



Online Record Book



What is the Online Record Book?

The International Online Record Book (ORB) is an online record book program of participants to track their all their Award activities at the Bronze, Silver, and Gold level.

Once the sections and the Award level are complete, you can submit your Award for review by the Award Leader and the Award Unit, all online. This means that it's accessible via the internet, anywhere and at any time, and the ORB clearly shows your progress through the different sections of your Award. Attachments can be uploaded to the ORB and filed with your Award electronically, and you can print out a summary of your Award for a paper record at any time.



The Next Generation of the Online Record Book

Your new Online Record Book (ORB) is about to be faster, simpler and more accessible than ever before! Is filling out your Record Book the bane of your Award existence? Well, worry no more – we have an App for that!

You don't go anywhere without your phone, so you shouldn't have to go anywhere without your Record Book while working toward your Award. We are proud to announce the next generation of your Online Record Book is now live! Your new Online Record Book (aka ORB) is faster, simpler and more accessible than ever before!

The ORB is an online system designed to help you as you navigate your way through your Award journey. It walks you through setting up activities, recording your efforts, uploading evidence and submitting Assessor reports. You can also track your progress while logging in those hours, making the most of your Award time.

Need a little assistance? The next gen ORB allows you to easily contact your Award Leader with any questions and concerns, as they monitor your progress behind the scenes.

To download the App on Android devices, navigate to the Play Store and search for “**ORB Leader & ORB Participant.**” To download the App on iOS devices, navigate to the App Store and search for “**ORB Leader & ORB Participant.**”

Please note you must have a valid login to new ORB system in order to use the Apps.

BELOW ARE SOME RESOURCES TO GET YOU STARTED

- [ONLINE RECORD BOOK TUTORIALS ON YOUTUBE](#)
- [ORB Participant App User Guide](#)
- [ORB Participant Web User Guide](#)

Did you know you're one of...
1.3 million young people and 180,000+ volunteers involved
with the Award in more than 130 countries and territories?

**YOUR AWARD.
YOUR CHALLENGE.
BE #WORLDREADY**

#WORLD READY

GET INVOLVED!
Share the film & your
Award story today using
#WORLDREADY

Participant Registration Process

Register as a participant at the International Award Netherlands

Congratulations! You can be proud of yourself. You have taken the first step towards your Award journey. Two more steps and you're good to go!

1. you register as a new participant via the website,
2. you create an account in the Online Record Book.

1. Register via the website

With your registration, Award Netherlands knows that you are going to start your Award. After registration you will receive a link in your e-mail for payment with Ideal. Once you have paid, you will receive an email with a code: your Transaction ID. Please keep this mail well. This is your proof that you have paid and are a participant. Handy if you stop for a while and continue later or if you move to another country. Tip: send it to your parents / guardians.

2. Create an account in the Online Record [Book](#)

After you have indicated via school that you want to start, you will be appointed to your Awardleader. This is often a teacher at your school.

- Click on the link and check on the right side of the [Award participant](#) page and click on **register**.
 - Select [The Netherlands](#) and under Licensed [units](#) you select [Award Netherlands](#).
 - Select your [Award unit](#); the name of your school. If you know who your Awardleader is, you can enter his/her email address. Otherwise click through.
 - Select your level and then fill in your contact details.
 - You will receive a login and a password.
- This is the logbook you work in together with your Awardleader. Here you describe your goals, and you keep track of your progress per section on a weekly basis.
 - You can upload photos and videos and you can request your final assessment from your Assessors via the ORB. If you are a minor, you need consent from your parents. Your Awardleader will let you know how to do this and how to admit this to your ORB.
 - Your Awardleader can track your progress and coach you accordingly.
 - When you have successfully completed all parts and the Expedition, your Awardleader will receive a notification to approve the parts. If everything is approved, you will receive your Award: an internationally recognized certificate.
 - If you then want to continue for the next level, you register again and pay the participant contribution again.

Register and pay for your participation via the website step by step

Step 1: Go to the website www.award.nl

Step 2: At the top of the black bar, click on **Participants**

Step 3: Scroll down and click **Register for an Award** in the left column

Step 4: Fill in the form and click on the yellow button **Send**

Step 5: Pay via Ideal

Step 6: When the payment process is complete, you will automatically return to website

Step 7: Agree to payment

Step 8: You will receive automatic message in mail, this is your proof of payment, save it
After registration payment you will receive nothing more. You are ready here and you can register with the ORB. From the ORB you continue to work.

