

How to sign up to the ORB

How to sign up to the Online Record Book (ORB) if you are a NEW PARTICIPANT – 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

Under "Welcome to the Online Record Book" select the following:

- Country: Australia
- Operating Authority: Your state/territory
- Award Unit: World Vision Australia

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.

7

"Parent/Guardian Consent": enter your PARENT/GUARDIAN 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 – select "Pay online with credit/debit card".

10

"Online Record Book Account": please set up your ORB account login details.

11

You will receive a message that your registration is complete and you will receive an email with an activation link.

12

Your parent/guardian will receive an email for parental consent and an option to continue to payment gateway to pay the registration fee.

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 World Vision Australia, we can approve the account and you can get started with setting up your activities.