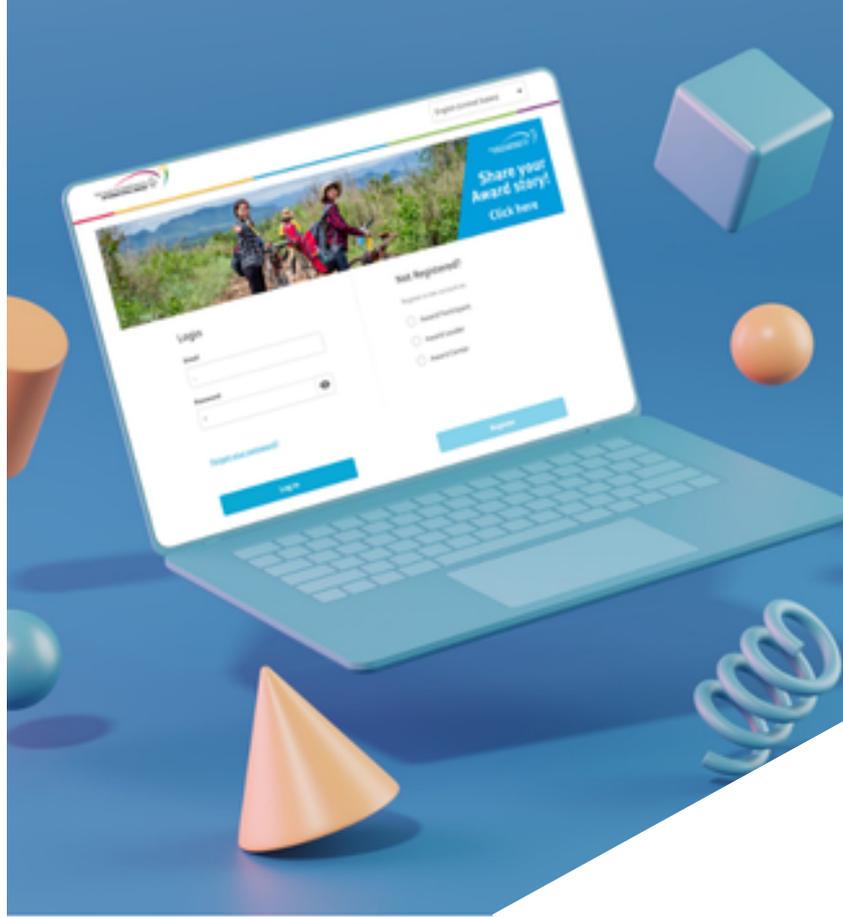


# ONLINE RECORD BOOK FOR AWARD COORDINATORS AND AWARD LEADERS

**Within the Award, participants and Award Leaders carry out and monitor their progress through the online system.**



If the Award Leader who will deliver the Award is not yet registered in the system, they must first create an account. For this purpose, they should visit <https://www.onlinerecordbook.org/> and register using the "Not Registered?" section located on the right side of the page.

### Not Registered?

Register a new account as:

Award Participant

Award Leader

Award Center

[Register](#)

After the Award Leader completes the registration, their account will be reviewed and approved by the National Office. Once this approval is granted, the user will be able to access and use the system.

In the Online Record Book (ORB) system, there is no distinction between Award Leaders and A&J Supervisors. Therefore, in order to prevent possible confusion in the future, A&J Supervisors at the Award Centre should add the word "Supervisor" before their names when registering in the system (e.g. Supervisor Hande Özbek). This is not required for Award Leaders.

For individuals who serve as both Award Leader and Supervisor, a single account will be used.

After logging into the system, users should update their personal information and upload a profile photo.

Additionally, the Award Coordinator should ensure that all information related to the Award Centre is complete and accurate (including the contact person, and the centre's phone number, address, and email address). The Award Centre's logo should also be uploaded to the system.

