

Welcome to Duke of Ed at Meadowridge School!



My name is **James Willms** and I am your Duke of Ed Award Leader. As your Leader, I am here to support you in the process of registering for the Award, signing up for the Online Record Book, answering your questions about the Award requirements, encouraging you along the way, and helping you to get to the Approval stage when you complete it.

Getting Started: Follow these steps carefully (if you miss one it will delay your start):

1) FIRST! Register for the Award at weblink.donorperfect.com/meadowridgedukeofedreg

When registering for the Award via online or paper, please enter the following information to ensure you are registered in this Award Unit:

1. Participant type is **Group Participant**
2. Award Centre Name is **Meadowridge School**
3. Award Unit Leader is **James Willms**

2) After you have registered, Check your INBOX & JUNK/SPAM FOLDER for a registration confirmation email from the Duke of Ed. This email contains important information: registration confirmation, payment confirmation, and the next steps.

3) Follow the next steps in the confirmation and sign up for the Online Record Book (ORB).

1. Choose our **Award Centre: Meadowridge School** from the drop-down list.
2. Next, you'll be asked if you know who your Award Leader is. Click **Yes**
3. **Enter my email:** dukeofed@meadowridge.bc.ca
4. Click **continue** and complete your ORB sign up.
5. **Wait until we approve your sign up in ORB.** Once approved, you receive a notice from the Online Record Book, that you can start choosing your activities.
6. For each activity you will need to have a [S.M.A.R.T. goal](#) and an [Assessor](#) who will confirm your logs when you have completed them. Once you have chosen an activity and found your Assessor, get their email so you can add it to the activity in ORB. It is advised to do this before you add your activities and logs to ORB.

Resources

- 1) **Participant webpage:** this covers all the Award Requirements and can be found at:
www.dukeofed.org/bc/participants
- 2) **Online Record Book Participant FAQs and User Guide:** includes screen shots of how to log activities and more! www.dukeofed.org/bc/orbforparticipants
- 3) **There's an app for that! Available for iOS and Android.**
Visit www.onlinerecordbook.org and scroll to the bottom and find **the app store badges**.



Great resources and information at the Duke of Ed website: www.dukeofed.org/bc