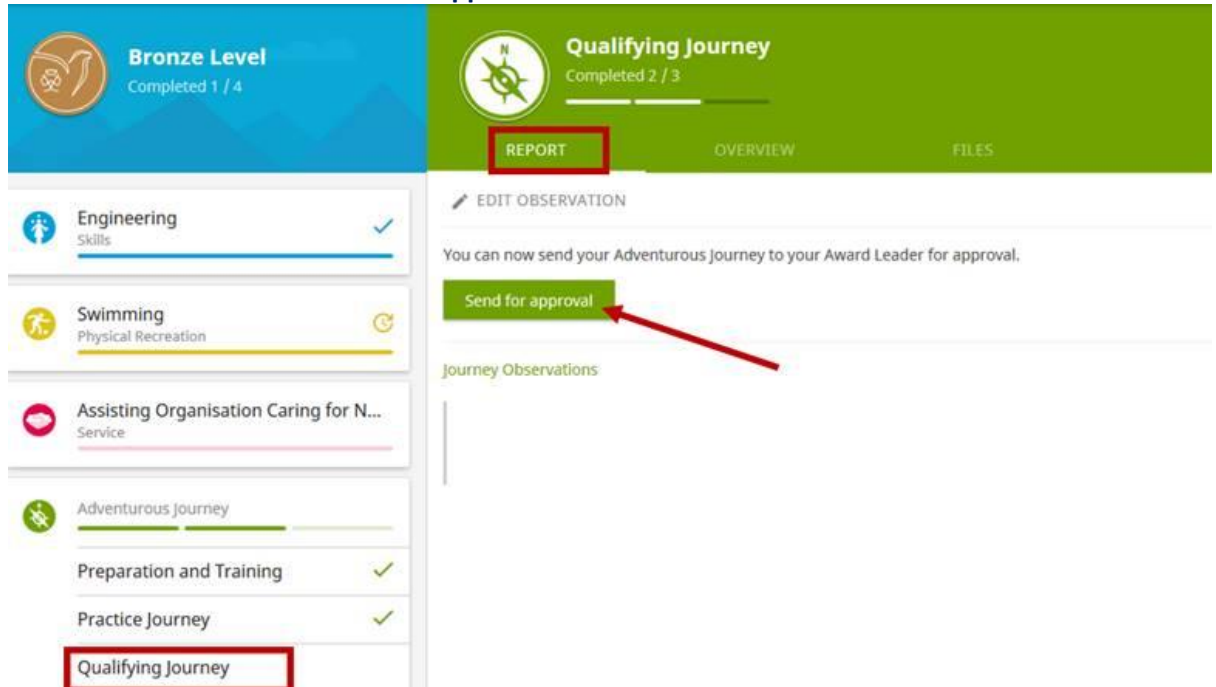


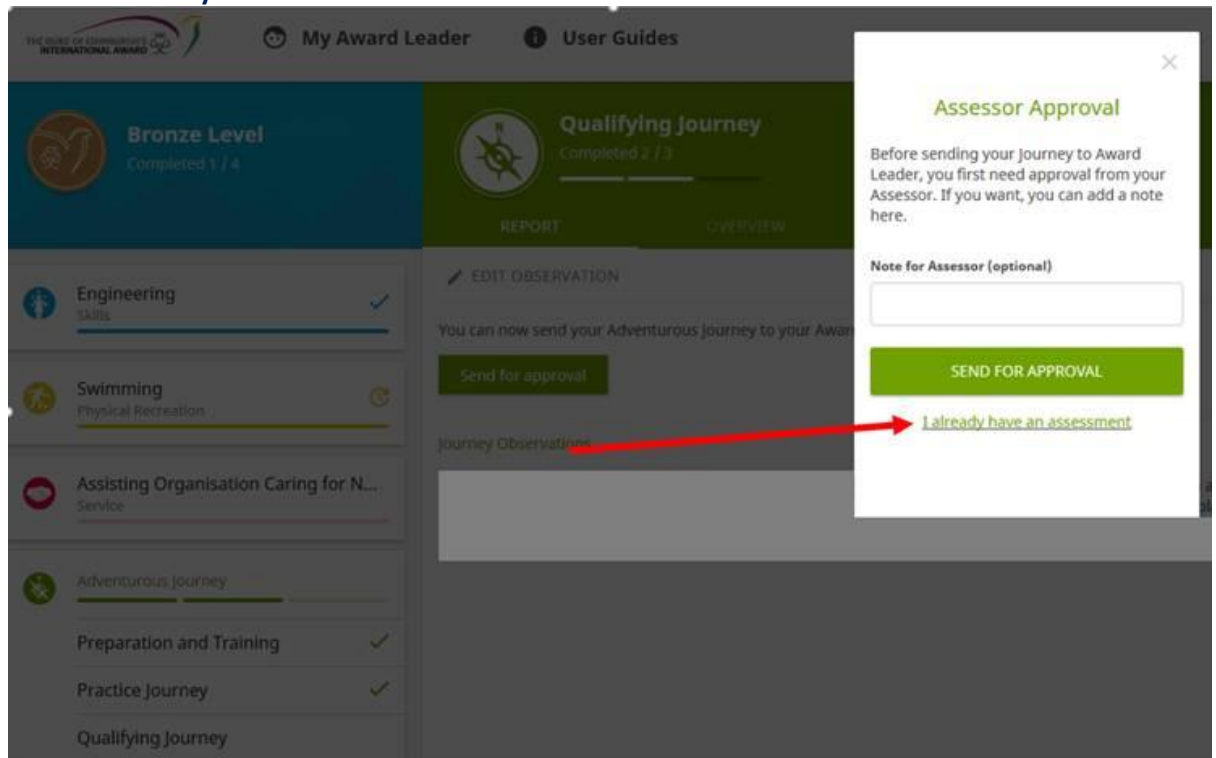
How to get your Adventurous Journey signed off if done with an Accredited Activity Provider

Option 1: Using a Web Browser