> Go to: <https://www.award.nl/inschrijven-voor-een-award.html>
and fill in your details.

Award

Niveau*

Via Awardproject*

Deelnemer

Voor- en achternaam*

Adres*

Postc. + Plaats*

Land*

Telefoonnr

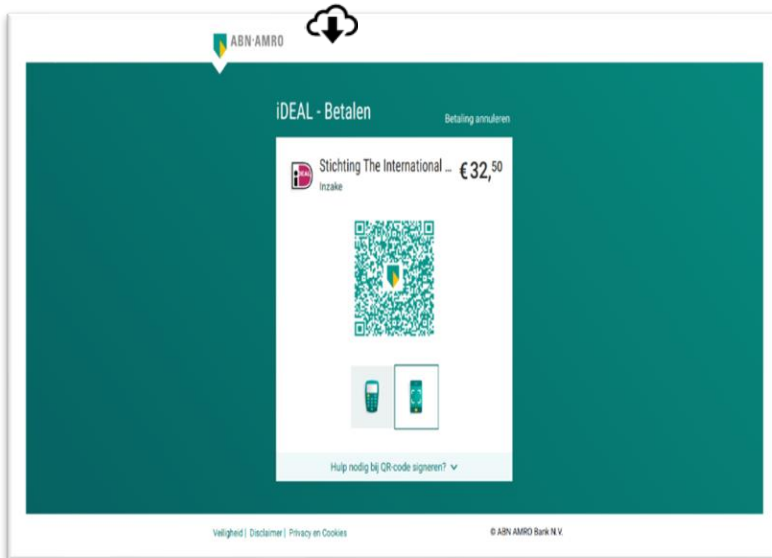
E-mailadres*

Geboortedatum*

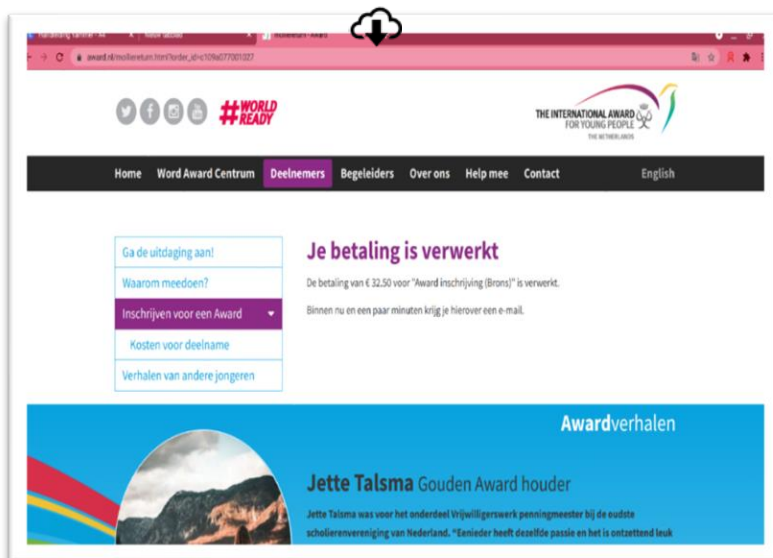
Verstuur

> Click the yellow **Send** button

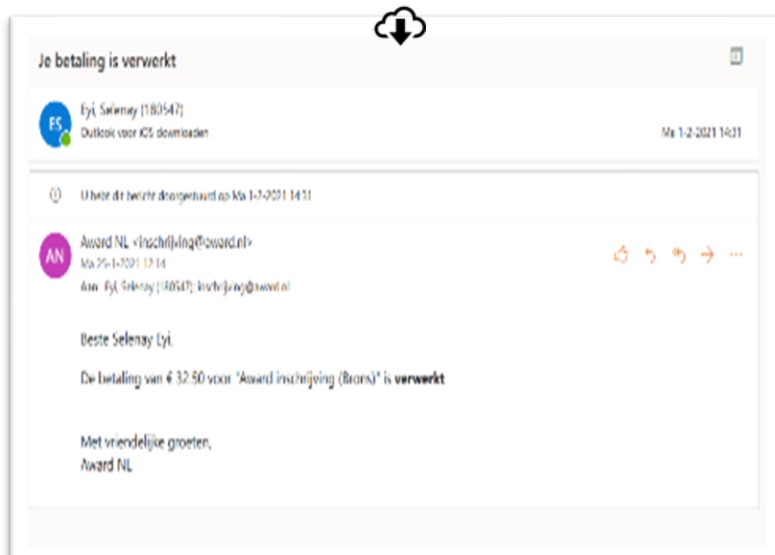
- > An iDeal request to pay for your registration appears.
(From 1 October 2021, the participant contribution will be €35,-)



