International Online Record Book

Participant user guide

Date: 26/02/2015

Version: 3.3

Version	Date	Author	Notes
1.0	07/01/2013	Jessica Avins	Initial draft
1.1	23/04/2013	Jessica Avins	Content update
2.0	30/07/2013	Becky Hirt	Brand and style proof
3.0	10/11/2014	Delyth Pritchard	Content Updated
3.1	26/11/2014	Joanne Harris	Brand and style proof
3.2	09/01/2015	Delyth Pritchard	Content Update
3.3	26/02/2015	Stephen Hall	Content Update

Contents

Welcome to the ORB

This guide should assist you as an Award participant to complete your Award using the International Online Record Book (ORB).

What is the ORB?

The Duke of Edinburgh's International Award Foundation (IAF) has developed the ORB so you can record your efforts towards completing your Award in a central location online.

The IAF is made up of lots of Award organisations all around the world. Sometimes they are called The Duke of Edinburgh's Award, but in other places the Award has a different name, such as The President's Award. Everyone around the world, no matter what the Award is called, is doing the same Award. So when you embark on your Award journey, you are undertaking a challenge that young people everywhere are doing.

The ORB is a central, global platform for young people to do their Award. It is where you will set up your activities, record your efforts, upload evidence and submit your assessor reports. Your Award Leader will monitor your progress behind the scenes, and can help you if you get stuck.

How do I get started?

You can register to do your Award using the ORB at http://intawardorb.com. Your Award Leader will approve your application and you will be sent a user name and password.

Once you have your login details, you can login at http://intawardorb.com and start recording your Award activities.

You can use the ORB on Google Chrome, Safari, Firefox and Internet Explorer. The ORB may not work on some old versions, so make sure you download the latest version before you start.

The ORB has the ability to translate each of its pages to a different language. To do this, log into your Award and select the language from the drop down box in the top right corner:

English ▼

Home   Contacts   Help

Participant 👤 | My Award 🏵 | **Sign out**
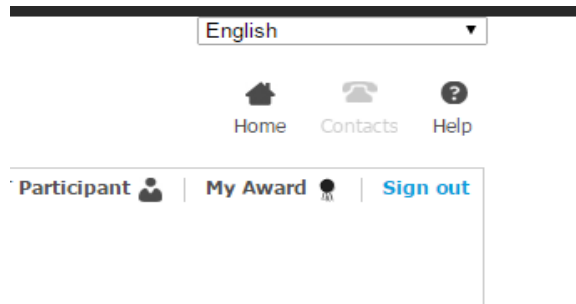
Select your desired language. Click 'Ok' on the pop-up window which will advise you to log out and log back in. When you have logged back in the translation will take effect.

The translation of any unsupported languages, and the correction of any incorrect translations, is an ongoing process.

Steps to using the ORB and gaining your Award

1) Register and get approval to do your Award.
2) Login and set up your Award.
3) Record your efforts and complete your Award.
4) Get sign-off from your Award Assessors and submit your Award to your Award Leader.
5) Get final approval and go to the Award ceremony.
6) Do your next level.

1   Register and get approval to do your Award

1.1   Complete the Participant Registration Form

The ORB can be found at **intawardorb.com**.
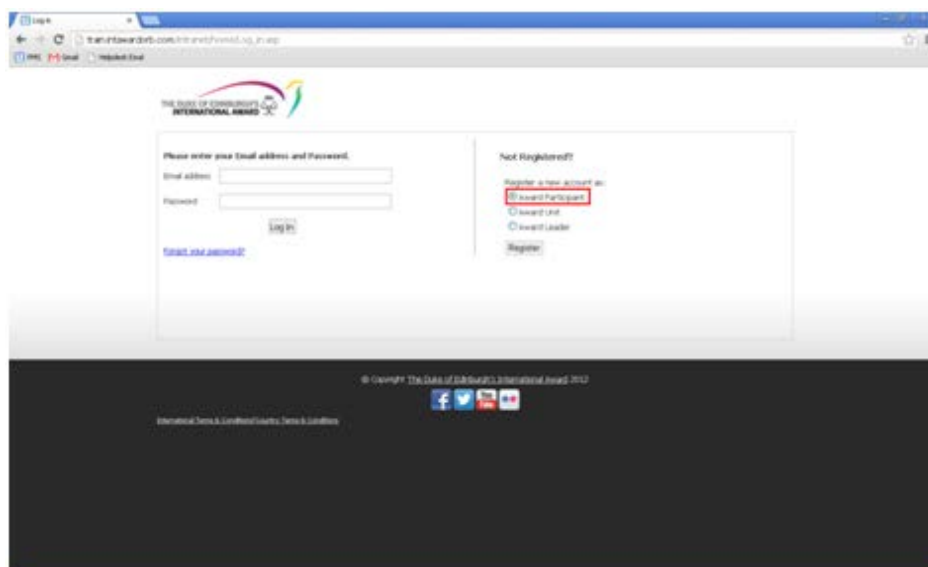
You can access the Participant Registration Form by selecting 'Award Participant' and clicking the 'Register' button.

1.1.1 You will need to select your Award Unit to register

After navigating to the Participant Registration Form, you will be taken to the following screen:
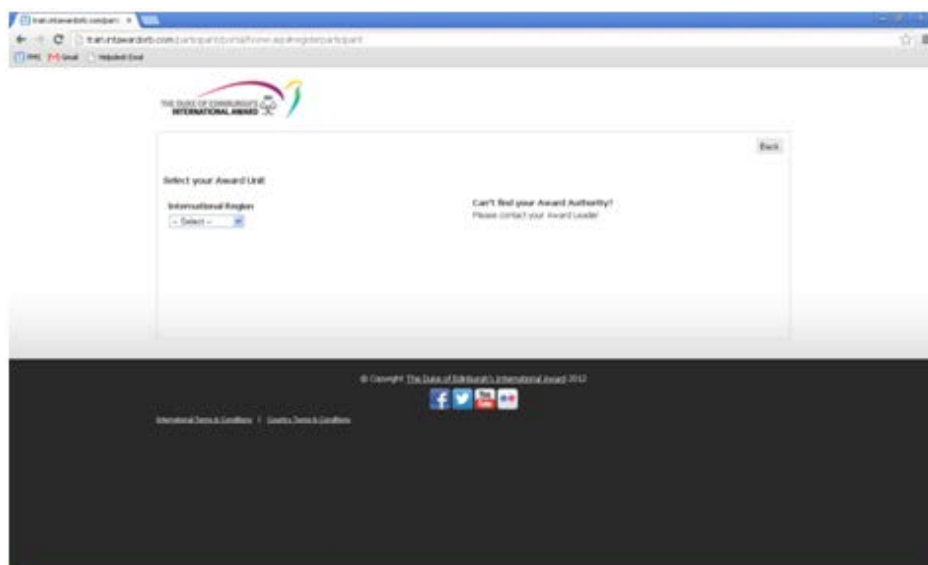
You will be asked to select your Award Unit, to do so you must first select your 'International Region' then 'Country', then your 'Operating Authority' and 'Sub-Operating Authority' (if applicable), and finally your 'Award Unit'.

1.1.2 If you do not know the name of your Award Unit
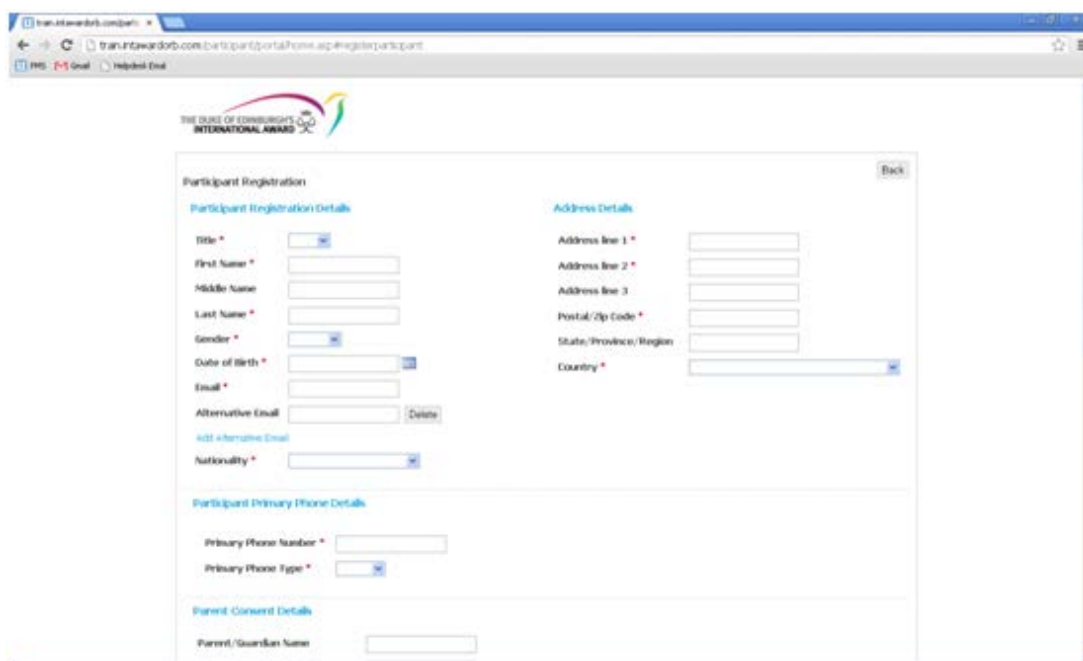
If you are unsure what the name of your Award Unit is, contact your nominated Award Leader.

1.1.3 If you do not have an Award Leader you must contact your local Award office

If you are unsure what the name of your Award Unit is, and you do not yet have a nominated Award Leader, you will need to contact your local Award office. You are not able to submit your registration without selecting an Award Unit.

1.1.4 Fill in your registration details

After selecting your 'Award Unit' click the 'Continue' button in order to continue your registration. You will be taken to the following screen:
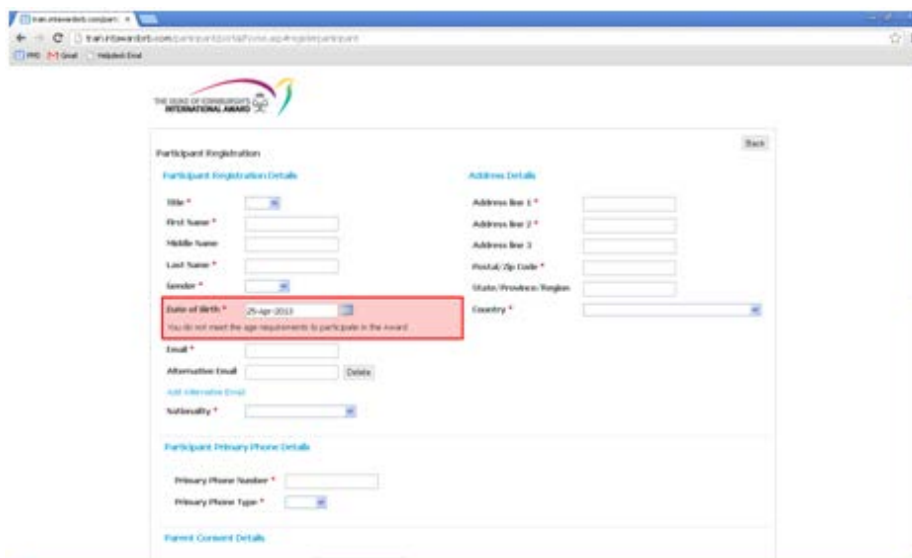
Fill in all details on this screen.

1.1.5 If you are under 18 years old, parental consent is required

Parental consent is required if you are under the age of 18 (unless otherwise specified in your country's regulations). If you are under 18, your parent consent details must be provided in order to submit your registration.

1.1.6 If you do not meet the age requirements you will be unable to register

You must be between the ages of 13 years and 9 months and 24 years and 6 months in order to register to do the Award. If you are outside of the specified date range, you will receive an error message specifying that you do not meet the age requirements to participate in the Award.

1.1.7 Submit your registration

If you have filled in all registration details and you meet all requirements to do the Award, you will be able to submit your registration. To submit you registration, scroll to the bottom of the registration screen and click the 'Register' button.

After you have submitted your registration, you will be taken to the following screen:

This screen notifies you that your registration has been submitted and you will soon receive an email asking you to verify your email.

1.2 Verify your email

1.2.1 An important step in your registration process is verifying your email

A verification email will be sent to the email address you provided during your registration. This email will ask for you to verify your email address and will contain a link that will need to be clicked in order for the application to progress.

Note: If you haven't received your verification email within 24 hours, please contact your Award Leader..

1.2.2 Wait for an email from the ORB and click on the 'Verify Email' link

Once you have received your email, progress your application by pressing the 'Verify Email' link within the verification email.

1.2.3 You will be taken to a thanks page, and your registration can now progress

After verifying your email, you will be taken to a confirmation screen, confirming your verification.

1.3 If you are under 18

1.3.1 You will need to get your parent's/guardian's approval

If you are under 18 and 'My parent/guardian will give consent for me to do the Award via email' was selected during your registration, an email will be sent to your parent/guardian requesting them to give consent for you to do the Award.

1.3.2 Your parent/guardian needs to wait for an email from the ORB and click on the 'Give Consent' link

Once your parent/guardian has received your email, they can progress your application by pressing the 'Give Consent' link within the consent email.

1.3.3 Your parent/guardian will be taken to a thanks page, and your registration can now progress

After giving consent, your parent/guardian will be taken to a confirmation screen, confirming their approval for you to do the Award.

1.3.4 Your parent/guardian can approve your registration online or on paper

Your parent/guardian can also approve your registration by filling out the Parental Permission Form, found on the registration screen. You will need to give a copy of this form to your Award Leader.

1.4   If you are over 18

1.4.1 You do not need parent/guardian approval

If you are over 18, your parent/guardian is not required to give parental consent for you to do the Award.

1.5   Wait for your Award Leader to approve your registration

1.5.1 You will receive an approval email containing your login details

After your Award Leader has approved your registration, you will receive an email notifying you that your registration has been accepted and you will be given your login details. Your username is ALWAYS your email address. Your password will be hard to remember, so change it as soon as you log in. Details on how to change your password can be found later on in this guide.

1.5.2 If you do not receive approval of your registration please contact your Award Leader

If you have not received your approval email with two weeks of submitting your registration, contact your nominated Award Leader. If you are unsure who your Award Leader is, you will need to contact your local Award office.

2   Log in and set up your Award

2.1   Log into the ORB using your new login

The ORB login page can be found at **intawardorb.com**.

You can log into the ORB participant portal through this page by entering your email address and password provided in your approval email.

After entering your 'Email Address' and 'Password', click the 'Log In' button.

You will be taken to the participant portal.

2.1.1 Forgot your password?

If you have forgotten your password, it can be recovered by clicking on the 'Forgot your password?' link on the login page. After clicking this link, you will be asked to enter you email address. Enter your email address and click the 'Send me my Password' button.
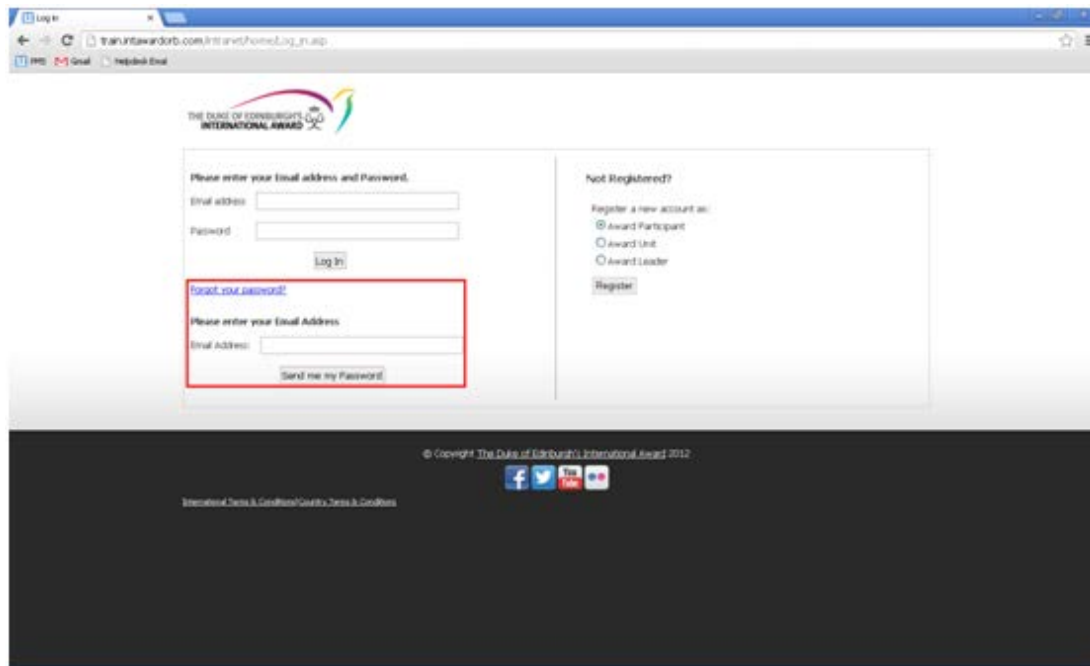
2.1.2 You will receive a 'Forgot your Password' email containing your login details

After entering your email address and clicking the 'Send me my Password' button, you will receive an email notifying you of your login details.
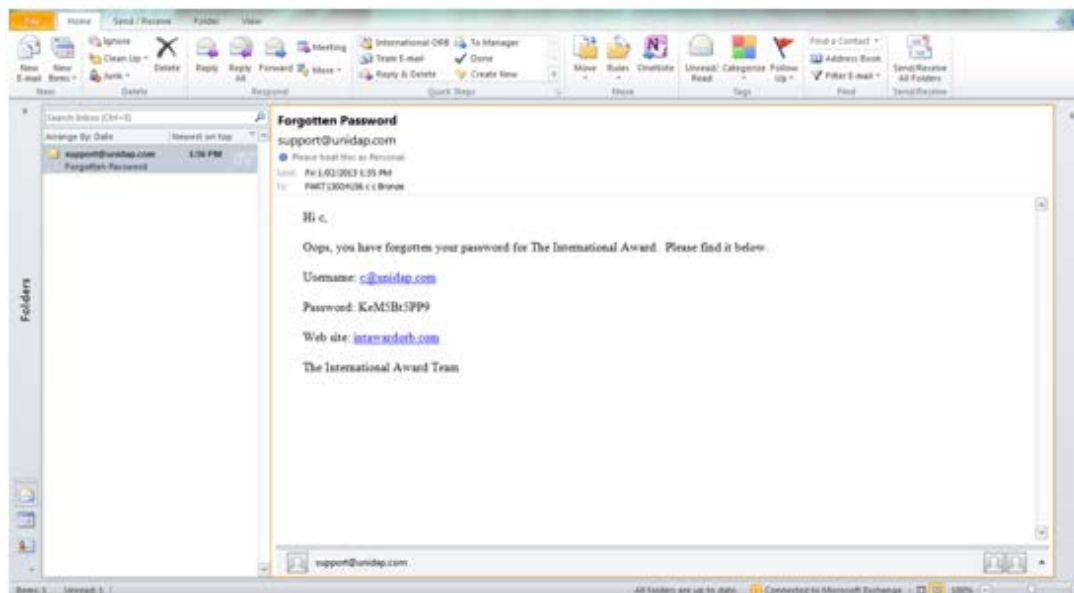
## 2.2 If you are doing a Bronze Award, or if Silver or Gold are your first Awards:

