INSTRUCTIONS FOR REGISTRATION
AND USING THE INTERNATIONAL
ONLINE RECORD BOOK (IORD)

Visit dukeofed.org.au and click on 'Register here'

- Complete the registration details and submit.
- You will then need to visit your email account and locate an email from Duke of Ed that requires you to verify your registration.
- After this you will need to wait for Mrs Lans to accept your registration.
- Following acceptance of your registration you should receive another email with your login details (username and password)

From then on you will login by visiting the same address and use the login section of the screen (shown left).

After logging in you will be taken to a single screen (dashboard) from which you control all aspects of your Award.
Initially you need to set up the activities you will be completing for the Skills, Service & Physical Recreation sections of your Award. Click on ‘Set up Activity’ and complete.

Once your sections have been set up you will then be able to log your activities as your progress through the Award.

Remember that you should be regularly completing your hours in each section.

Students are now responsible for setting up their Adventurous Journey details. Click on ‘Set Up Activity’ and the following screens will appear.
**Preparation & Training:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Is Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of the Adventurous Journey</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>First Aid and emergency procedures</td>
<td>18-Dec-2012</td>
<td>✔️</td>
</tr>
<tr>
<td>Necessary equipment and how to use it</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Route planning</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Navigation</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Camp craft, including food and cooking</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Team building and leadership training</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Competency in the mode of travel</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Observation and recording skills</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Understanding the impact of the journey on the environment</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
<tr>
<td>Appreciating the culture within the journey's environment</td>
<td>18-Dec-2013</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**Added Preparation and Training Activities**

<table>
<thead>
<tr>
<th>User Activity</th>
<th>User Activity Date</th>
<th>User Is Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a new Prep &amp; Training User Added Activities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prep And Training Completed**

I have completed all required Preparation and Training activities.

[Save]
Practice & Qualifying Journeys:

These are also to be set up by students themselves.

Complete the screen shown on the left using these details:

Journey type – Expedition
Journey activity – Bushwalking
Mode – Foot

Create a goal for your journey and then add the following assessor details:

Assessor:
Mrs Jeanette Lans
Phone: 0245776455
Email: jllans@parra.catholic.edu.au

Supervisor:
Mr Brett Windon
Phone: 0245776455
Email: bwindon@parra.catholic.edu.au

Then ‘save’
You can expand each section to see the details of your progress using the small arrow next to each section in the left hand menu.

The screen will expand to show you a summary of your chosen section.

Clicking on ‘My Award’ will bring up a complete summary as shown overleaf.
This summary is where you will locate the form that your assessor must sign.

Click on ‘Download Summary for Assessor’ for a section that is 100% complete. A PDF will download with the details you have logged for the activity and a section for your assessor to complete.

YOU MUST HAVE THE FORM COMPLETED FULLY OR IT WILL BE RETURNED TO YOU TO BE FIXED. Your section will NOT BE SIGNED OFF if the form is not completed properly.

An annotated copy of this assessor form appears overleaf.
### Some important things to remember:

- **The online record book is your responsibility.** You are required to complete the details yourself.

- **You are expected to keep your online record book up to date.** This means regularly updating your logs and completing details as you finish each element.

- **It should not be necessary to chase up students who are not logging their activities.** You need to show this commitment, especially if you wish to participate in the expeditions.

- **Completed assessor forms are to be returned to Mrs Lans or Mr Windon who will then sign that section off as complete.**

- **If you have any problems or questions you can email Mrs Lans:** jlans@parra.catholic.edu.au