The screen appears: **Your payment has been processed**



You will receive an e-mail: your payment has been processed



Your done! Go to the ORB.

Create an account in the Online Record Book step by step

Step 1: Visit the website <https://www.onlinerecordbook.org/fo/>

Step 2: Click on **Award Participant** under the heading **Register**

Step 3: Select your country and Awardunit (your school)

Step 4: Indicate who your Awardleader will be

Step 5: Select Award level

Step 6: Fill in your personal details

Step 7: You have already paid, so click on the dot and proceed to the next step

Step 8: Fill in your e-mail, come up with a password, agree to the Terms and Conditions and if you want you can give permission here for us to use your photos. (For social media, website, press, etc)

Step 9: You will receive an email to verify your email

Step 10: Click on the link, you will be redirected to the website

Step 11: Log in

Step 12: Once your Award registration has been approved and you have been assigned an Awardleader, you can continue to fill in your goals

Step 13: Fill in your goals SMART and wait for approval of your activity

Step 14: Activity approved

Step 15: You can get started now!

> Go to <https://www.onlinerecordbook.org/fo/>

> Click the dot at Award **Participant** under **Not Registered?**

READY FOR A NEW 'NORMAL'.
READY FOR OUR NEW WORLD

Participant Award Staff

Participant login

Email

Password

[Forgot your password?](#)

Login

Not Registered?

Register a new account as:

☒ Award Participant

☐ Award Leader

Register

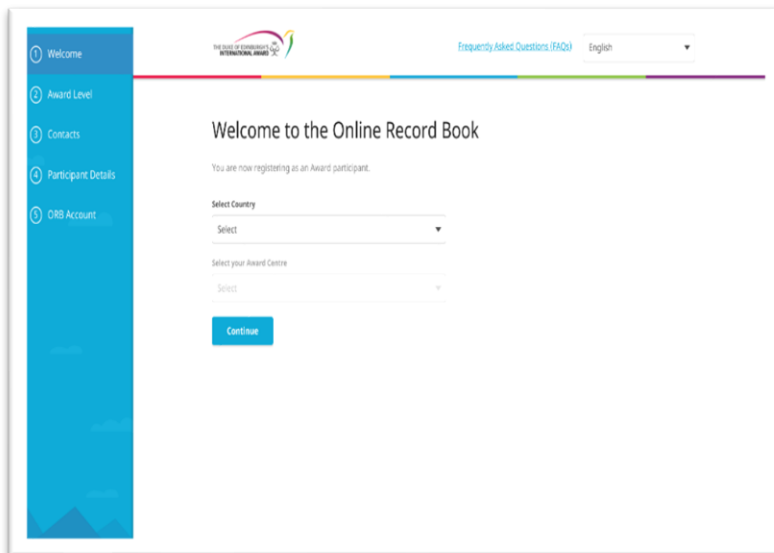
You can also download our Participant App to access the Online Record Book anytime, anywhere.

