

How to resend parental consent and email confirmation

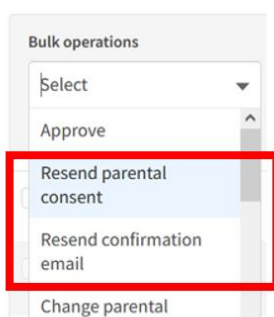
For a participant to register, they need to confirm their email address (they will be sent an email from ORB@onlinerecordbook.org with a link they click to confirm this) and have parental consent to participate if under the age of 18 (which is emailed to the listed parent/guardian) as well as pay for the registration. A green tick in the relevant column shows that this has been completed whereas a clock shows that the Online Record Book is still waiting on the action to be completed e.g., parental consent.

Registration 2										
Activity Approval Section Authorisation Adventurous Journey Award Authorisation Unassigned Participants Undelivered Emails										
Search		Email Confirmation		Parent Approval		Payment State		Filter		
<input type="text"/>		Select		Select		Select		Number of records: 2		
Bulk operations								Bulk change		
Select										
<input type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
<input type="checkbox"/>	PN001480253	Sarah	Test	12/04/2022	BRONZE		Electronically	Direct Transfer	Confirm	Approve
<input type="checkbox"/>				24/03/2022	BRONZE		Not Required	Not paid	Confirm	Approve

If email confirmation and parental consent is not completed, you may need to resend these emails to the participant or their parent/guardian. This can either be done in bulk from your Registration tab or individually.

To resend email confirmation and parental consent in bulk.

- Under registrations, select the bulk operation **Resend confirmation email** or **Resend parental consent**.



- Check the box next to the participants you want to resend the email confirmation or parental consent email and select **bulk change**.

Registration 2 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: 2

Bulk operations
Resend parental con...x [Bulk change](#)

<input checked="" type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
<input checked="" type="checkbox"/>	PN001480253	Sarah	Test	12/04/2022	Bronze		Electronically	Direct Transfer		Confirm Approve

Alternatively if you click the box next to the ID column, this will automatically select all participant on the page shown who need this action performed (e.g. parental consent). If you have more than one page of participants, you will need to do this on each page.

Registration 2 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: 2

Bulk operations
Resend parental con...x [Bulk change](#)

<input checked="" type="checkbox"/>	ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
<input checked="" type="checkbox"/>	PN001480253	Sarah	Test	12/04/2022	Bronze		Electronically	Direct Transfer		Confirm Approve

NB you will need to do the resend email confirmation and resend parental consent separately.

You should also check under Undelivered Emails in case the email address is incorrect and the email confirmation or parental consent email has bounced. If this is the case you will need to correct the email address for the participant or their parent/guardian and then clear the task before following the above processes.

Registration 3 Activity Approval 1 Section Sign-off Adventurous Journey Award Sign-off Unassigned Participants **Undelivered Emails 1**

PART_REG_PARENTAL_CONSENT	Check Parent/Guardian email.	View	15/12/2022	Clear
Email Confirmation	Check participant 's email.	View	5/12/2023	Clear

To resend email confirmation

1. – Click on the participant's ID for whom you want to resend the email confirmation
2. Under Account Settings click **Send Confirmation Email Again**

Detail Bronze Level History Log

Overview Account Settings

Age 13 Organisation Virtual Award Centre - National Office Registration Date 12/04/2022

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

Change Participant's Status
Send confirmation email again?
Recover Password
Next level invitation
Delete Account

Level summary

Level	Completed / Required	Last Activity	
BRONZE			
Physical Recreation	0 h / 0 h	7 days ago	Setup
Skills	0 h / 0 h	7 days ago	Setup
Voluntary Service	0 h / 0 h	7 days ago	Setup
Practice Journey	-	-	-
Qualifying Journey	-	-	-

3. You can then confirm that you want to resend the email confirmation

Send confirmation email again?

Close  Confirm

NB You should also check under Undelivered Emails in case the email address is incorrect and the email confirmation has bounced. If this is the case you will need to correct the email address for the participant and then clear the task before following the above process (see above).

To resend email confirmation

1. To resend the parental consent email click on the Award Level that you need to parental consent for. You can then click **Resend Parental Consent**

Detail **Gold Level** History Log

Award Details Physical Recreation Skills Voluntary Service Adventurous Journey Gold Residential Project Documents Add Activity

Registration Assessment **Registration Approval** Setup In Progress Award Leader Authorisation Award Office Authorisation Completed Ceremony Archive

ID	First Name	Last Name	Email	Parent Approval	Payment	Review	Action
				Electronically	Pay Award Unit	Confirm	Approve

Registration approval date: Date Start Date: 09/01/2024

Note:

Parent / Guardian Consent

Printable Parental Consent Form: Electronically

Parent's relationship: Mother

First name of Parent / Guardian:

Last name of Parent / Guardian:

Parent's / Guardian's Email:

Parent's / Guardian's Phone Number:

Overview

Award State: Registration Approval Award Mode: Online

Award Unit

Name of the unit: Country / Territory: New Zealand

Leader

Email: Phone Number:

Labels

Available Labels:

This will then send the parental consent email to the parent/guardian listed.

NB You should also check under Undelivered Emails in case the email address is incorrect and the parental consent email has bounced. If this is the case you will need to correct the email address and then clear the task before following the above process (see above).