

## How to Register a New Participant

### 1. Select Award Participant and then Register

The screenshot shows the registration page for the Online Record Book. The browser address bar shows the URL <https://www.onlinerecordbook.org/fo/>. The page has a header with the logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' and a language dropdown set to 'English'. There are two tabs: 'Participant' (selected) and 'Award Staff'. The 'Participant login' section has fields for 'Email' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. Below this is a promotional message for a mobile app with 'Download on the App Store' and 'GET IT ON Google Play' buttons. The 'Not Registered?' section has two radio buttons: 'Award Participant' (selected and circled in red) and 'Award Leader'. A blue 'Register' button is also circled in red. At the bottom right, there is a link: 'Do you want to create a new Award Unit? [Continue here](#)'. The Windows taskbar is visible at the bottom with the time 6:50 PM on 18/02/2018.

### 2. Select New Zealand from drop down menu, select your School/Award Unit, select No unless you know your Award Leaders email address.

The screenshot shows the 'Welcome to the Online Record Book' registration page. The browser address bar shows the URL <https://www.onlinerecordbook.org/fo/>. The page has a header with the logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' and a language dropdown set to 'English'. On the left, there is a blue sidebar menu with five items: '1 Welcome', '2 Award Level', '3 Contacts', '4 Participant Details', and '5 ORB Account'. The main content area has the heading 'Welcome to the Online Record Book' and the text 'You are now registering as an Award participant.'. There are three main sections: 'Select Country' with a dropdown menu showing 'New Zealand'; 'Select your Award Unit' with a dropdown menu showing 'select'; and 'Do you know who your Award Leader is?' with two radio buttons: 'Yes' and 'No' (selected). A blue 'Continue' button is at the bottom.

### 3. Select Award Level

The screenshot shows a web browser window with the URL <https://www.onlinerecordbook.org/fo/register/participant/level>. The page features a blue sidebar on the left with navigation links: Welcome, Award Level (selected), Contacts, Participant Details, Profile, Payment, and ORB Account. The main content area is titled 'Award Level' and asks 'What level of the Award are you registering for?'. Below this, there are three radio button options: 'Bronze Level' (selected), 'Silver Level', and 'Gold Level'. A blue 'Continue' button is positioned at the bottom of the form. The browser's taskbar at the bottom shows the time as 6:55 PM on 18/02/2018.

### 4. Enter email address, phone number and phone type

The screenshot shows the 'Contact Details' registration page on the same website. The sidebar on the left now highlights 'Contacts' as the active step. The main content area is titled 'Contact Details' and contains several input fields for contact information. The 'Email' field is filled with 'test2@gmail.com'. The 'Secondary Email' field is empty. The 'Phone number' field is filled with '+6442345677' and has a dropdown menu set to 'Home'. The 'Secondary Phone Number' field is filled with '+44' and has a dropdown menu set to 'Select'. There are corresponding 'Confirm' fields for the email and phone number. A blue 'Continue' button is located at the bottom of the form. The browser's taskbar at the bottom shows the time as 6:56 PM on 18/02/2018.

## 5. Enter your details

The screenshot shows a web browser window with the URL <https://www.onlinerecordbook.org/fo/register/participant/details>. The page title is 'Personal Details'. On the left, a blue sidebar contains a navigation menu with the following items: Welcome, Award Level, Contacts, Participant Details (highlighted with a blue bar and the number 4), Profile, Payment, and ORB Account. The main content area contains the following form fields:

- Title: A dropdown menu with 'Select' as the current selection.
- First Name: A text input field containing 'test'.
- Middle Name: An empty text input field.
- Last Name: A text input field containing 'tester'.
- Date of Birth: A date picker field showing '01/01/2000'.
- Gender: Three radio button options: 'Female' (selected), 'Male', and 'Prefer not to say'.
- Nationality: A dropdown menu with 'Select' as the current selection.

The Windows taskbar at the bottom shows the time as 6:57 PM on 18/02/2018.

## Scroll down

This screenshot shows the same registration form after scrolling down. The 'Nationality' dropdown is now set to 'New Zealander'. The 'Employment Status' dropdown is set to 'Student'. The 'Home Address' section contains the following fields:

- Address First Line: A text input field containing '1 Test Street'.
- Address Second Line(Optional): An empty text input field.
- City: A text input field containing 'Wellington'.
- Zip / Post Code: A text input field containing '1234'.
- State/Province/Region: A text input field containing 'Wellington'.
- Country: A dropdown menu set to 'New Zealand'.

A blue 'Continue' button is located below the address fields. The Windows taskbar at the bottom shows the time as 6:58 PM on 18/02/2018.

