

Thank you for registering on The Online Record Book to do you Award.

[Setting up your profile on The Online Record Book](#)

You can now log into the Online Record Book system (ORB) at <https://www.onlinerecordbook.org/fo/> . You will need to initially set up your profile.

The screenshot shows the user interface of the Online Record Book system. At the top left is the logo for 'THE ISLAND OF COOK'S INTERNATIONAL AWARD'. To its right are two navigation links: 'My Award Leader' with a person icon and 'User guides' with an information icon. On the top right, there is a notification bell icon, a user profile icon, and the text 'Jessica NZ TestAU New Zealand'. Below the navigation bar is a blue header section with a gold award icon, the text 'Bronze Level', and 'Completed 0 / 4'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains four activity selection options: 'Choose Activity Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', and 'Adventurous Journey'. The right main panel is mostly empty. Three red arrows point from text annotations to specific UI elements: one points to the 'My Award Leader' link, another points to the user profile icon, and a third points to the 'Choose Activity Service' option.

**My Award Leader**   **User guides**   Jessica NZ  
TestAU New Zealand

**Bronze Level**  
Completed 0 / 4

Choose Activity Skills +  
Choose Activity Physical Recreation +  
Choose Activity Service +  
Adventurous Journey  
Adventurous journey

You can find your Award Leader's contact details here

You can set up your activities here

You can change your details e.g. password here

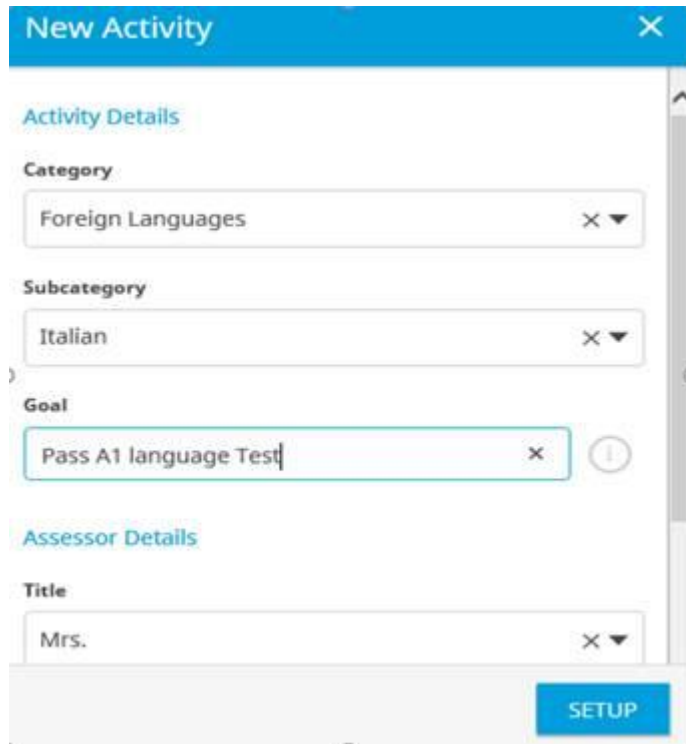
You need to set up what activities you are going to do for the different Sections of the Award. To do this click on **Choose Activity**.

The screenshot displays the user interface for the Duke of Edinburgh's International Award. At the top left is the award's logo. The navigation bar includes "My Award Leader" and "User guides". The user's name "Jessica NZ" and "TestAU New Zealand" are shown in the top right. The main content area features a blue header for the "Bronze Level" section, indicating "Completed 0 / 4". Below this header is a list of four activity options, each with a circular icon and a plus sign:

- Choose Activity +**  
Skills
- Choose Activity +**  
Physical Recreation
- Choose Activity +**  
Service
- Adventurous Journey**  
Adventurous Journey

A red arrow points from the "Choose Activity" text in the first option to the "Choose Activity" text in the second option.

You will then need to choose an Activity Type and then specify your Activity. You need to write a realistic goal for this activity and say who your Assessor(s) will be. Then click **Setup**



The image shows a 'New Activity' form with the following sections and fields:

- Activity Details**
  - Category:** Foreign Languages
  - Subcategory:** Italian
  - Goal:** Pass A1 language Test
- Assessor Details**
  - Title:** Mrs.

A blue **SETUP** button is located at the bottom right of the form.

If you are doing Bronze you will be asked to choose a Major (i.e. the Section that you will do for 6 months).

Once you start doing your activities, you can record these by clicking on the **Log** button.

The screenshot displays the 'Add Log' interface for an Italian course. The top navigation bar includes 'LOGS', 'OVERVIEW', and 'FILES' (circled). The main form area is titled 'Add Log' and contains a description box with 'Language Class', a date field set to '01/01/2017', and a duration field set to '04 : 00'. A camera icon labeled 'Add Picture' is also present. A large 'X' is drawn over the central area, and three numbered instructions are overlaid: 1. Click on Add Log (pointing to the button), 2. Fill out the log activity box and click Add Log. (pointing to the description box), and 3. Supporting documents can be uploaded here. (pointing to the FILES tab). A '+ ADD LOG' button is located in the bottom right corner.

More information about the different Sections of the Award can be found on our Website:

- [Skill Section](#)
- [Service Section](#)
- [Physical Recreation Section](#)
- [Adventurous Journey](#)
- [Residential Project](#)

As you are a Direct Entrant Gold, there are some extra requirements that you should be aware of. Please [click here](#) for more information.

There is also an app (ORB Participant) that you can use to record your Award activities. These can be downloaded from the [Apple App Store](#) or [Google Play](#).