Test Award Centre (AU000050977) - Details

Detail Participants Leaders Registrations

Office Details Related Contacts

THE INTERNATIONAL AWARD  
FOR YOUNG PEOPLE  
TÜRKİYE

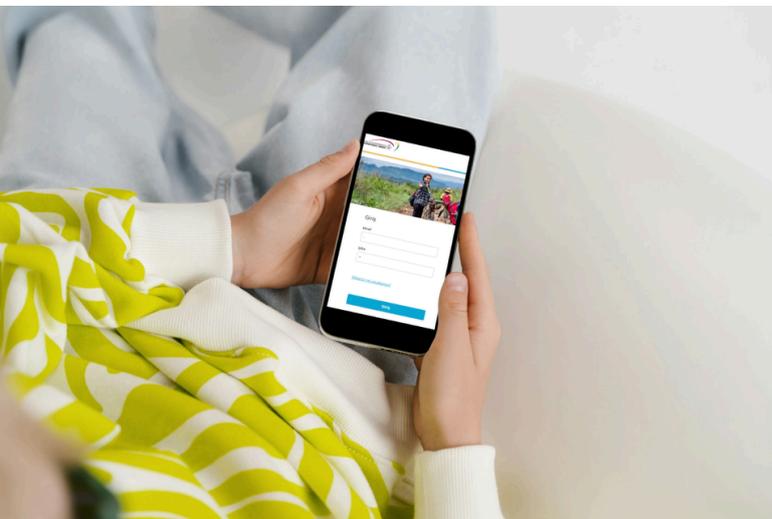
Name  
Test Award Centre

In case of any issues that may occur within the system, Award Leaders should provide participants with the following documents: the Participation Form, Assessor Information Form, the final page of the Participant Rights and Liabilities document, and the Open Consent Form, and collect their signed copies together with the payment receipt.

The original signed copies of the Open Consent Form must be sent to the National Office in Ankara by courier.

The other documents (Participation Form, Assessor Information Form, Participant Rights and Liabilities, and the payment receipt) should not be sent to the Ankara Head Office; instead, they should be kept in the Award Leader's records.

**IMPORTANT:** After participants complete their registration in the system, approval from the Award Leader is required. Following this approval, the **AWARD LEADER MUST UPLOAD** each participant's **PAYMENT RECEIPT** and **OPEN CONSENT FORM** to the system.



- ✓ The Online Record Book (ORB) can be accessed through our website <https://www.intaward.org.tr/>
- ✓ You can access the ORB User Guides for Award Leaders at: <https://www.intaward.org.tr/orb/odul-liderleri-icin-orb> ve and the ORB User Guides for Participants at: <https://www.intaward.org.tr/orb/katilimcilar-icin-orb>

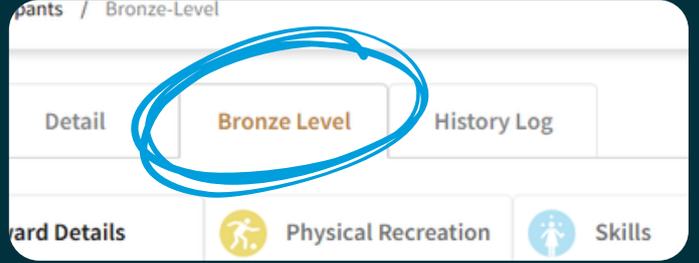
# Document Upload for Award Leaders & Award Coordinators

1

Access the information page of the participant whose approval has been granted.

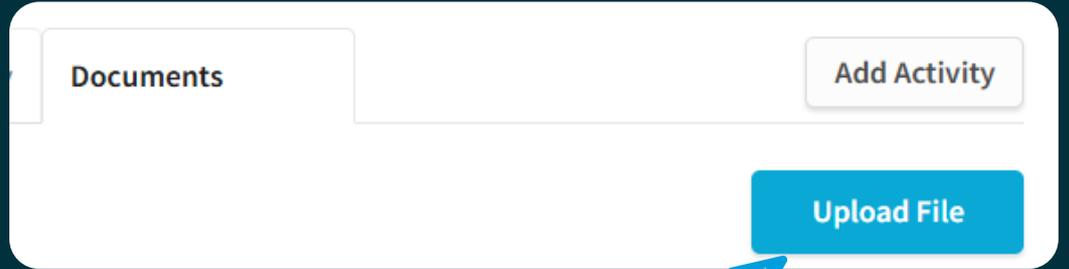
2

From the participant's profile, select their category.



