

## How to invite a participant to register for the next level

If a participant meets the minimum age requirements of 15 for Silver and 16 for Gold you can invite them to register for the next level of the Award and they can be working on two levels concurrently. To do this:

1. Under the participant's profile click on **Account Settings**
2. Click on **Next level invitation**.

The screenshot shows a participant profile page with tabs for 'Detail', 'Bronze Level', 'Silver Level', and 'History Log'. The 'Detail' tab is active. On the right, the 'Account Settings' dropdown menu is open, showing options: 'Change Participant's Status', 'Send confirmation email again?', 'Recover Password', 'Next level invitation' (highlighted with a red box), and 'Delete Account'. A red arrow points from the 'Detail' tab to the 'Next level invitation' option.

**Overview**

Age: 15  
Organisation: Virtual Award Centre - National Office  
Registration Date: 2/02/2022

Level: BRONZE SILVER GOLD  
 Allow adding logs after 25 years of

**Level summary**

	Completed / Required	Last Activity
Physical Recreation	-	-
Skills	-	-
Voluntary Service	-	-
Practice Journey	-	-
Qualifying Journey	-	-

3. The system will ask you if you want to invite the participant to the next level. Click on **Confirm**

The dialog box has a title bar and contains the text 'Invite participant to next level?'. It features a 'Close' button on the left and a blue 'Confirm' button on the right.

4. An email invitation will be sent to the participant, asking them if they want to register for the next level.

Reply Reply All Forward  
Tue 29/05/2018 9:04 AM  
ORB@OnlineRecordBook.org  
Award Next Level Registration Invitation  
To Jessica Zane15

Dear Jess Jesss,

Jessica has invited you to register to the next Award Level.

Please click the link below to complete your registration.

<https://www.onlinerecordbook.org/fo/register/next-level/level?authorizationCode=37f90d57-a480-4111-8268-cf203cf05e54>

Kind Regards,

The Duke of Edinburgh's International Award Foundation.

This is an automated email, please do not respond directly to this email address. If you have any problems with this email please can you contact the Participant's Award Leader. This email is intended only for the person to whom it is addressed. If you are not the intended recipient you must not use, disclose, copy, or print this email, and must delete it immediately from your email system.

5. When they click on the link it will ask them what level they want to registering for.

## Registration for next level

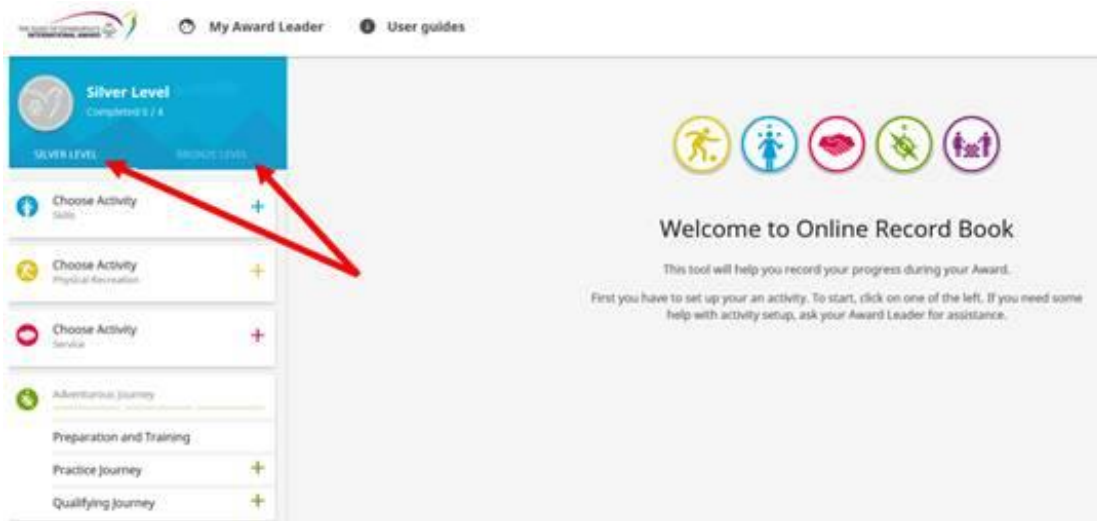
What level of the Award are you registering for?

