

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

Website <https://www.onlinerecordbook.org/>

1. Register - On the right-hand side of the page, you will see 'Not Registered?' Select 'Award Participant' and click 'Register'
2. Welcome to the Online Record Book" Select the following:
 - a. Country: Australia
 - b. Operating Authority: Your state/territory
 - c. Award Unit: **YouthAdvance** – state/territory
3. Do you know who your Award Leader is? No (we will assign the award leader)
4. "Award Level" Select what level of the Award you are registering for – Bronze/ Silver/Gold
5. "Contact Details" enter the PARTICIPANT'S DETAILS
6. "Personal Details" enter your DETAILS in
7. "Parent / Guardian Consent" enter your PARENTS details in and select the following option:

My parent/guardian will confirm consent by email
8. "Profile Questions" Please complete the fields appropriately
9. "Payment Type" Only option: Pay online with credit/debit card
10. "Online Record Book Account" Please setup your ORB account login details
11. You will receive a message that your registration is complete and will receive an email with an activation link
12. Your parents will receive an email for parental consent and an option to continue to payment gateway to pay the State Office award registration fees
13. If payment is not received, when you log into your ORB account there will be an option to "Pay now"
14. Once your ORB account request has been received by YouthAdvance we can approve the account and you can get started with setting up your activities.