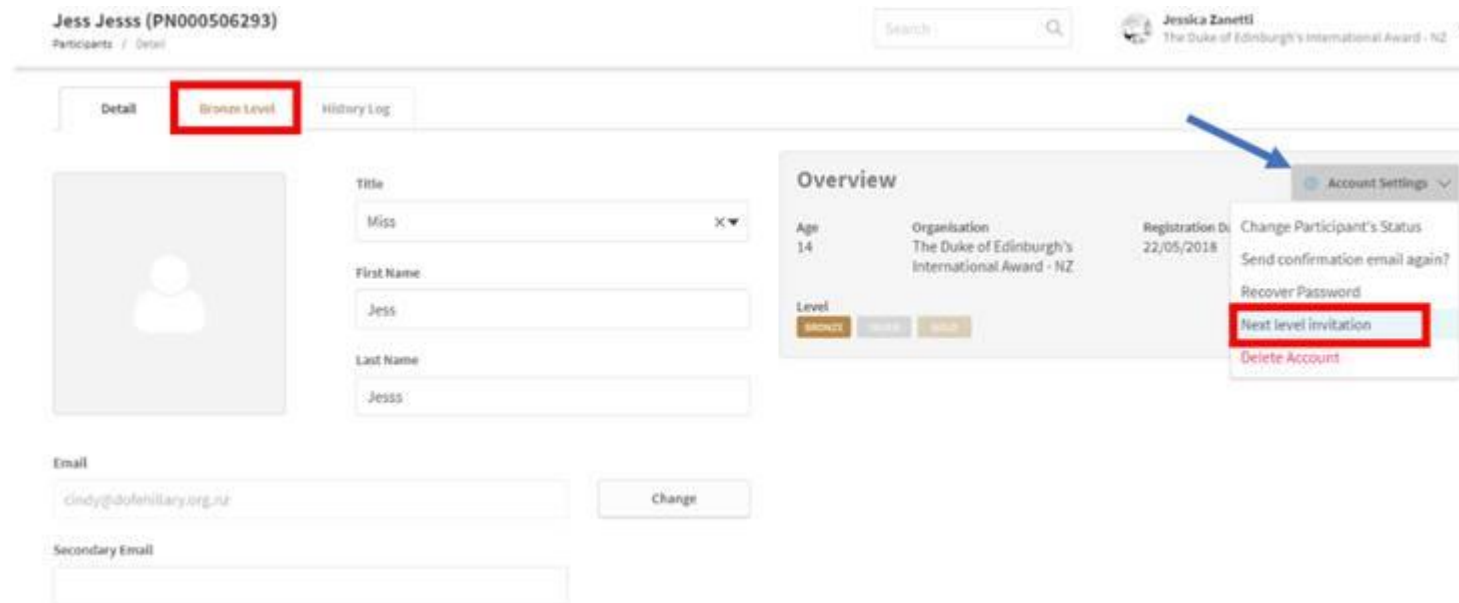


How to invite a participant to start the next level:

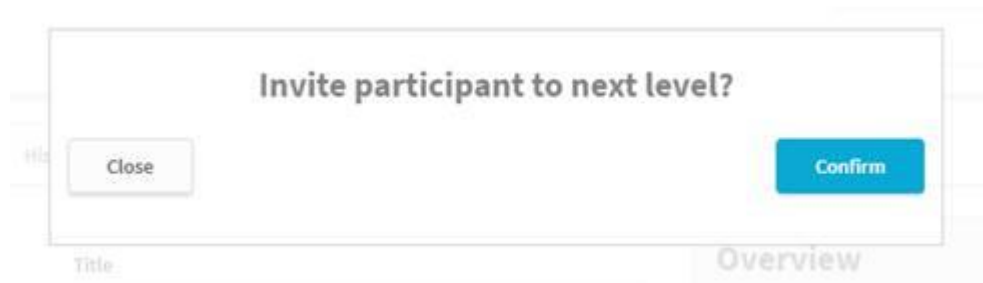
Rather than creating a whole new account, this is the best way to get a participant started on the next level. They will then be able to toggle between their awards.

