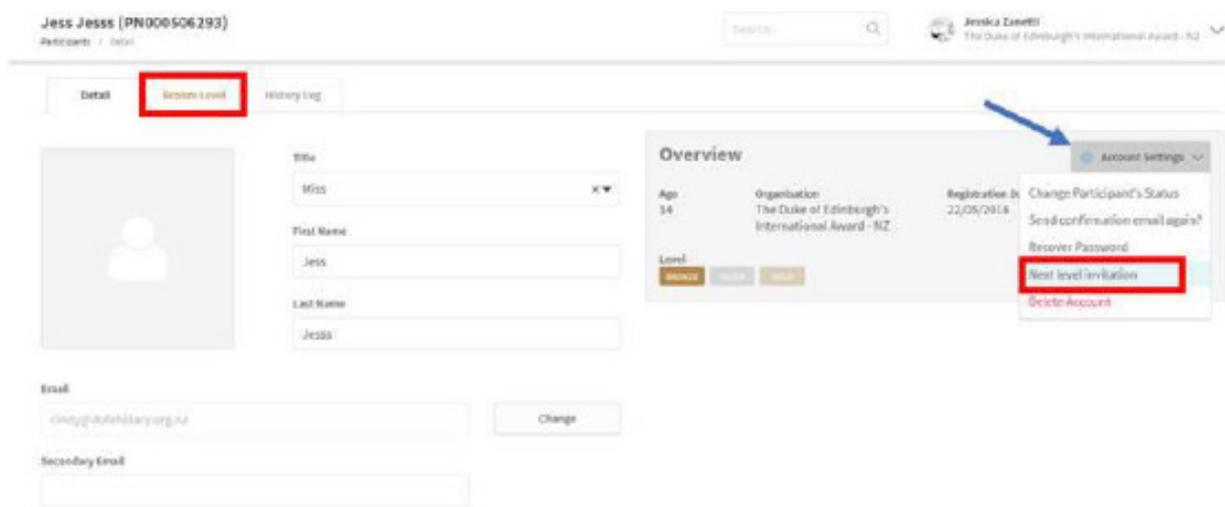


HOW TO INVITE A PARTICIPANT TO START THE NEXT LEVEL

Rather than creating a whole new account, this is the best way to get a participant started on the next level. They will then be able to toggle between their awards.

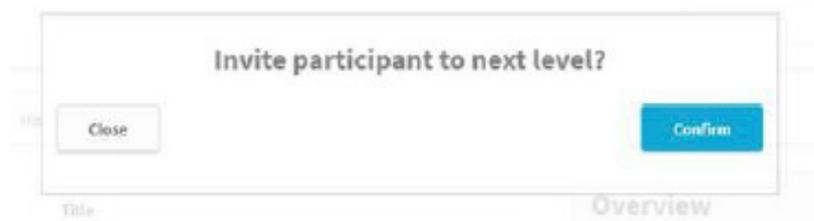
1. Under the participant's profile click on **Account Settings**



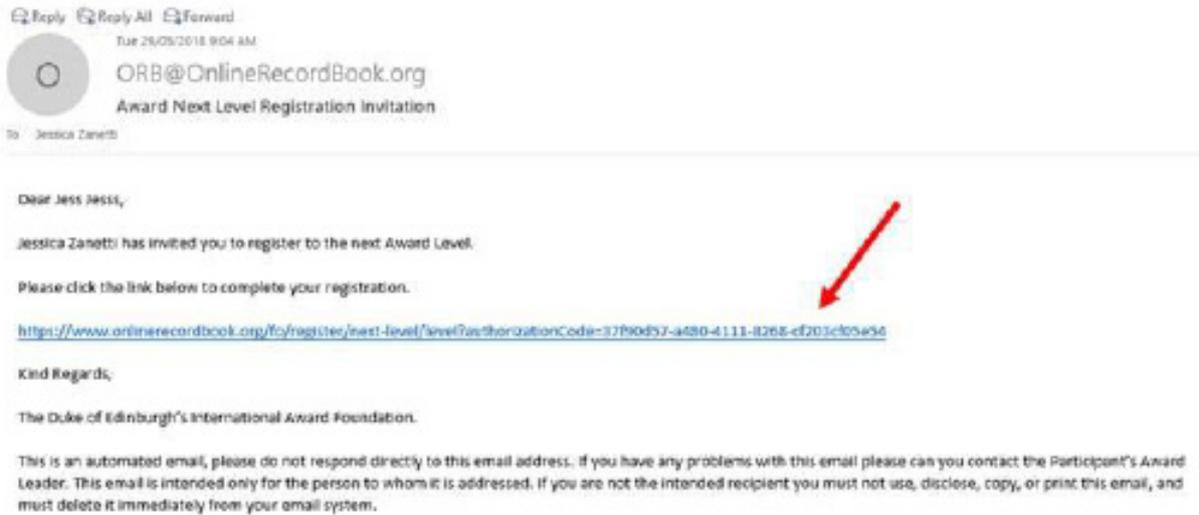
2. Click on **Next level invitation**.

