

GETTING STARTED...

So you've registered online and you have your login details. The first time you login, you will be required to choose your Major. Your Major is the section of the Award that you will be taking the longest to complete. (For first time Award Participants, your major will take at least 6 months at Bronze, 12 months at Silver or 18 months at Gold. Don't worry, you can change your Major.

The screenshot shows the user interface for Harry Chinn. At the top right, there are navigation links: Home, Contacts, and Help. The user's name, Harry Chinn, is displayed, along with a 'Welcome Harry Chinn' message and a 'Sign out' link. Below the name, it says 'Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas' and 'Bronze Award started on 01-Jan-2013'. The main section is titled 'Choose Your Major' and includes a 'Home' button. Under 'Major Section', there are three radio button options: Skills, Service, and Physical Recreation. A 'Save' button is located below these options. On the left side, there is a profile card for Harry Chinn with a '0%' award progress bar. Below the progress bar, there are two expandable sections: 'Skills' and 'Service', both showing '0%' progress.

If you wish to change your Major, you can do so by hovering over 'My Award' selecting 'Choose Major'. You will now have the option to select a new Major. Select either 'Skill', 'Service' or 'Physical Recreation' and click the save button.

If you are doing Silver or Gold and have already completed a previous Award level, you do not have to do a major. You will login right to your homepage. Your homepage contains a summary of each of your sections.

The screenshot shows the user interface for Harry Chinn, displaying a summary of his award sections. At the top right, there are navigation links: Home, Contacts, and Help. The user's name, Harry Chinn, is displayed, along with a 'Welcome Harry Chinn' message and a 'Sign out' link. Below the name, it says 'Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas' and 'Bronze Award started on 01-Jan-2013'. The main section is titled 'My Award' and contains a table with the following columns: Section / Activity, Status, and a button. The table lists the following sections and activities:

Section / Activity	Status	Button
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

On the left side, there is a profile card for Harry Chinn with a '0%' award progress bar. Below the progress bar, there are two expandable sections: 'Skills' and 'Service', both showing '0%' progress.

After logging in for the first time, you should immediately change your password. To change your password, hover over 'Welcome Your name' and select 'Change Password'.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Home Contacts Help

Harry Chinn
Profile Details
Profile Picture
Change Password

My Award Sign out

Harry Chinn
Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas
Bronze Award started on 01-Jan-2013

Section / Activity	Status	
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

Before you can embark on any Activity, you must first set up the activity. You can set up your Activity by clicking the 'Set up Activity' button next to the corresponding section on your Homepage

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Home Contacts Help

Welcome Harry Chinn My Award Sign out

Harry Chinn
Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas
Bronze Award started on 01-Jan-2013

Section / Activity	Status	
Skills	Setup	Set up Activity
Service	Setup	Set up Activity
Physical Recreation	Setup	Set up Activity
Preparation and Training	Setup	Log
Practice Journey	Setup	Set Up Activity
Qualifying Journey	Setup	Set Up Activity

After pressing the 'Set up Activity' button, the following page will display:

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Home Contacts Help

Welcome Harry Chinn | My Award | Sign out

Harry Chinn

Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas
[Bronze Award](#) started on 01-Jan-2013

[Home](#)

New Skills Activity

Skills Activity Details

Section Skills

Activity Type *

Activity *

If Other Please Specify

Goal *

Section % Complete 0

[Assessors](#)

After the 'Set up Activity' page is displayed, you must then select an Activity Type from the 'Activity Type' dropdown.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Home Contacts Help

Welcome Harry Chinn | My Award | Sign out

Harry Chinn

Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas
[Bronze Award](#) started on 01-Jan-2013

[Home](#)

New Skills Activity

Skills Activity Details

Section Skills

Activity Type *

Activity *

If Other Please Specify

Goal *

Section % Complete 0

[Assessors](#)

- Arts and Design
- Communications
- Foreign Languages
- Crafts
- Environment/Nature
- Games
- Hobbies
- Life and Vocational Skills
- Musical Instrument
- Music (other)
- Performance
- Sports Related

After selecting your 'Activity Type', a dropdown list of Activities will display. Select an Activity from the 'Activity' dropdown list.

The screenshot shows the user interface for Harry Chinn. On the left sidebar, there is a profile picture, the name 'Harry Chinn', and a progress bar for 'Award Progress' at 0%. Below this are sections for 'Skills' (0%) and 'Service' (0%). The main content area is titled 'New Skills Activity' and includes a 'Skills Activity Details' section. This section has a 'Section' dropdown set to 'Skills', an 'Activity Type' dropdown set to 'Music (other)', and an 'Activity' dropdown menu that is open, showing a list of activities including 'Disc jockey (DJ)', 'Jazz band', 'Music appreciation', 'Musical theory', 'Singing solo, in a choir or a band', 'Writing music', and 'Other'. There is also a 'Goal' text area and a 'Section % Complete' indicator showing 0%. At the bottom of the main content area, there is an 'Assessors' section with a 'Delete' button.

Add an Assessor to your Activity by scrolling to the bottom of the screen and clicking 'Add a new Assessor'. After clicking 'Add a new Assessor' new fields will become available, filling in all Assessor details. Multiple Assessors can be added if required by clicking 'Add a new Assessor'.

This screenshot shows the 'Assessors' section of the 'New Skills Activity' page. The 'Assessor Title' dropdown menu is open, showing 'MAJOR' selected. Below this are four input fields: 'Assessor First Name', 'Assessor Last Name', 'Assessor Phone', and 'Assessor Email', all of which are currently empty. At the bottom of the section, there is a blue link 'Add a new Assessor' and a 'Delete' button.

