

A photograph of a person wearing a brown knit sweater, sitting at a wooden desk and typing on a silver laptop. The person's hands are visible on the keyboard, and they are wearing a black watch with a gold band on their left wrist. The laptop screen is open and shows some text. The background is slightly blurred, showing a window with natural light.

DUKE OF ED

STUDENT REGISTRATION & SET UP

ONLINE REGISTRATION FORM

Go to this
webpage

The screenshot shows a web browser window with the URL www.onlinerecordbook.org. The page features the Duke of Edinburgh's International Award logo and a language dropdown menu set to "English (Australia)". A banner image shows three people on a hike with bicycles, accompanied by the text "Share your Award story! Click here". Below the banner, there are two main sections: "Login" and "Not Registered?". The "Login" section includes fields for "Email" and "Password" (with a toggle for visibility), a "Forgot your password?" link, and a "Log in" button. The "Not Registered?" section has a yellow background and contains the text "Register a new account as:" followed by two radio button options: "Registered User" (which is selected) and "Duke of Ed Leader". Below these is another radio button option "Duke of Ed Centre" and a "Register" button.

onlinerecordbook.org/fo/ www.onlinerecordbook.org

English (Australia)

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Share your Award story!
Click here

Login

Email

Password

[Forgot your password?](#)

Log in

Not Registered?

Register a new account as:

☒ Registered User

☐ Duke of Ed Leader

☐ Duke of Ed Centre

Register

Select Registered User
and press blue Register button

COMPLETE INFO

- ① Welcome
- ② Duke of Ed Level
- ③ User Contact Details
- ④ Duke of Ed User Details
- ⑤ ORB Account



Welcome to the Online Record Book (ORB)

Note: You are now registering as a Duke of Ed User.

Select Country or Territory

Australia



Select your Operating Authority

Select



Select your Duke of Ed Centre

Select



Do you know who your Duke of Ed Leader is?

☐ Yes

☐ No

Continue

- Enter 'Australia'
- Select your State/Territory/Other
- Select the name of your Surf Club

Click 'Yes' to Duke of Ed Leader

If you know your Duke of Ed Leader's email address. Leader at each club to provide their email address to youth participants.

SELECT LEVEL



- ✓ Welcome
- ✓ Duke of Ed Level
- ③ User Contact Details
- ④ Duke of Ed User Details
- ⑤ Profile
- ⑥ Payment
- ⑦ ORB Account

Award Level

Which Level of the Duke of Ed are you registering for?

