

## How to create an Adventurous Journey Event for your Award Unit and add Participants

1. Log into the Online Record Book at [www.onlinerecordbook.org](http://www.onlinerecordbook.org) and navigate to **Adventurous Journey**. Click on **New Adventurous Journey Event**.

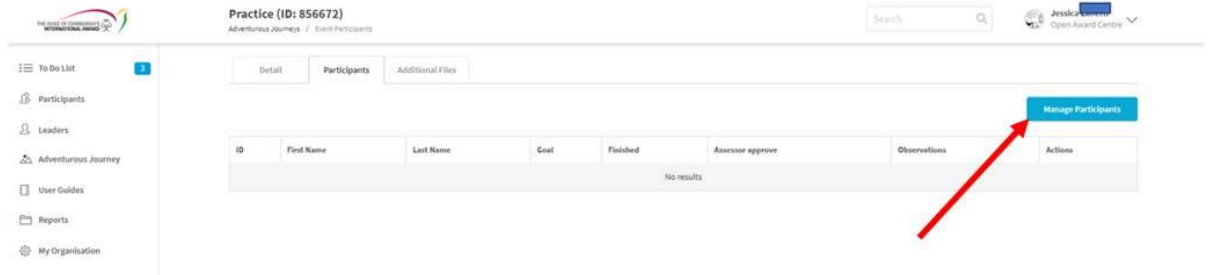
The screenshot shows the 'My Adventurous Journey Events' interface. On the left sidebar, the 'Adventurous Journey' menu item is circled in red. In the main content area, there are tabs for 'My Events', 'All Events', and 'Adventurous Journey Templates'. A red arrow points to the 'New Adventurous Journey Event' button in the top right corner. Below the tabs is a search and filter section with dropdowns for 'Journey Category' and 'Journey Type'. A table lists existing events with columns for ID, Name, Journey Category, Journey Activity, Journey Type, Award Unit, Start Date, End Date, Created by, and Participants.

ID	Name	Journey Category	Journey Activity	Journey Type	Award Unit	Start Date	End Date	Created by	Participants
632210	Practice Journey 2018	Practice	Bushwalking	Expedition	Open Award Centre	1/09/2018	2/09/2018	Jessica	0
632222	Qualifying Journey - Bro...	Qualifying	Bushwalking	Expedition	Open Award Centre	6/09/2018	7/09/2018	Jessica	1
680025		Practice	Bushwalking	Expedition	Open Award Centre	27/06/2017	29/06/2017	Jessica	1
680028		Qualifying	Bushwalking	Expedition	Open Award Centre	25/07/2017	27/07/2017	Jessica	1
683362		Practice	Bushwalking	Expedition	Open Award Centre	12/05/2018	13/05/2018	Jessica	1
686050	Test Event	Practice	Bushwalking	Expedition	Open Award Centre	1/01/2019	2/01/2019	Jessica	1
686443	Jessica	Qualifying	Bushwalking	Expedition	Open Award Centre	1/01/2019	3/01/2019	Jessica	0

2. Add in the details of the journey and then click **SAVE**

The screenshot shows the 'New Adventurous Journey Event' form. The 'Journey Details' section includes fields for Name, Journey Category, Journey Type, Mode of Transport, Journey Activity, and Suitable for Level. The 'Assessor' and 'Supervisor' sections have fields for Title, Name, Email, and Phone. A red box highlights these sections with a note: "We recommend having the same person as the Assessor and Supervisor in the ORB to make things easier and avoid confusion." A red arrow points to the 'Save' button at the bottom right.

3. The system will then take you to a new screen. Click on **Manage Participants**



4. Type in the name of the Participant you wish to add to the journey. You can add as many Participants as you want at this point so long as they are doing the same level of the Award and the same Journey type (Practice or Qualifying). When you have added all the Participants you want to add to the Journey click **Save Changes**



5. The Participant(s) will now be listed under the Adventurous Journey Event. You can add more (or remove them) by clicking on **Manage Participants**. Next time the Participant logs into their ORB profile they will be able to see the details of the Journey you have created.

