

International Online Record Book

Participant Web 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	20/06/2017	Daniela Pozzi	Content Update

Summary of changes:

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

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Introduction

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/>

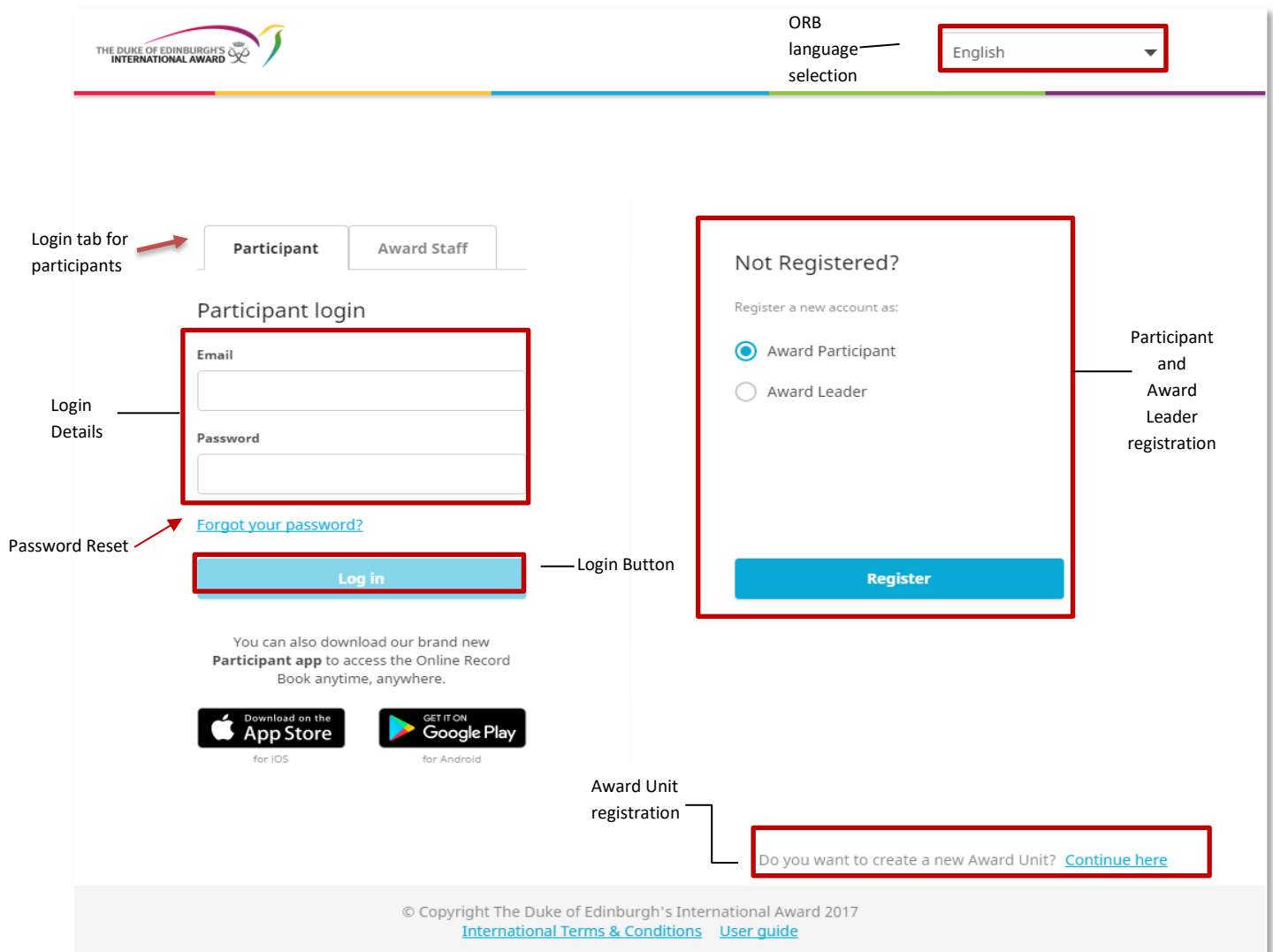
Supported Browsers and Technical Information