2.2.1 You will be asked to select your major

Upon logging in you will be asked to select your major.
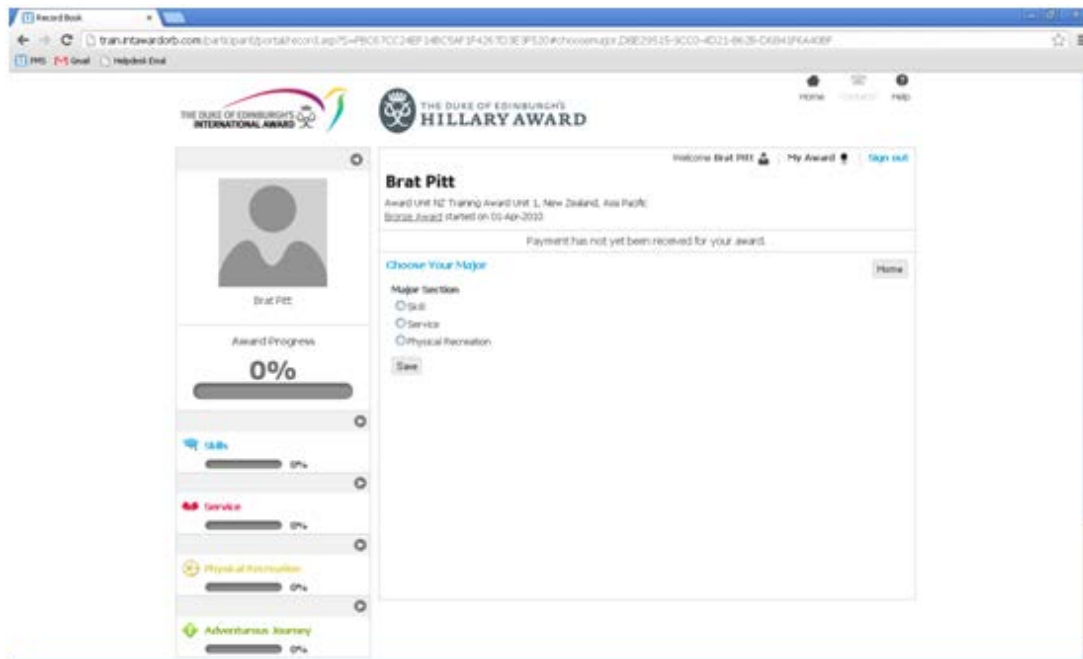
2.2.2 This is the section you will do for the longest

As this is the section you will do for the longest, think about what section you would like to choose as your major. To choose your major section, select 'Skill', 'Service' or 'Physical Recreation' and click the 'Save' button.
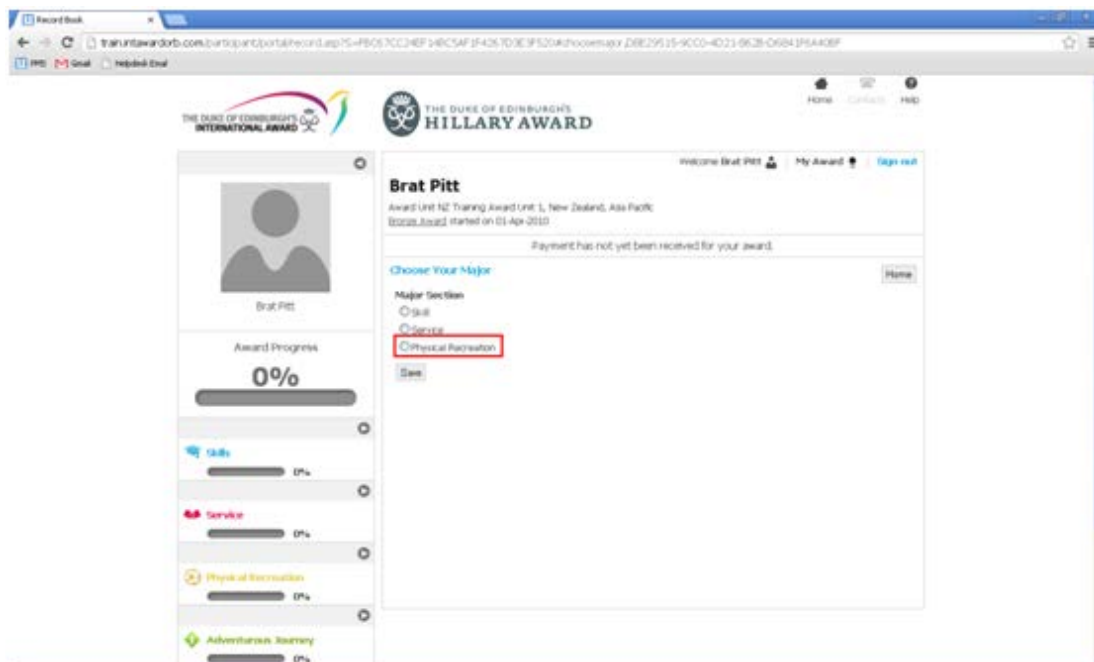
2.2.3 You can change this at any time during your Award

After choosing your major section, you have the ability to change this at any time. To change your major, hover over 'My Award' and select 'Choose Major'. You will now have the

option to select a new major section. Select either 'Skill', 'Service' or 'Physical Recreation' and click the 'Save' button.
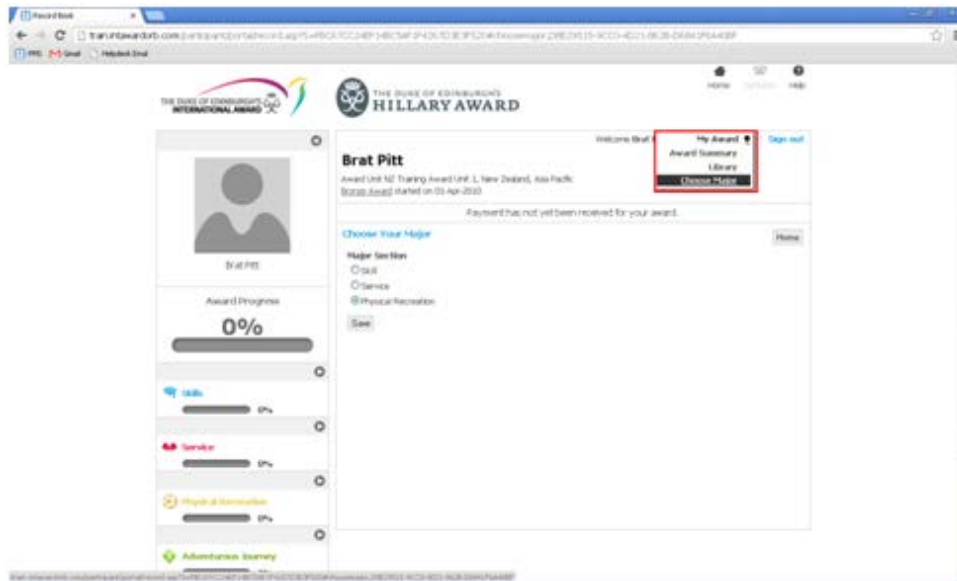
2.3   If you are doing Silver or Gold and have done a previous Bronze or Silver:

2.3.1 You do not have to do a major, and will be taken to the homepage upon logging in
The ORB participant homepage contains a summary of each of your sections.
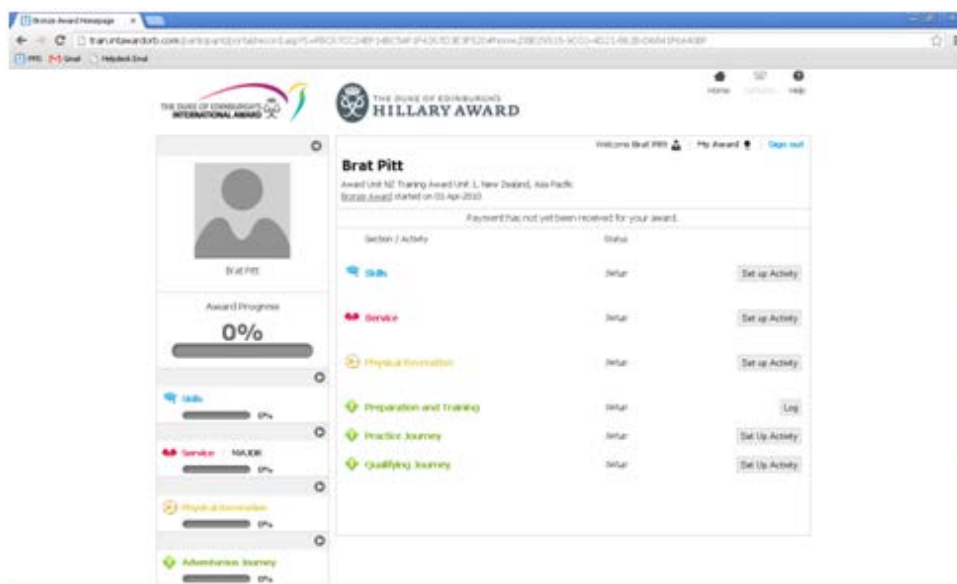
This page can be accessed from any page within the participant portal by clicking the 'Home' button in the top right of the page, or by clicking the Award logo in the top left of the page.

2.3.2 Contacts

2.3.2.1 This section contains information and contact details for your Award Leader, as well as your Award Assessors.

Clicking on an email address in this section will create a new email message addressed to the selected contact, in your default email programme (eg Outlook).

This page can be accessed from any page within the participant portal by clicking the 'Contacts' button in the top right of the page.

2.3.3 Help button

If help is required, you can download this user guide at any time by clicking on the 'Help' button located in the top right hand corner of any page.
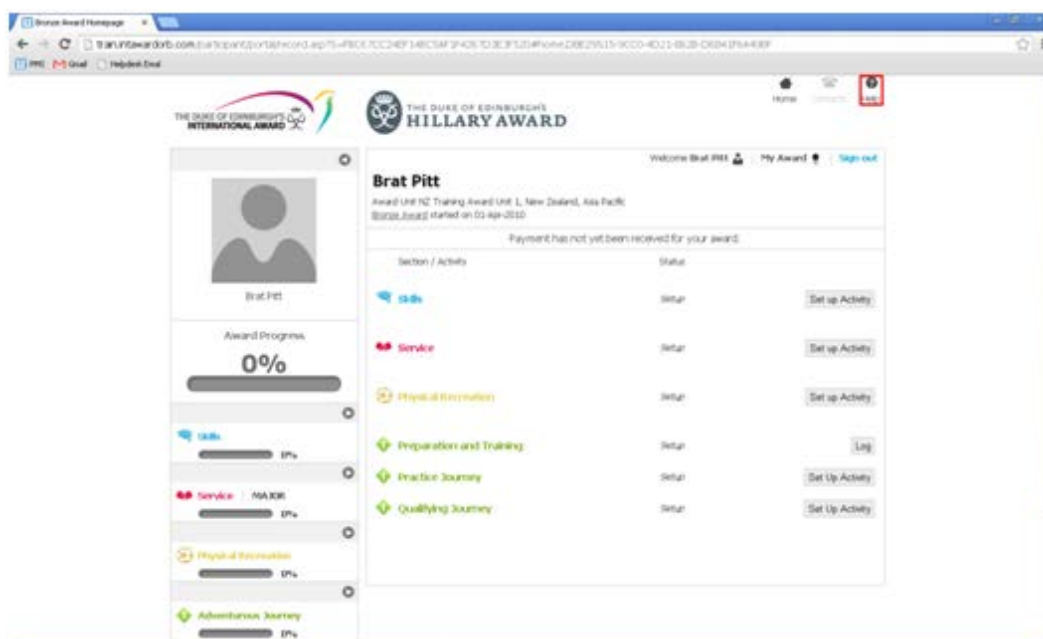
2.3.4 Logging out

To log out of the ORB participant portal, click on 'Sign out', located on the top right hand side of the page.

2.3.5 Navigation pane

The navigation pane contains 'at-a-glance' information. The navigation pane can also be hidden by pressing the left pointing arrow in the top right corner of the section.
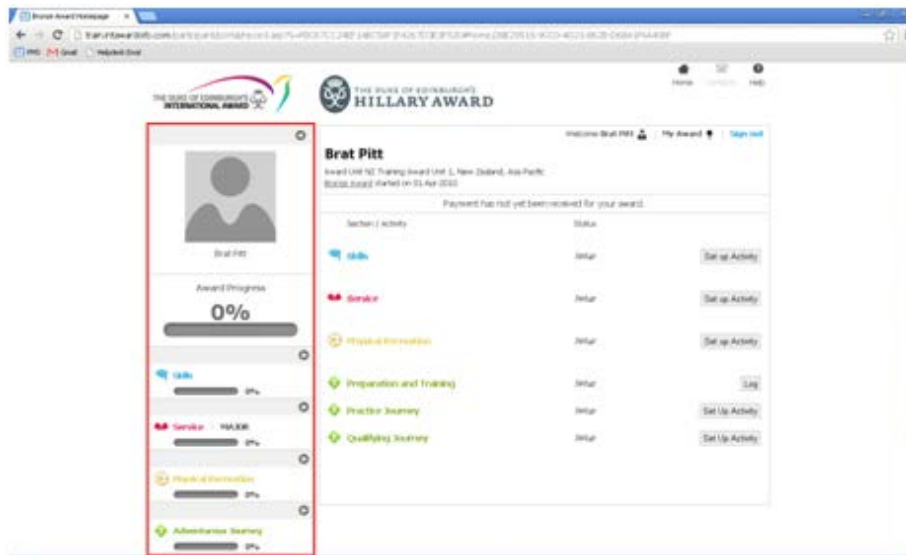
2.4   Change your password

2.4.1 You can change this at any time during your Award

After logging in for the first time, you should immediately change your password. To change your password, hover over 'Welcome *Your Name'* and select 'Change Password'.

After selecting 'Change Password' the 'Change Your Password' screen will appear. From here, you can change your password by entering a new password and confirming it by re-entering it in the next field. After your new password has been entered and confirmed, click the 'Change Password' button.
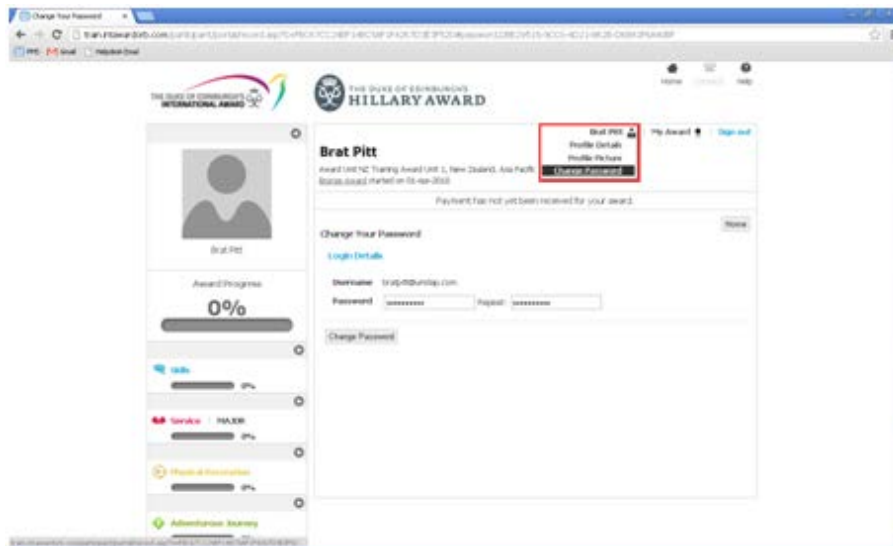
2.4.2 Your password needs to be at least six characters

When entering your new password you must ensure that it has at least six characters.

2.4.3 It must contain upper and lower case letters and at least one number

When entering your new password you must ensure that it contains both upper and lower case letters and at least one number.

2.4.4 Your password cannot contain your first or last name and cannot be the same as your email address

When entering your new password you must ensure that does not contain your first or last name and does not contain your email address.

2.4.5 Your password cannot contain any symbols

When entering your new password you must ensure that it does not contain any symbols and only contains letters and numbers.

2.5 Upload a profile photo

2.5.1 You can change this at any time during your Award

You can change your profile photo at any time hovering over 'Welcome *Your Name'* and selecting 'Profile Picture'. From here, you can upload or change your profile photo by clicking 'Choose File' and selecting a file to upload. Once you have selected your file, click the 'Save' button.
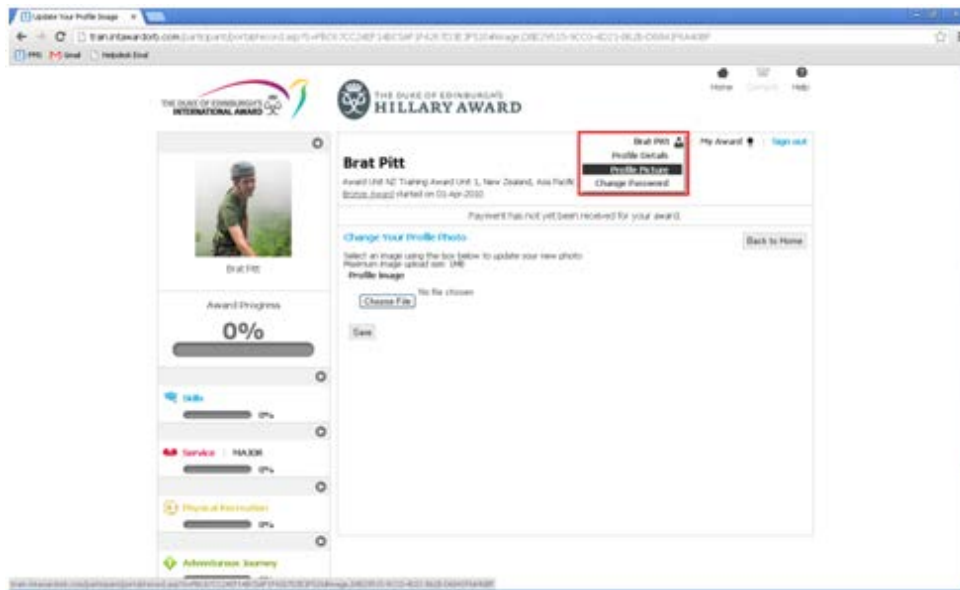
2.5.2 Use a photo that is less than 1MB

When adding a profile photo, ensure that the file size is less than 1MB. Once you have uploaded you profile photo, it will appear in your navigation pane.

2.6 Check and edit your profile

2.6.1 There are a few extra questions to complete when you log in

You can view and edit your details on the 'Profile Details' page. You can access this page by either clicking on the *'Your Name'* link underneath your profile photo in the navigation pane, or by hovering over 'Welcome *Your Name'* and selecting 'Profile Details'. From here, you can change any of your details.