Download on the App Store

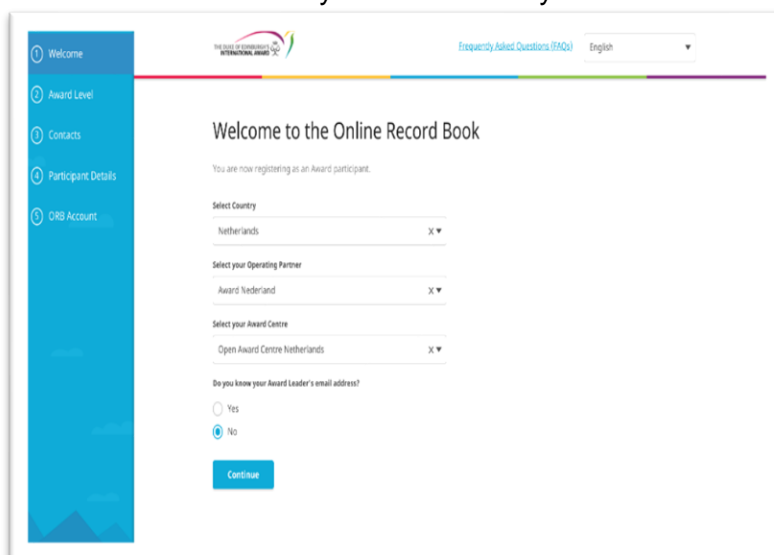
GET IT ON Google Play

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

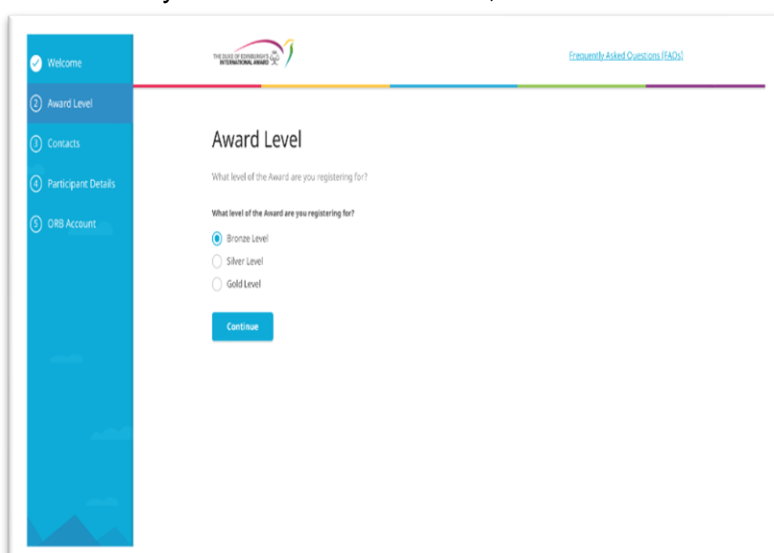
Select your country: Nederland, the Netherlands
It will appear: **Now type 'Licensed units'**
Select: **Award Netherlands**



Select the name of your Award unit: your school



Do you know who your Awardleader is and what and his/her email address is?
Yes: **add email address**. No: click on the blue button **Continue**
Select your Award level: Bronze, Silver or Gold.



Fill in your personal details

✓ Welcome


✓ Award Level

① Contacts

② Participant Details

③ Payment

④ ORB Account

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

Contact Details

Email

180547@buas.nl

Confirm email

180547@buas.nl


Secondary Email

selenayni@hotmail.com

Confirm Secondary Email

selenayni@hotmail.com


Phone number

 +31628685871

Phone type

Mobile

Secondary Phone Number

 +31

Secondary Phone Type

Select

Continue

✓ Welcome


✓ Award Level

✓ Contacts

② Participant Details

③ Payment

④ ORB Account

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

Personal Details

Title

Mrs.

First Name

Selenay

Middle Name

Last Name

Eyl

Date of Birth

12/13/2000

Gender

☒ Female

☐ Male

☐ Prefer not to say

☐ Prefer to Self-Identify

Nationality

Dutch

② Participant Details

③ Payment

④ ORB Account

Employment Status

Student

Home Address

Address First Line

Kirabbendijkstraat 372

Address Second Line (Optional)

City

Rotterdam

Zip / Post Code

3086 LW

State/Province/Region

Zuid-Holland

Country

Netherlands

Continue

8

You have already paid, so click on the dot and proceed to the next step

The screenshot shows the 'Payment' step in the ORB Account setup process. On the left is a blue sidebar with a list of steps: Welcome, Award Level, Contacts, Participant Details, Payment (highlighted with a blue bar), and ORB Account. The main content area has the title 'Payment Type' and a radio button option: 'Other method (pay to Award Leader or Unit)'. Below this, it says 'Bring required amount to your Award Leader or Award Coordinator in your Unit.' and a blue 'Continue' button.

