

# Online Record Book: Award Leader Registration Guide

1. Go to the Online Record Book Website → Select Award Leader & click “Register”

[www.onlinerecordbook.org](http://www.onlinerecordbook.org)

Participant    Award Staff

Participant login

Email

Password

[Forgot your password?](#)

Login

Not Registered?

Register a new account as:

Award Participant

Award Leader

Register

2. Enter the relevant information:

**Country:** USA

**Operating Authority:** Midwestern, Northeastern, Southeastern, Western, Virtual Award Program

**Award Unit:** School or Organization Name

**Your Role:** Award Coordinator, Award Leader, Authorizing Official

**Main Award Leader or Coordinator:** You're the main contact

1 Unit Details

2 Contact Details

3 Leader Details

4 ORB Account



[Frequently Asked Questions \(.\)](#)

Select Country

USA

Select your Operating Authority

Midwestern, Northeastern, Southeastern, Western, Virtual Award Program

Select your Award Unit

Insert School or Organization Name

What is your role in your organisation? (optional)

Award Coordinator, Award Leader, Authorizing Official

Are you the Main Award Leader or Coordinator for your Award Unit?

Yes

No

Continue

\*\*Ask the point of contact within your organization what operating authority you're in.

### 3. Complete Contact Details (Use your Organization's Email, when applicable):

**Unit Details** (checked)

**2 Contact Details** (active)

3 Leader Details

4 ORB Account

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Email:

Confirm email:

Phone number:

Phone type:

**Continue**

### 4. Complete the additional contact details

**Unit Details** (checked)

**Contact Details** (checked)

**3 Leader Details** (active)

4 ORB Account

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[Frequently Asked Questions \(FAQs\)](#)

Rectangular Step

Title:

First Name:

Middle Name:

Last Name:

Date of Birth:

Gender:

- Female
- Male
- Prefer not to say

Address:

Address First Line:

Address Second Line(Optional):

**5. Create your password, accept the terms & conditions, NAO regulations and code of conduct**

**PASSWORD REQUIREMENTS**

1. At least 8 characters long
2. Include at least one number
3. Include both lower and upper case

**6. Confirm the email received to the email address you registered with:**

Go to the email you registered with; you should have received an automated email. Please confirm your email address by clicking on the link. Sometimes this email goes to spam, so you can search your inbox with the information listed below (may take a few minutes for you to receive the email):

**If you'd like to search your inbox for the email, the following information may be useful:**

**Email Sender:** [ORB@onlinerecordbook.org](mailto:ORB@onlinerecordbook.org)

**Email Title:** The Duke of Edinburgh's International Award - Organisation Contact Confirmation Email

**7. Await formal approval by an Award USA staff member, or the Award Coordinator in your organization.**

Username/Email: \_\_\_\_\_

Password: \_\_\_\_\_