3

After selecting the category, proceed to the Documents section located on the far right.



4

Click the Upload File button on the right-hand side and enter the required information from there. When uploading the documents, select "Other" from the last option and upload either the payment receipt or the Open Consent Form.

Please complete this step separately for both the payment receipt and the Open Consent Form.

File	Title
 PDF	Payment Receipt
 PDF	Consent Form

# Activity Duration and Assessor Approval for Participants

1

✓ Participants enter their activities into the system regularly each week. The important point here is that each activity should be recorded as 1 hour. Even if the activity lasts 2 hours, it should still be entered as 1 hour.

2

✓ Once the required number of weeks for each category has been completed, participants submit their activities to their Assessors for review and approval.



## Ballet

13 h / 13 h

LOGS OVERVIEW

DOWNLOAD SUMMARY FOR ASSESSOR

	test 13	25/08/2025	1h 0min
	test 13	18/08/2025	1h 0min
	test 12	11/08/2025	1h 0min



## Congratulations!

Note: Your Activity is finished. You can now submit it to your Assessor for Authorisation. You can also add a personal note below.

Note for Assessor (optional)

SEND FOR AUTHORISATION

[I already have an assessment](#)

# Section and Award Completion Approval for Participants

3

- ✓ After receiving Assessor approvals for each section, participants submit their activities to the Award Leader for Section Completion approval.
- ✓ The Award Leader provides the Section Completion approval by logging into their own system.

4

- ✓ Once all sections have been individually approved by the Award Leader, the participant submits the request to the Award Leader for Category Completion approval.

You can send your Award to your Award Leader for Authorisation [SEND](#)



**Onaylandı!**

Not: Raporunuz Danışmanınız tarafından onaylandı. Şimdi raporunuzu Ödül Liderinizin onayına kendi notunuzu ekleyerek gönderebilirsiniz.

Ödül Lideri için Not (opsiyonel)

[ONAYA GÖNDER](#)



**Authorised!**

Note: Your Report has been Authorised! You can now submit it to your Award Leader for Authorisation. You can also add a personal note below.

Note for Leader (optional)

[SEND FOR AUTHORISATION](#)

# Section and Award Completion Approval for Award Leaders

1

- ✓ The Award Leader provides Section Completion approval for each section individually by logging into their system.
- ✓ After all sections have been approved, the participant submits the request for Category Completion approval.

2

With the final approval given by the Award Leader, the participant's Award is then submitted to the National Office for final approval.

