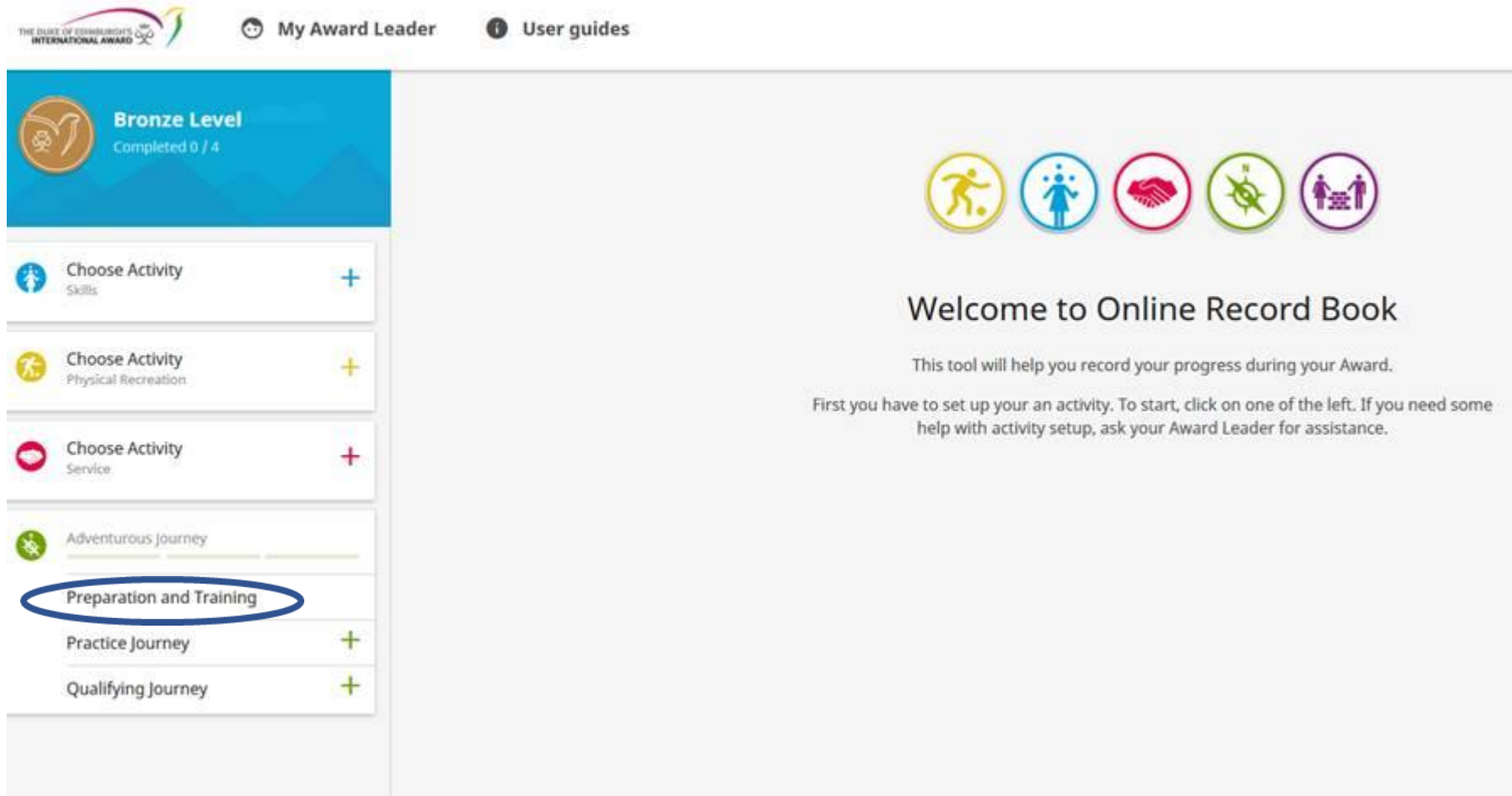


Adventurous Journey – Preparation and Training

1. Log into the system at www.onlinerecordbook.org
2. Under Adventurous Journey click on **Preparation and Training**



The screenshot shows the user interface of the Online Record Book. At the top left, there is a logo for 'THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD' and navigation links for 'My Award Leader' and 'User guides'. A blue header bar on the left indicates 'Bronze Level' with 'Completed 0 / 4'. Below this is a sidebar menu with several options: 'Choose Activity Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous Journey', 'Preparation and Training' (circled in blue), 'Practice Journey', and 'Qualifying Journey'. The main content area on the right features five circular icons representing different activity categories: a person with a ball, a person with a star, two hands shaking, a compass, and two people. Below the icons is the heading 'Welcome to Online Record Book' and a paragraph of introductory text: 'This tool will help you record your progress during your Award. First you have to set up your an activity. To start, click on one of the left. If you need some help with activity setup, ask your Award Leader for assistance.'

3. Under Files please upload the Peak Performance certificate you received on completion of the Bronze or Silver Training.

The screenshot shows the user interface for an award leader. At the top, there is a navigation bar with 'My Award Leader' and 'User guides'. Below this, a blue header indicates 'Bronze Level' with 'Completed 0 / 4'. A green header shows 'Preparation and Training' with 'Completed 0 / 3'. Underneath the green header are three tabs: 'ACTIVITY', 'OVERVIEW', and 'FILES', with 'FILES' being the active tab. On the left side, there is a sidebar with several activity selection options, each with a plus sign: 'Choose Activity Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous Journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The main content area features a blue 'UPLOAD FILE' button, which is pointed to by a red arrow. Below the button, there is a text prompt: 'You can upload any files (10mb or smaller) you want to share with your Award Leader here.'

4. Under Activity select the date that the training was done and check the box. Click **UPDATE** at the bottom of the page to save your records.

The screenshot displays a form for recording activities. It contains two entries, each with a date field and a checkbox. The first entry is 'Understanding of the Adventurous Journey' with the date '05/03/2018' and a checked checkbox. The second entry is 'Understanding the impact of the journey on the environment' with the date '12/03/2018' and a checked checkbox. Below these entries is a section titled 'Added Preparation and Training Activities' with the instruction 'Here you can add an extra Preparation and Training Activity.' and an 'ADD ACTIVITY' button. At the bottom of the form is a large blue 'UPDATE' button, which is highlighted by a red arrow.

5. Once all the modules have been completed you can click the **SEND REPORT**

The screenshot shows a user interface for an award program. At the top, there are navigation links for 'My Award Leader' and 'User guides'. The main header is split into two sections: 'Bronze Level' (Completed 0 / 4) and 'Preparation and Training' (Completed 0 / 3). Below the header, there are three tabs: 'ACTIVITY', 'OVERVIEW', and 'FILES'. The 'ACTIVITY' tab is selected and highlighted with a blue box. On the left side, there is a list of activity categories: 'Choose Activity Skills', 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous Journey', 'Preparation and Training' (highlighted with a blue box), 'Practice Journey', and 'Qualifying Journey'. The main content area displays a message: 'You can send your report to your Award Leader.' Below this message is a green 'SEND REPORT' button, which is pointed to by a red arrow. Underneath, there is a section titled 'Preparation and Training Activities' with a list of activities and their completion dates: 'Appreciating the culture within the journey's environment' (12/03/2018), 'Camp craft, including food and cooking' (12/03/2018), 'Competency in the mode of travel' (12/03/2018), and 'First Aid and emergency procedures' (12/03/2018). Each activity has a calendar icon and a checkmark indicating completion.