- ☒ Bronze Level
- ☐ Silver Level
- ☐ Gold Level

Continue

Select the relevant
Duke of Ed Level



CONTACT DETAILS

✓ Welcome

✓ Duke of Ed Level

③ User Contact Details

④ Duke of Ed User Details

⑤ Profile

⑥ Payment

⑦ ORB Account



Contact Details

Email

Confirm email

Secondary email

Confirm secondary email

Phone number

 +61

Phone type

Select

Secondary phone number

 +61

Secondary phone type

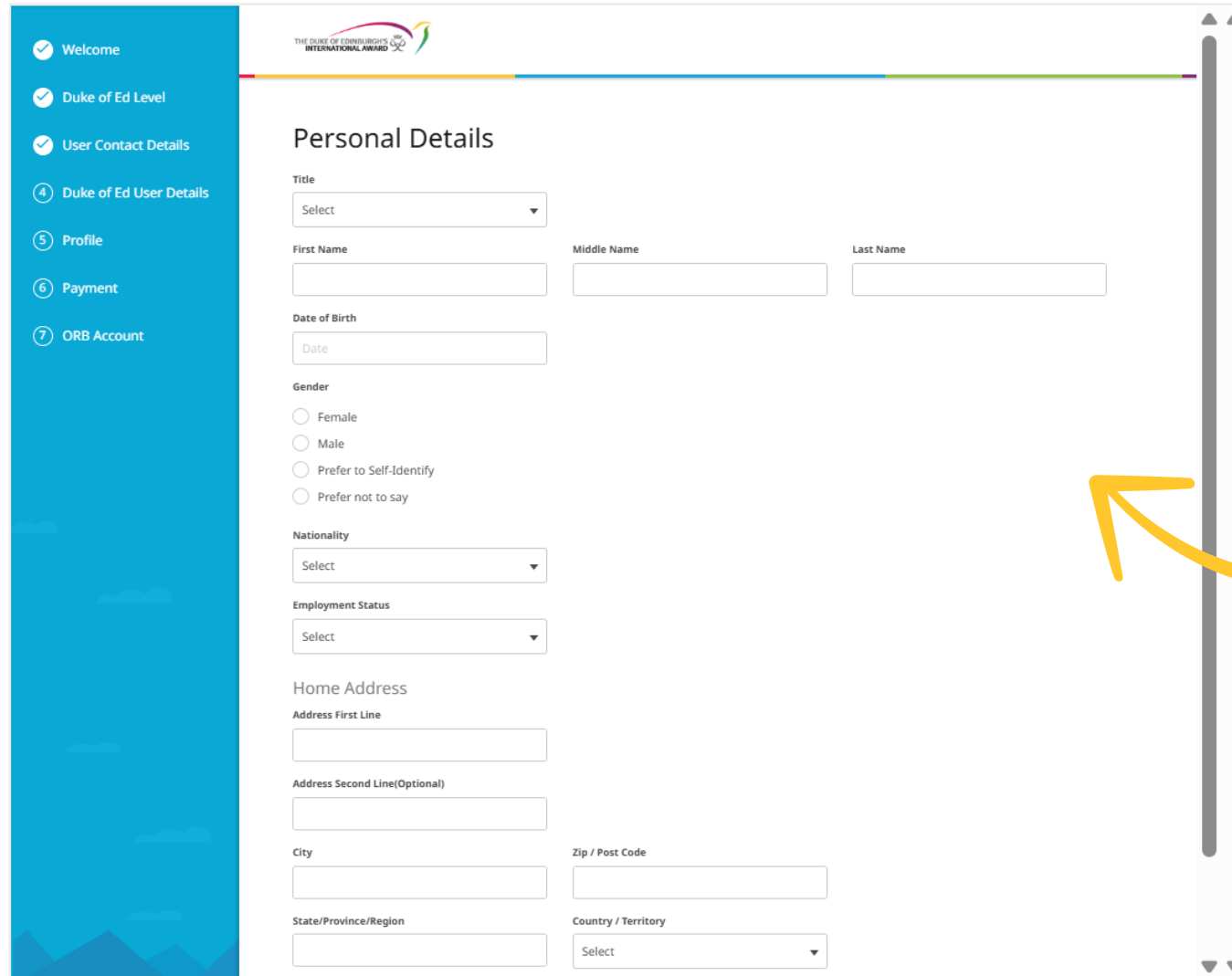
Select

Continue

Enter and confirm
your email address

Enter phone number
without the 0 in front

PERSONAL DETAILS



Personal Details

Title
Select

First Name
Middle Name
Last Name

Date of Birth
Date

Gender
☐ Female
☐ Male
☐ Prefer to Self-Identify
☐ Prefer not to say

Nationality
Select

Employment Status
Select

Home Address
Address First Line
Address Second Line(Optional)

City
Zip / Post Code

State/Province/Region
Country / Territory
Select

Enter your personal details such as name, telephone number and address.

PARENT / GUARDIAN CONSENT

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Parent / Guardian Consent

Note: 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:

