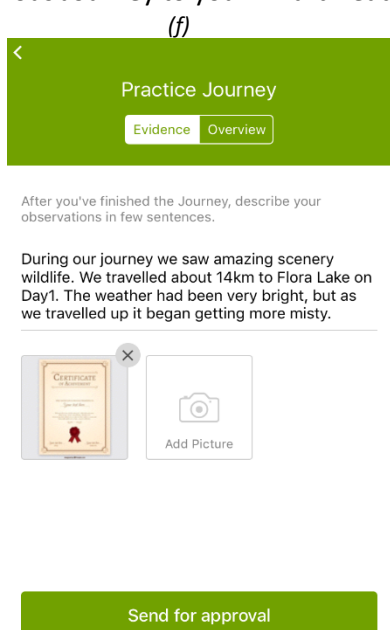| Title	Mr.	>
Name	John Casey	
Email	testaward00@gmail.com	

Supervisor Details

Title	Mrs.	>
Name	Viola Davis	
Email	testaward00+1@gmail.com	

3. The Award Leader will need to check and approve/return all details of your Journey Once done, you will receive a notification visible within the list of notifications.
4. You will then need to send your Adventurous Journey for Supervisor/Assessor Approval.
   o The Supervisor is responsible to sign off Practice Journeys to confirm participants are prepared to undertake the Qualifying Journey.
   o The Assessor is responsible of the certification of the Qualifying Journey. *(f)*

5. 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. *(g)*
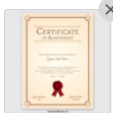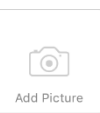
(f)

Practice Journey

Evidence Overview

After you've finished the Journey, describe your observations in few sentences.
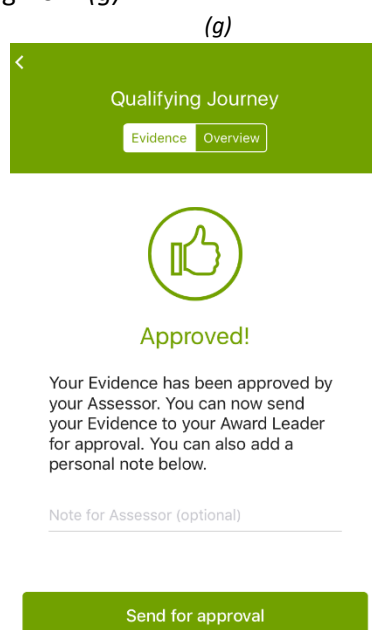
During our journey we saw amazing scenery wildlife. We travelled about 14km to Flora Lake on Day1. The weather had been very bright, but as we travelled up it began getting more misty.

Add Picture

Send for approval

(g)

Qualifying Journey

Evidence Overview

Approved!

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

Note for Assessor (optional)

Send for approval

5. Completing your Award

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

After logging all activities, your section will reach be complete and you will be the 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 reach the completion of your Acitivity *(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 Assessor, the Award Leader must wait for Assessor approval before signing off the section.

(a) Overview of logs   *(b) Victory screen*   *(c) All Sections Approved*
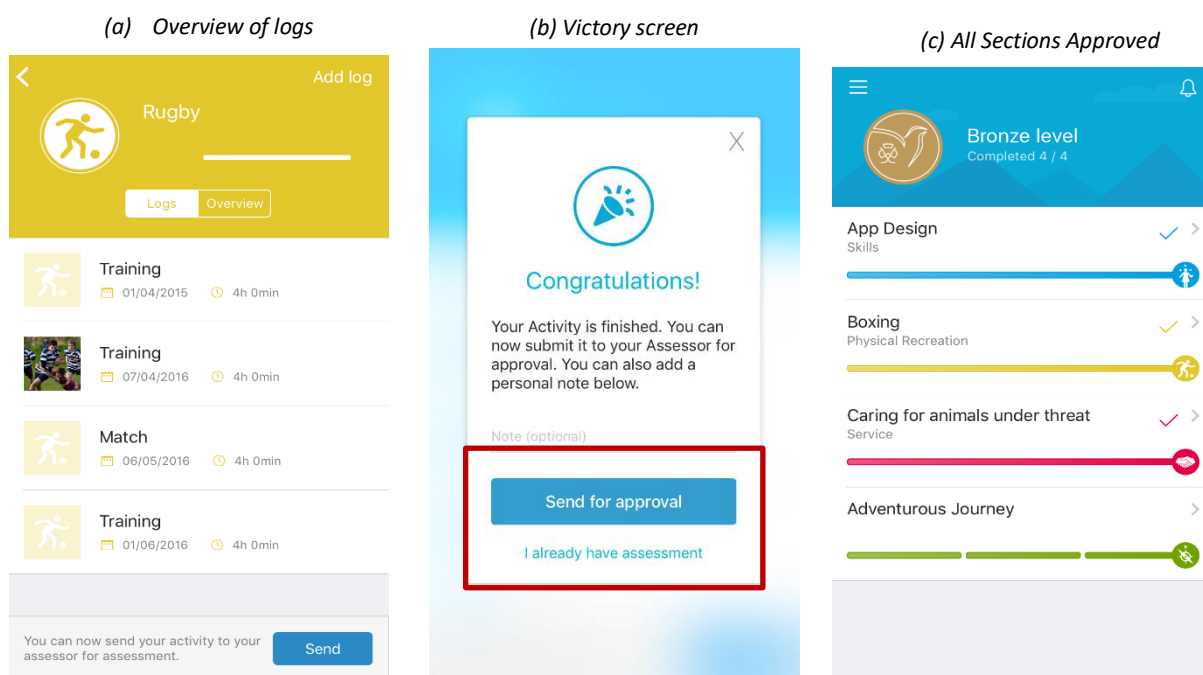
3. You will be notified of the Approval of your activities and when your whole Award is approved
4. *Please contact your Award Leader once your award is approved for more information about your certificate. (c)*
5. In the instance that one of the sections of your Award has not been approved by your Award Leader, you will receive a nofication with an explanation as to why it was declined, so you can make amendments and resend for approval.

6. **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.
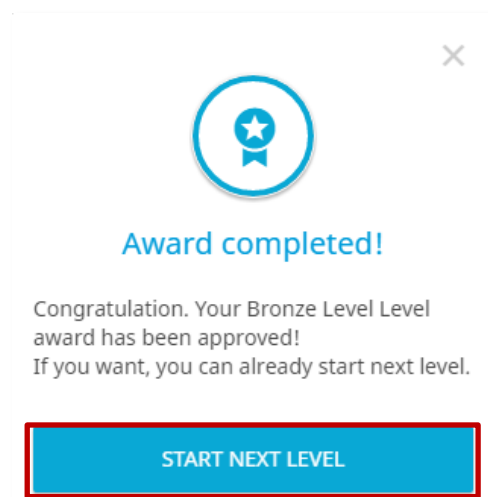
7. Contacting your Award Leader

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 yourAward Leader's information:

1. From the menu bar select "My Leader"*(a)*
2. All info will be displayed there *(b)*

(a)   *(b)*