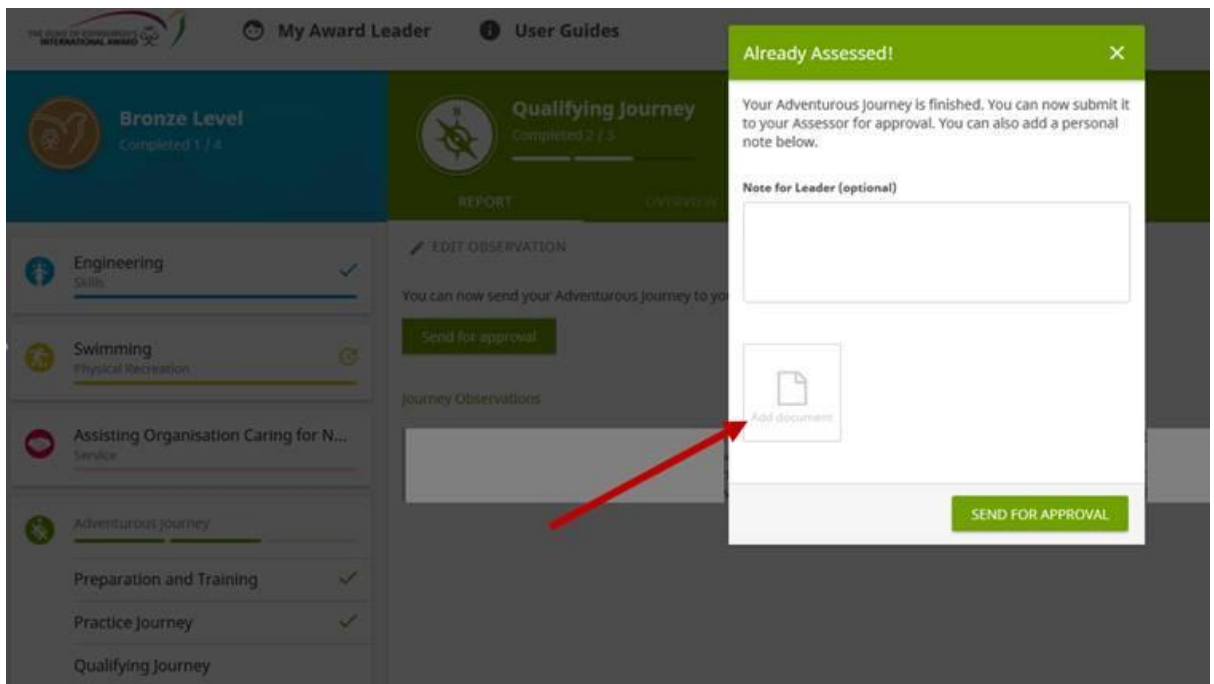
1. Log into your Online Record Book account (www.onlinerecordbook.org)
2. Click on your Adventurous Journey event (Practice or Qualifying).
3. Click on **REPORT** and then **Send for Approval**