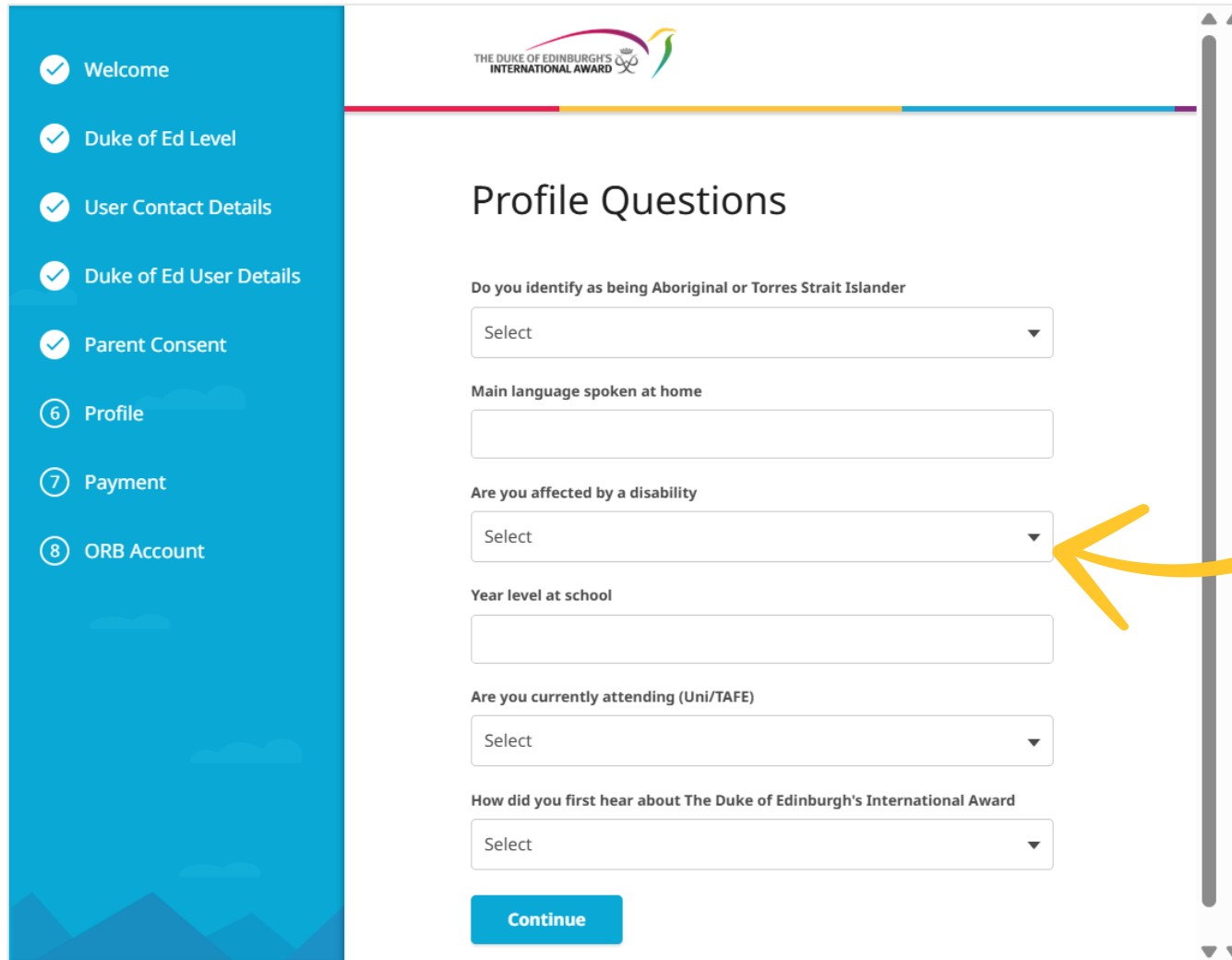
- ☐ My parent/guardian will confirm consent by email
- ☐ My parent/guardian consent has already been given to my Duke of Ed Leader.
- ☐ My parent/guardian will complete and sign the parent/guardian Consent form

[Continue](#)

Add the name and contact details for your parent or guardian.

Check with your Duke of Ed Leader which parental consent option your school will be using.

PROFILE QUESTIONS





Profile Questions

Do you identify as being Aboriginal or Torres Strait Islander

Select ▼

Main language spoken at home

Are you affected by a disability

Select ▼

Year level at school

Are you currently attending (Uni/TAFE)

