Online Record Book: Award Leader Registration Guide

1. Go to the Online Record Book Website ➔ Select Award Leader & click “Register”
   www.onlinerecordbook.org

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

**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):

4. Complete the additional contact details
5. Create your password, accept the terms & conditions, NAO regulations and code of conduct

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

   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: ________________________________