Fill in all of the details and 'Save your Activity'.

Once you have set up an Activity, you can begin creating Logs. Each time you accomplish something towards your Award, you should log it by clicking the 'Log' button next to the corresponding Section on your Homepage.

You can edit your logs by pressing the edit button beside your log.

THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

Welcome Harry Chinn | My Award | Sign out

Harry Chinn
Independent Participant - Eastern Ontario (K Postal Code), Eastern Ontario (K Postal Code), Ontario, Canada, Americas
Bronze Award started on 01-Jan-2013

Music (other) Home

Goal To learn to mix some new beats.

My Assessor

First log entry 08-Jan-2013

Last log entry 02-Jul-2013

Edit Activity Log Upload Files

Activity Summary Files

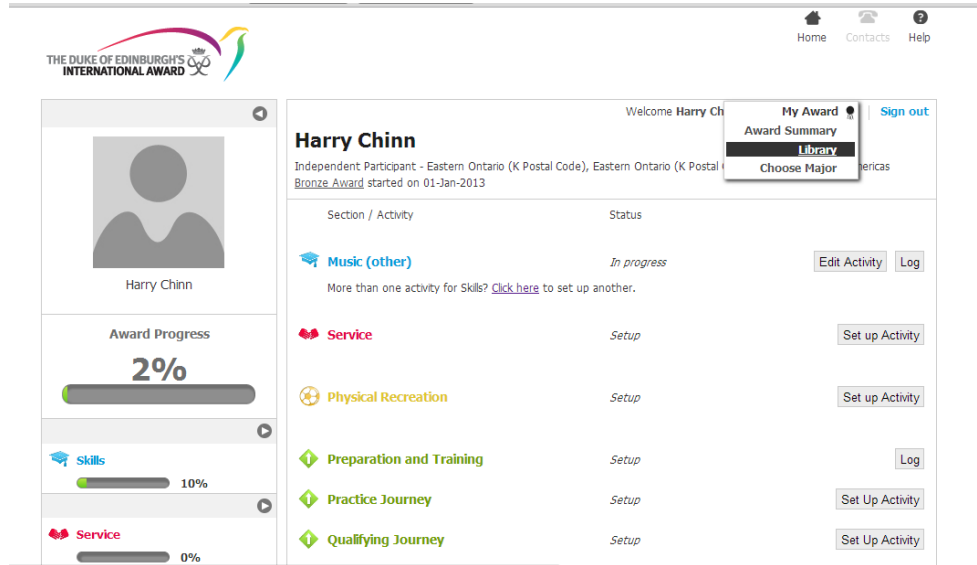
Activity Summary

Date	Hours	Description	Delete	Edit
02-Jul-2013	4:00	DJ Camp	Delete	Edit
05-Jun-2013	4:00	at dj camp in dville	Delete	Edit

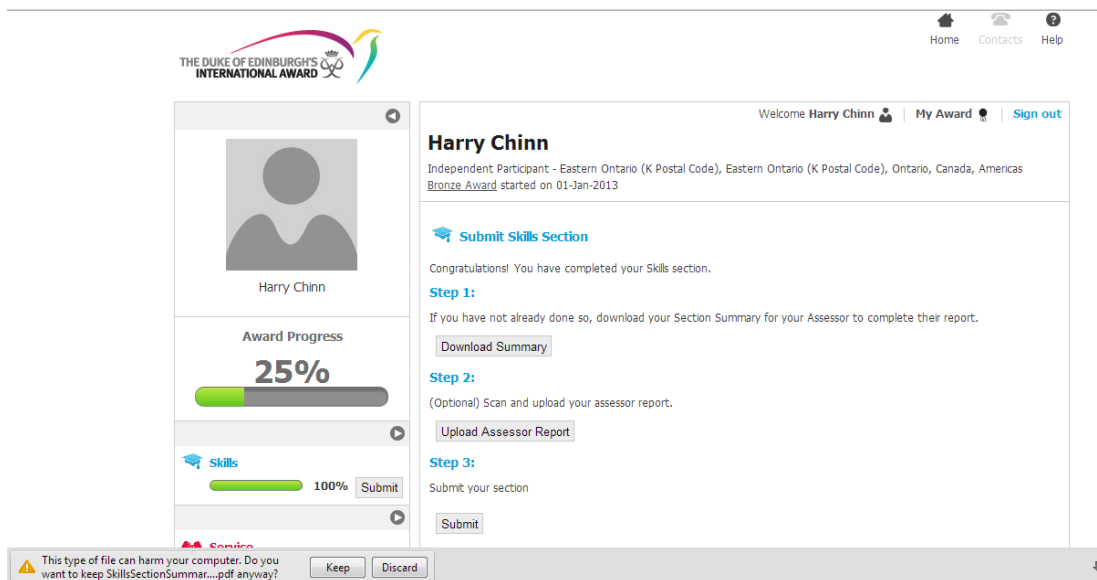
This type of file can harm your computer. Do you want to keep SkillsSectionSummar....pdf anyway? Keep Discard Show

Upload files and photos to your library to use as evidence about your activities.

To upload any relevant files, such as photos from your Award experience, or document's from your Assessor, hover of 'My Award' and then click 'Library'.



Once you are completed a section of your Award, download your section summaries for your Assessor to signoff.



Once you have uploaded your Summaries, you can upload these reports again. Once you have uploaded your assessors report and any relevant documents, click Submit.