Select ▼

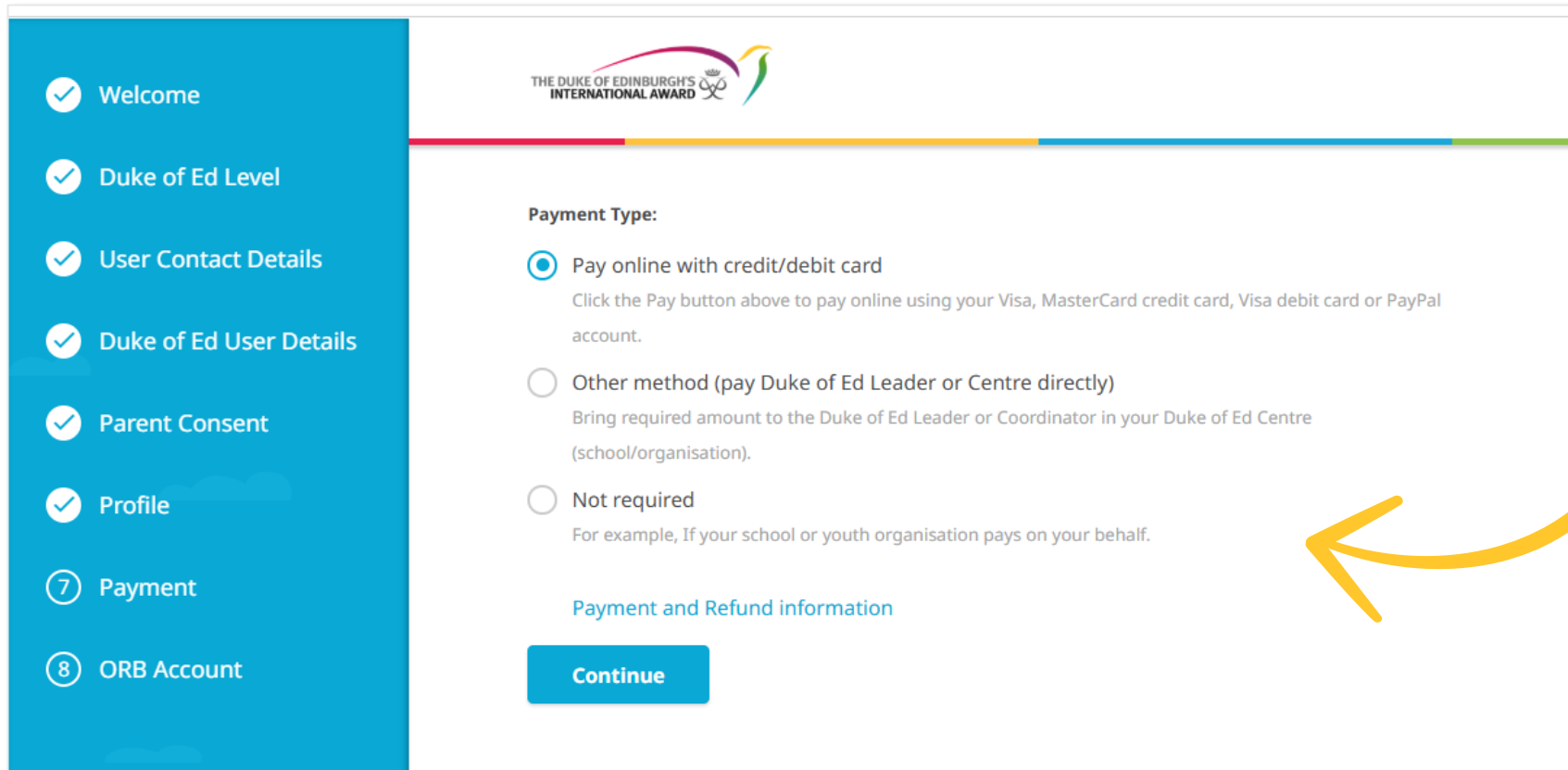
How did you first hear about The Duke of Edinburgh's International Award

Select ▼

[Continue](#)

Complete all
questions on
this page

PAYMENT TYPE



The screenshot shows a web interface for selecting a payment type. On the left is a blue sidebar with a list of steps: Welcome, Duke of Ed Level, User Contact Details, Duke of Ed User Details, Parent Consent, Profile, Payment (highlighted with a circle around the number 7), and ORB Account (highlighted with a circle around the number 8). The main content area has the Duke of Edinburgh's International Award logo at the top. Below the logo is a horizontal progress bar with four colored segments: red, yellow, blue, and green. The 'Payment Type:' section contains three radio button options. The first option, 'Pay online with credit/debit card', is selected and includes a subtext: 'Click the Pay button above to pay online using your Visa, MasterCard credit card, Visa debit card or PayPal account.' The second option is 'Other method (pay Duke of Ed Leader or Centre directly)' with subtext: 'Bring required amount to the Duke of Ed Leader or Coordinator in your Duke of Ed Centre (school/organisation).' The third option is 'Not required' with subtext: 'For example, If your school or youth organisation pays on your behalf.' Below these options is a link for 'Payment and Refund information' and a blue 'Continue' button.

Payment Type:

- ☒ Pay online with credit/debit card
Click the Pay button above to pay online using your Visa, MasterCard credit card, Visa debit card or PayPal account.
- ☐ Other method (pay Duke of Ed Leader or Centre directly)
Bring required amount to the Duke of Ed Leader or Coordinator in your Duke of Ed Centre (school/organisation).
- ☐ Not required
For example, If your school or youth organisation pays on your behalf.

[Payment and Refund information](#)

Continue

Select payment option

Options available may be different for you.

(check with your Duke of Ed Leader)



ORB PASSWORD + AGREEMENTS

✓ Welcome

✓ Duke of Ed Level

✓ User Contact Details

✓ Duke of Ed User Details

✓ Parent Consent

✓ Profile

✓ Payment

8 ORB Account



Online Record Book Account

Note: Please set a password below to complete the creation of your Online Record Book account.

Email

Password

Repeat Password

[ORB Terms & Conditions](#)

The Duke of Edinburgh's International Award – Australia Privacy Policy DOC Reg No NAA 16073 01/05/2017 61773203 page 1 We are firmly committed to protecting the privacy of any personal information we collect about you and we aim to maintain a safe and secure system of handling your information. We seek to ensure that your personal information is handled in accordance with the Australian Privacy Principles in the Privacy Act 1988. This Privacy Policy (and references to 'we' and 'us') relates to both The Duke of Edinburgh's International Award – Australia and The Friends of the Duke of Edinburgh's Award in Australia Inc. What is the Award? The Duke of Edinburgh's International Award – Australia (the Award) is a leading structured (non-formal education) youth development program, empowering all young Australians between age 14 to 25 to explore their full potential regardless of their location or circumstance. Each young person who takes part in the Award learns a skill, improves their physical wellbeing, volunteers in their community and experiences a team adventure in a new environment. You can find out more about the Award by visiting www.dukeofed.com.au (our Website).