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 for The Duke of Edinburgh's International Award. At the top right, there is a language selection dropdown menu labeled 'ORB language selection' with 'English' selected. Below this, there are two tabs: 'Participant' and 'Award Staff'. The 'Participant' tab is active, showing a 'Participant login' section with fields for 'Email' and 'Password', a 'Forgot your password?' link, and a 'Log in' button. To the right of the login section is a 'Not Registered?' section with radio buttons for 'Award Participant' (selected) and 'Award Leader', and a 'Register' button. Below the login section, there is a link to 'Download our brand new Participant app' with 'App Store' and 'Google Play' logos. At the bottom right, there is a link to 'Do you want to create a new Award Unit? Continue here'. Annotations include: 'Login tab for participants' pointing to the 'Participant' tab; 'Login Details' pointing to the email and password fields; 'Password Reset' pointing to the 'Forgot your password?' link; 'Login Button' pointing to the 'Log in' button; 'Participant and Award Leader registration' pointing to the 'Not Registered?' section; and 'Award Unit registration' pointing to the 'Continue here' link.

ORB language selection: English

Login tab for participants: Participant Award Staff

Login Details: Email Password

Password Reset: [Forgot your password?](#)

Login Button: Log in

Participant and Award Leader registration: Not Registered? Register a new account as: Award Participant Award Leader Register

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

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

© Copyright The Duke of Edinburgh's International Award 2017 [International Terms & Conditions](#) [User guide](#)

1. Register to start your Award

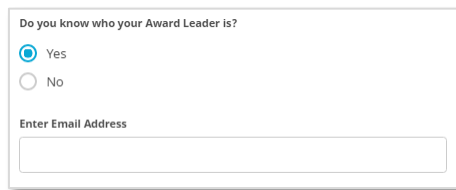
You can register on the Online Record Book (ORB) as a participant, selecting the option 'Award participant' on the login page, and then clicking on 'Register', as displayed above on the login page overview.

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



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
9. Set your Online Record Book Login details

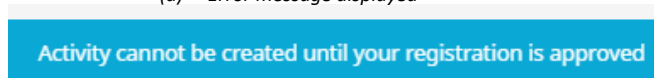
Once all details have been inserted click on  to send your registration for approval.

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.

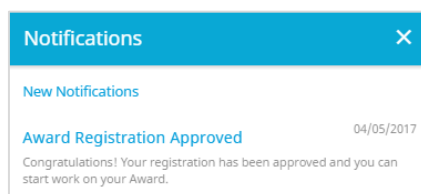
N.B If within 2 hours you have not received the email confirmation, please contact your Award Unit.

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



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 you email address in the dialog box and press 'Send'. An email with a link to reset your password will be sent to your mailbox.