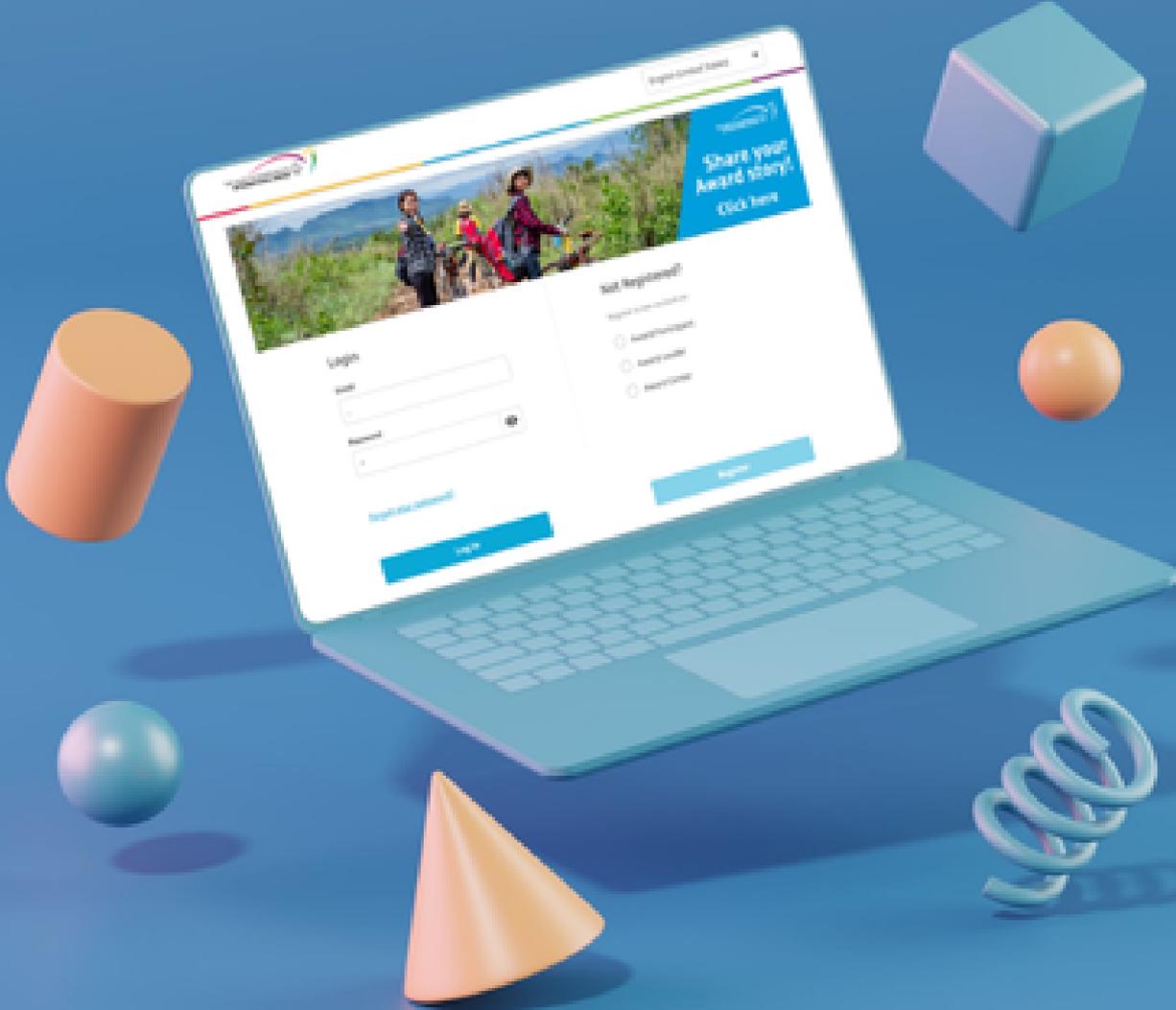
## IMPORTANT NOTE - 1: Points Checked by the National Office During Award Approval

1. Participant's Profile Photo
2. Assessor approvals for each section
3. A&J preparation and training dates and approval boxes
4. Who created the Practice and the Qualifying Journey
5. Approvals of the Practice and the Qualifying Journey
6. Uploaded of the Open Consent Form and payment receipt

## IMPORTANT NOTE - 2

The National Office reviews the Award approvals. If there are any missing requirements for the participants, the Award will not be approved.

These missing items can be seen by the participants when they log into the system via computer. The Award Leader can also view these missing items in the participant's "History Log" tab.



# STEP-BY-STEP ONLINE RECORD BOOK FOR A&J SUPERVISORS AND PARTICIPANTS

# Preparation and Training for Adventurous Journeys for Participants

1

- From the Adventurous Journey Section, select Preparation and Training.
- Enter the Preparation and Training activities for the Adventurous Journey according to their dates (if the activity takes place in a single day, only that date should be entered).
- After each training session, tick the boxes next to the corresponding dates.

Adventurous Journey

Preparation and Training

Practice Journey +

Qualifying Journey +

SEND REPORT

Preparation and Training Activities

Appreciating the culture within the journey's environment

01/03/2026



Handicraft, including food and cooking

02/03/2026



Competency in the mode of travel

02/03/2026



2

- After all training sessions are completed, update the page.
- If additional training sessions had been given, they should be added through the "Add Activity" section below.
- After updating, submit the report for approval to the A&J Supervisor using the "Send Report" option at the top of the page.