☒ I have read, understood and agree to the Duke of Ed Privacy Policy.

☒ I have read, understood and agree to the ORB terms and conditions.

☒ As a Duke of Ed User, I give my consent for the Foundation to use my photographs / pictures for promotional purposes.

Submit

Create a password
 at least 12 characters

Read and opt-in for:

- Agreement to Privacy policy (mandatory),
- Terms (mandatory)
- Use of photographs (optional)

NEXT STEPS + APPS

- ✓ Welcome
- ✓ Duke of Ed Level
- ✓ User Contact Details
- ✓ Duke of Ed User Details
- ✓ Parent Consent
- ✓ Profile
- ✓ Payment
- ✓ ORB Account



✓ Your registration is complete

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

You will receive a notification when your Duke of Ed Leader has approved your registration. You can log on to the Online Record Book here (until your Leader has approved your registration you will only have limited functionality).

On your smartphone



On the web



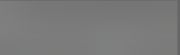
Download the app
to your phone to
keep track of your
activities.



VALIDATE EMAIL ADDRESS

Click on this link
to complete your
registration



Duke of Edinburgh's International Award -  Confirmation Email

 ORB@OnlineRecordBook.org

12345678910111213141516171819202122

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

Thank you for registering to use the Online Record Book.

Please verify your email address by clicking the following link:

<https://www.onlinerecordbook.org/fo/email-confirmations?authorizationCode=f0e279b9-9ce7-43ce-bd88-fbeb897d64e9>

If you have any questions about this email or about the progress of your registration, please contact your Award Leader.