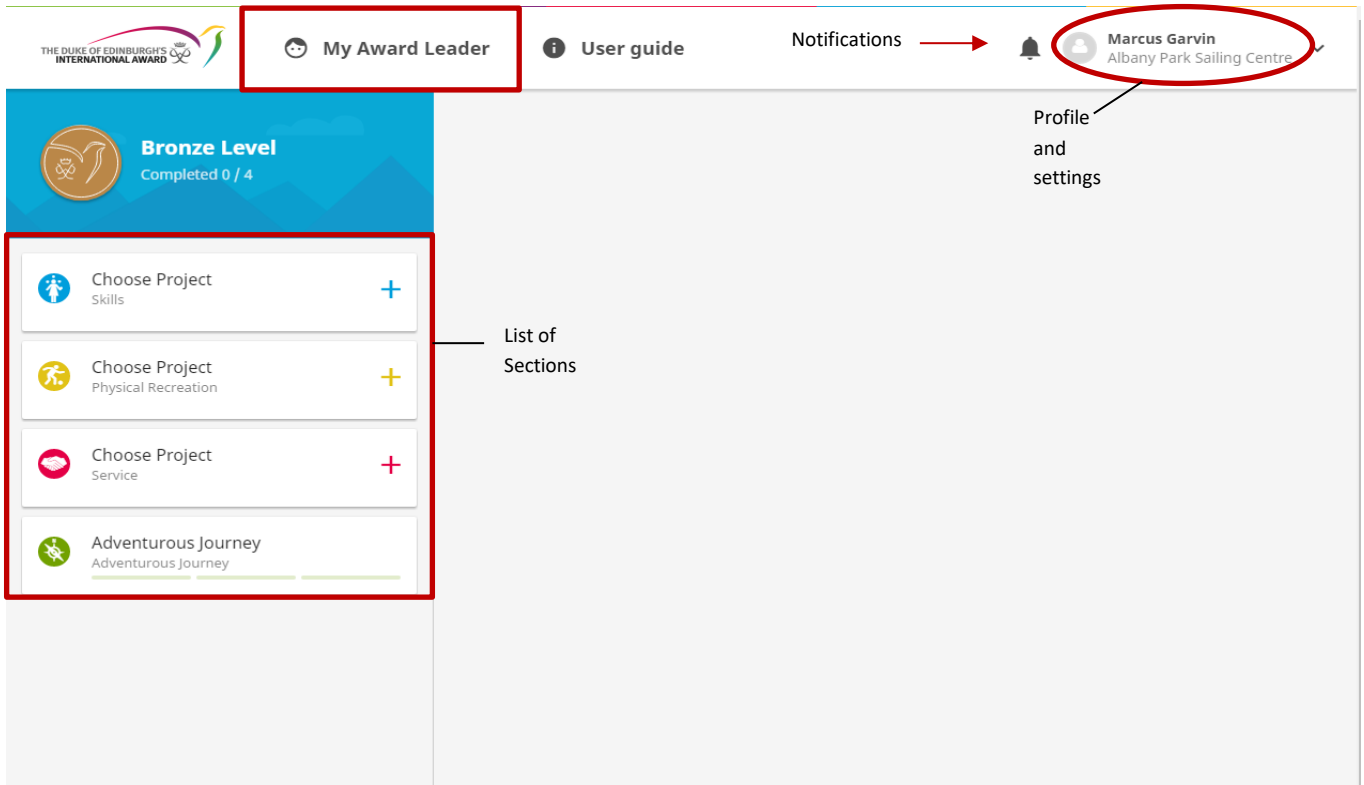
Forgotten Password

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 the following elements: the Duke of Edinburgh's International Award logo, a red box around 'My Award Leader', an 'i' icon for 'User guide', 'Notifications' with a red arrow, a bell icon, and a profile icon for 'Marcus Garvin' from 'Albany Park Sailing Centre' which is circled in red. Below the navigation bar, on the left, is a blue sidebar with a 'Bronze Level' badge showing 'Completed 0 / 4'. Below the badge is a red box around a list of four sections: 'Choose Project Skills', 'Choose Project Physical Recreation', 'Choose Project Service', and 'Adventurous Journey'. A line points from the text 'List of Sections' to this red box. On the right side of the page, a line points from the text 'Profile and settings' to the profile icon in the navigation bar.

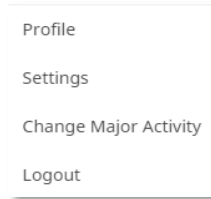
Using the Online Record Book, as a participant you will be able to:

- 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.

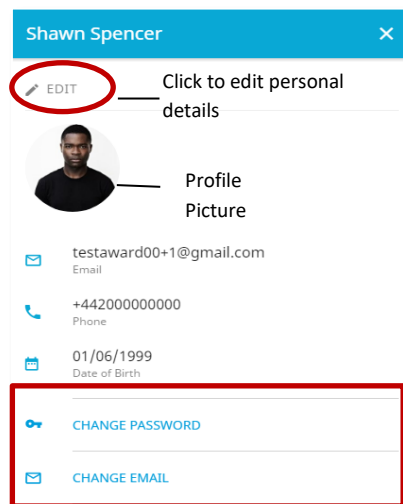
From the landing page, if you click on your name the following options will be displayed:



- **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
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

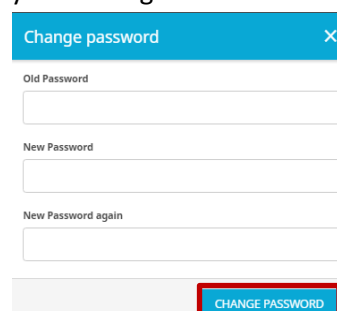


Your email address can also be changed at any time by navigating to your profile and selecting "Change email".