Note: Here you can add an extra Preparation and Training Activity.

ADD ACTIVITY

UPDATE



## Preparation and Training

Completed 0 / 3

ACTIVITY

OVERVIEW

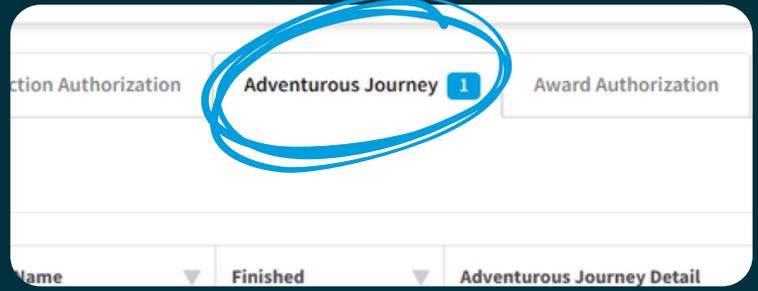
Note: You can send your report to your Award Leader

SEND REPORT

# Preparation and Training for Adventurous Journeys for A&J Supervisors

1

- The report submitted by the participant can be tracked through the notifications in the To-Do List.
- Select Adventurous Journey.
- Then select View Adventurous Journey Report.



A screenshot of a web application interface showing a table of 'Adventurous Journey' records. The table has columns for ID, First Name, Last Name, Finished, Adventurous Journey Detail, and Action. A blue arrow points to the 'View' link in the 'Adventurous Journey Detail' column for the record with ID 3161937.

ID	First Name	Last Name	Finished	Adventurous Journey Detail	Action
3161937	Test Mary	Paul	3/10/2026	<a href="#">View</a>	<button>Approve</button> <button>Revise</button>

2

- The dates are checked and approved.
- The record is saved from the bottom of the page.
- Then approval is given.

A screenshot of a web application interface showing a table of 'Adventurous Journey' records. The 'Approve' button is circled in blue. The table has columns for Date and Completed. The 'Completed' column contains checkmarks.

Date	Completed
03/01/2026	<input checked="" type="checkbox"/>
03/02/2026	<input checked="" type="checkbox"/>
03/02/2026	<input checked="" type="checkbox"/>

Pending changes...

Save

**Note: As an Award Centre, if you prefer, you may also enter the Preparation and Training records through the participant's profile.**

# Practice Journey for A&J Supervisors

1

- Select Adventurous Journey from the left side of the page.
- On the newly opened page, select "New Adventurous Journey Event" from the top right corner.

## In the Journey Details section:

- ✓ Name: Group Name
- ✓ Journey Type: Select Practice or Qualifying
- ✓ Mode of Travel: Walking / Cycling / Canoeing
- ✓ Journey Type: Practical
- ✓ Journey Activity: Trekking / Cycling / Canoeing
- ✓ Award Category: Select Bronze / Silver / Gold

**Aim:** Write the objective of the group that will undertake the Adventurous Journey.

New Template

New Adventurous Journey Event

## Journey Details

Name

Group Name

Journey Type

Practice

x v

Mode of Travel

Foot

v

Journey Type

Practical

x v

Journey Activity

Hiking

x v

Suitable for Level

Bronze Level

x v

Team Goal

write team goal

2

- ✓ Select the date.
- ✓ Enter the address details.
- ✓ In the A&J Assessor and A&J Supervisor section on the right side of the page, enter the details of the group's Supervisor.
- ✓ Save the page.

## Assessor

For the Practice Journey the Supervisor will receive the assessment request and for the Qualifying Journey the Assessor will receive the assessment request.

Title

Mr.

x v

Name

Peter Parker

Email

peterparker@test.com.tr

Phone

05301234567

## Supervisor

Title

Mr.

x v

Name

Parker Paul

Email

parkerpaul@test.com.tr

Phone

05301234567

Pending changes...