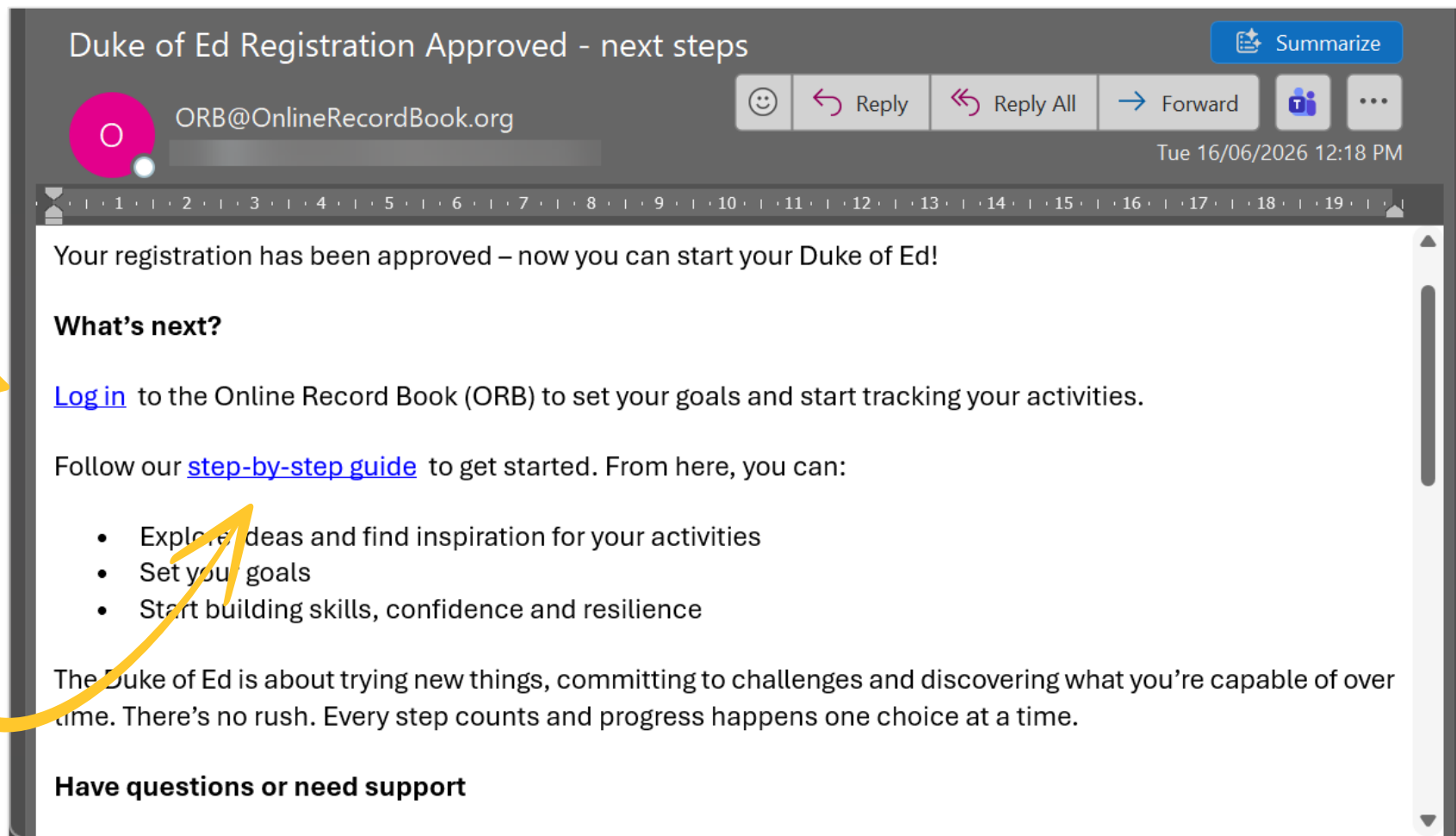
Kind Regards,

The Duke of Edinburgh's International Award Foundation.

REGISTRATION APPROVAL EMAIL

Click on this link
for ORB login
page

Click on this link
to get more
information
about next steps



ONLINE RECORD BOOK (ORB)

Once your registration is approved by your Duke of Ed Leader, you will be able to log in.



onlinerecordbook.org

Share your Award story!
Click here

Login

Email

Required field

Password

Required field

[Forgot your password?](#)

Login

Not Registered?

Register a new account as:

☐ Award Participant

☐ Award Leader

☐ Award Centre

Register

You can also download our **Participant App** to access the Online Record Book anytime, anywhere.

Download on the App Store for iOS

GET IT ON Google Play for Android

ONLINE RECORD BOOK (ORB)

This is where you keep track of everything 📍

The screenshot shows the Online Record Book (ORB) interface. At the top, there is a navigation bar with the Duke of Edinburgh's International Award logo, a user profile icon labeled 'My Award Leader', an information icon labeled 'User guides', and a bell icon. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with a blue header for 'Bronze Level' showing 'Completed 0 / 4'. Below this, there are four activity selection buttons: 'Choose Activity Skills' (blue), 'Choose Activity Physical Recreation' (yellow), 'Choose Activity Service' (red), and 'Adventurous Journey' (green). The 'Adventurous Journey' section is expanded, showing a progress bar and three sub-sections: 'Preparation and Training', 'Practice Journey' (with a green plus icon), and 'Qualifying Journey' (with a green plus icon). On the right, there is a large white area with a header 'Welcome to Online Record Book' and a sub-header 'This tool will help you record your progress during your Award.' Below this, there is a paragraph: '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.' Above the welcome text, there are five circular icons representing different activity categories: a person running (yellow), a person with a star (blue), a handshake (red), a compass (green), and a person with a star (purple).

SETTING UP YOUR ACTIVITIES

Select
'Choose Activity'