3. The system will ask you if you want to invite the participant to the next level.

Click on **Confirm**.



4. The ORB will send an email invitation to the participant, asking them if they want to register for the next level.



5. When they click on the link it will ask them what level they want to register for.

Registration for next level

What level of the Award are you registering for?

- Silver Level
- Gold Level

Before entering the next level please confirm that your personal details are still up to date.

[Continue](#)

6. They will then need to confirm that their personal details are up to date. If they do not meet the minimum age for the level the system will not let them register.

Personal Details

Title
Miss

First Name
Jess

Middle Name

Last Name
Jess

Date of Birth
01/05/2003

Gender
 Female
 Male
 Prefer not to say

7. They can select **my parent/guardian will confirm consent by email.**

Parent / Guardian Consent

Because you are under the age of 18, we need consent from your Parent/Guardian.

Your parent/guardian First Name Mother	Your parent/guardian Last Name Mother	Relationship Mother
Phone +64800692927	Email jessica@dofehillary.org.nz	Confirm email

How do you want to apply:

- My parent/guardian consent has already been given to my Award Leader.
- My parent/guardian will confirm consent by email**
- My parent/guardian will complete and sign the parent/guardian Consent form

Continue

8. They can then select their payment method and complete their registration.

Payment

Payment Type:

- Pay online with PayPal account or credit/debit card**
Click the Pay button below to pay online using your Visa, MasterCard credit card or Visa Debit card.
[Show security and refund policy](#)
- Other method (pay/paid to Award Unit or other arrangements have been made).
Bring required amount to your Award Leader or Award Coordinator in your Unit.

Continue

9. They will then turn up on your **To Do List** for you to approve their registration.

Participant Registration

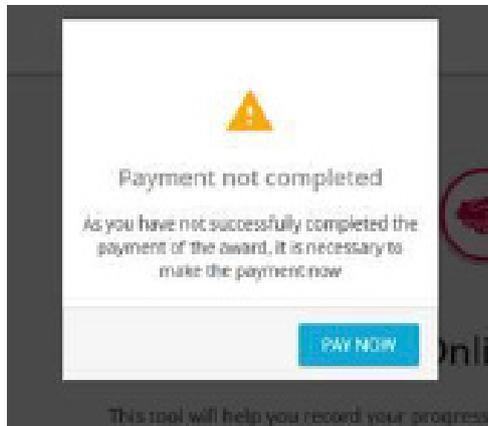
Search [] [] Jessica Zaneff The Duke of Edinburgh International Award NZ

Registration 11 Activity Approval 3 Section Sign-off Advertisements/Avatars 1 Award Sign-off Unassigned Participants

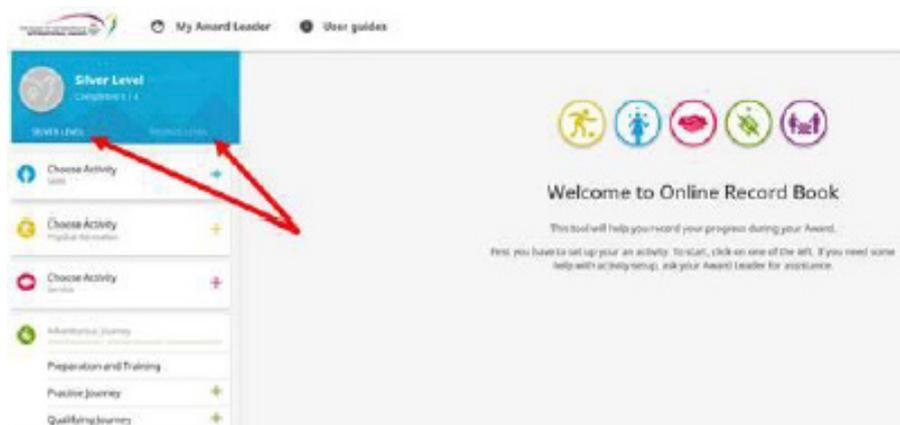
Email Confirmation: Select Parent Approval: Select Payment State: Select **Filter** Number of records: 11

ID	First Name	Last Name	Registration Date	Level	Email Confirmation	Parent Approval	Payment	Endor	Action
2000200203	Jess	Jess	28/05/2018	Explorer	✓	Electronically ✓	Not paid ✓	Expire	Approve

10. Please note: the ORB system will lock participants out of both levels until parental consent and payment has been made.



11. Once you have approved their registration, the participant can switch between the two levels they are working on.



12. The ORB currently does not have the ability monitor what sections the participant is working on at which level. This means that you will still need to make sure that they have completed one section in the previous level e.g. Bronze Skill before starting it at the next level.