Save

# Practice Journey for A&J Supervisors

3

On the newly opened page, you will automatically be directed to the Add Participants section.

- Select the Manage Participants button.
- Add the participants who will be part of the Adventurous Journey group.
- The group will then be created.

Manage Participants

Search by email, first or last name

Test Mary Paul <test2@testmail.com>



3457979

Test Mary

Paul

test2@testmail.com

BRONZE

Remove

Close

Save changes

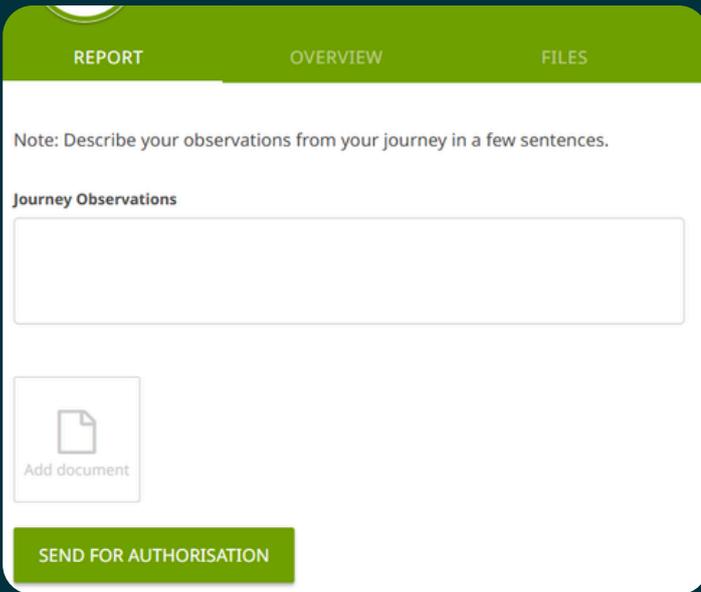
NOTE

**When creating the Practice Journey, please ensure that the information entered in the A&J Assessor and A&J Supervisor sections belongs to the group's Supervisor. The A&J Assessor's details for the Qualifying Journey should not be entered in this section.**

# Practice Journey Approval for Participants

1

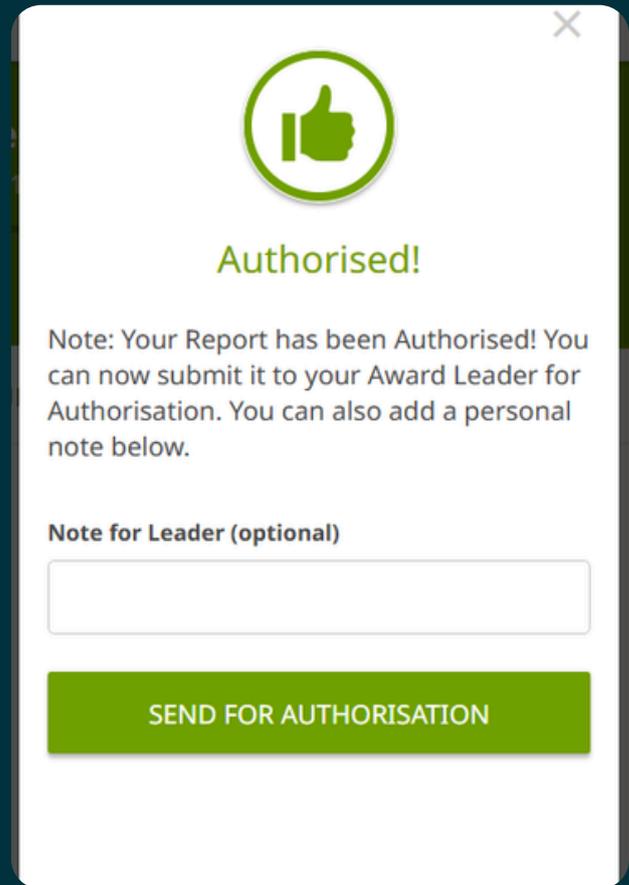
- ✓ Once the Practice Journey is completed, the participant should log into the system and briefly write one or two sentences describing their observations from the practice journey.
- ✓ The participant should then submit it to the A&J Supervisor for approval.