Note: if you change your email, your username will also change to your new email address.
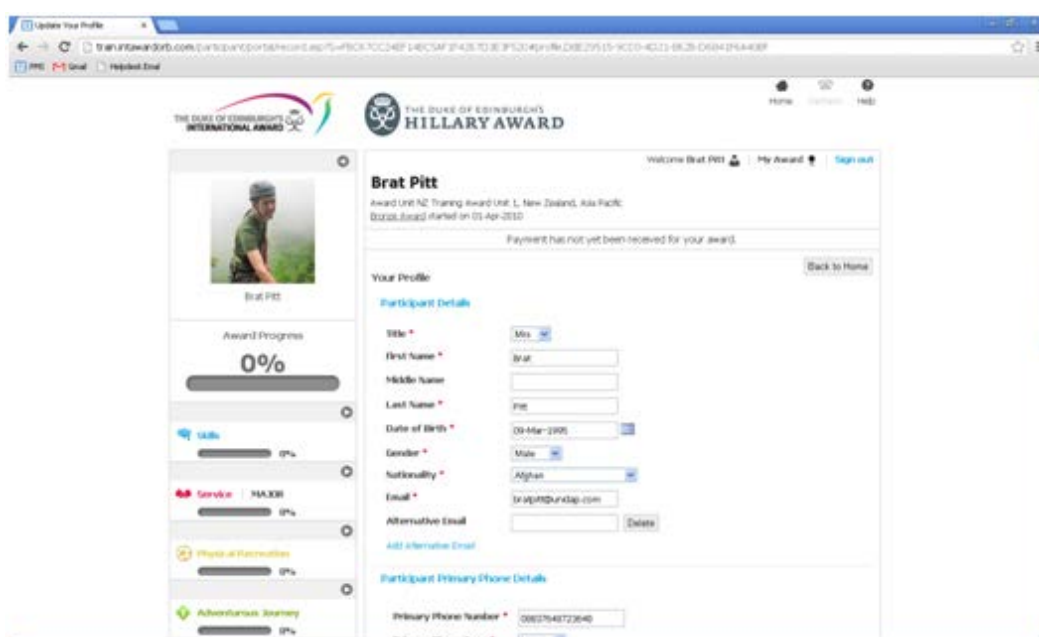
Once you have changed your details, scroll to the bottom of the 'Profile Details' screen and click the 'Save Profile' button.
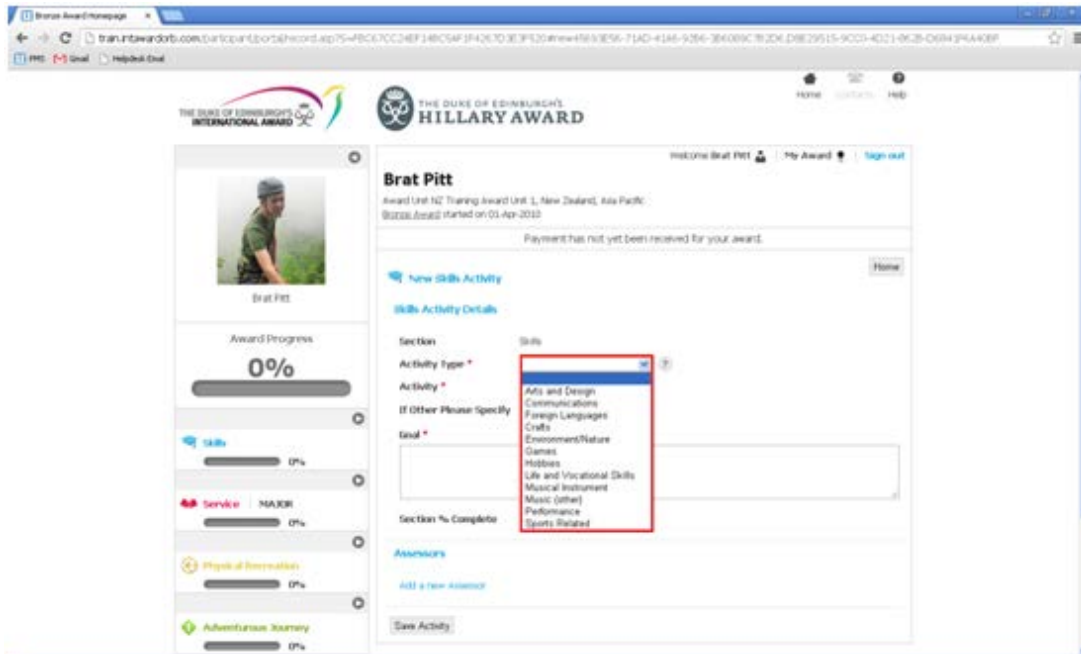
2.7 Set up your activities for Skills, Service and Physical Recreation

2.7.1 Click on 'Set up activity' button next to the section name

Before you can embark on an activity, you must first set it up. You can set up your activity by clicking the 'Set up activity' button next to the corresponding section on your homepage.
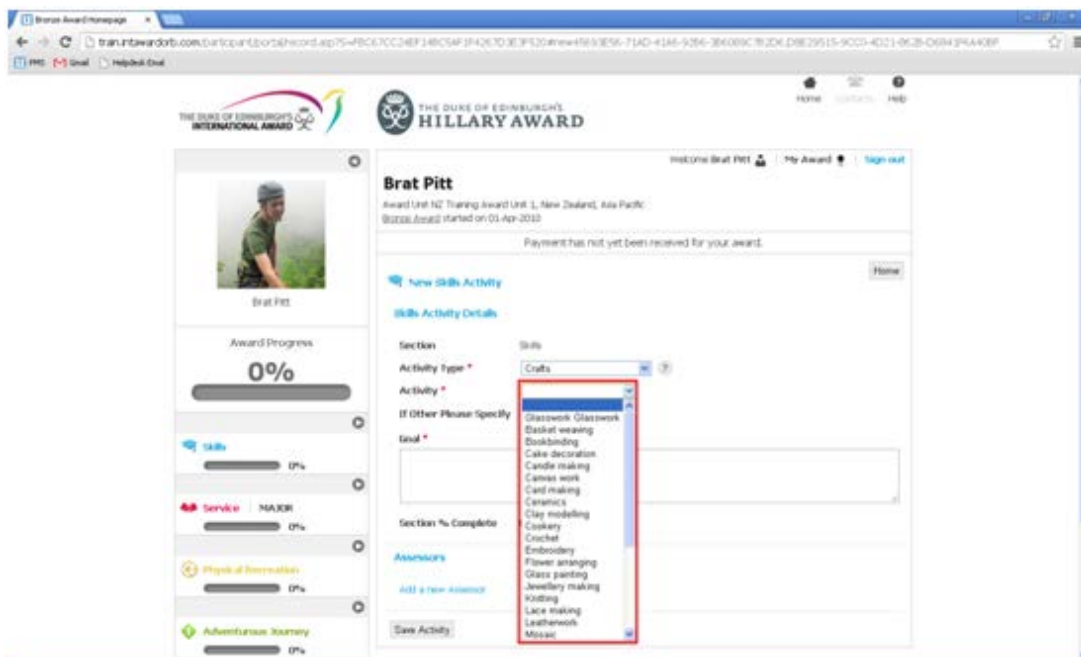
2.7.2 Choose your activity category from the drop down menu

After the 'Set up activity' page is displayed, you must then select an activity type from the 'Activity Type' dropdown.
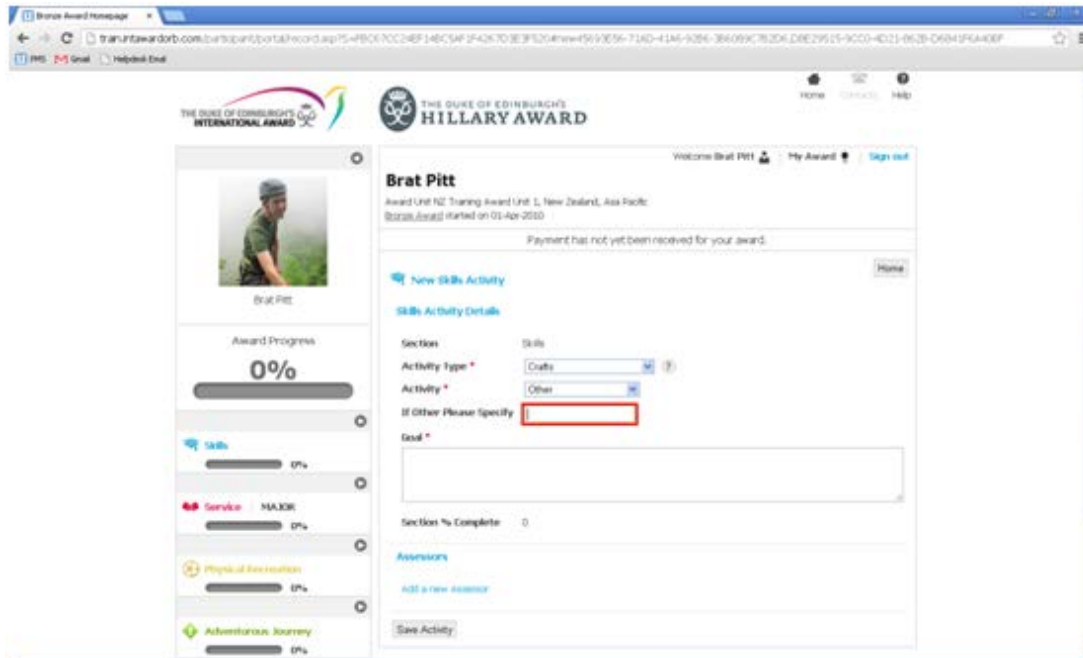
2.7.3 Choose your activity

After selecting your 'Activity Type', a dropdown list of activities will display. Select an activity from the 'Activity' dropdown list.

2.7.4 If your activity is not on the list, you can choose 'Other'
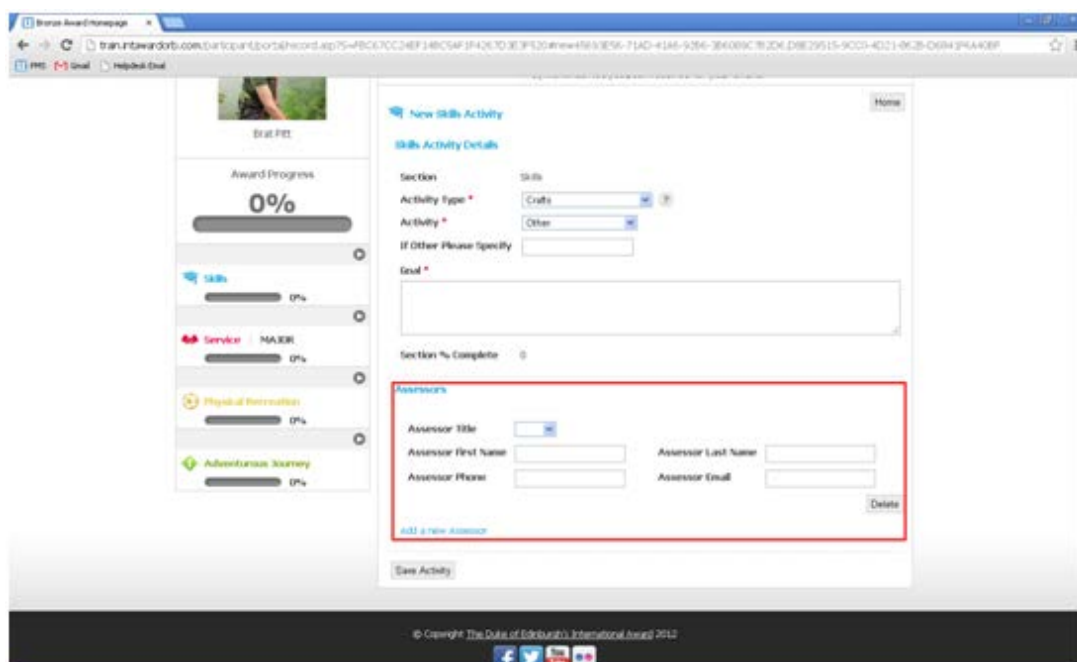
If the activity you wish to do is not in the list, select 'Other' from the activity dropdown list. After selecting 'Other', write the name of your activity in the text box below.

2.7.5 Add an Award Assessor to your activity

An Award Assessor can be added to your activity by scrolling to the bottom of the screen and clicking 'Add a new Assessor'. After clicking 'Add a new Assessor' new fields become available for you to fill in your Award Assessor details. Multiple Assessors can be added if required by clicking 'Add a new Assessor'.

2.7.6 Fill in all details and save your activity

Fill in all details and outline your goals for this activity. Scroll to the bottom of the screen and save the activity details by clicking the 'Save Activity' button.

2.7.7 You can do more than one activity for each section

After saving your activity you will be taken to the homepage. If you plan to participate in more than one activity for a section, then you can set up additional activities. To set up additional activities, press the 'More than one activity? Click here to set up another' hyperlink on the homepage.
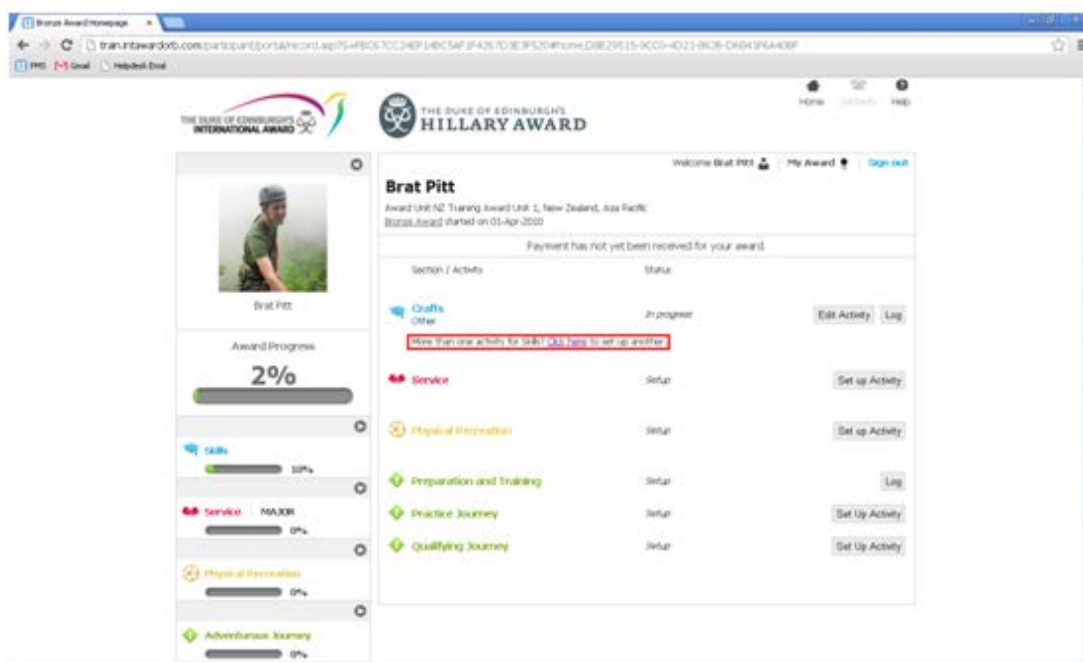
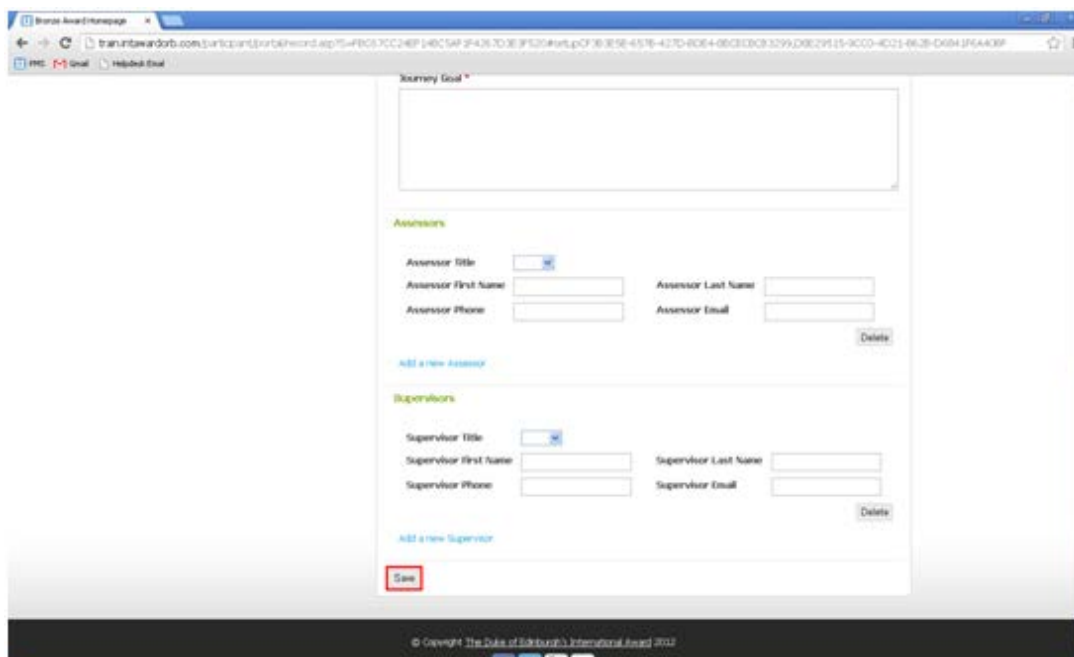### 2.7.8 After creating your first activity, your section will increase to 10%

Your Award section will automatically increase to 10% once you have set up your first activity. Your percentage will continue to increase with each log.

To view your section summary, click the arrow beside the section within the navigation pane.
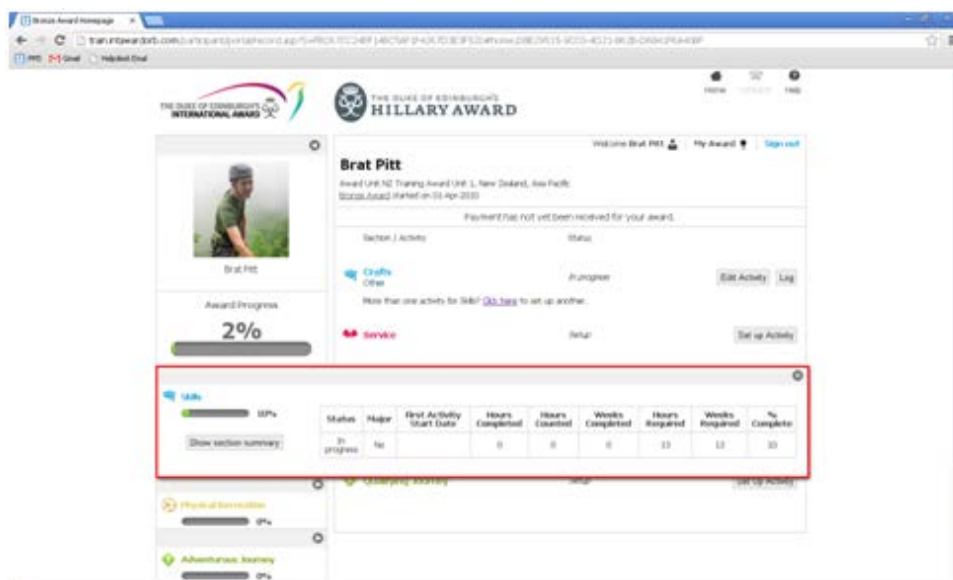
Note: Each section can be expanded by pressing the arrow in the navigation pane. This will display a complete summary of your accomplishments to date, for that particular section.

