Award Participants- South Australia

**Duke of Edinburgh’s International Award – Online Record Book (ORB)**

**How to register on the ORB**

a) Go to: [http://intawardorb.com](http://intawardorb.com)
b) Select Award Participant;
c) click on “Register”

You will see a series of drop-down menus. Select the following from this:

a) **International Region** – select Asia Pacific;
b) **Country** – select Australia;
c) **Operating Authority** – select South Australia;
d) **Award Unit** – select Temple Christian College
e) Select “Continue”.

This will take you to a more detailed data field form that you will need to complete.

Once you’ve entered all the details required then click “Register”.

N.B.
1. ‘City/Town’ refers to your suburb
2. ‘Email’ – enter your student email: first.lastname@tcc.sa.edu.au (make sure you get this correct!)
   You may wish to include your personal email under ‘other email’
3. ‘Award Level’ – select Bronze
4. ‘Ph. Extension’ – area code
5. ‘Parent/Guardian Consent’ – select the top option ‘my parent/guardian has already given written consent. Consent is assumed given this is part of the school curriculum.

Once you have clicked ‘register’ it will ask for your method of payment. Select ‘payment not required’.

**First Time Login**

Once you are registered and confirmed, you will receive a temporary password, which will allow you to login.

The first time you log in as a new Award Participant (Bronze Award) – you will be asked to select your MAJOR activity, before being taken to your Award Record Book page;
**Activity Set Up**

Once the **MAJOR** has been selected (or, if not required) you will be taken to the Main Page.

The next step is to set up each activity:

a) Click on ‘Set Up Activity’ – there is a button for Physical, Skill and Service;

b) Each section has 2 drop down menus – Activity Type & Activity – selection of Activity Type will affect the Activity menu;

c) Selections from each menu must be made to formalize the set-up;

d) Below the menus is a Text Box – titled ‘**Goal**’ – you must include a description of the intended goal, for the activity;

e) Finally, you can enter the details of the Assessor – this is especially important if this person is not a member of the Award Unit’s staff, to allow easy access to their contact details;

f) Once all this detail has been entered, you press ‘**Save**’.

**Adventurous Journey Set Up**

The Yr. 9 Temple camp covers both the **practice** and **qualifying** journey. The camp can simply be split in half to cover both journey requirements

**Practice Journey set-up:**

a) Select ‘**Practice Journey**’

b) Select: ‘Journey Type’ – Expedition; ‘Journey Activity’ – either bushwalking or kayaking (which ever you do on the first part of the camp); ‘Mode of Transport’ – either foot or paddle; Start Date and End Date; ‘Location’ – Riverland & Mt. Crawford

**Qualifying Journey set-up:**

a) Select ‘**Qualifying Journey**’

b) Select: ‘Journey Type’ – Expedition; ‘Journey Activity’ – either bushwalking or kayaking (which ever you do on the first part of the camp); ‘Mode of Transport’ – either foot or paddle; Start Date and End Date; ‘Location’ – Riverland & Mt. Crawford

**Activity Logs (Physical, Skill and Service ONLY)**

To enter activity logs, follow these steps:

a) Click of the ‘**LOG**’ button;

b) Click on the Calendar logo to select the date of activity (the log creation date will **ALWAYS** be today’s date);

c) Select the month, then the year, then the day. Date selection can be backdated to the Start Date of the Award, but no future date can be entered;

d) Select the number of hours, minutes and write a brief description, then hit ‘**SAVE**’.

**N.B.** – The percentage counter will only move after 2 or more activity entries.