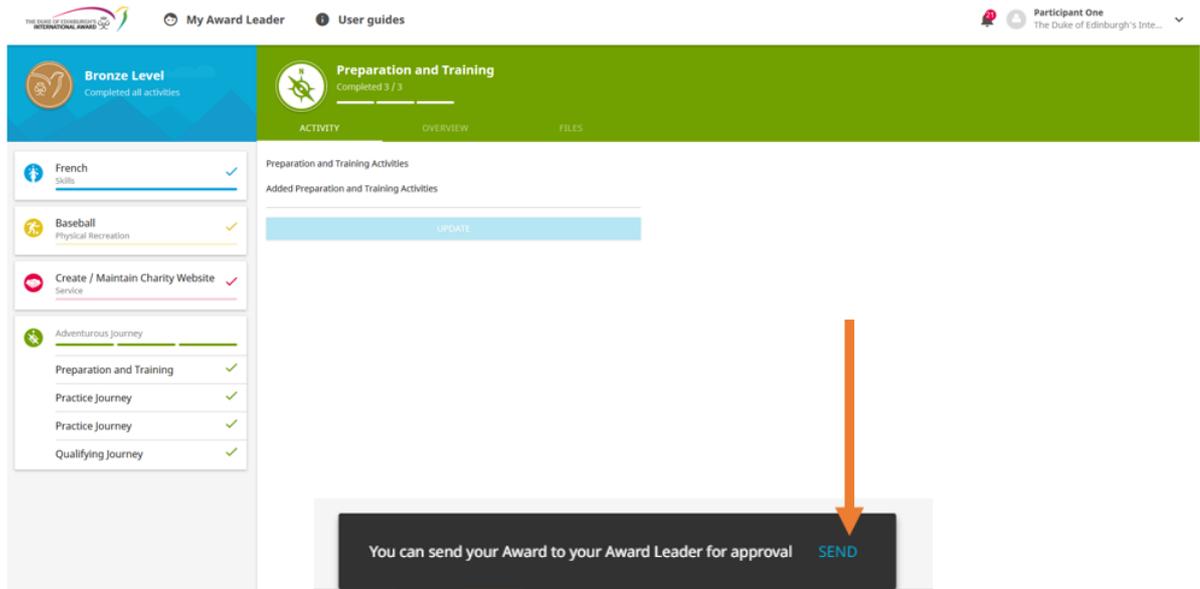


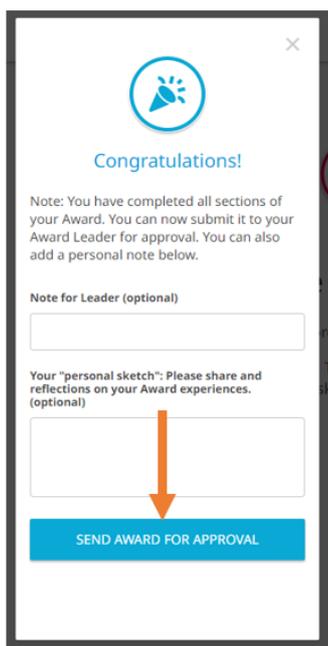
## How to get your Award signed off

Once you have completed all four sections of the Award (or five if you are doing Gold) you need to submit your Award to your Award Leader to signoff.

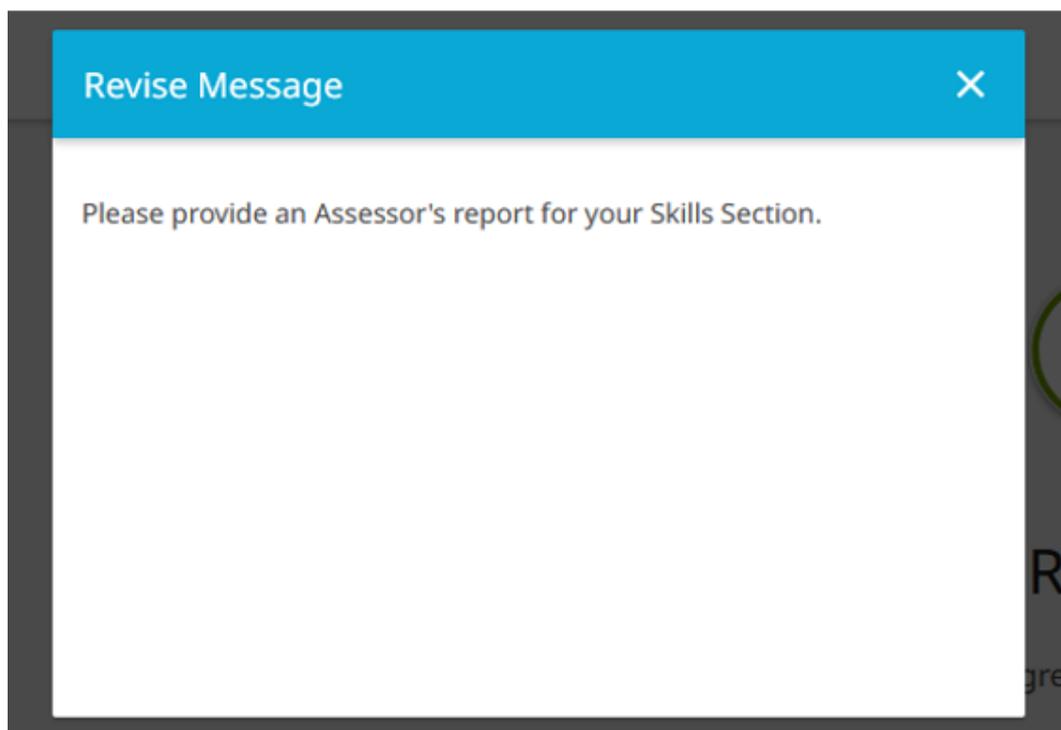
1. Click on the **Send** button at the bottom of your screen and then



2. If you want, you can write a note for your Award Leader and/or a reflection on your Award. Then click **Send for Approval**.



3. This will then go to your Award Leader to sign-off. Once they have done this, the Award's National Office check that your Award meets the criteria. If it does, you will be sent an email from [ORB@onlinerecordbook.org](mailto:ORB@onlinerecordbook.org) confirming you have achieved your Award and an invite to register for the next level if you have not already done so. You will also receive an email within 24 hours with a digital certificate and badge. Your physical certificate and badge will be sent to your Award Leader to present to you.
4. If your Award is not signed off, you will receive a notification on your Online Record Book outlining why it was not signed off.



You will be able to resubmit your Award for signoff once you have provided the necessary information or addressed the issue in the revise message.

### Troubleshooting

- **I am unable to submit my Award for signoff.** You will only be able to submit your Award for signoff once all your sections are complete and have an Assessor report and be signed off by the Award Leader. There should be a tick next to all Sections. If there is not a tick next a Section, you will need to get this signed off first and then you will be able to submit your Award for signoff.
- **My Award was not signed off by my Award Leader or Award Office** – please look at the Revise Message as to why this was. If you have any questions about this you can talk to your Award Leader or contact the National Office at [info@dofehillary.org.nz](mailto:info@dofehillary.org.nz)