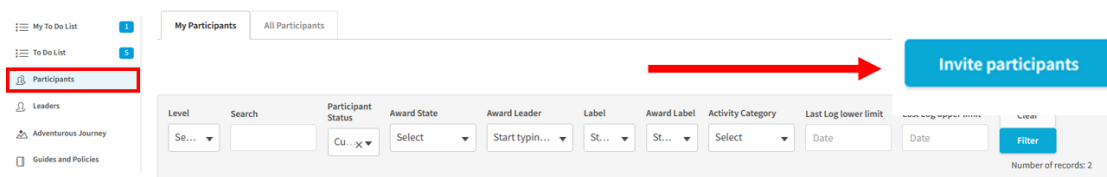


How to create a unique link for participants to use to register.

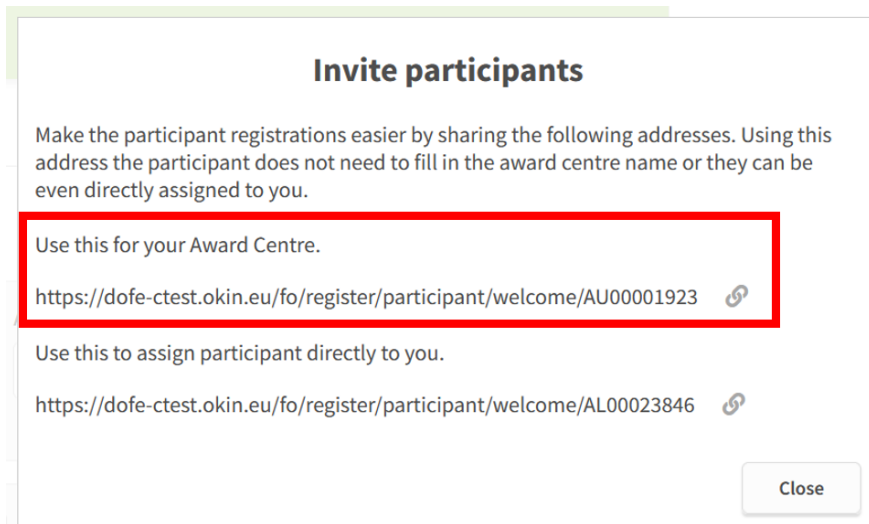
If participants are registering for the first time, you can create a unique link that they can use to register, which means that they will not need to add in the Award Unit and Award Leader email address. The unique link can also be used to create a QR Code.

How to create a Unique link for participants to register under your Award Unit but not be assigned to an Award Leader.

1. Under participants click on **Invite Participants**



2. Select **Use This For Your Award Centre.**



3. When participants click on the link the Award Unit details will be prepopulated but they will not be able to add in their Award Leader details so will need to be assigned to an Award Leader once registered.

Welcome to the Online Record Book

Note: You are now registering as an Award participant.

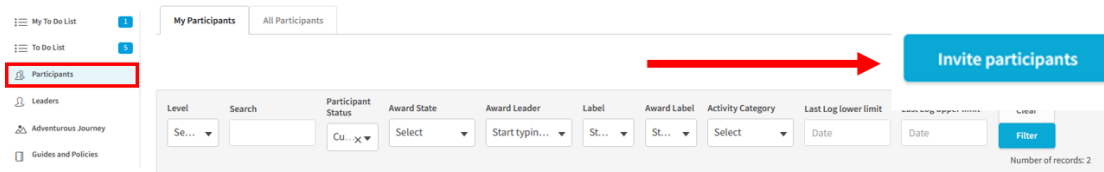
Select Country or Territory

Select your Award Unit

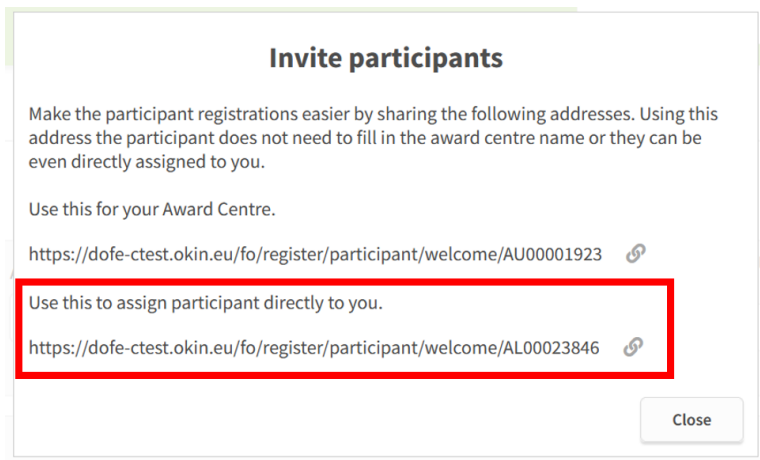
Continue

How to create a Unique link for participants to register under your Award Unit and be assigned to you as an Award Leader.

1. Under participants click on **Invite Participants**



2. Select **Use This to Assign Participants Directly to You**



3. When participants click on the link the Award Unit details and the Award Leader details will be prepopulated .

Welcome to the Online Record Book

Note: You are now registering as an Award participant.

Select Country or Territory

New Zealand ✕

Select your Award Unit

Virtual Award Centre - National Office ✕

Do you know who your Award Leader is?

Yes

No

Enter Email Address

@dofehillary.org.nz

Continue

You can use these links to create a QR code using a QR generator like

<https://www.qrcode-monkey.com/> or <https://new.express.adobe.com/tools/generate-qr-code>