- **Changing your password**

To change your password:

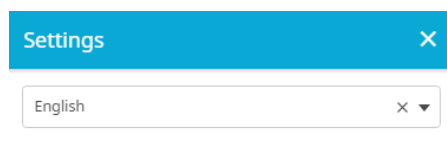
1. From the landing page click on your name
2. Select the option 'Profile'
3. Click on 'Change Password'
4. Insert your old and new password as requested in the pop up window
5. Click on "Change Password" to save your settings



- **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



Settings

English

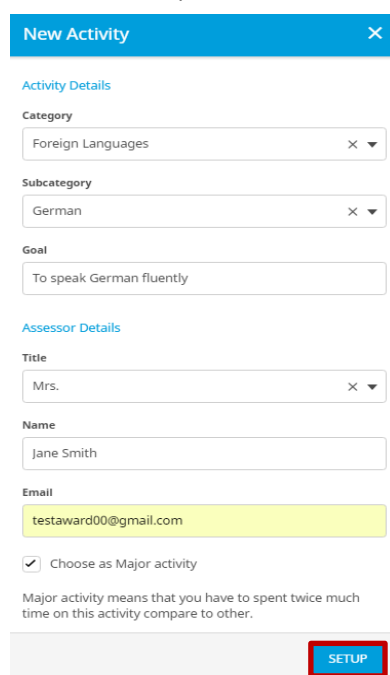
2. Manage Sections and Activities

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.

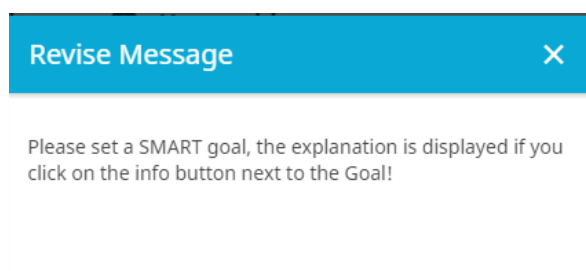
SETUP

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 the icon  next to the activity you need to revise.

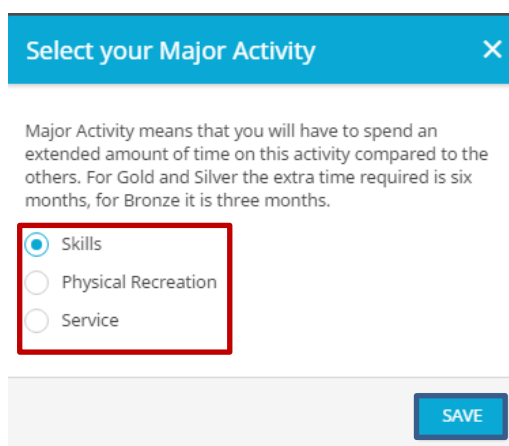
Click on the icon to see the reason your activity needs revision and make the advised amendments before resubmitting it.

