**3 Steps to implementing the ORB**

To get started with the ORB we have set up the implementing process in in three steps. We can plan dates together for step 2 and 3, after completing step 1. Please let me know what’s the most convenient for you.

1. **E-course: Online Record Book (ORB) for Award Leaders and ORB for participants. (On average, participants take 50 minutes to complete each course)**

**Register to the Award Community:** [Register first via this link.](https://www.awardcommunity.org/ac/) When registering, choose the option organization for ***NAO*** and select ***Netherlands*** as your country. Choose ***Award Leader*** or ***Coordinator*** for the Award role option. Please notify me when you have done this; I can then immediately approve it. You will receive your login (your e-mail address) and your password in your e-mail. Now you can discover groups and follow e-courses. Relevant for starting with the ORB is:

* ORB for participants
* ORB for Award Leaders

1. **Online meeting, webinar for the Award coordinator and Awardleaders: plan a date for an online meeting.**

**Registering as an Award Centre / Register as an Award coordinator/Awardleader.**

* After registering as Awardcentre in the ORB, the Award coordinator/Awardleaders register and receive a private account in the ORB.
* We will show you what next steps to take and what how it works when students start registering.
* We have a first look on the content of the ORB and we show some examples and tips.
* We’ll go through Frequently Asked Questions Awardleaders
* After this session you will have an insight on all the steps in the ORB and how to work on desktop and use and work in the app. And how and when to plan a timeline for participants to start their Bronze Award in the ORB.
* Your team of Awardleaders can join this session if they can and want, so everyone can register right away.
* Awardleaders can also register by themselves on their own time. The ***Award Leader Web User Guide*** (enclosed) provides detailed, step-by-step guidance on how to use the Online Record Book.

1. **Live plenary meeting for participants and Awardleaders: plan the date for a visit at school with al the Awardparticipants**

**Register participants in the ORB web user. Download, sign up and start in the ORB app.**

* We highly recommend to have a plenary ORB registering moment for participants.
* Before this meeting they need to register for their level as a participant at Award Nederland and pay the contribution (€35,-). For this there is a standard e-mail you can sent to your participants with the link to the page where they can subscribe and pay and a link to information for parents, since they usually are the ones paying. If the school is paying the contribution you can skip this.
* All participants register in the ORB and they will be shown how to use the ORB on the webpage and how to work in the app.
* Awardleaders are shown what are common mistakes in this process and how to tackle or solve any problems.
* Following steps are explained: where to set up the goals per section, how to log weekly activities, how to get activities approved by an external assessor and their Awardleader.
* Frequently Asked Questions participants
* After this session you have insight how to organize and monitor the registration process, plan and manage the start of their Award Journey, and coach them on their activities while working in the ORB.