## 6. Enter your parent's details and select – My parent/guardian will confirm consent by email

The screenshot shows the 'Parent / Guardian Consent' form. On the left is a blue navigation sidebar with the following items: Welcome, Award Level, Contacts, Participant Details, Parent Consent (highlighted), Profile, Payment, and ORB Account. The main content area has the title 'Parent / Guardian Consent' and a sub-header 'Because you are under the age of 18, we need consent from your Parent/Guardian.' Below this are several input fields: 'Your parent/guardian First Name', 'Your parent/guardian Last Name', 'Relationship', 'Phone' (with a dropdown menu), 'Email', and 'Confirm email'. Underneath the fields is a section titled 'How do you want to apply:' with three radio button options. The second option, 'My parent/guardian will confirm consent by email', is selected and circled in red. A blue 'Continue' button is located at the bottom of the form. The top right corner of the page features a link for 'Frequently Asked Questions (FAQs)'.

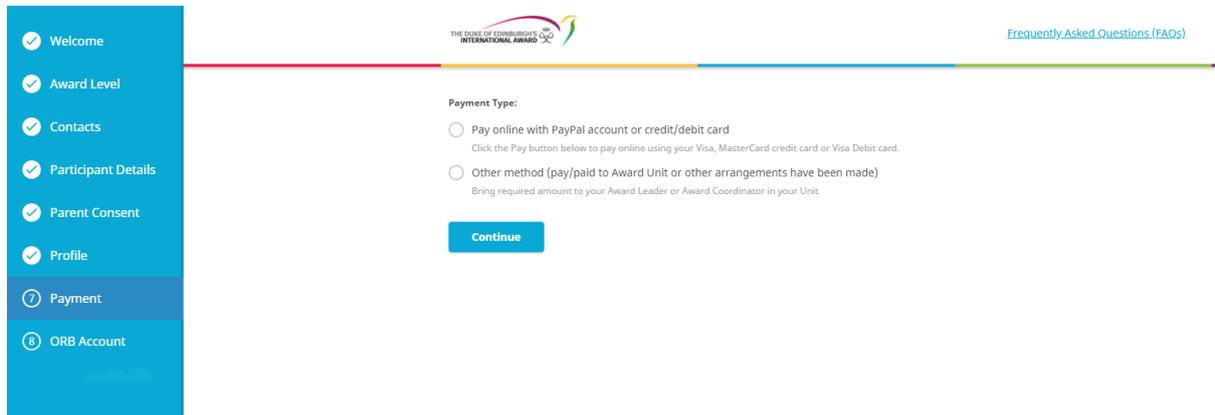
## 7. Select Ethnicity

The screenshot shows the 'Profile Questions' form. The left sidebar is identical to the previous screenshot, with 'Profile' highlighted. The main content area has the title 'Profile Questions' and a section titled 'Ethnicity'. A dropdown menu is open, showing a list of options: 'NZ European', 'New Zealander', 'Norwegian', 'NZ European' (highlighted), 'NZ Maori', and 'Oromo'. The browser's address bar shows the URL 'https://www.onlinerecordbook.org/fo/register/participant/profile'. The Windows taskbar at the bottom indicates the time is 6:59 PM on 18/02/2018.

## 8. Select payment option

Select Pay Online if you wish to pay National Office directly. If you are under the age of 18 your parent or guardian will be emailed a link. If you are over 18 you will go straight through to the payment window.

Select Other method if your school wishes you to pay them directly and then be invoiced by National Office.



The screenshot shows the 'Payment' step in a registration process. On the left is a blue sidebar menu with options: Welcome, Award Level, Contacts, Participant Details, Parent Consent, Profile, Payment (highlighted), and ORB Account. The main content area has the 'THE DUKE OF EDINBURGH INTERNATIONAL AWARDS' logo at the top. Below it, under 'Payment Type:', there are two radio button options: 'Pay online with PayPal account or credit/debit card' (selected) and 'Other method (pay/paid to Award Unit or other arrangements have been made)'. A blue 'Continue' button is at the bottom.