Example of reason sent to participant



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



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


To add another activity: TBD

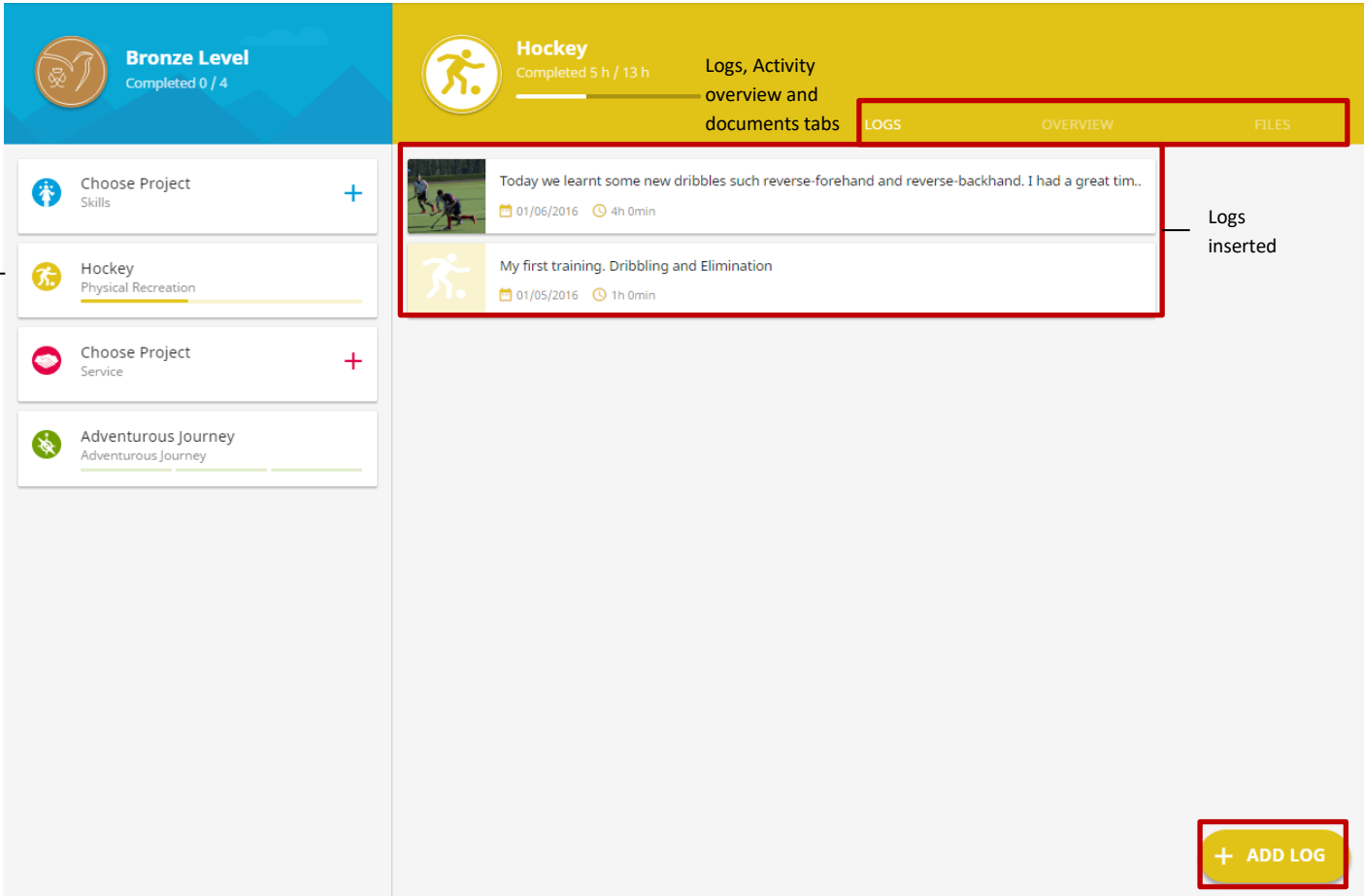
3. Add / Edit / Delete logs

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



Approved Activity

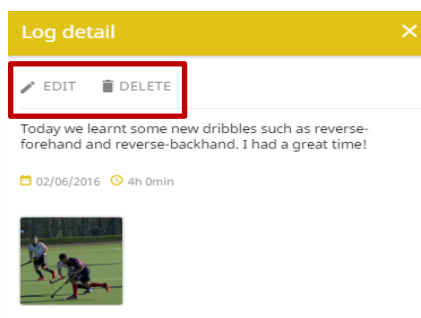
Logs inserted

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

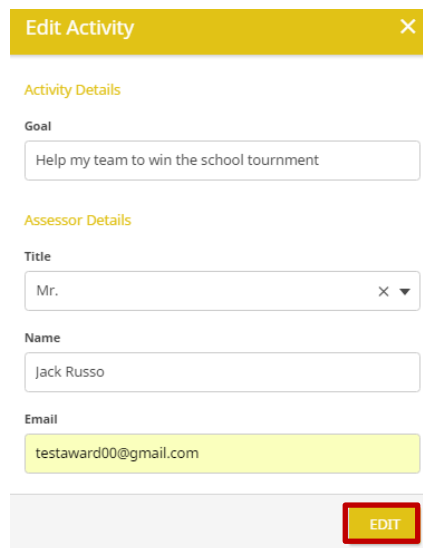
Today we learnt some new dribbles such as reverse-forehand and reverse-backhand. I had a great time!

