

How to register for the Duke of Edinburgh International Award

- a) Go to: <https://www.onlinerecordbook.org>
- b) Select Award Participant;
- c) click on "Register"

You will see a series of drop-down menus. Select the following from this:

- a) **Country** – select **Australia**;
- b) **Operating Authority** – select **South Australia**;
- c) **Award Unit** – select **Temple Christian College**
- d) **Do you know who your Award Leader is?** – select **Yes**
- e) **Enter email address** – type in Mr. Lang's (Award Leader) email: andrew.lang@tcc.sa.edu.au
Select 'Continue'.

'Award Level' – select Bronze, then click 'continue'.

'Contact Details' – complete required detail. Use your school email as your email, eg. tom.jones@tcc.sa.edu.au
Once complete select 'continue'.

'Personal Details' – complete required detail. Once complete select 'continue'.

'Profile Questions' – complete required detail. Once complete select 'continue'.

'Payment Type' – select Pay Award Leader or Unit, then click 'continue'.

'Online Record Book Account' – select a password for your email address. Click the 'Privacy Policy' and 'Terms and Conditions' boxes. If you wish, click the consent for photographs box. Once complete select 'submit'.

First Time Login

Once you are registered and confirmed, you will receive a temporary password, which will allow you to login.

The first time you log in as a new Award Participant (Bronze Award) – you will be asked to select your **MAJOR** activity, before being taken to your Award Record Book page;

The Duke of Edinburgh's International Award – Australia – SA

212 Pirie Street, Adelaide
SA 5000 (Red Cross House)
GPO Box 2441, ADELAIDE SA 5001

ABN 36371449975

T: +61 (0)437 973 267
E: glen.christie@dukeofed.com.au
W : www.dukeofed.com.au
facebook.com/thedukeofed
twitter.com/thedukeofed

Patron:

His Excellency The Honorable Hieu Van Le AO
Governor of South Australia

Activity Set Up

Once the **MAJOR** has been selected (or, if not required) you will be taken to the Main Page.

The next step is to set up each activity:

- a) Click on 'Set Up Activity' – there is a button for Physical, Skill and Service;
- b) Each section has 2 drop down menus – Activity Type & Activity – selection of Activity Type will affect the Activity menu;
- c) Selections from each menu must be made to formalize the set-up;
- d) Below the menus is a Text Box – titled '**Goal**' – you must include a description of the intended goal, for the activity;
- e) Finally, you can enter the details of the Assessor – this is especially important if this person is not a member of the Award Unit's staff, to allow easy access to their contact details;
- f) Once all this detail has been entered, you press '**Save**'.

Adventurous Journey Set Up

The Yr. 9 Temple camp covers *both* the **practice** and **qualifying** journey. The camp can simply be split in half to cover both journey requirements

Practice Journey set-up:

- a) Select '**Practice Journey**'
- b) Select: 'Journey Type' – Expedition; 'Journey Activity' - either bushwalking or kayaking (which ever you do on the first part of the camp); 'Mode of Transport' – either foot or paddle; Start Date and End Date; 'Location' – Riverland & Mt. Crawford

Qualifying Journey set-up:

- a) Select '**Qualifying Journey**'
- b) Select: 'Journey Type' – Expedition; 'Journey Activity' - either bushwalking or kayaking (which ever you do on the first part of the camp); 'Mode of Transport' – either foot or paddle; Start Date and End Date; 'Location' – Riverland & Mt. Crawford

Activity Logs (Physical, Skill and Service ONLY)

To enter activity logs, follow these steps:

- a) Click of the 'LOG' button;
- b) Click on the Calendar logo to select the date of activity (the log creation date will **ALWAYS** be today's date);
- c) Select the month, then the year, then the day. Date selection can be backdated to the Start Date of the Award, but no future date can be entered;
- d) Select the number of hours, minutes and write a brief description, then hit '**SAVE**'.