2.8 If your Award Leader is recording your Award Assessors

If you do not know who your Award Assessor is, your Award Leader can record them on your behalf. To see if your Award Leader has added an Award Assessor to your activity, view your activity details by clicking the activity hyperlink on the homepage.
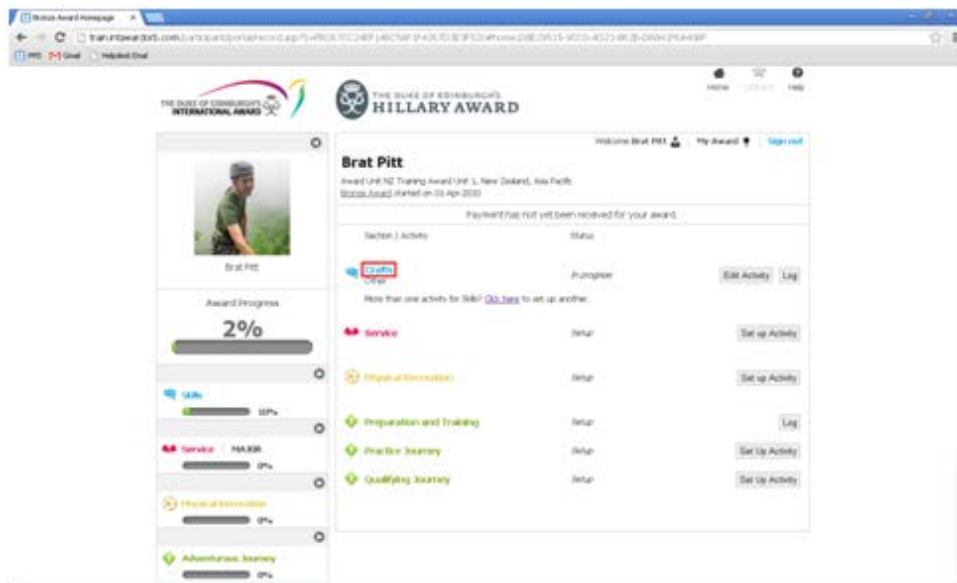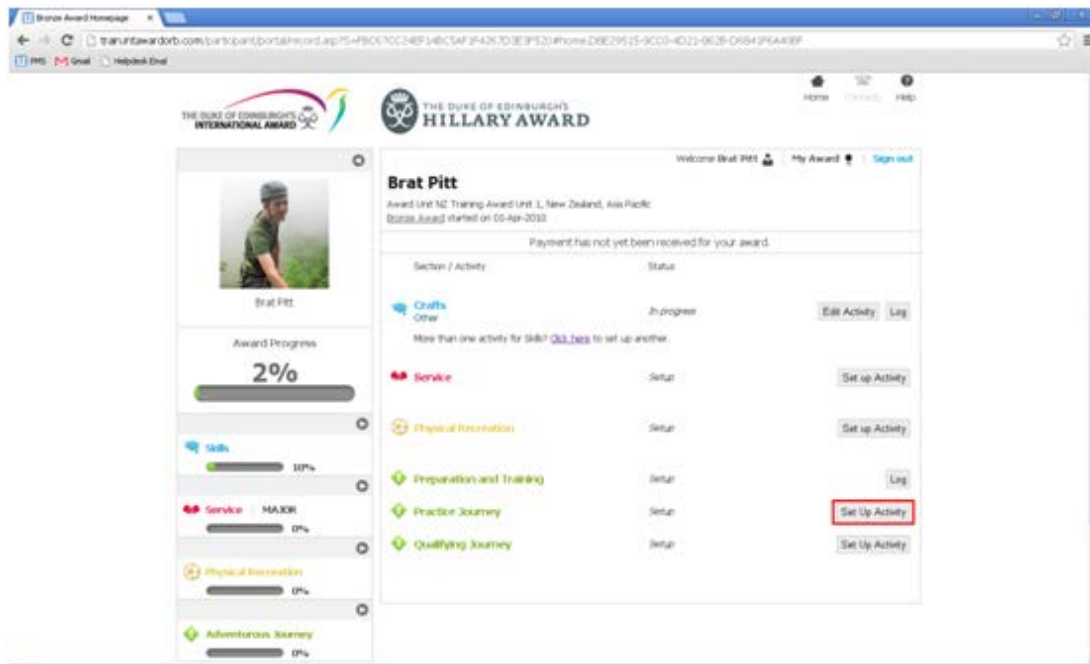
After clicking your activity hyperlink, you will be taken to the activity details page. From here you will be able to see any Award Assessors that have been added to your activity.
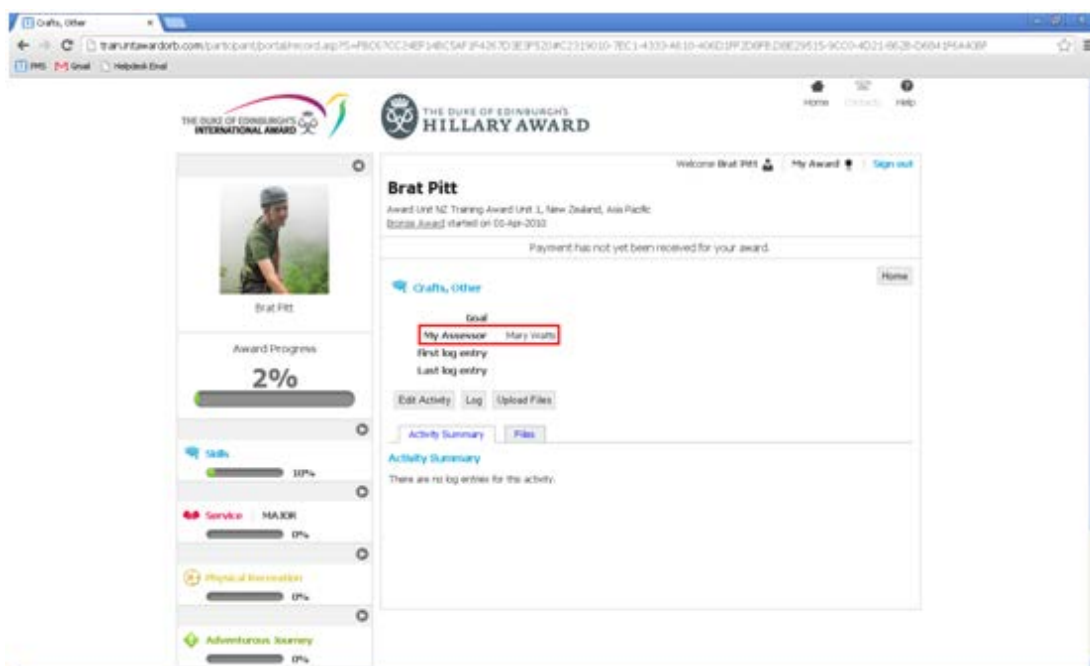
2.9   Setting up your own practice journey

If you are setting up your own practice journey, click the 'Set up Activity' button on the homepage beside the practice journey.
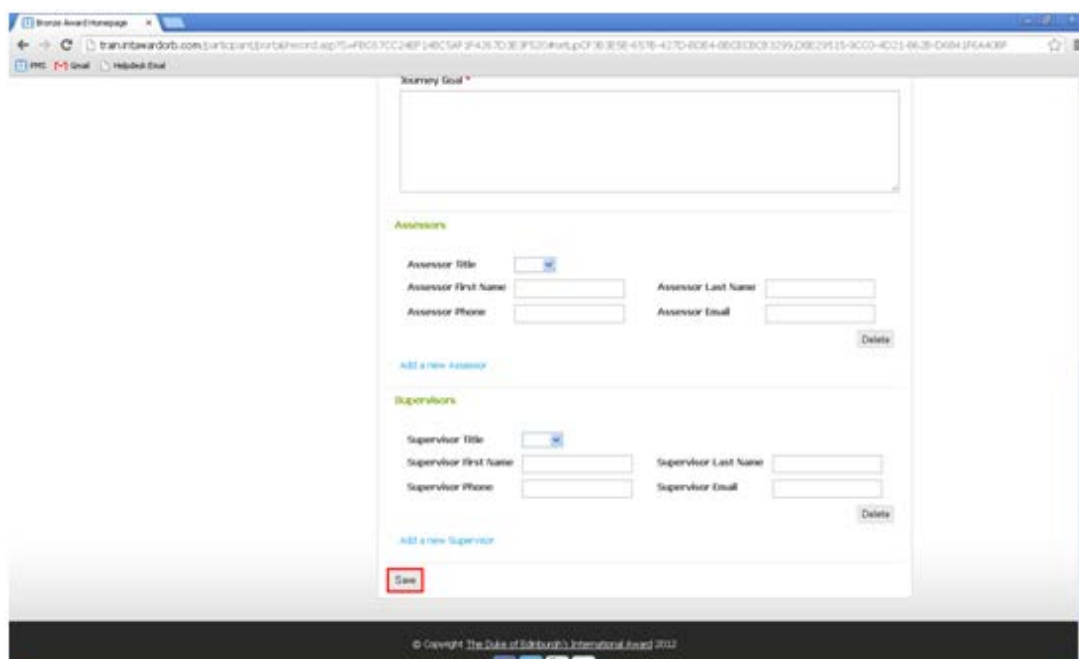
Fill in all practice journey details.

Scroll to the bottom of the screen and press the 'Save' button to save practice journey.

2.10 If your Award Leader is setting up your practice journey

If you do not know the details of your practice journey, your Award Leader can set this up on your behalf. To see if your Award Leader has linked you to a practice journey, view your practice journey details by clicking the 'Practice Journey' hyperlink on the homepage.
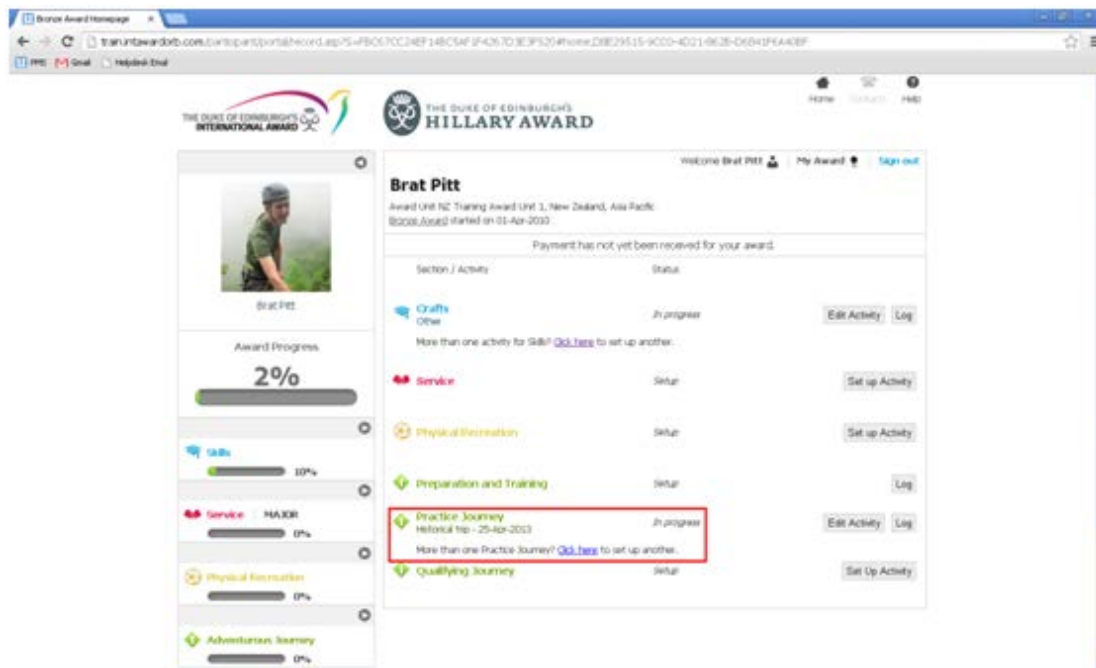

After clicking the 'Practice Journey' hyperlink, you will be taken to the practice journey details page. From here you will be able to see all the details that your Award Leader has set up for your practice journey.
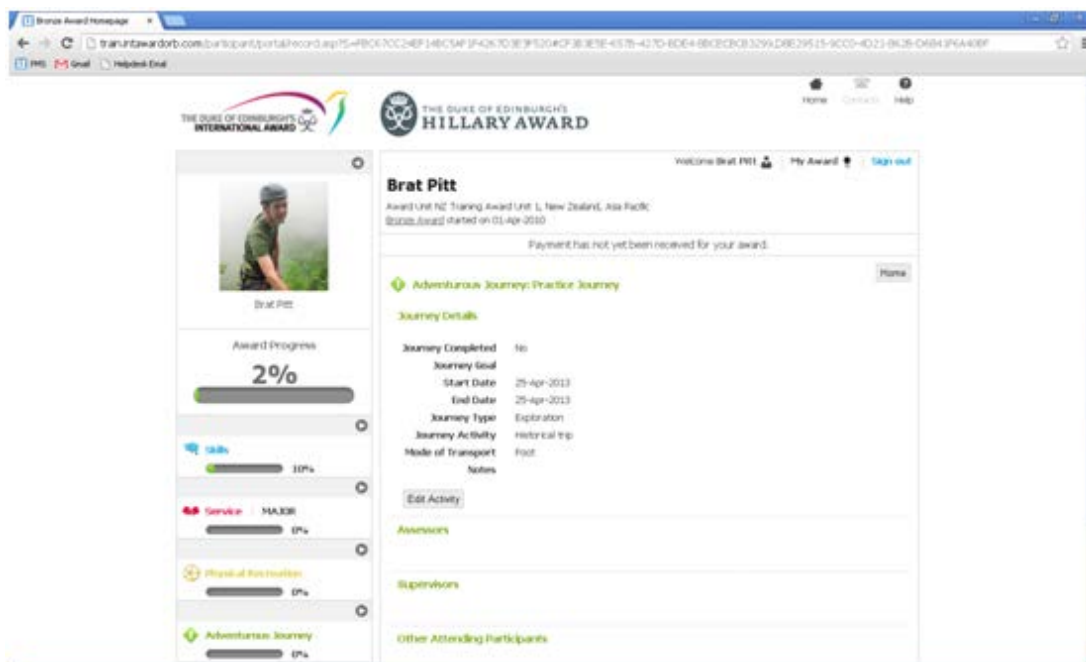

2.11 More than one practice journey

If you plan to participate in more than one practice journey, then you can set up additional practice journeys. To set up additional practice journeys, press the 'More than one practice journey? Click here to set up another' hyperlink on the homepage.
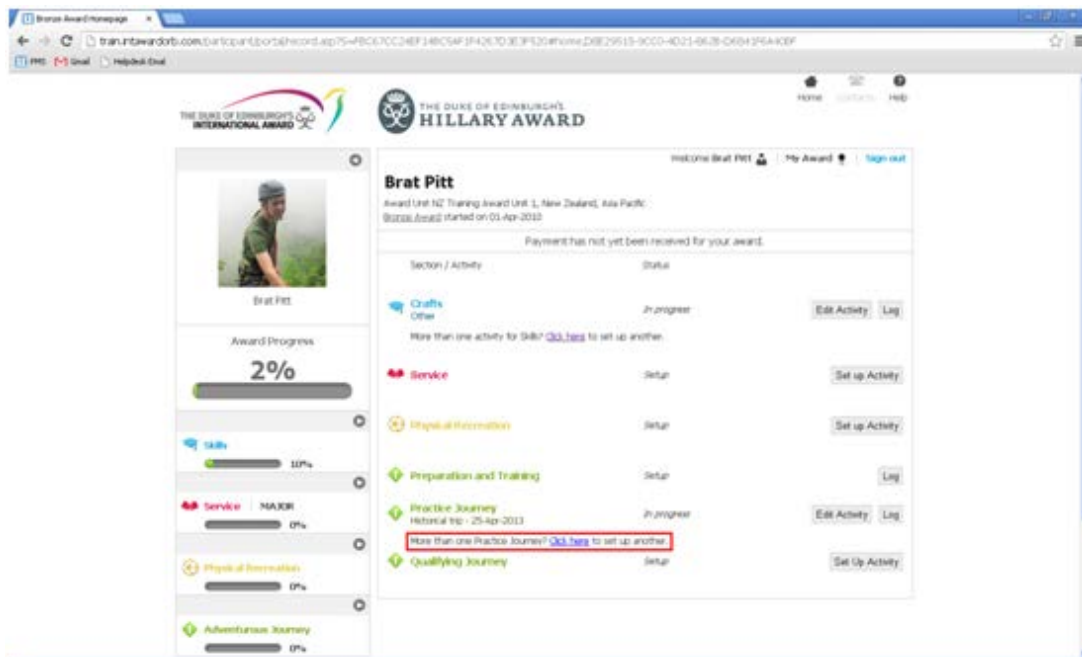
2.12 Setting up your qualifying journey

If you are setting up your own qualifying journey, click the 'Set up Activity' button on the homepage beside the qualifying journey.
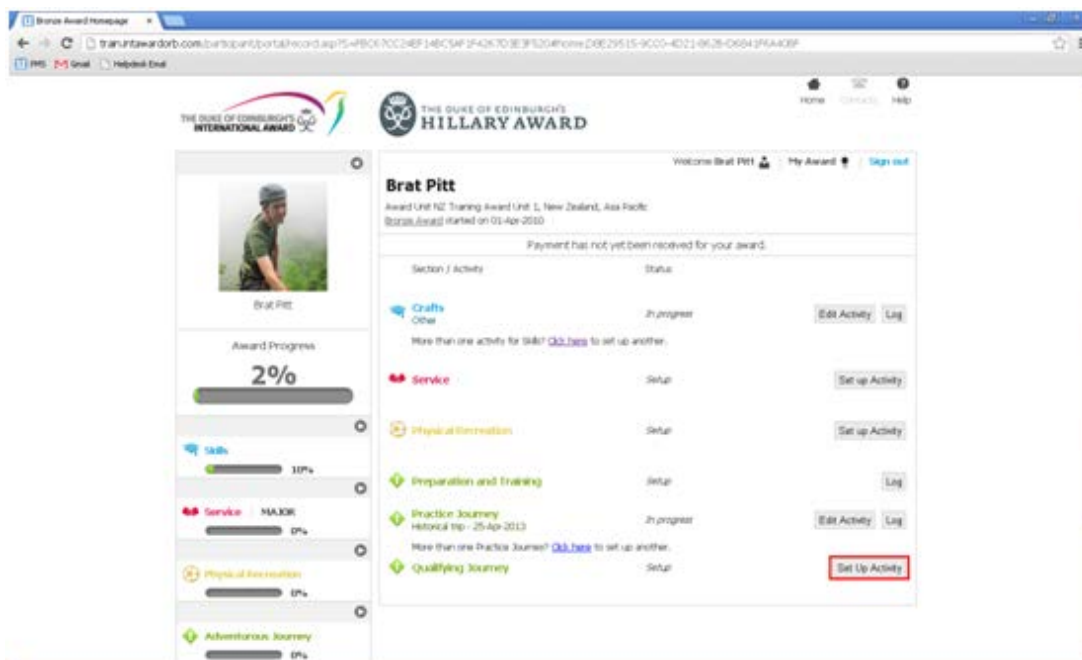
Fill in all qualifying journey details.

Scroll to the bottom of the screen and press the 'Save' button to save the qualifying journey.