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 'Edit' to save your new details



Edit Activity [X]

Activity Details

Goal

Help my team to win the school tournament

Assessor Details

Title

Mr. [X ▼]

Name

Jack Russo

Email

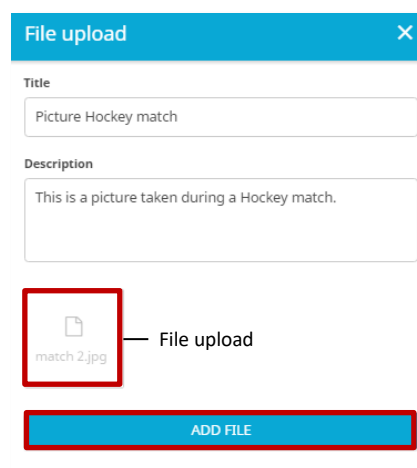
testaward00@gmail.com

EDIT

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




File upload [X]

Title

Picture Hockey match

Description

This is a picture taken during a Hockey match.

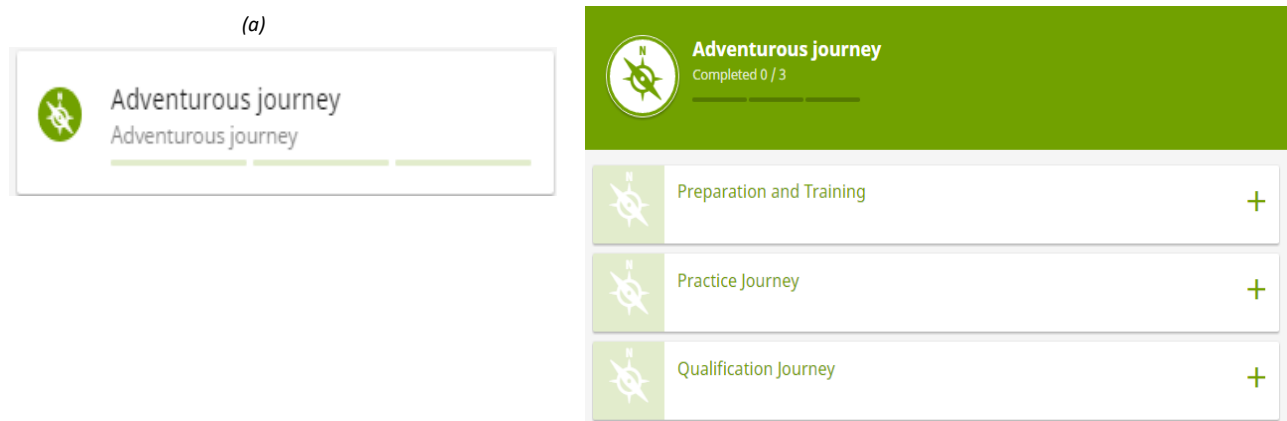
 match 2.jpg — File upload

ADD FILE

6. 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)

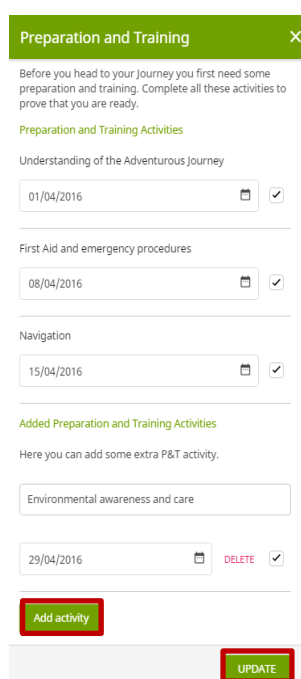
Adventurous Journey Overview



Preparation and Training:

To record your Preparation & Training activities:

1. Click on the Adventurous Journey Section from the landing page
2. Click on Preparation and Training option from the Adventurous Journey Overview
3. Record your Preparation & Training activities
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'.



Preparation and Training
01/04/2016 01/05/2016
SEND REPORT

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



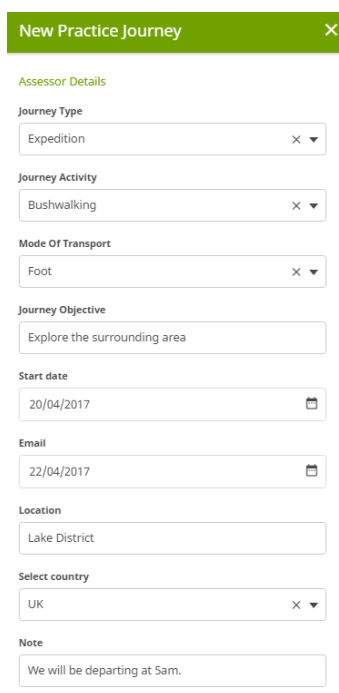
Preparation and Training
01/04/2016 01/05/2016 ✓