- Silver Level  
 Gold Level

Before entering the next level please confirm that your personal details are still up to date.

[Continue](#)

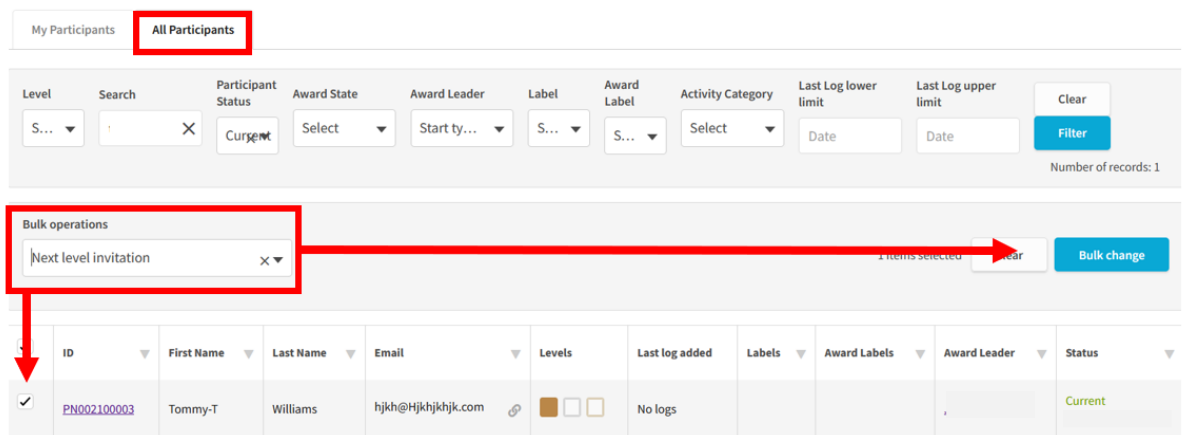
6. They will then need to confirm that their personal details are up to date. If they do not meet the minimum age for the level, the system will not let them register.
7. Once registered. they will then turn up on your **To Do List** for you to approve their registration (see [how to approve a registration if you need help with this](#)).
8. Once you have approved their registration, the participant can switch between the two levels they are working on.



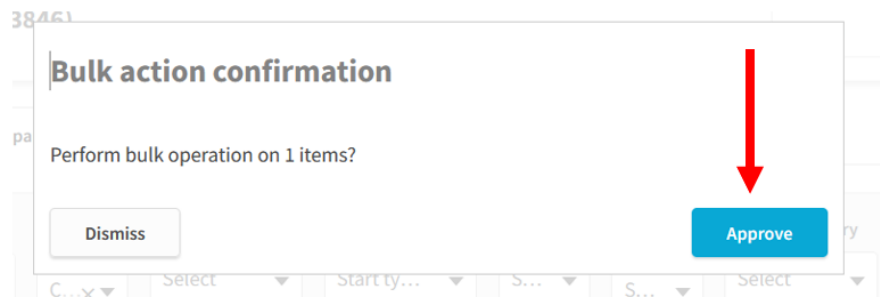
- The Online Record Book will not let them start working on a Section in the higher level until they have completed, and had signed off, the Section in the previous level. The exception to this is the Adventurous Journey so you will need to make sure that they have completed this Section in the previous level e.g. Bronze before starting it at the next level.

### How to invite a participant to the next level (bulk action)

- Under Participants select the bulk action **Next level invitation**
- Check the box beside the participants' ID number you want to invite to the next level and click **Bulk change**



- Approve the bulk action



4. The system will send an email to all participants selected inviting them to register for the next level.

### Further Reading

#### International Handbook for Award Leaders

##### Chapter 4 Getting Started

- 4.3 Planning and preparing for an activity
- 4.5 Logging activities
- 4.6 Changing activities