2.13 Your Award Leader is setting up your qualifying journey

If you do not know the details of your qualifying journey, your Award Leader can set this up on your behalf. To see if your Award Leader has linked you to a qualifying journey, view your qualifying journey details by clicking the 'Qualifying Journey' hyperlink on the homepage.
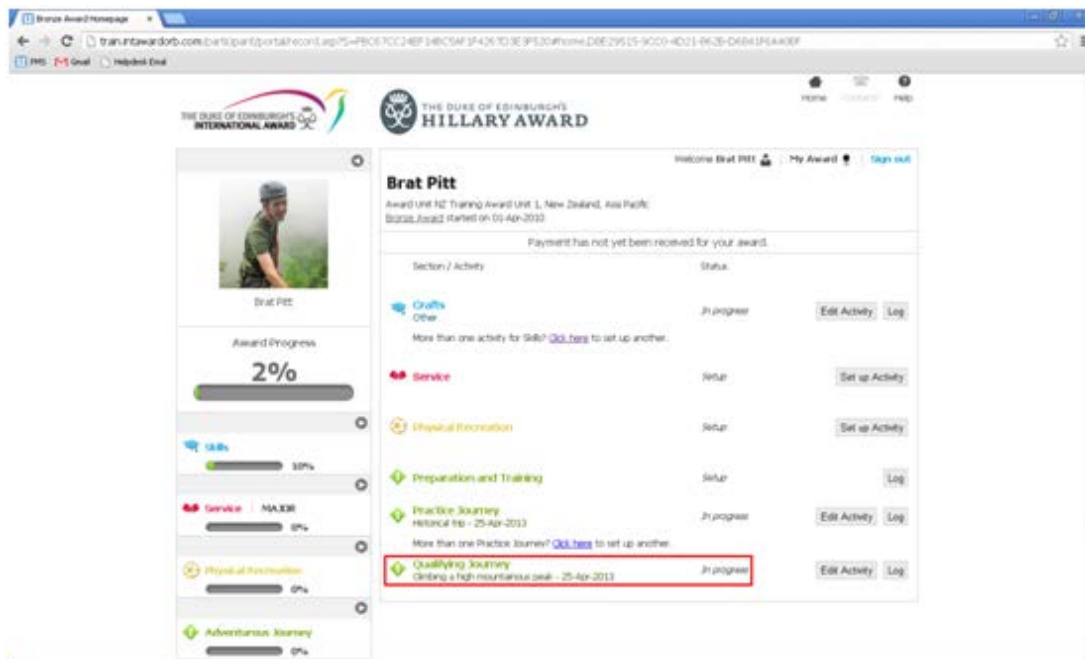
After clicking the 'Qualifying Journey' hyperlink, you will be taken to the qualifying journey details page. From here you will be able to see all the details that your Award Leader has set up for your qualifying
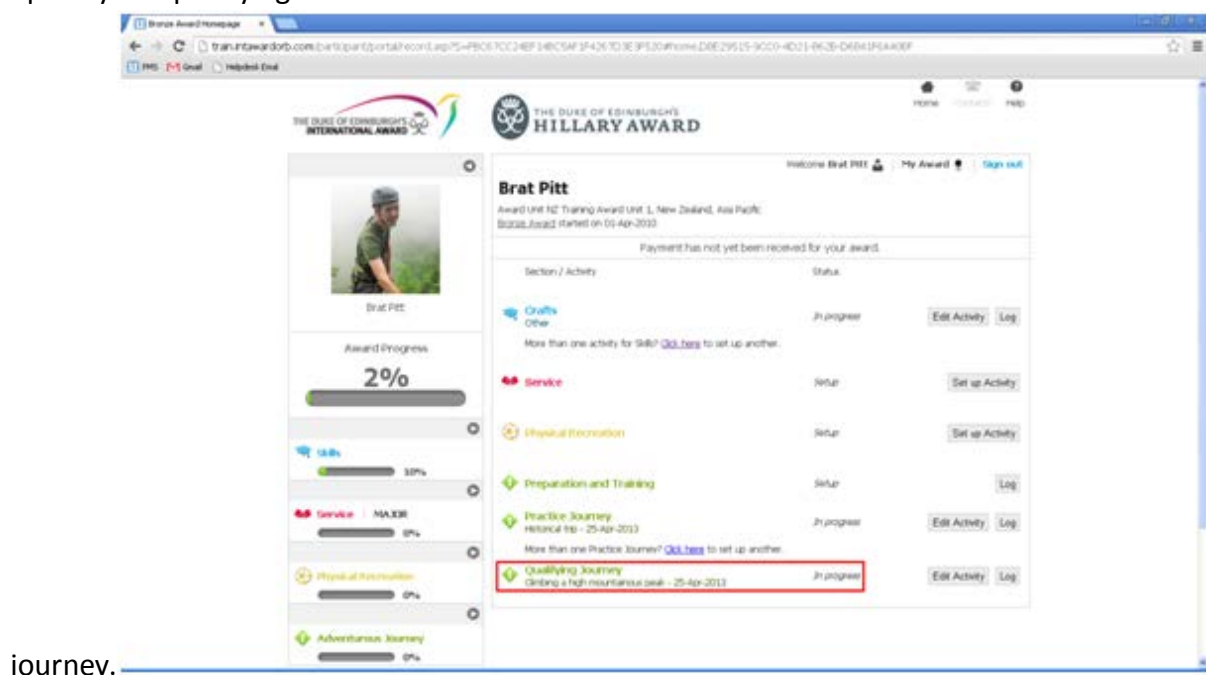
journey.

2.14 Set up your Residential Project

To set up your Residential Project, scroll to the bottom of the homepage and click the 'Set up Activity' button beside the Residential Project.
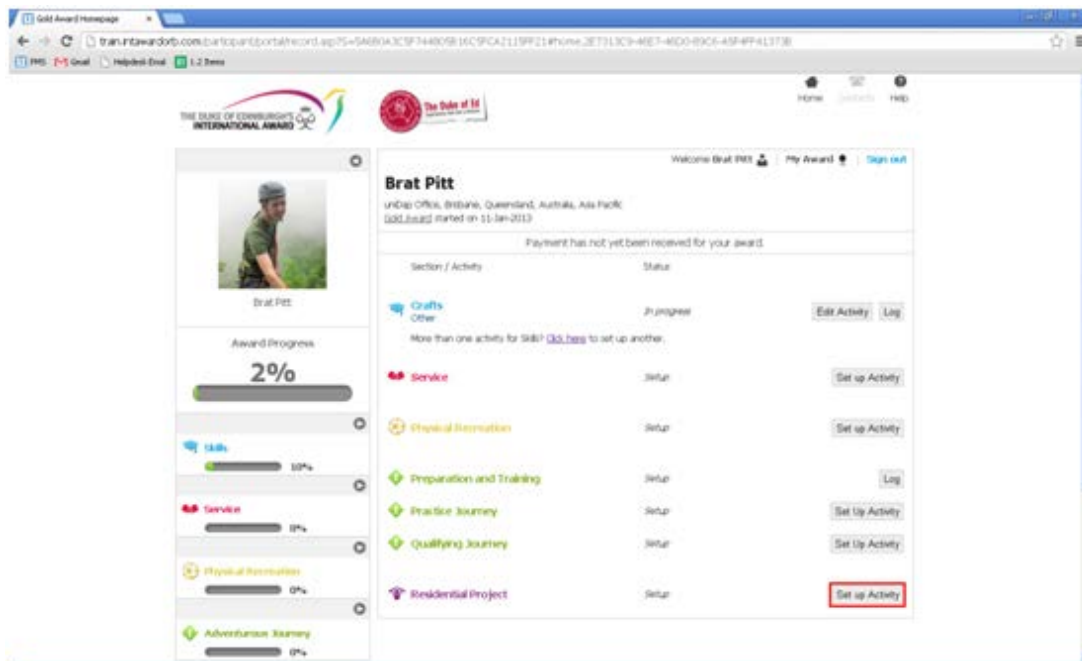
Fill in all Residential Project details.

Scroll to the bottom of the screen and press the 'Save Activity' button to save the residential project.
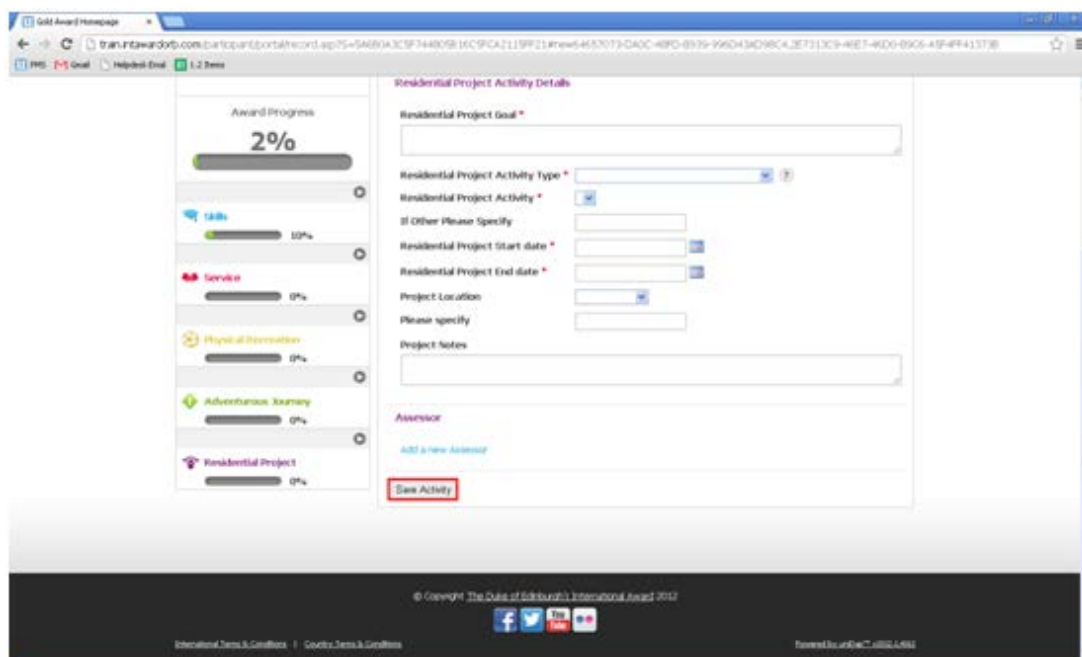
3   Record your efforts and complete your Award

3.1   Log your efforts for Skills, Service and Physical Recreation

Once you have set up an activity, you can begin creating logs. Each time you accomplish something towards your Award, you should log it by clicking the 'Log' button next to the corresponding section on your homepage.
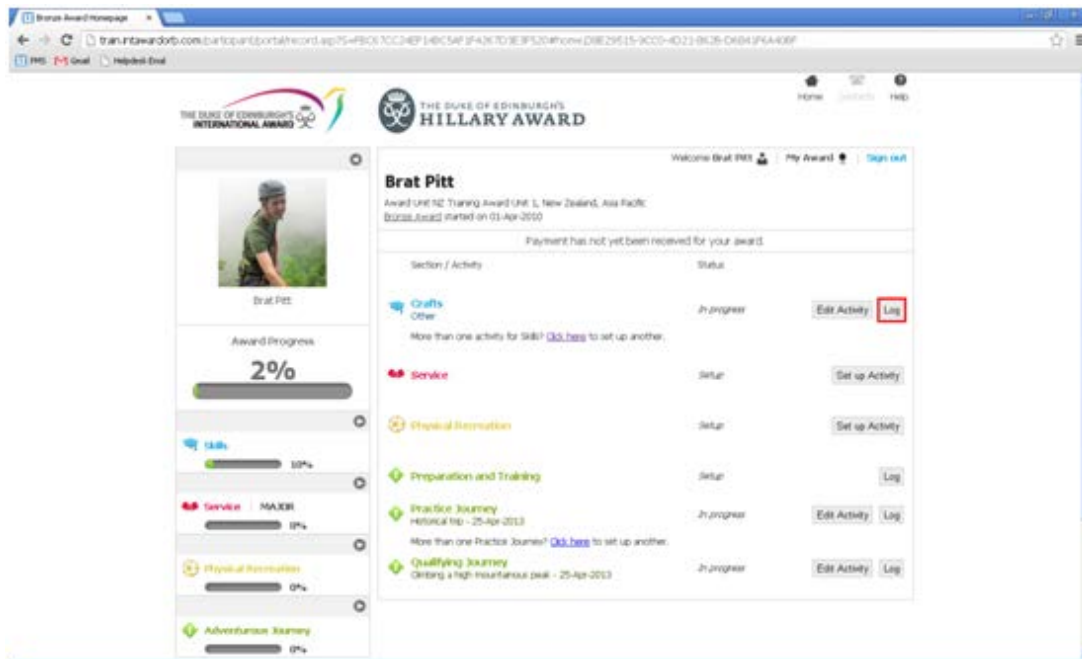
After clicking the 'Log' button, the log page will display.
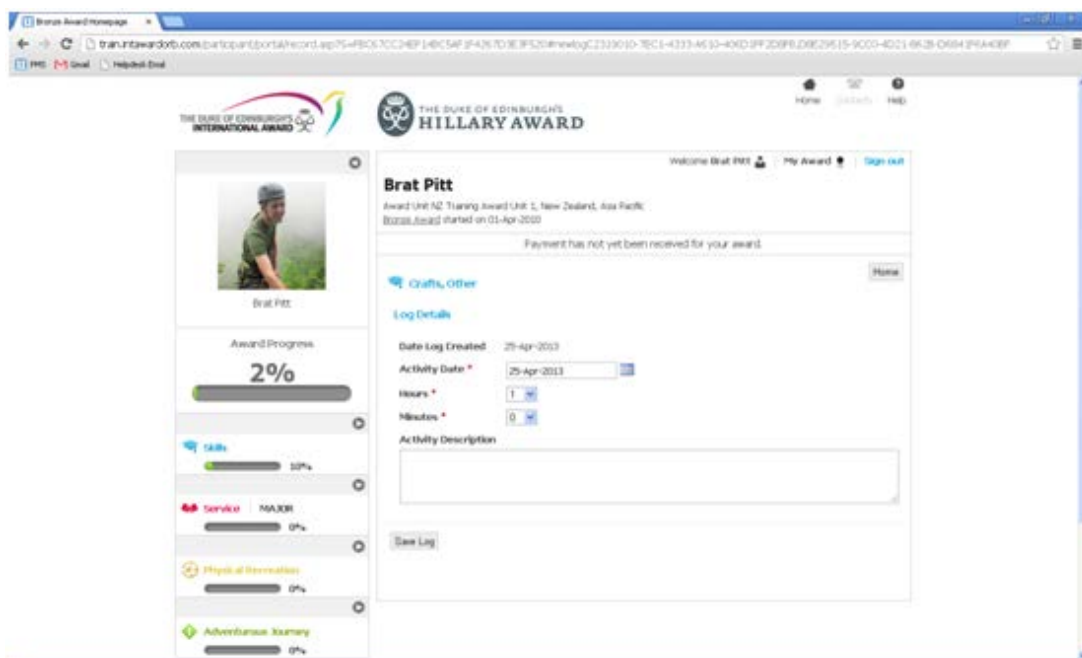
You will need to enter the date that you participated in this activity and the time (hours and minutes) that you spent on it. After filling in all log details, click the 'Save Log' button.

Note: For your percentage to increase, you must log a minimum of one hour per week, two hours per two weeks or four hours per four weeks. Any extra logs do not count towards your percentage.

3.1.1 Percentage increase

As you add log entries towards your activities, your Award percentage will increase and this will be reflected on your navigation pane.
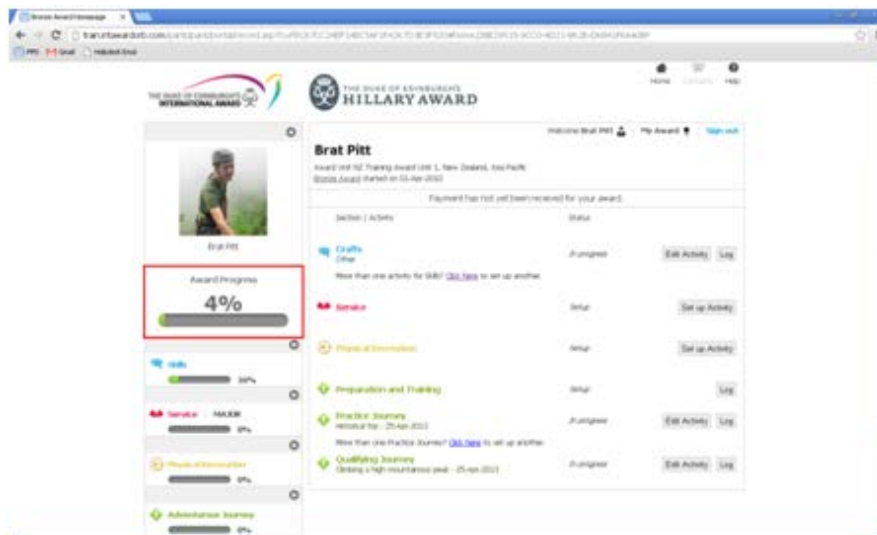
3.2 Upload files and photos to your library