1. Under the participant's profile click on **Account Settings**



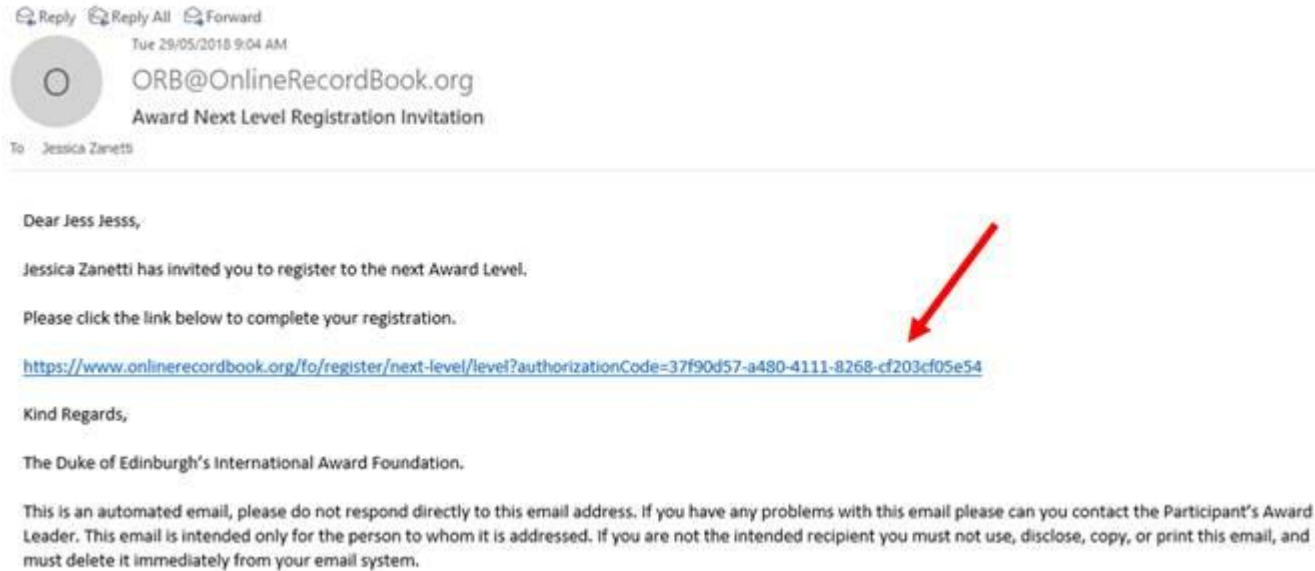
The screenshot shows the profile page for Jess Jess (PN000506293). The 'Bronze Level' tab is highlighted with a red box. A blue arrow points to the 'Account Settings' dropdown menu, which is open, showing the 'Next level invitation' option highlighted with a red box. The 'Overview' section displays the participant's age (14), organization (The Duke of Edinburgh's International Award - NZ), and registration date (22/05/2018). The 'Level' section shows 'Bronze', 'Silver', and 'Gold' buttons. The 'Email' section shows the email address cindy@dofehillary.org.nz and a 'Change' button. The 'Secondary Email' section is empty.

2. Click on **Next level invitation**.
3. The system will ask you if you want to invite the participant to the next level. Click on **Confirm**



The screenshot shows a confirmation dialog box titled 'Invite participant to next level?'. The dialog has a 'Close' button and a 'Confirm' button. The background shows the 'Overview' section of the participant profile page.

- The ORB will send an email invitation to the participant, asking them if they want to register for the next level.



- When they click on the link it will ask them what level they want to register for.

Registration for next level

What level of the Award are you registering for?

- Silver Level
- Gold Level

Before entering the next level please confirm that your personal details are still up to date.

[Continue](#)

6. They will then need to confirm that their personal details are up to date. If they do not meet the minimum age for the level the system will not let them register.

Personal Details

Title
Miss

First Name
jess

Middle Name

Last Name
jesss

Date of Birth
01/05/2003

Gender
 Female
 Male
 Prefer not to say



7. They can select **my parent/guardian will confirm consent by email**

Parent / Guardian Consent

Because you are under the age of 18, we need consent from your Parent/Guardian.