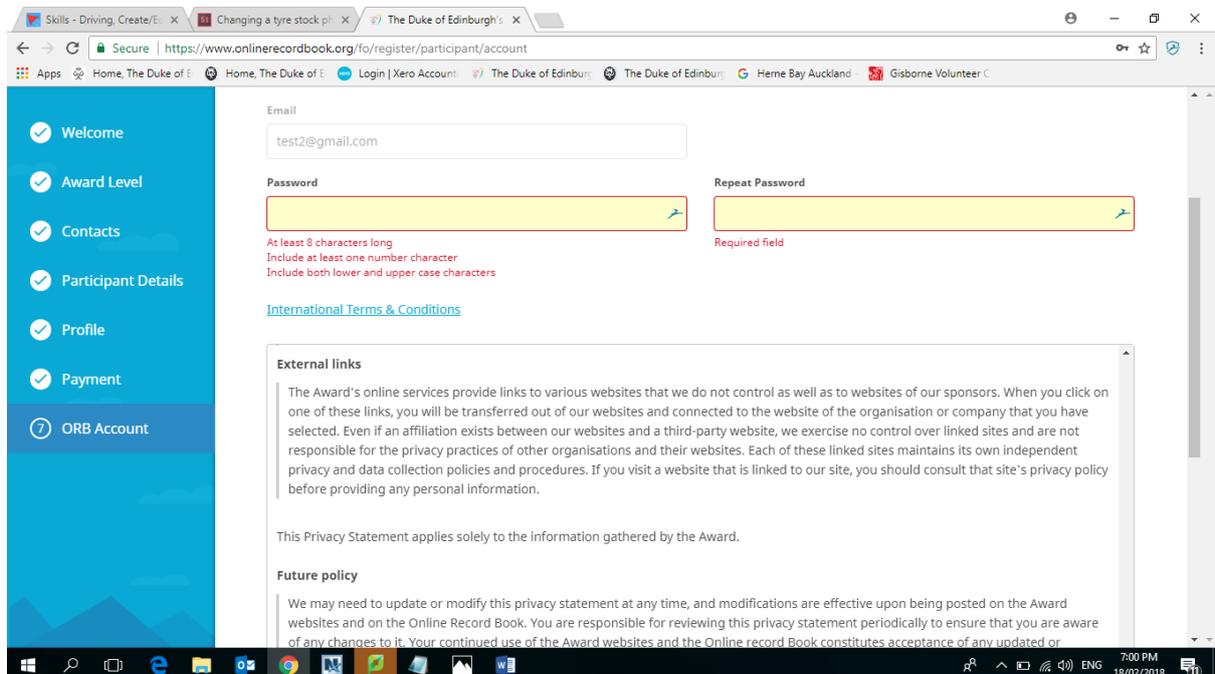
## 9. Enter a password

It must :

Be at least 8 characters long

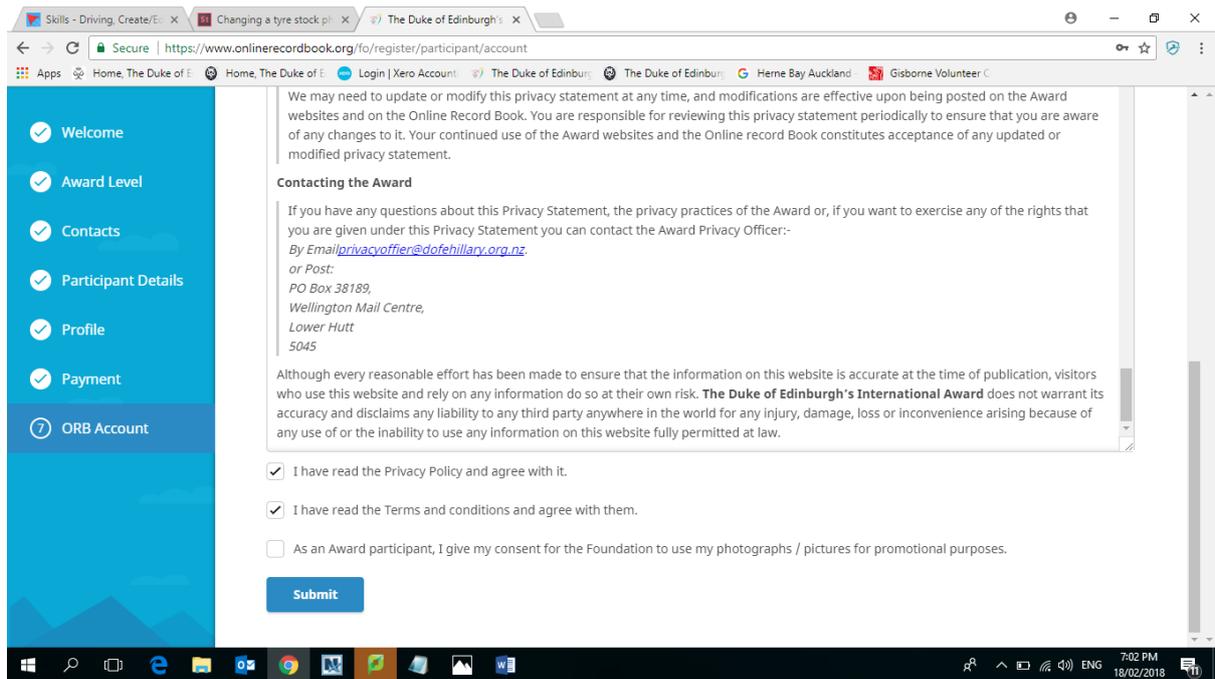
Include at least one number character

Include both lower and upper case characters



The screenshot shows the 'ORB Account' creation page. The sidebar menu is the same as in the previous screenshot. The main content area has an 'Email' field with 'test2@gmail.com'. Below it are 'Password' and 'Repeat Password' fields, both highlighted in yellow. Red text below the password field lists requirements: 'At least 8 characters long', 'Include at least one number character', and 'Include both lower and upper case characters'. A 'Required field' label is next to the repeat password field. There is a link for 'International Terms & Conditions'. Below that is an 'External links' section with a disclaimer about third-party websites. At the bottom, there is a 'Future policy' section with a disclaimer about updates to the privacy statement. The browser's address bar shows the URL 'https://www.onlinerecordbook.org/fo/register/participant/account'.

Scroll down



Select submit – if nothing happens when you select submit then you need to go back and check what you have entered as something does not meet criteria.