3.2.1 You can use these as evidence about your activities

To upload any relevant files, such as photos from your Award experience, or documents from your Award Assessor, hover over 'My Award' and then click 'Library'.
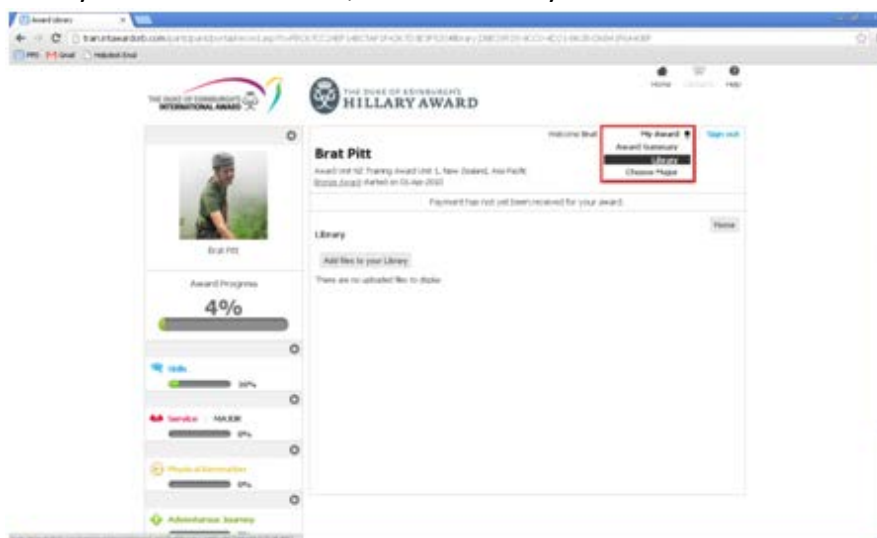
From the library page, files can be uploaded by clicking 'Add files to your Library'.
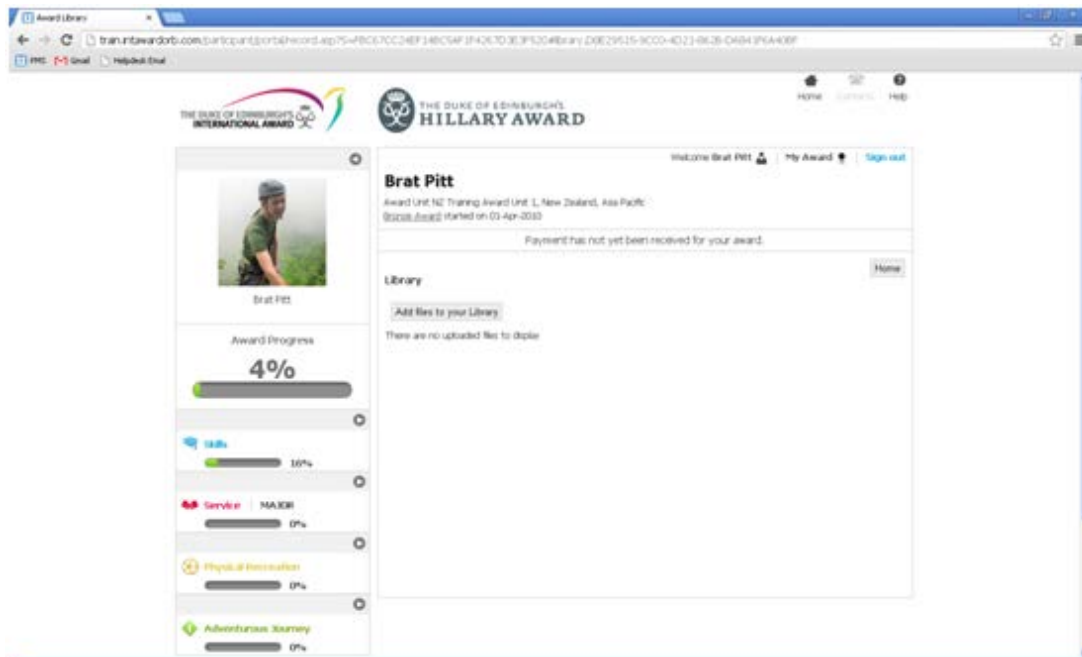
After clicking the 'Add files to your Library' button, a pop-up screen will display. Fill in all details on the pop-up screen and press the save button.
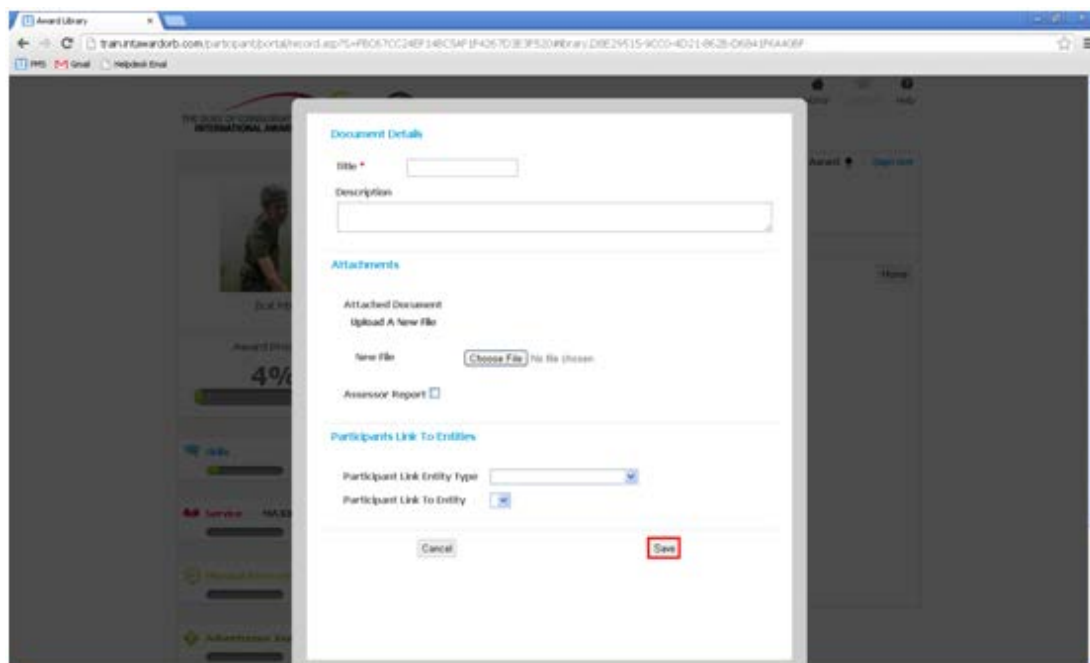
Files that have been uploaded will appear on the library page.
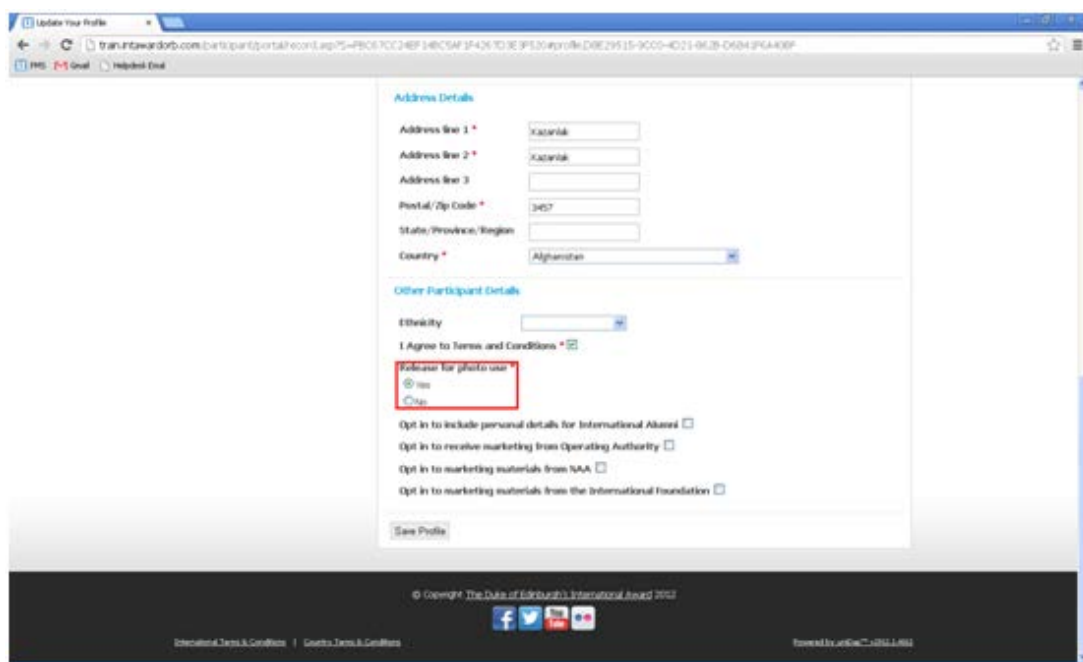
3.2.2 Your Award Leader can access your photos and files

All files that are added to your library can be accessed by your Award Leader and used as evidence towards completing your Award.

3.2.3 Your Award office can also access your photos and files, and you can give them permission to publish them if you like

All files that are added to your library can be also accessed by your Award office. You can give permission to your Award office to publish your photos by selecting 'Yes' in the 'Release for photo use' field in your 'Profile Details' section.

3.2.4 Upload Limit

The maximum individual upload file size cannot exceed 15 Megabytes.

If you exceed your upload limit, you will receive the message below advising you how to create space.

Attachments

Attached File
  Upload A New File

New File   [Choose file] No file chosen

Report ☐

Participants Link To Entities

Section [▼]

Activity [▼]

[Cancel]   [Save]

This file will exceed the current upload limit for your Award Unit and can't be saved. To create sufficient space for this new file to be uploaded, please use the following procedure: 1. Review current files 2. Delete existing files that are no longer required 3. Proceed with the new file upload

3.2.5 Approved BLOB File Types

Security restrictions apply to the types of files that you can upload. The following file formats are approved for upload:

Data Classification	File type
Audio	.m4a
Audio	.m4b
Audio	.m4p
Audio	.mp3
Audio	.wma
Document	.csv
Document	.doc
Document	.docx
Document	.mdb
Document	.mdbx
Document	.one
Document	.pdf
Document	.ppt
Document	.pptx
Document	.pub
Document	.txt
Document	.vsd

Document	.vsdx
Document	.xls
Document	.xlsx
Document	.xps
Email	.msg
Email	.eml
Email	.emlx
Image	.gif
Image	.jpeg
Image	.jpg
Image	.png
Video	.3GP
Video	.3G2
Video	.avi
Video	.m4v
Video	.mov
Video	.mp4
Video	.wmv

Where the incorrect file format is selected for upload, the following error message will be displayed:

"Files of type *xxx* are not allowed to be uploaded."

3.2.6 Archiving

Any Participants' Awards which have not been accessed for more than 90 days will now be archived. To un-archive an Award- you will need to log in to your Award. This process may take several minutes and you will see the following message during the unarchiving process:

"Your Award is currently Archived and is being Unarchived. Please wait."

4 Get signoff from Award Assessors and submit your Award to your Award Leader
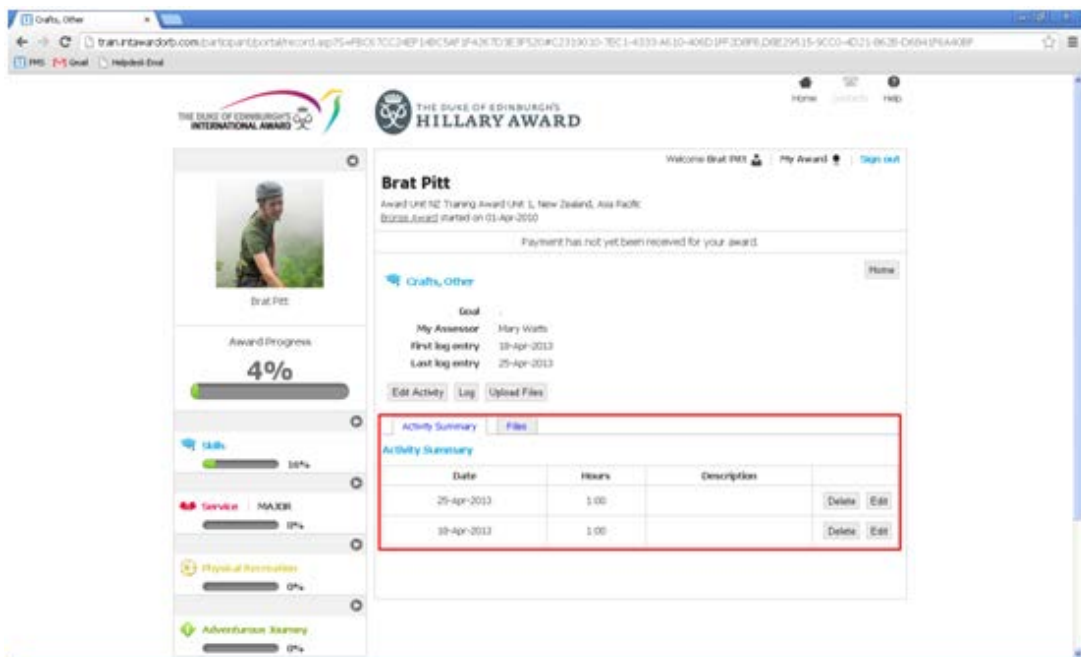
4.1 Download your section summaries for your Award Assessors to sign off

Below the Award progress section on the navigation pane, the Award section summary appears giving you a summary of how much you have completed in each of your sections.

'Major' will appear next to the section that you have chosen as your major (if applicable).

Award activity summaries can be viewed from the homepage. To view the activity summary, click on an activity hyperlink.

An activity summary, showing details of each log, will display for the selected activity.

To view a summary of the entire Award to date, hover over 'My Award' and then click 'Award Summary'.

The Award Summary screen will display.

Activity summaries can be accessed by clicking on the arrow beside the section name.

Clicking the 'Download Award Summary' button below a section will open the summary for the entire Award as a PDF file.
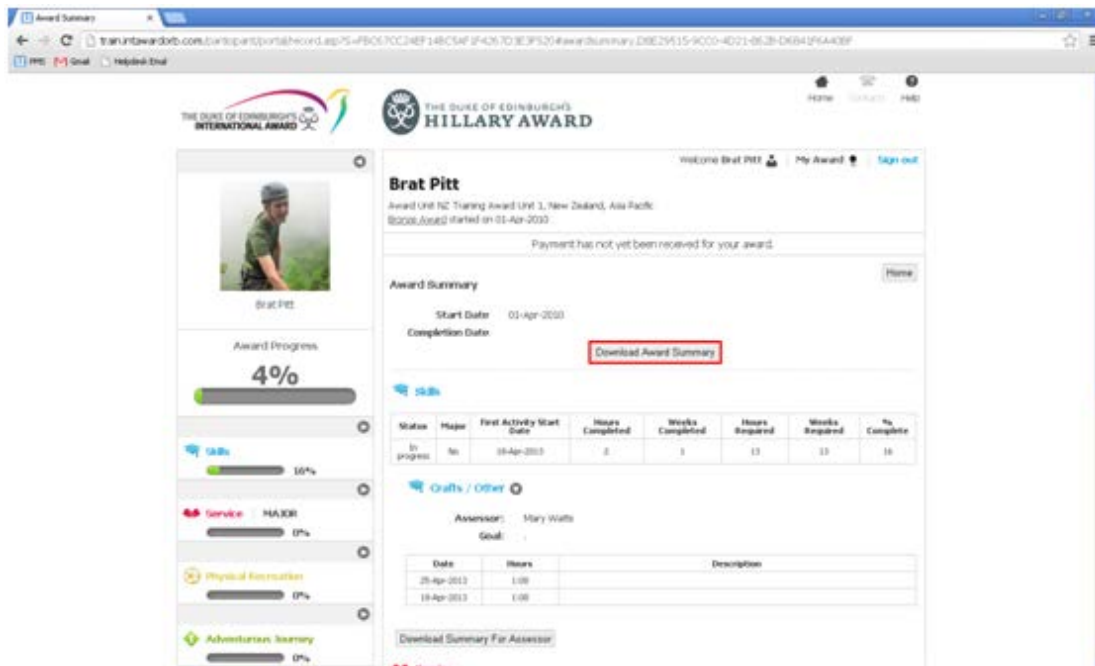
This PDF file can be saved and printed out.
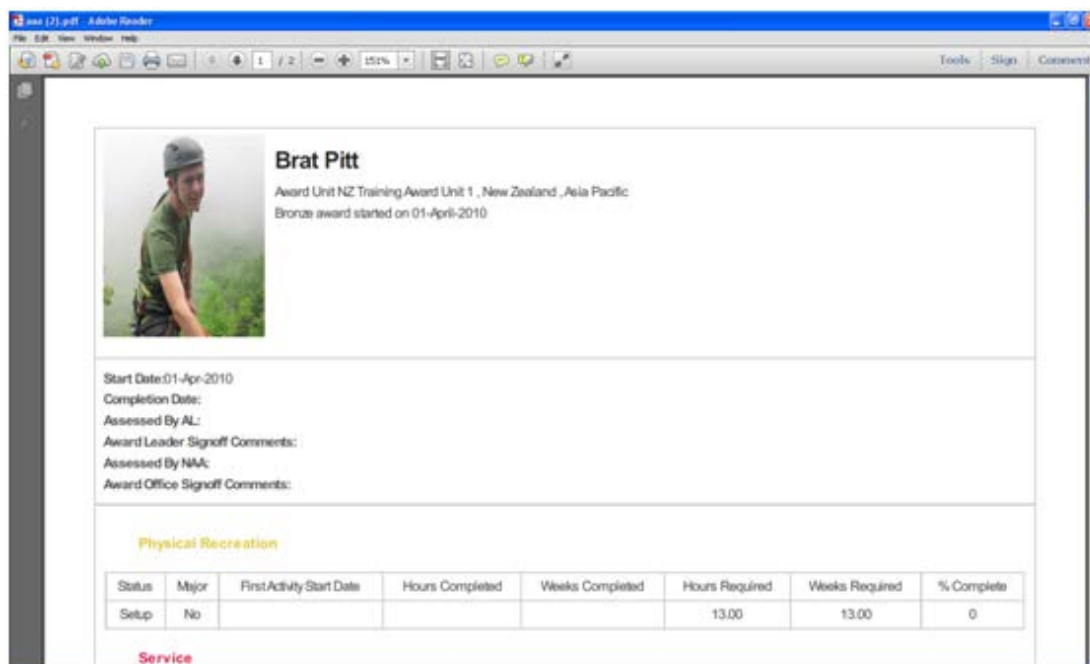
Clicking the 'Download Summary for Assessor' button below a section will open the summary for that section as a PDF file.

THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD
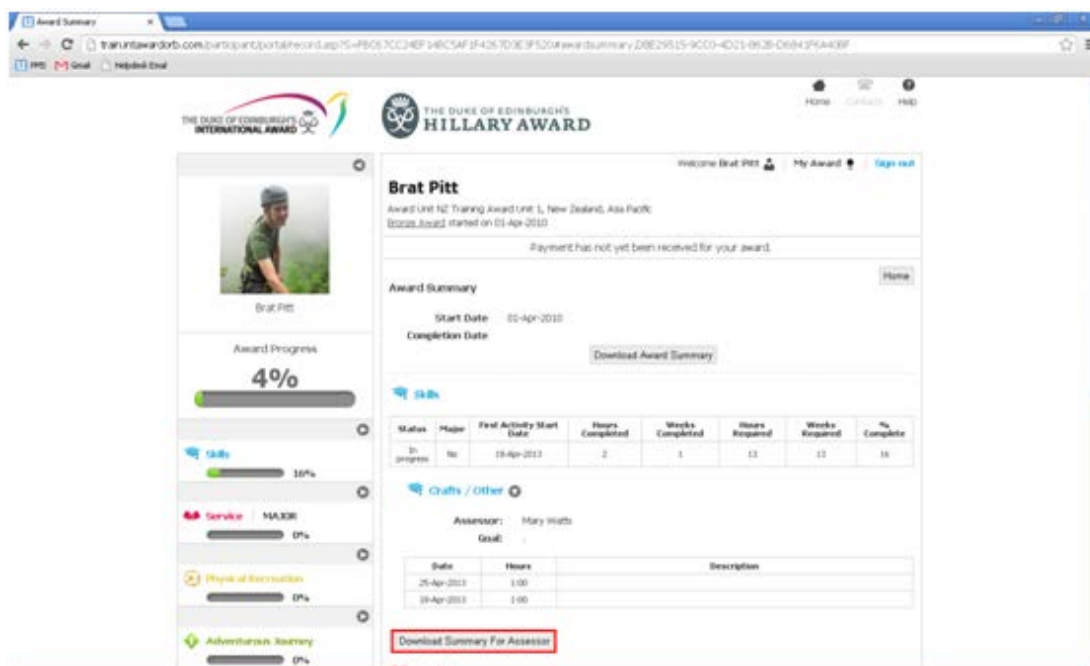
This Assessor report section of this file can be filled out by your Award Assessor and given to your Award Leader.
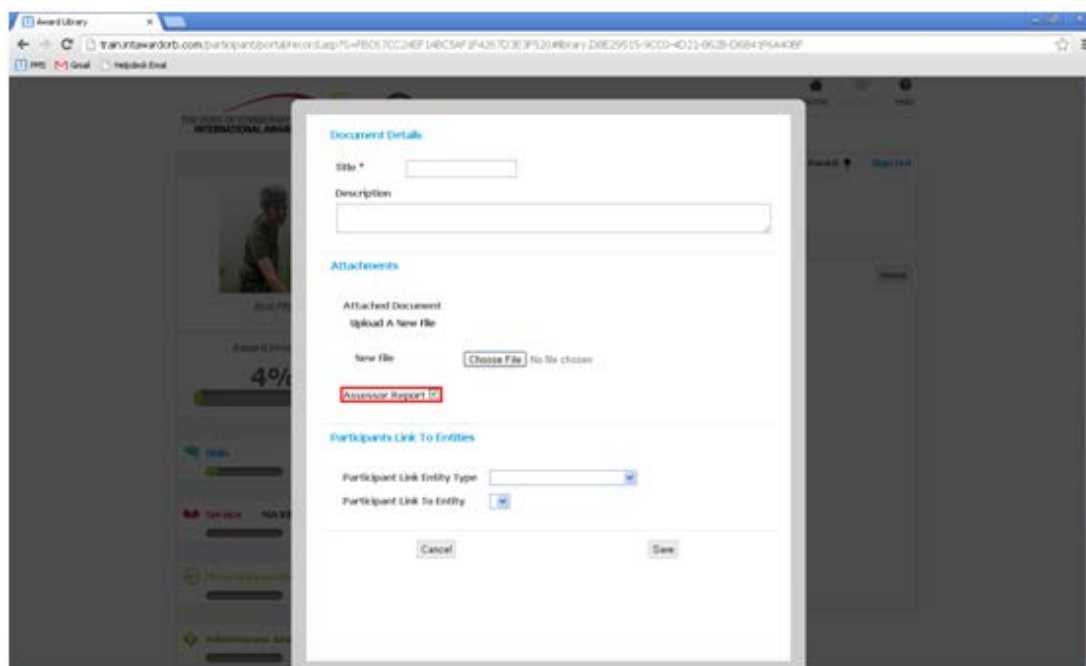
4.2   Upload your Award Assessor report

After downloading your assessor report and having it filled in by your Award Assessor, upload it to your library, ensuring that 'Assessor Report' is ticked.

