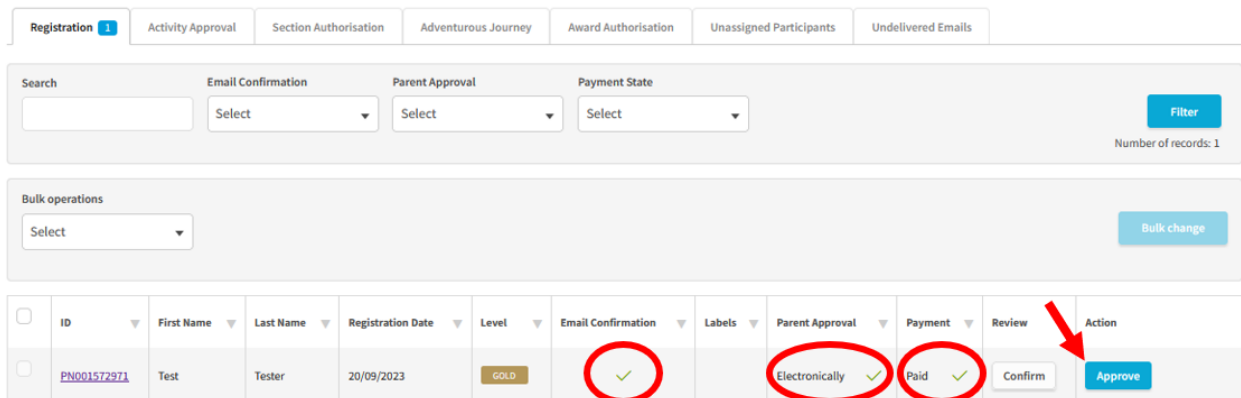


How to approve a registration

Once your participant(s) has registered (see [How to Register](#)) on the Online Record Book they will show up on your **To Do List** (either under **Registration** or under **Unassigned Participants**).

To get participants started you will first need to assign them to the Award Leader who will manage their Award (you will do this under Unassigned Participants). To approve a registration the participant will need to have confirmed their email address (an automated email is sent to them), received parental consent to take part in the Award (an automated email is sent to the parent to give consent) and paid. You will know that these processes have happened because there will be a green tick in the appropriate columns. When all three criteria have been met you can approve the registration.



Registration 1 | Activity Approval | Section Authorisation | Adventurous Journey | Award Authorisation | Unassigned Participants | Undelivered Emails

Search: | Email Confirmation: Select | Parent Approval: Select | Payment State: Select | Filter | Number of records: 1

Bulk operations: Select | Bulk change

<input type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Labels	Parent Approval	Payment	Review	Action
<input type="checkbox"/>	PN00157297A	Test	Tester	20/09/2023	GOLD	✓		Electronically ✓	Paid ✓	Confirm	Approve

Trouble Shooting

- If a participant has not confirmed their email address you can resend the email to them asking them to do this by clicking on their ID Number (in blue), going to Account Settings and choosing **Send confirmation email again?** Alternatively, you can select the Bulk Operation **Resend Confirmation Email** and then check the box beside the participants' ID number who still need to confirm their email address and click **Bulk Change**. (see [How to resend parental consent and email confirmation if you need help with these process](#)).
- If parental consent has not been given you can resend this to the listed parent/guardian by clicking on their Award Level (e.g. Gold in the example above) and clicking **Resend Parental Consent**. Alternatively, you can select the Bulk Operation **Resend Parental Consent** and then check the box beside the participants' ID number who still need parental consent and click **Bulk Change**. (see [How to resend parental consent and email confirmation if you need help with these process](#)).
- If payment has not been made:
 - If it says **Not Paid** this means that either the participant's parents will pay using PayPal or a credit card or that the participant has chosen to pay via bank transfer. You do not need to do anything!

1. If paying by PayPal or with a credit card and parental approval has already been given, ask the participant to log into their Online Record Book profile when their parents are with them, and the system will redirect them to the payment field. If parental consent has *not* been given then, when the parents give consent the Online Record Book will direct them to the payment field (see Payment Process for more information on this).
 2. If paying by bank transfer, the Award National Office will change the payment status to paid once payment is received. If need be, you can give the participant the Award's bank account details or ask them to email info@dofehillary.org.nz and we will give it to them (see Payment Process for more information on this).
- If it says **Pay Award Unit** this means that the participant will pay the Award Unit and the Award will invoice the Award Unit for the registration. To approve the registration, click on **Confirm** under **Review** and check the Confirmed box next to Transaction ID (see Payment Process for more information on this).

Registration 3 Activity Approval Section Sign-off Adventurous Journey Award Sign-off Unassigned Participants Undelivered Emails

Search: Email Confirmation: Select Parent Approval: Select Payment State: Select Filter

Number of records: 3

Bulk operations: Select Bulk change

<input type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
<input type="checkbox"/>	PN001398839	Tommy	Williamson	20/04/2022	SILVER	✓	Electronically ✓	Later	⌚	Confirm Approve

#1398839 - Tommy Williamson

test9@dofehillary.org.nz

Award Start Date

Payment

Payment Date

Transaction ID

Confirmed

Printable Parental Consent Form

Confirmed

Email Confirmed

As an Award Participant I am happy to participate in the Foundation's Participant Satisfaction Surveys

Participant Assistance

If cost will be a barrier to any of your participants taking part in the Award, please contact us at info@dofehillary.org.nz to discuss. There are a number of ways we can support participants to take part in the Award including our [Participant Assistance Fund](#).

Further Reading

[The International Handbook for Award Leaders](#)

Chapter 2: Award Framework and Requirements

- 2.4 Registration Requirements

Chapter 4: Award Requirements

- 4.2 Award Requirements