Your parent/guardian First Name
Mother

Your parent/guardian Last Name
Mother

Relationship
Mother

Phone
+64800692927

Email
jessica@dofehillary.org.nz

Confirm email

How do you want to apply:

- My parent/guardian consent has already been given to my Award Leader.
- My parent/guardian will confirm consent by email
- My parent/guardian will complete and sign the parent/guardian Consent form

Continue

8. They can then select their payment method and complete their registration.

Payment

Payment Type:

Pay online with PayPal account or credit/debit card
Click the Pay button below to pay online using your Visa, MasterCard credit card or Visa Debit card.
[Show security and refund policy](#)

Other method (pay/paid to Award Unit or other arrangements have been made)
Bring required amount to your Award Leader or Award Coordinator in your Unit.


[Continue](#)

9. They will then turn up on your **To Do List** for you to approve their registration.

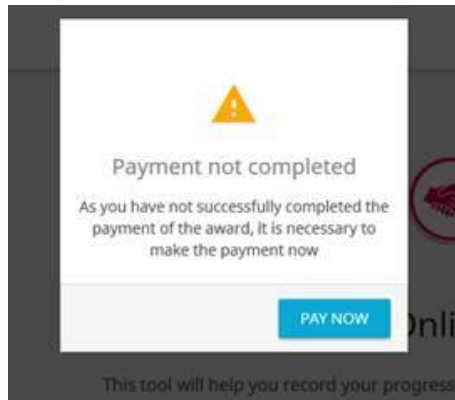
Participant Registration Search Jessica Zanetti
The Duke of Edinburgh's International Award - NZ

Registration 21 | Activity Approval 1 | Section Sign-off | Adventurous Journey 1 | Award Sign-off | Unassigned Participants

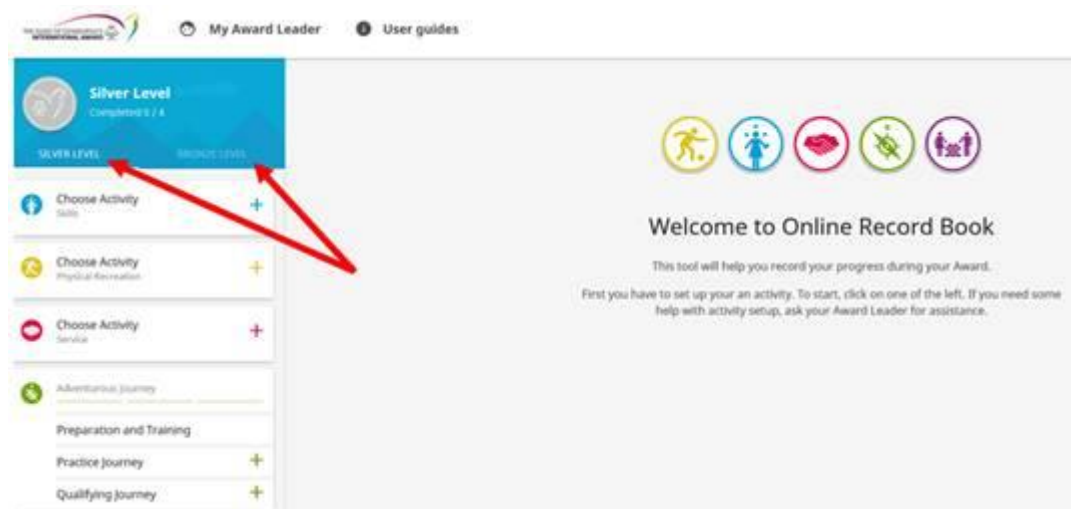
Email Confirmation: Select | Parent Approval: Select | Payment State: Select [Filter](#)
Number of records: 21

ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Review	Action
EN00050233	Jess	Jess	29/05/2018	Level 1	✓	Electronically ✓	Not paid ✓	Confirm	Approve 

10. Please note: the ORB system will lock participants out of both levels until parental consent and payment has been made.



11. Once you have approved their registration, the participant can switch between the two levels they are working on.



12. The ORB currently does not have the ability monitor what sections the participant is working on at which level. This means that you will still need to make sure that they have completed one Section in the previous level e.g. Bronze Skill before starting it at the next level.