4.3 Submit your sections to your Award Leader for approval

Once you have reached 100% completion on an Award section, you can submit it for assessment by your Award Leader. To do this you will need to click the 'Submit' button next to the section name in the navigation pane.
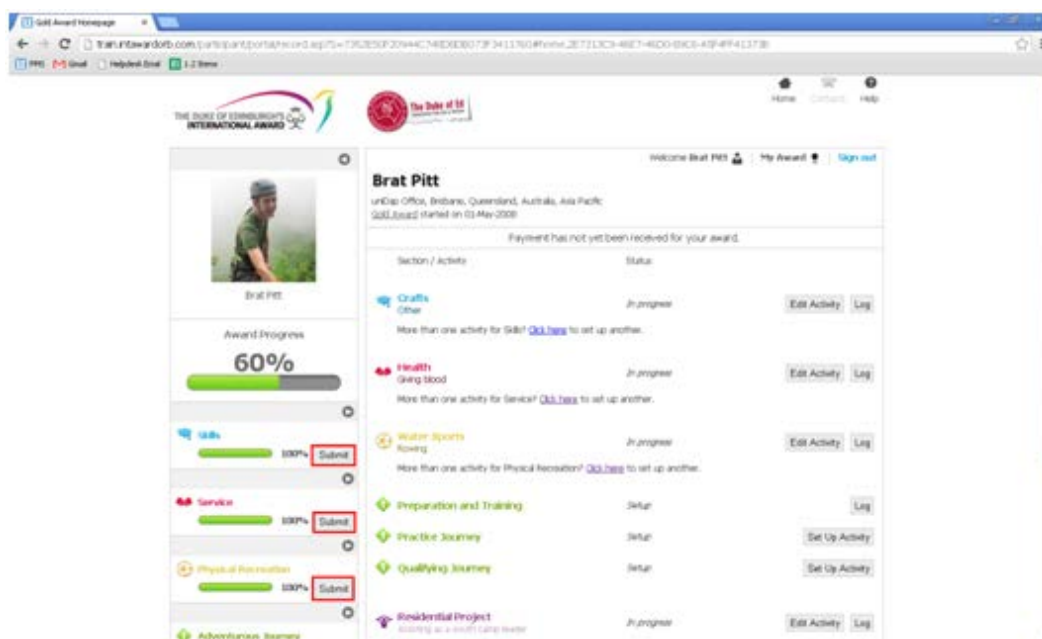
When all of your sections have reached 100%, your entire Award will be submitted for assessment by your Award Leader.

If the Award Leader, and then the Award office, approves your Award, you are then eligible to receive your Award and attend an Award ceremony.

If you wish to embark on the next level of Award, you will have the option to move to the next Award level after completing your Award.

4.4 Complete your Skills, Service and Physical Recreation

Fill in all logs until your Skill, Service and Physical Recreation reach 100%. Once each section reaches 100%, press the 'Submit' button beside each section.

After submitting a section, follow the on-screen steps, then click the 'Submit' button.
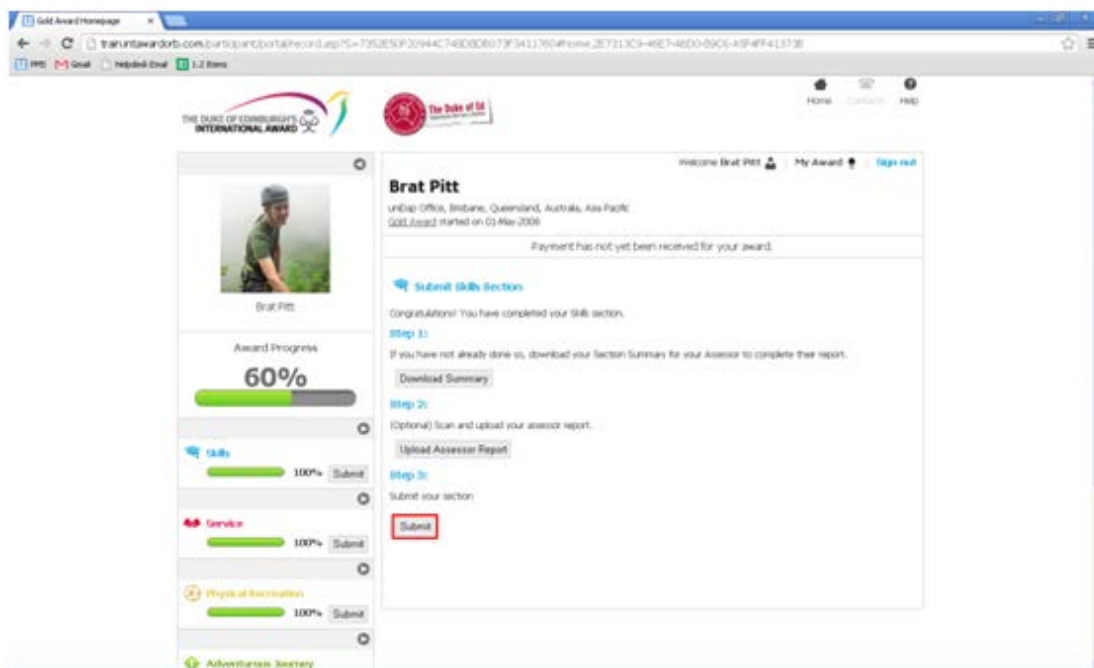
After submitting each section it will no longer be editable and will appear in the 'Award Leader Signoff' status on the homepage.
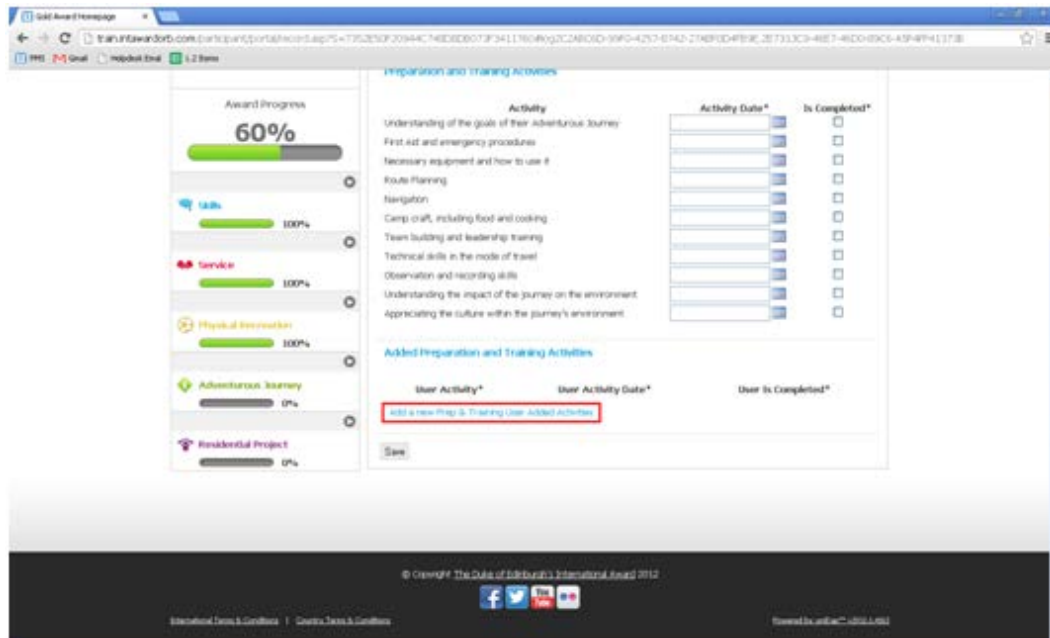
4.5   Record your Adventurous Journey preparation and training

To record your Adventurous Journey preparation and training as complete, click the 'Log' button beside the 'Preparation and Training' button.
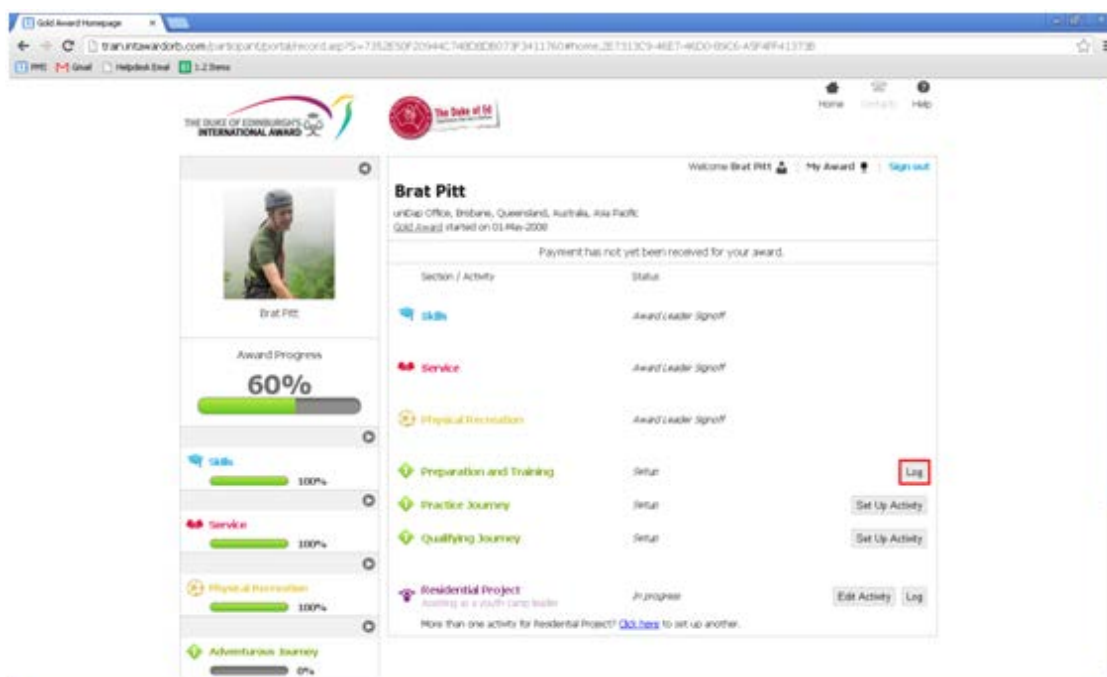
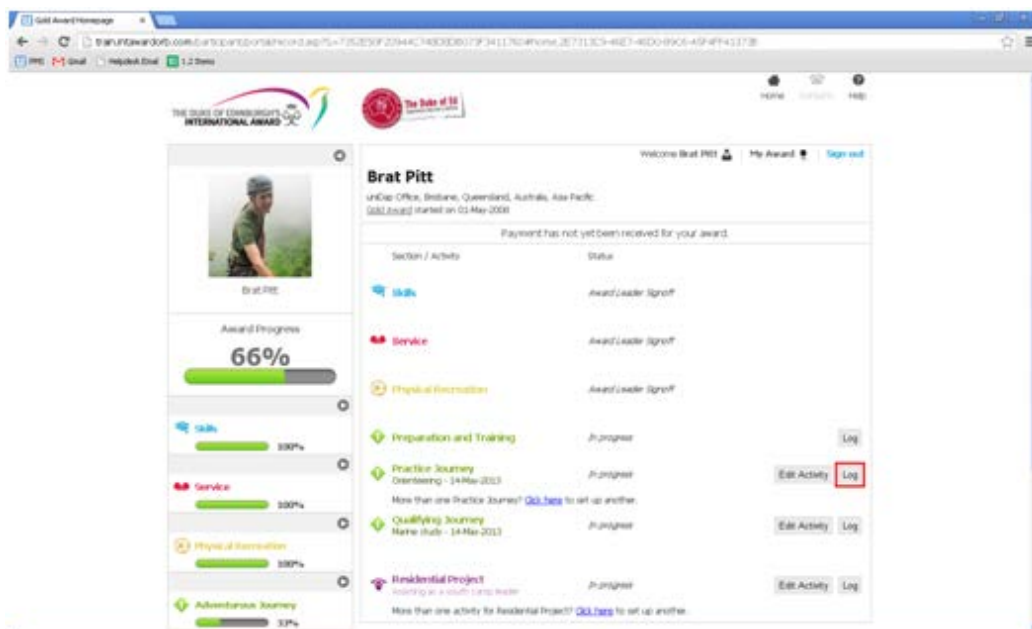Fill in all preparation and training 'Activity Dates' and tick each activity as 'Completed'.

To add extra prep and training activities click the 'Add a new Prep & Training User Added Activities' hyperlink.

Once all details have been entered, scroll to the bottom of the screen and click the 'Save' button.
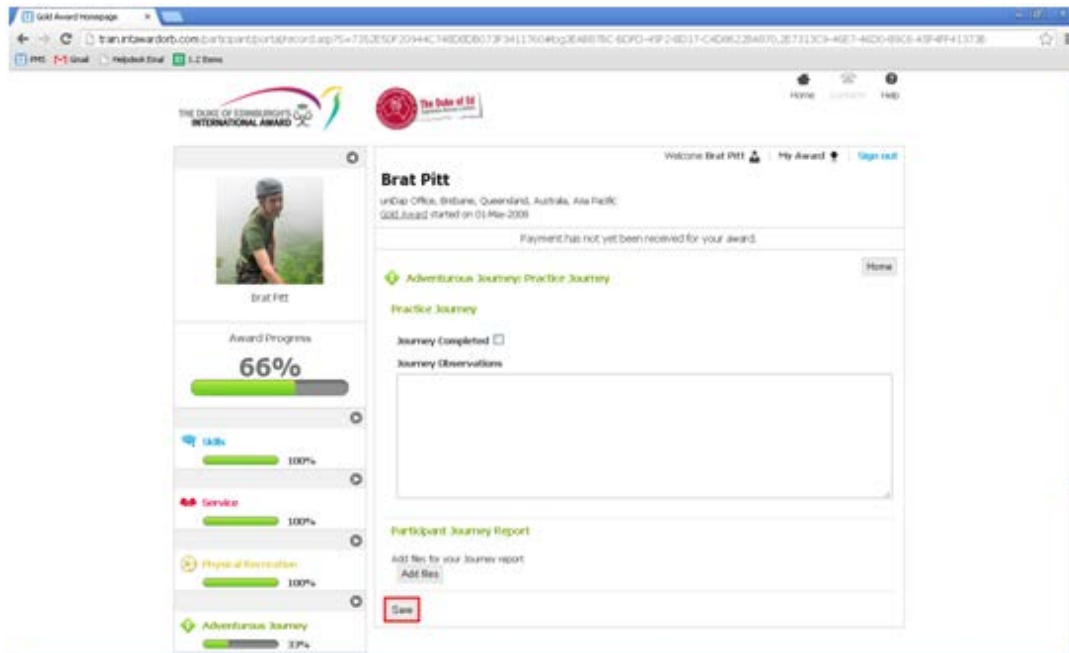
4.6   Complete your practice journey

To record your practice journey as complete, click the 'Log' button beside the practice journey.
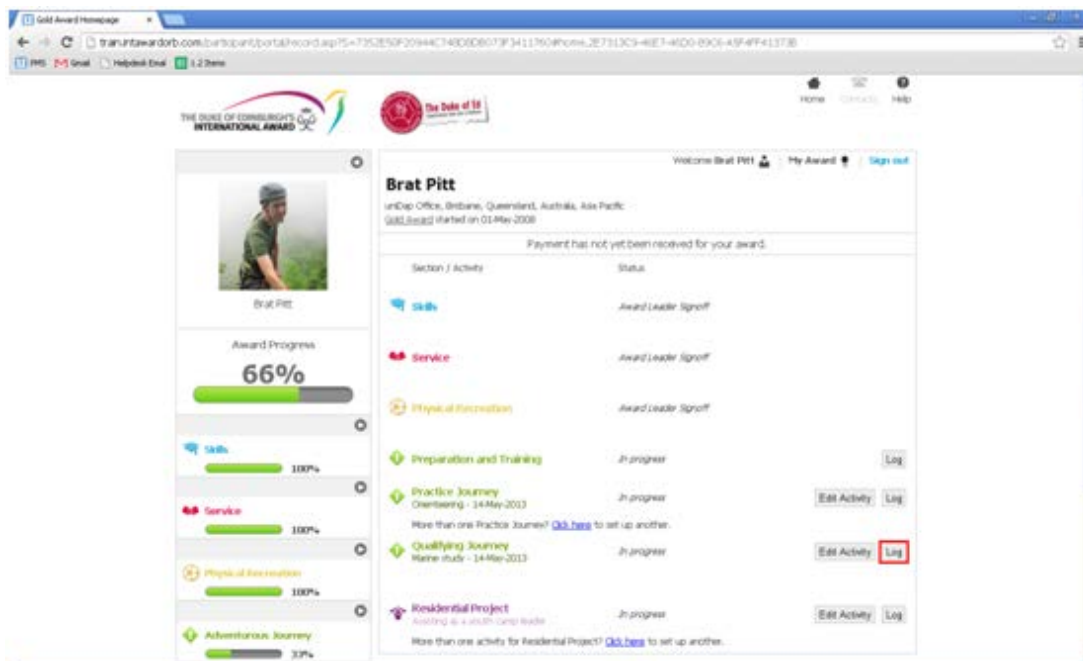

Fill in all practice journey details and tick 'Journey Completed'.

Once all details have been entered, scroll to the bottom of the screen and click the 'Save' button.

4.7   Complete your qualifying journey

To record your qualifying journey as complete, click the 'Log' button beside the qualifying journey.

Fill in all qualifying journey details and tick 'Journey Completed'.