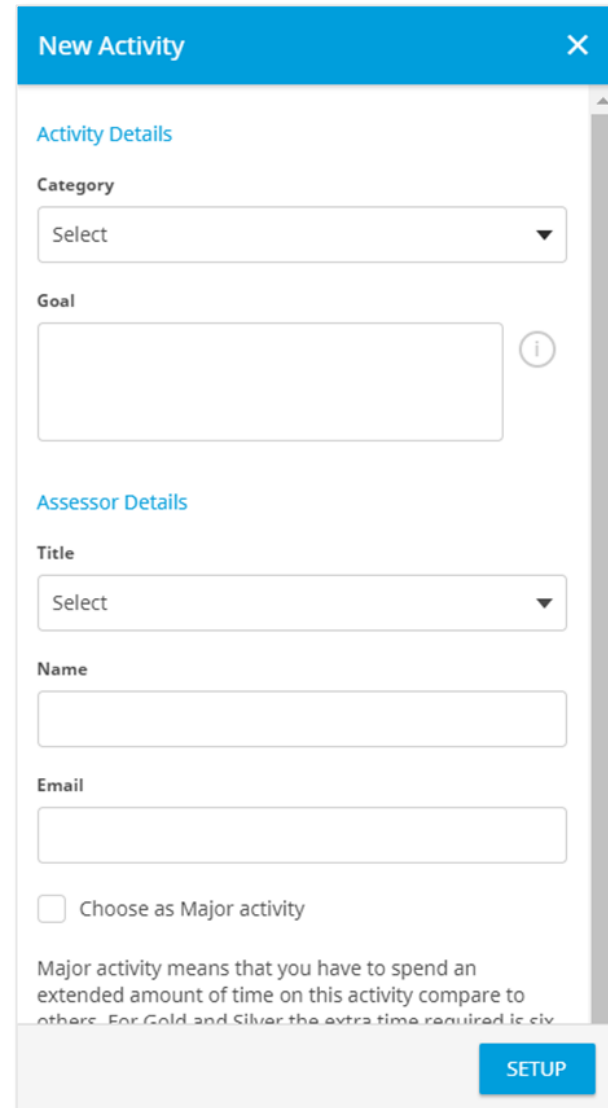


The screenshot shows the 'Online Record Book' interface. At the top, there's a header with the Duke of Edinburgh's International Award logo, 'My Award Leader', and 'User guides'. Below this, a blue banner indicates 'Bronze Level' with 'Completed 0 / 4'. The left sidebar contains a list of activity categories: 'Choose Activity Skills' (with a blue plus icon), 'Choose Activity Physical Recreation' (with a yellow plus icon), 'Choose Activity Service' (with a red plus icon), and 'Adventurous Journey' (with a green plus icon). Under 'Adventurous Journey', there are sub-items: 'Preparation and Training', 'Practice Journey' (with a green plus icon), and 'Qualifying Journey' (with a green plus icon). The main content area on the right has five circular icons representing different activity types: sports, community, service, adventurous, and family. Below these icons, the text reads 'Welcome to Online Record Book' and '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.'

SETTING UP YOUR ACTIVITIES

Follow the prompts:

- ✓ Select category
- ✓ Add your SMART goal
- ✓ Add your Assessor
(i.e. the adult assisting you with the activity)
- ✓ Click 'Setup'



The screenshot shows a 'New Activity' modal window with a blue header bar containing a close button (X). The form is divided into two sections: 'Activity Details' and 'Assessor Details'. Under 'Activity Details', there is a 'Category' dropdown menu with 'Select' as the current option, and a 'Goal' text input field with an information icon (i) to its right. Under 'Assessor Details', there is a 'Title' dropdown menu with 'Select' as the current option, followed by 'Name' and 'Email' text input fields. At the bottom of the form, there is a checkbox labeled 'Choose as Major activity'. Below the checkbox, a small text note explains: 'Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold and Silver the extra time required is six'. A blue 'SETUP' button is located at the bottom right of the modal.

New Activity X

Activity Details

Category

Select ▼

Goal

Assessor Details

Title

Select ▼

Name

Email

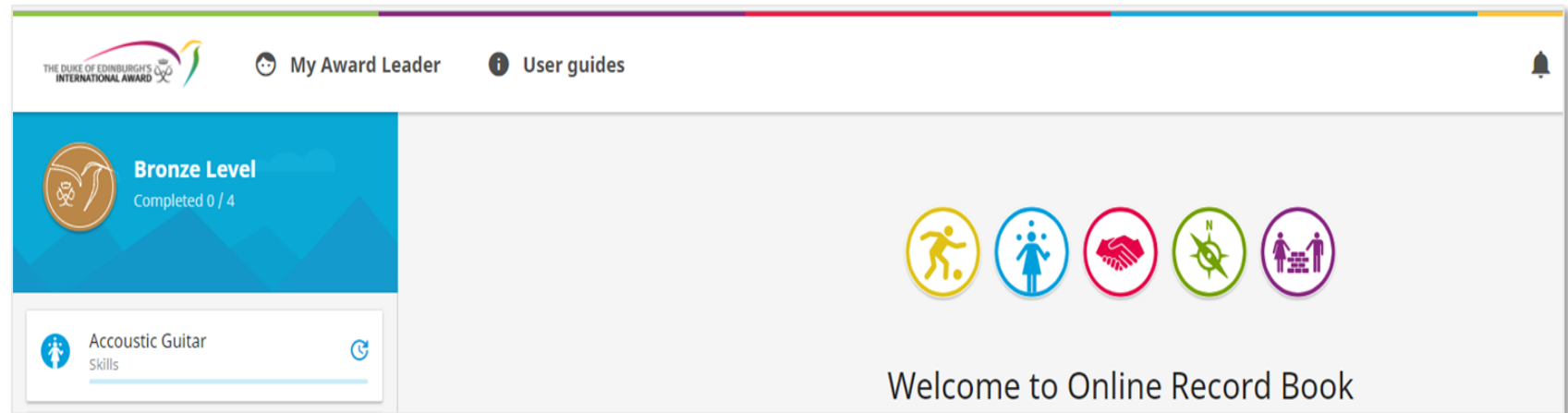
☐ Choose as Major activity

Major activity means that you have to spend an extended amount of time on this activity compare to others. For Gold and Silver the extra time required is six

