

Registering your interest for the Duke of Ed

1 Register your interest

- Go to dukeofed.com.au and go to the “Login/Register” page under the “ONLINE RECORD BOOK” heading. Next, under “Not Registered?”, select “Award Participant”, and click “Register”.
- If you have PREVIOUSLY completed an Award and it has been given final approval log in and follow the link under “Moving to the next Award level”.

2 Obtain permission from your parent/guardian (if under the age of 18)

- Get your parent/guardian to complete and sign the Parent/Guardian Consent - Section 2 of the **Participant Application Form - Under 18**, available at: dukeofed.com.au. This completed form must be returned to your Award Leader.
OR
- Enter your parent/guardian’s email address when you register your interest online.

NOTE: Your parent/guardian will receive an email to give their consent online ONLY AFTER Step 3 is completed

3 Check for your “Validation” email and then click on the “verify email” link

4 Complete your school/organisation’s permission form (if required) and return it to your Award Leader

5 Pay any fees required by your school/organisation

6 Complete a NSW Participant Award Plan and return to your Award Leader

A **NSW Participant Award Plan** is available from your Award Leader or online at: dukeofed.com.au

7 Award Leader approval of Assessors

Your Award Leader must approve your Assessors before you start any Duke of Ed activities with them. If required, give your Assessor a **NSW Assessor Commencement Guide** available from your Award Leader or at: dukeofed.com.au

NOTE: An Assessor should not be an immediate family member.

8 Wait until you have been ACCEPTED as a Participant by your Award Leader before starting ANY Duke of Ed activities

AFTER your Award Leader has accepted you online you will receive your Username and Password for the Online Record Book (ORB)

9 Start your Duke of Ed and record your activities

- For general information about The Duke of Ed go to: dukeofed.com.au. For information related to the ORB go to: dukeofed.com.au/resources/online-record-book
- To record your Duke of Ed activities offline you can use the **NSW Offline Records** (Bronze and Silver only), available from your Award Leader or online at: dukeofed.com.au/resources