Once all details have been entered, scroll to the bottom of the screen and click the 'Save' button.
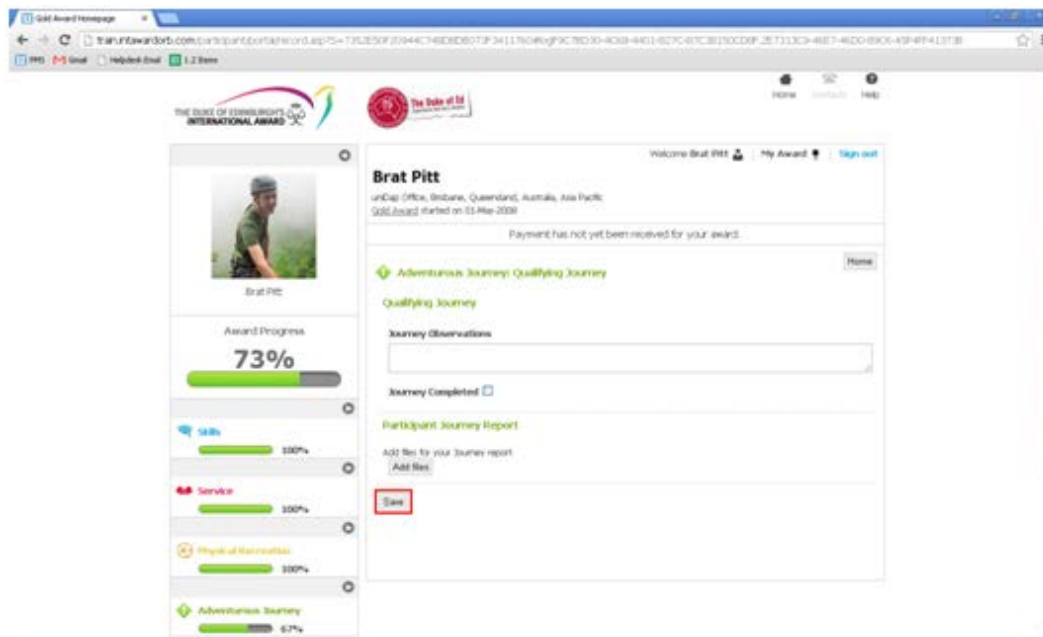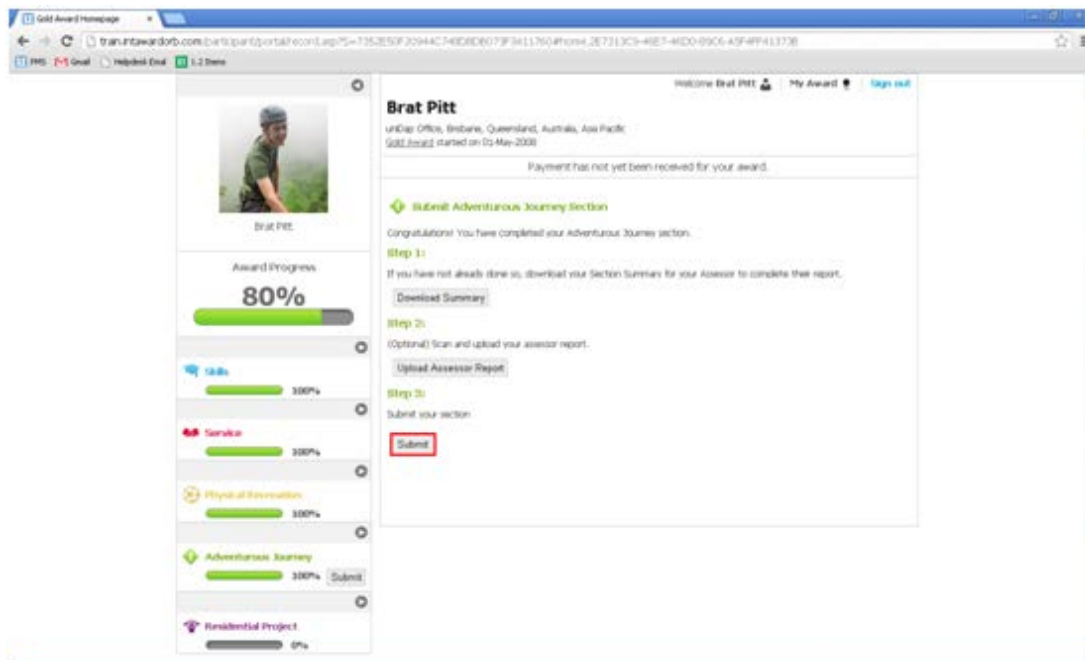

4.8 Submit your Adventurous Journey section

After marking the Adventurous Journey prep and training, practice journey and qualifying journey as complete, the 'Submit' button will appear beside the Adventurous Journey section on the navigation pane on the homepage. To submit the Adventurous Journey section, click the 'Submit' button.
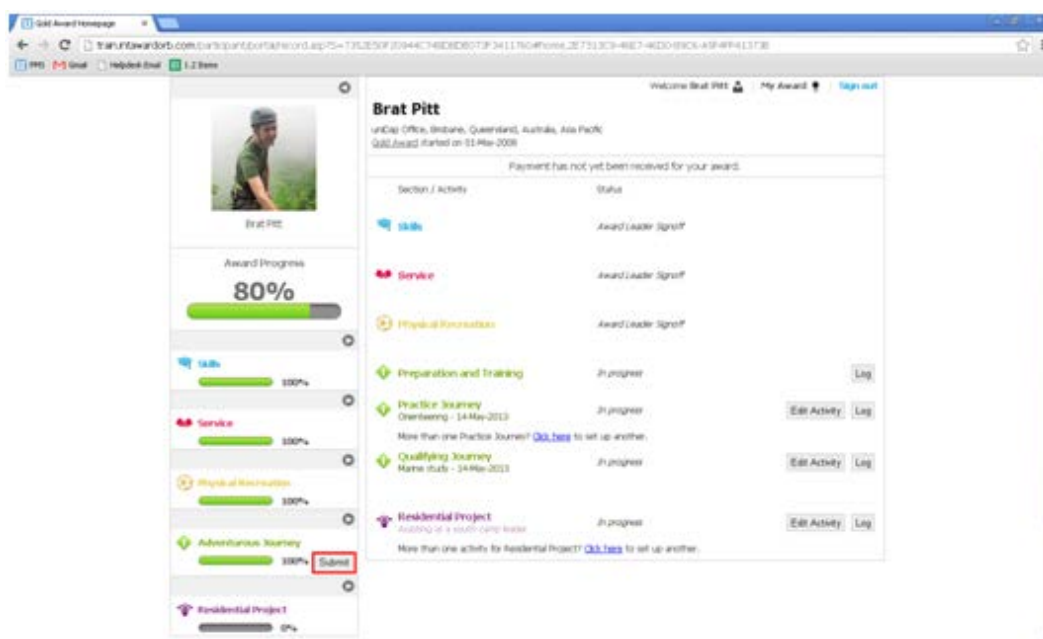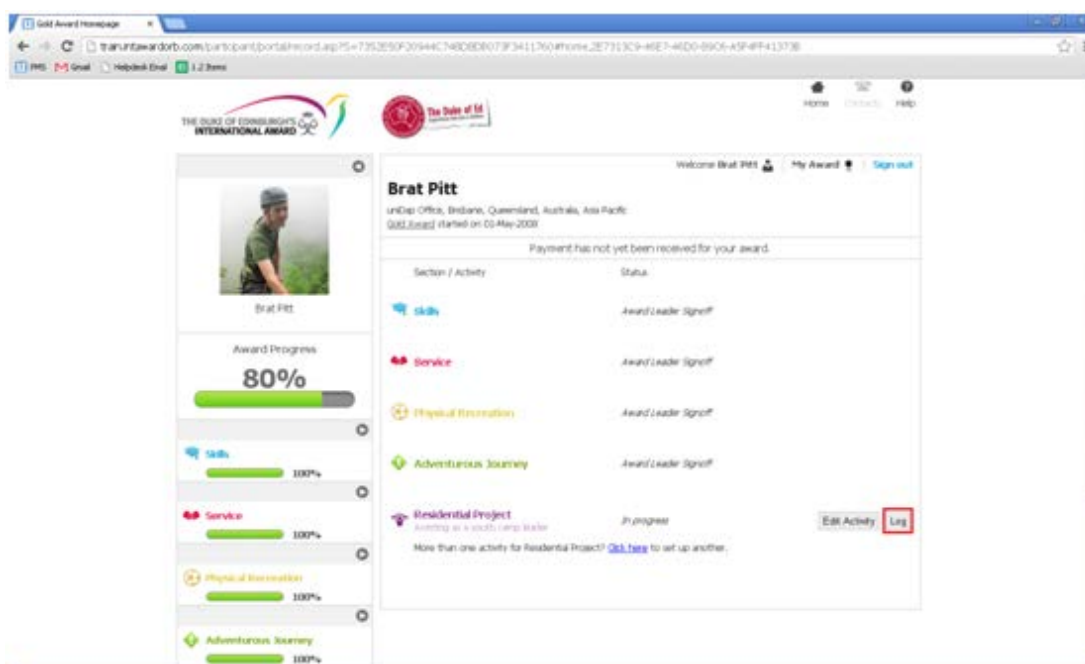
After submitting the Adventurous Journey section, follow the onscreen steps, then click the 'Submit' button.

After submitting the Adventurous Journey section it will no longer be editable and will appear in the 'Award Leader Signoff' status on the homepage.
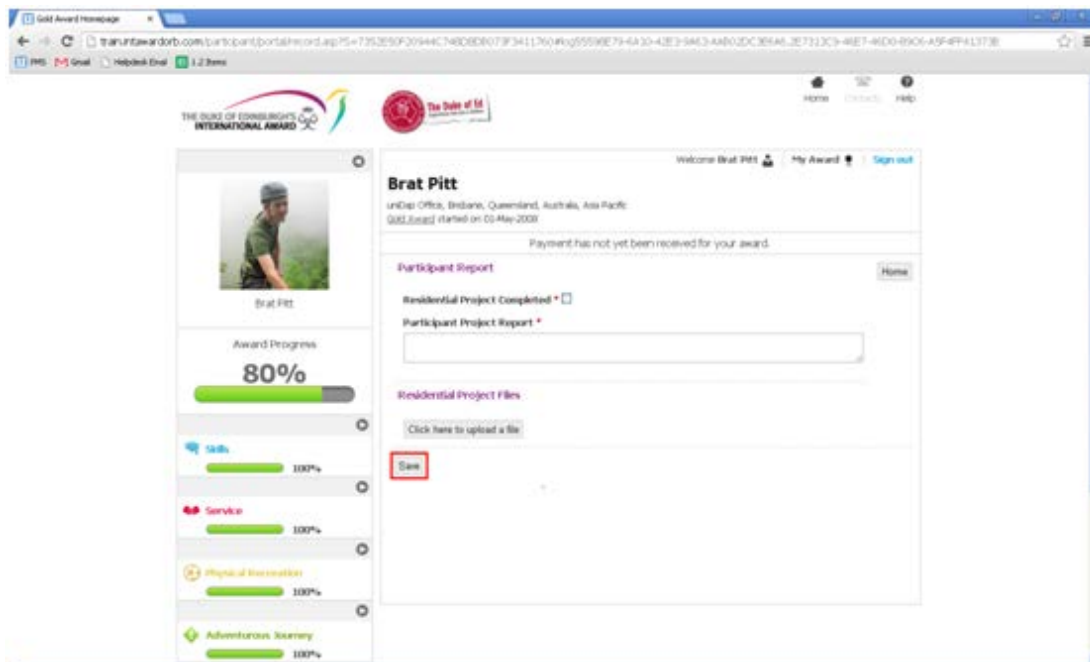
4.9   Complete your Residential Project

To record your residential project as complete, click the 'Log' button beside the Residential Project.

Fill in all Residential Project details and tick 'Residential Project Completed'.

Once all details have been entered, scroll to the bottom of the screen and click the 'Save' button.
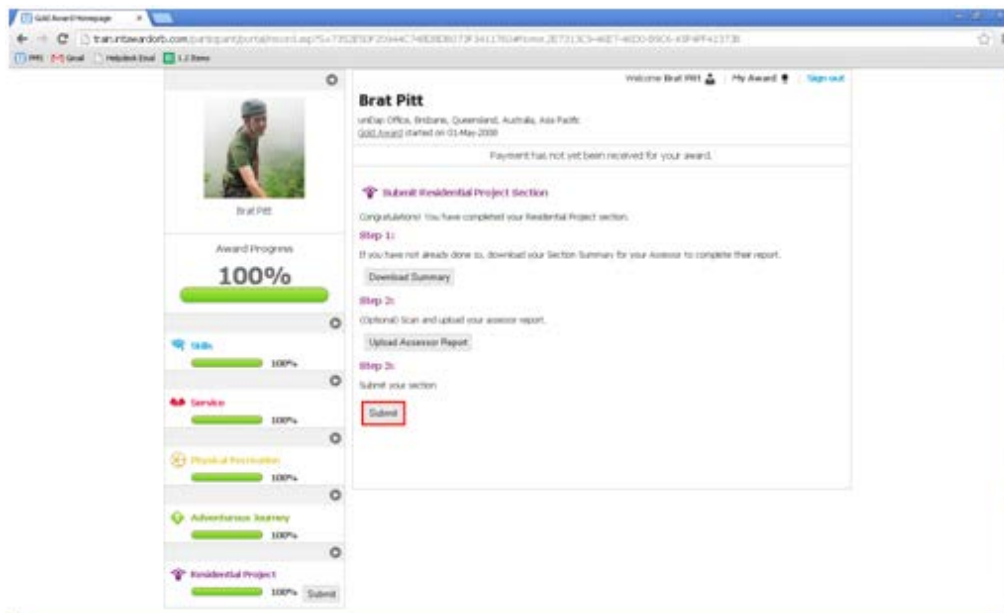

4.10 Submit your Residential Project section

After marking the Residential Project as complete, the 'Submit' button will appear beside the Residential Project section on the navigation pane on the homepage. To submit the Residential Project section, click the 'Submit' button.
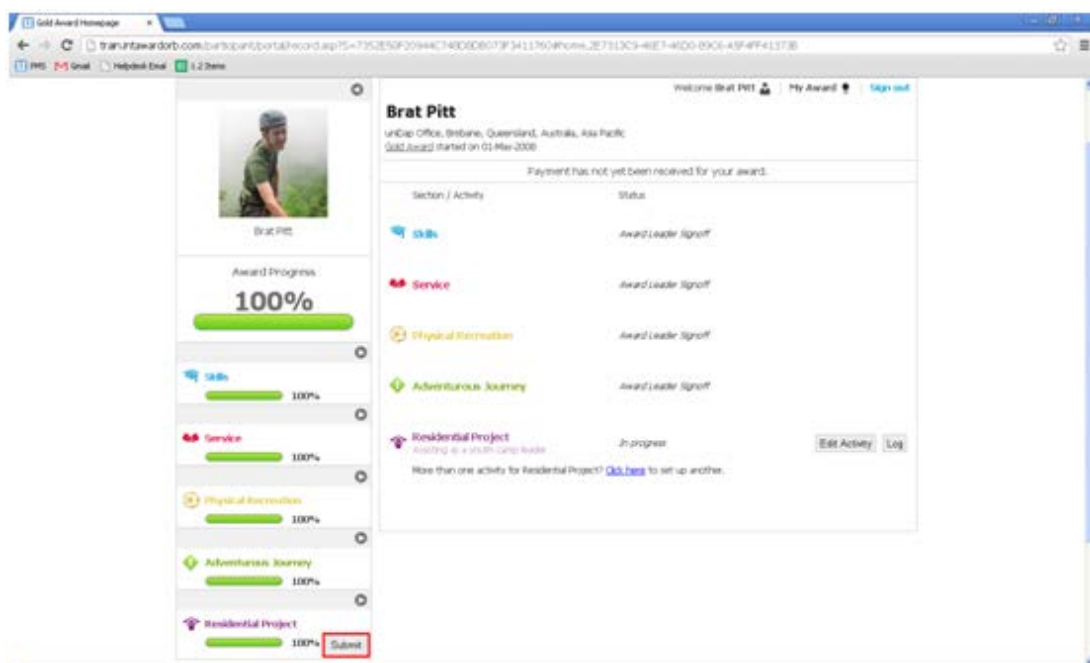
After submitting the Residential Project section follow the onscreen steps, then click the 'Submit' button.


After submitting the Residential Project section it will no longer be editable and will appear in the 'Award Leader Signoff' status on the homepage.

5 Get final approval and go to the Award ceremony

5.1 Wait for your Award office to give final approval

Once your Award has been signed off by your Award Leader, each section status will change from 'Award Leader Signoff' to 'Award office Signoff'.
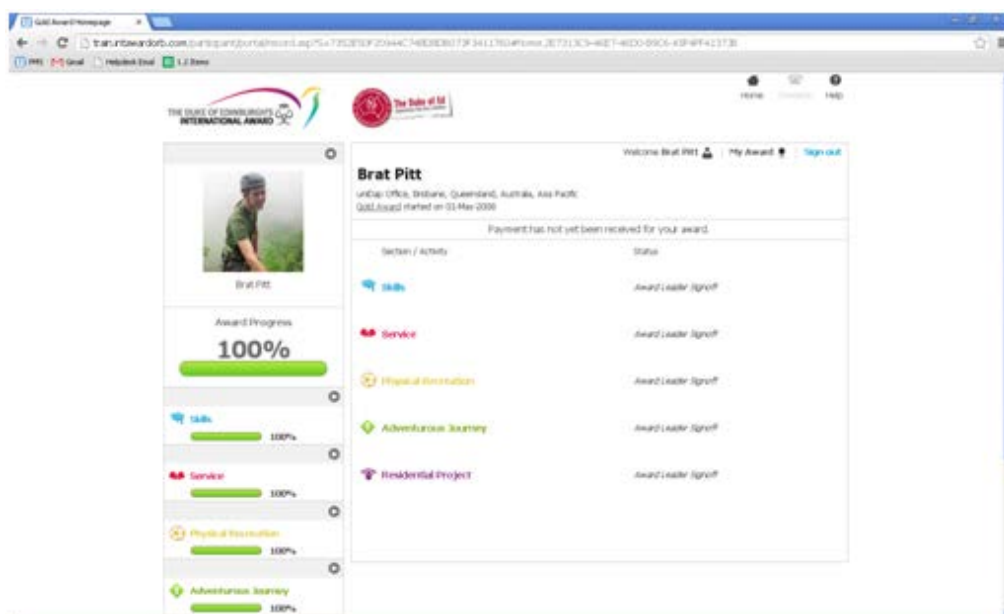
Once your Award has been signed off by the Award office, it will be marked as complete.

5.2   Go to your Award ceremony

After completing your Award you will be invited to attend your Award ceremony. You will receive an invitation from your Award office.
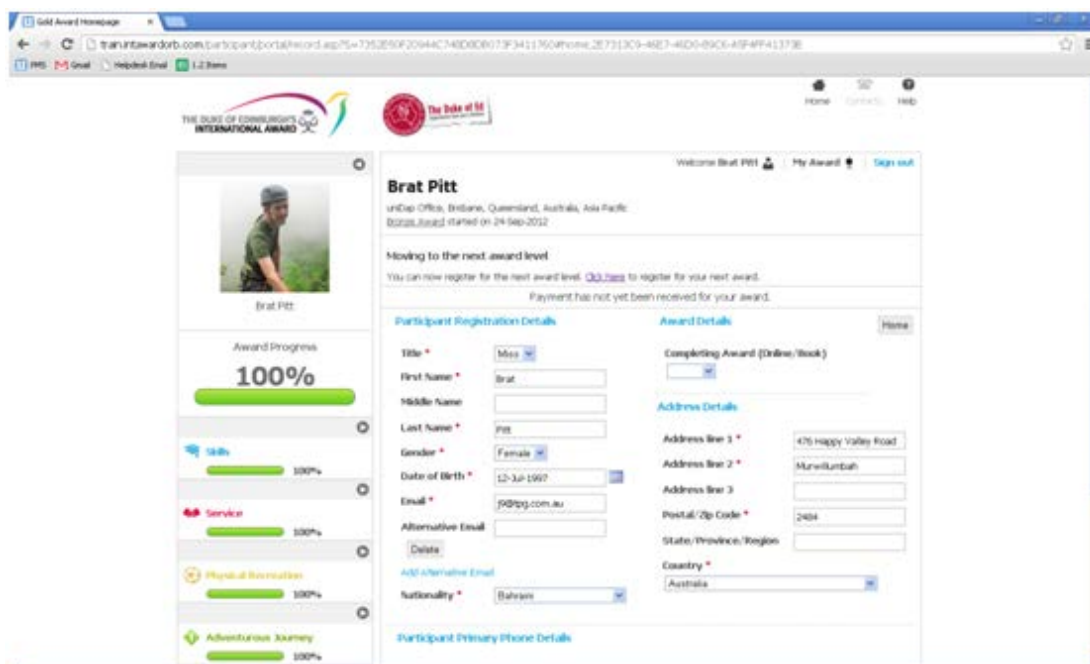
5.3   Celebrate

Completing your Award is a huge achievement and should be celebrated.

6   Do your next level

After your Award has been marked as complete, the next time you log into the participant web you will have the option to move to the next Award level.

To move to the next Award level you can do so by pressing the 'You can now register for the next Award level. Click here to register for your next Award' hyperlink on the homepage.

After clicking to move to the next Award level the following registration page displays:

Fill in all registration details.

Select your next Award level and click 'Save'.

After all registration details have been filled in and the page has been saved, your registration to do the next Award level will be submitted.

Once your registration to do the next Award level has been approved by your Award Leader, you will receive your new login details via email.