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

(a)



New Practice Journey

Assessor Details

Journey Type
Expedition

Journey Activity
Bushwalking

Mode Of Transport
Foot

Journey Objective
Explore the surrounding area

Start date
20/04/2017

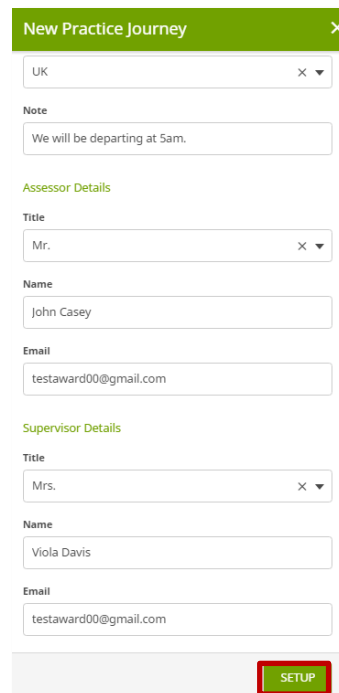
Email
22/04/2017

Location
Lake District

Select country
UK

Note
We will be departing at 5am.

(b)



New Practice Journey

UK

Note
We will be departing at 5am.

Assessor Details

Title
Mr.

Name
John Casey

Email
testaward00@gmail.com

Supervisor Details

Title
Mrs.

Name
Viola Davis

Email
testaward00@gmail.com

SETUP

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.

- The Supervisor is responsible for signing off Practice Journeys
 - The Assessor is responsible for the certification of the Qualifying Journey.
7. 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.

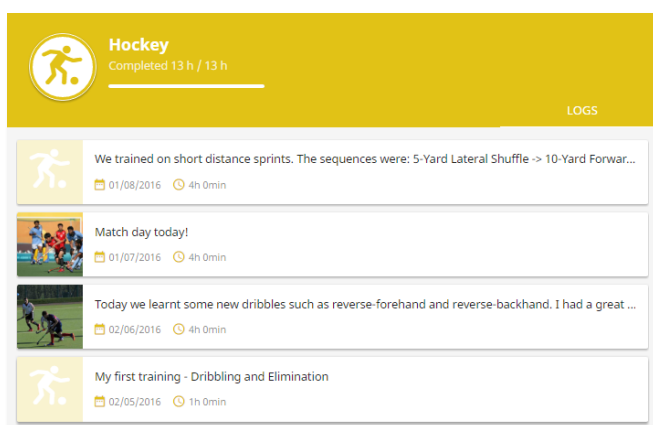
7. Completing your Award

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.

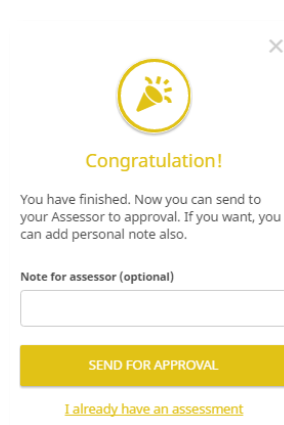
After logging all activities, your section will reach completion and you will be able to:

- 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, the Award Leader must wait for Assessor approval before signing off the section.


(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: If your Award Leader wants you to revise a section of your Award you will receive a notification found within the list of notifications. You can also view the icon  next to the section you need to revise.

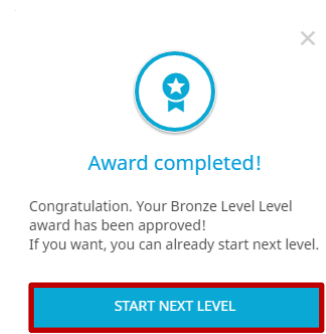
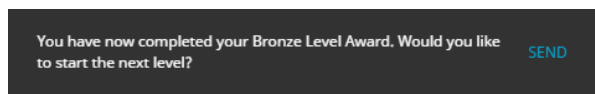
Click on the icon to see the reason your activity needs revision and make the advised amendments before resubmitting it.

8. 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.



9. 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

