

# Online Record Book – Steps from Registration to Award

National Award Office	Award Coordinators and Leaders	Participants	Assessors
	<p>The Award Coordinator registers the organisation with the ORB:  <a href="https://www.onlinerecordbook.org/fo/register/award-unit/select">https://www.onlinerecordbook.org/fo/register/award-unit/select</a>.</p> <p>The Coordinator receives a confirmation email with a link to confirm their email address -&gt; confirms                      (Note: In the process of registration, you will be asked for Name and Email of the Licence Holder.)</p>		
<p>The National Award Office approves the registration of the organisation and the registration of the coordinator (each separately) on the ORB.</p>			
	<p>The coordinator invites all Award Leaders at his/her organisation to register with the ORB  <a href="https://www.onlinerecordbook.org/">https://www.onlinerecordbook.org/</a></p> <p>Award Leaders register themselves and receive a confirmation e-mail to confirm their e-mail.</p>		
<p>The National Award Office approves the Award Leaders on the ORB.</p>			

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	<p>Award Leaders collect official registration forms from participants with their parents consent if age &lt; 18.</p> <p>Once the (internal) registration form is received (and the participation fee if required) Award Leader refers participant to the ORB for online registration.</p>	<p>Participants bring the paper registration form to the Award Leader or send it to him/her by email. In case of age &lt; 18 these need to be signed by parents.</p> <p>These registration forms count as parental consent and can be found on the website: <a href="https://duke-award.de/en/resources-and-tools/">https://duke-award.de/en/resources-and-tools/</a></p> <p>Participants then register with the ORB here: <a href="https://www.onlinerecordbook.org/fo/register/participant/welcome">https://www.onlinerecordbook.org/fo/register/participant/welcome</a> or on the App »ORB Participant« which they can download from any App Store.</p> <p>Tips for the online registration:</p> <p>In the step "Do you know who your Award Leader is?", participants can select yes and type in the email of their Award Leader or they can choose "I don't know my Award Leader".</p> <p>In the latter case the Award Coordinator will need to assign the participant to an Award Leader from his/her organisation. He/her will be notified in his „To Do“-list when signing in.</p> <p>In the parental consent step, participants must select the option "The Award Leader has already received my parental/guardian consent".</p> <p>Participants will receive an e-mail asking to confirm their e-mail address via a link.</p>	

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	Award Leader/Award Coordinator approves the participants on the ORB (click on edit/confirm, tick on payment, consent, email and finally approve registration). Task will appear in ToDo-list.		
	Award Coordinator assigns participants who don't know their Award Leader to an Award Leader. Task will appear in ToDo-list.		
		Participants select activities and formulate their objective/aim in each section. For each activity they also name an assessor and type in his/her email.	
	The activities and objectives of the participants are validated/authorised by their Award Leaders (or returned with a comment). Task will appear in ToDo-list.		
		Participants log their activities. Please upload photos as well! When they have finished, they send a request for an assessment to their assessor.	
			The assessor receives an email with a link to enter the assessment.

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		As soon as the assessment has been received the participant sends the completed section to his/her Award Leader for approval.	
	The Award Leader confirms the completion of the section. Once all sections are completed, the Award Leader sends the Award to the National Award Office for approval.		
The NAO checks the Award and authorises it (or returns with comment).			
	Once the organisation wishes to present the Awards to their participants Awards are ordered via email to the NAO.		
NAO sends out requested Awards and pins. That's it!			