SETUP

SETTING UP YOUR ACTIVITIES

Name of Activity has
updated, and awaiting
approval from your Duke
of Ed Leader



GOAL APPROVED – START LOGGING

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

My Award Leader User guides

Bronze Level
Completed 0 / 4

Accoustic Guitar
Completed 0 h / 26 h MAJOR

LOGS OVERVIEW FILES

Accoustic Guitar Skills

Choose Activity Physical Recreation +

Choose Activity Service +

Adventurous Journey

Preparation and Training

Practice Journey +

Qualifying Journey +

Participant has no logs yet.

+ ADD LOG

Log time spent on activities here.

 Only log
1 hour per week
(up to 4 hours per calendar month)

ADD LOGS

In a few lines, describe:

- ✓ What you did
(Be specific)
- ✓ Add date of activity and time it took to complete
(You can log activity from the date you registered)

Add Log

Description of your progress

Soccer training, worked on goal kick accuracy

Date

Date

Duration (Hours / Mins)

hh

:

mm

Add Picture

ADD LOG

Remember 📌
1 hour per week
(up to 4 hours per calendar month)

ADD LOGS

The screenshot displays the user interface of the Duke of Edinburgh's International Award Australia website. At the top, the navigation bar includes the logo, 'My Award Leader', 'User guides', and a 'Progress bar' label. The main content area is divided into a left sidebar and a central panel. The sidebar shows the 'Bronze Level' progress (Completed 0 / 4) and a list of activities: 'Acoustic Guitar Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous Journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The central panel features a 'First lesson!' log entry for 'Acoustic Guitar' on 14/02/2018, lasting 1h 0min. A yellow arrow points from the 'Progress bar' label to the 'Acoustic Guitar' activity header. Another yellow arrow points from the 'Log entries' label to the 'First lesson!' entry. A third yellow arrow points from the 'Add logs' label to a blue '+ ADD LOG' button in the bottom right corner.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

My Award Leader User guides

Progress bar

Bronze Level
Completed 0 / 4

Acoustic Guitar
Completed 1 h / 26 h MAJOR

LOGS OVERVIEW FILES

Acoustic Guitar Skills

Choose Activity Physical Recreation +

Choose Activity Service +

Adventurous Journey

Preparation and Training

Practice Journey +

Qualifying Journey +

First lesson!
14/02/2018 1h 0min

Log entries

Add logs

+ ADD LOG

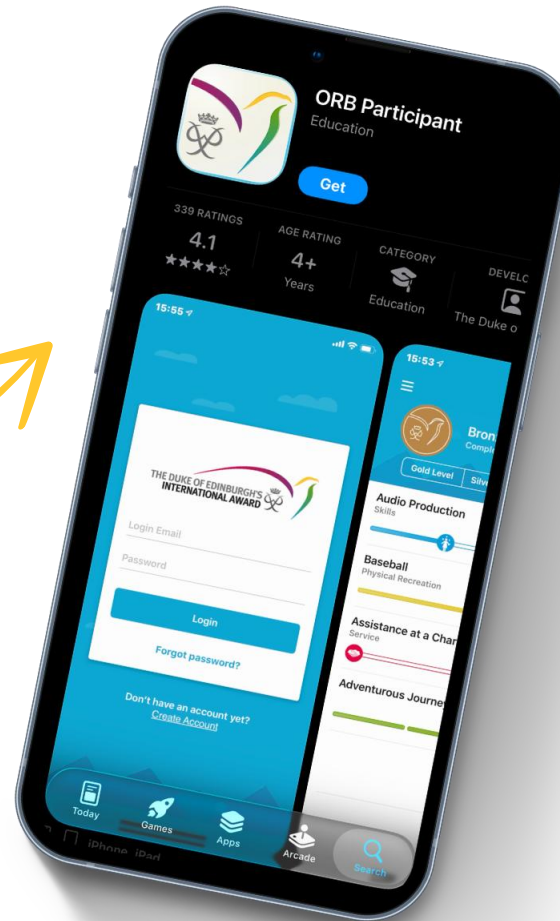
DOWNLOAD THE APP

iPhone:

- ✓ Go to the App store
 - 👉 Search 'ORB Participant'

Android:

- ✓ Go to the Play store
 - 👉 Search 'ORB Participant'





DUKEOFED.COM.AU