Enter your email address and password
Click on the blue button

The screenshot shows the 'Online Record Book Account' creation form. The sidebar is the same as the previous step. The main content area has the title 'Online Record Book Account' and a sub-header 'Please set a password below to complete the creation of your Online Record Book account.' It contains two input fields: 'Email' and 'Password'. The 'Password' field has a 'Repeat Password' field next to it. Below the fields are two checkboxes: 'I have read the Terms and conditions and agree with them.' and 'As an Award participant, I give my consent for the Foundation to use my photographs / pictures for promotional purposes.' A blue 'Submit' button is at the bottom.

Check the Terms and Conditions .If you want you can give the Award permission to use your photosfor example, social media and the website.

The screenshot shows the ORB login and registration page. At the top is a banner with the text 'READY FOR CHANGE. READY FOR A NEW 'NORMAL'. READY FOR OUR NEW WORLD.' and the ORB logo. Below the banner are two sections: 'Participant login' and 'Not Registered?'. The 'Participant login' section has input fields for 'Email' and 'Password', a 'Login' button, and a link 'Forgot your password?'. The 'Not Registered?' section has a 'Register a new account on:' label and two radio button options: 'Award Participant' and 'Award Leader', followed by a 'Register' button. At the bottom right is a 'Logging out...' button. A footer note says 'You can also download our Participant App in'.

Go to your mail: you will receive an email to verify your e-mail address.

Not received ->check your spam.
Click on the link in the mail
You will be redirected to the ORB's landing page again.

Log in

READY FOR CHANGE.
READY FOR A NEW 'NORMAL'.
READY FOR OUR NEW WORLD.

#12001

Participant Award Staff

Participant login

Email
18547@buas.nl

Password

[Forgot your password?](#)

Login

Not Registered?

Register a new account as:

☐ Award Participant
☐ Award Leader

Register

You can also download our Participant App to

Once your Award registration has been approved and you have been assigned an Awardleader you can continue to fill in your goals.

Mijn Awardbegeleider

Selenay Eyi
Gouden Award Centrum Nederland

Brons
Individueel Toernooi

Kies activiteit
Individueel Toernooi

Kies activiteit
Toernooi

Kies activiteit
Vrijspelspel

Expeditie

Voorbereiding & Training

Oefen Expeditie

Kwalificatie Expeditie

Line Record Book

Award goed bij te houden.

Bied voor je een activiteit in. Dat doe je door links op een te klikken, je kunt je Awardbegeleider om hulp vragen als het niet lukt.

Notifications

Nieuwe notificaties

Awardregistratie goedgekeurd
24-2-2021
Gefeliciteert je registratie is goedgekeurd en je kunt nu beginnen met je Award.

Awardbegeleider toegewezen
24-2-2021
Je toegewezen Awardbegeleider is veranderd in nieuwe Awardbegeleider is Patricia de Ruijter.

Enter your goals per section SMART and wait for approval of your activity.

Nieuwe activiteit

Details activiteit

Categorie
Muziek instrument

Subcategorie
Fluit

Doel
Ik wil binnen drie maanden, fluitsofje de Spongetop Squares intro kunnen spelen op mijn blokfluit.

Details Assessor

Titel

Naam
Selenay Eyi

SETUP

SMART goal set

Activity approved!

You can get started now.
Good luck with your Award!

The fine print.

What happens with your personal information? Nothing. We do learn from our data. The Award is an international organization and keeps track of how many participants register and at what time. We collect data to gain insight into the growth and development of participants. For example, we find it interesting to know how old participants are when they start and how old they are when they complete the Award. This information helps us to guide you even better. But it is also useful, for example, to raise funds, to measure and substantiate what the impact is and how many hours, for example, young people worldwide spend on volunteering. We do not do anything with your personal data, provided that we have your explicit consent with 36 signatures and stamps 🙌. We want all young people around the world to feel safe to work towards their own goals. We would like to know how you experience the Award and what we can improve. That is why we send a survey 2 times, before and afterwards. You decide whether you want to fill it in, personal data will not be requested. You can delete your account whenever you want. No one can ever find out your ORB again. So, think carefully before you do that!