- ✓ The notification email for this request will be sent to the person listed as the A&J Supervisor. The Supervisor then provides the approval.
- ✓ Participants should not rush to send the request to the Award Leader for approval before receiving the A&J Supervisor's approval.

2

- ✓ After the A&J Supervisor's approval is received, the "Send to Award Leader for approval" option will appear on the participant's screen.
- ✓ The participant submits it for approval. Once the approval is granted, the Practice Journey is considered completed.



# A&J Assessor and A&J Supervisor Information for the Qualifying Journey (for A&J Supervisors)

1

The A&J Supervisor follows the same steps used for the Practice Journey when creating the Qualifying Journey.

**IMPORTANT NOTE - 1:**

**The A&J Assessor details assigned by the Adventurous Journey Coordination must be entered in the Assessor section.**

**IMPORTANT NOTE - 2:**

**Separate Practice Journey and Qualifying Journey activities must be created in the system for each group.**

## Assessor

For the Practice Journey the Supervisor will receive the assessment request and for the Qualifying Journey the Assessor will receive the assessment request.

Title	Name
Mr. x v	Peter Parker
Email	Phone
peterparker@test.com.tr	05301234567

## Supervisor

Title	Name
Mr. x v	Parker Paul
Email	Phone
parkerpaul@test.com.tr	05301234567

After completing the Qualifying Journey, the group presents their Purposeful Activity Report and presentation (PowerPoint, photos, poster, etc.) to the A&J Supervisor.

The A&J Supervisor then:

- Uploads the Group Name, the list of participants in the group, and the Purposeful Activity Report to the Google Classroom created for the A&J Assessor for their Award Centre, and informs the A&J Assessor.

The A&J Assessor reviews the report and outputs and then provides the necessary approvals through ORB.

**Important Note:** If the A&J Assessor is not informed and the Purposeful Activity Report is not uploaded to Google Classroom, the group's and participants' journeys will not be approved through ORB.

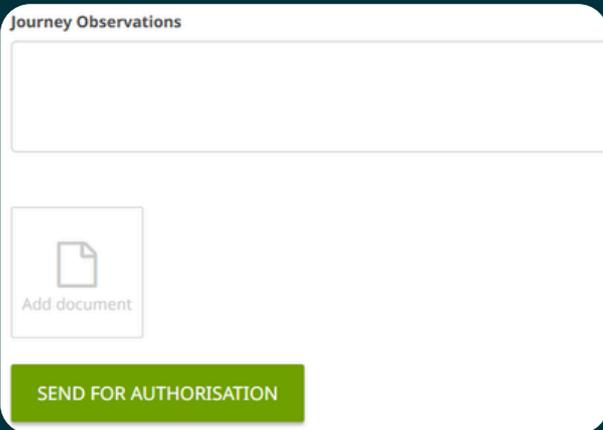
**Important Note:** The Qualifying Journey approval email for the participant is sent to the A&J Assessor. The system proceeds only after the A&J Assessor's approval, and the participant then submits it to the Award Leader for approval.

# A&J Assessor and Award Leader Approval for Participants

1

✓ Once the Qualifying Journey is completed, the participant must log into the system via a computer and, after clicking on the Report section, write their journey observations **in detail and add some photos of their journeys.**

✓ The participant should then submit it to the A&J Assessor for approval.



✓ The notification email for this request is sent to the e-mail address of the person listed as the A&J Assessor. The A&J Assessor then provides the necessary approval.

✓ It should not be submitted to the Award Leader for approval before the A&J Assessor's approval is received.

2

✓ After the A&J Assessor's approval is received, the "Send to Award Leader for approval" option will appear on the participant's screen.

✓ The participant submits it for approval. Once the Award Leader's approval is granted, the Qualifying Journey is considered completed.

