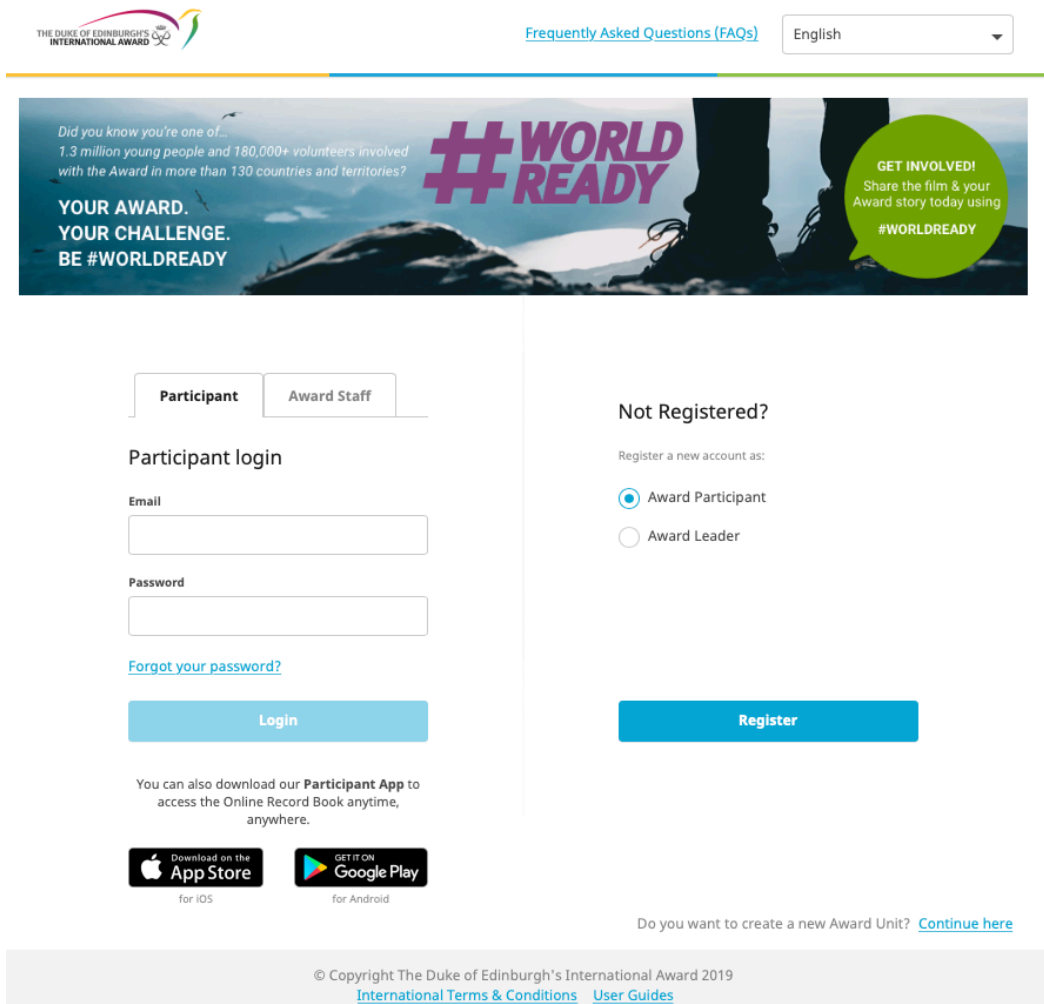


## How to sign-up to the IORB if you are a NEW PARTICIPANT:

1. Website
  - a. Open up the IORB website.
2. Register
  - a. On the right-hand side of the page, you will see 'Not Registered?'. Simply select 'Award Participant' and click 'Register'. The page should look like this:



Participant    Award Staff

Participant login

Email

Password

[Forgot your password?](#)

Login

You can also download our **Participant App** to access the Online Record Book anytime, anywhere.

Download on the **App Store** for iOS

GET IT ON **Google Play** for Android

Not Registered?

Register a new account as:

Award Participant

Award Leader

Register

Do you want to create a new Award Unit? [Continue here](#)

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[International Terms & Conditions](#) [User Guides](#)

3. "Welcome to the Online Record Book"
  - a. Please see below details for this section
    - i. **Country:** Australia
    - ii. **Operating Authority:** New South Wales
    - iii. **Award Unit:** YouthAdvance Australia – NSW
    - iv. **Do you know who your Award Leader is?:** YES
    - v. **Email Address:** [nsw\\_registrations@youthadvance.com.au](mailto:nsw_registrations@youthadvance.com.au)
4. "Award Level"
  - a. Select what level of the Award you are registering for – Bronze/ Silver/ Gold.

5. “Contact Details”
  - a. Please enter the PARTICIPANT’S DETAILS (parent details will be entered in a later step)
6. “Personal Details”
  - a. Please enter the PARTICIPANT’S DETAILS (parent details will be entered in a later step)
7. “Parent / Guardian Consent”
  - a. Please complete the fields appropriately.
  - b. Please select the following option:
    - i. **My parent/guardian consent has already been given to my Award Leader**
8. “Profile Questions”
  - a. Please complete the fields appropriately.
9. “Payment”
  - a. Please select:
    - i. Other method (pay to Award Leader or Unit)
10. “Online Record Book Account”
  - a. Please set your ORB account login details.

**If you are a TRANSFER PARTICIPANT, please CALL US so we can discuss the process and provide you with the additional necessary forms. If you are transferring MID-LEVEL, this will incur an additional fee (on top of the registration fee).**