4. Click on **I already have an assessment**



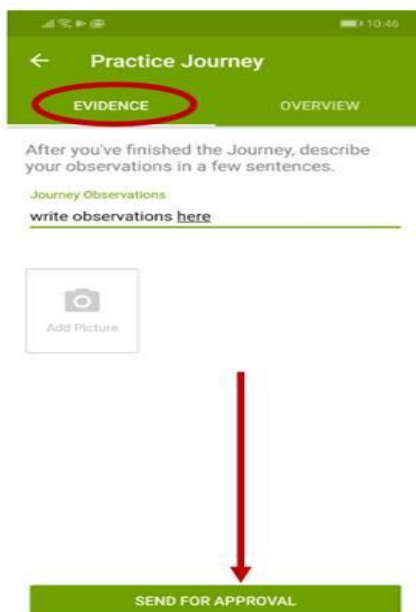
5. Click on **Add Document** and upload your report from the activity provider. Then click **Send for Approval**.



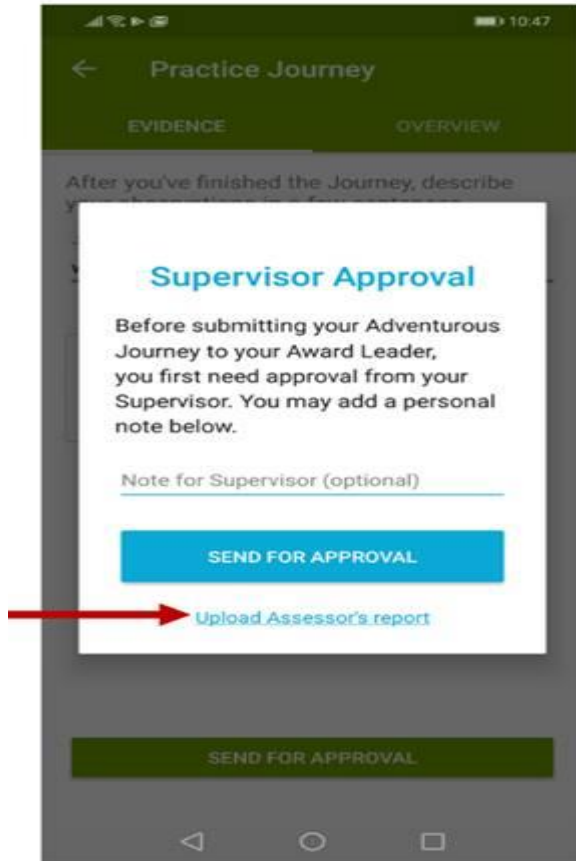
6. This will then go to your Award Leader to signoff as complete.

Option 2: Using the App

1. Open the Adventurous Journey event (Practice or Qualifying Journey) in the ORB Participant app.
2. Click on **Evidence** and then **Send for Approval**



3. Click on **Upload Assessor's Report**



4. You can then either take a photo of the assessor's report or upload a copy of it then click **Send to Award Leader**



5. This will then go to your Award Leader to signoff.