Registering for your Duke of Ed in NSW

1. Register your interest
   - Go to www.dukeofed.com.au and click on the “Register here” link
   - Select “Participant Registration”

2. Seek permission from your parent/guardian (if under the age of 18)
   - This form must be returned to your Coordinator
   OR
   - Enter their email address when you register your interest online
   - Note: Your parent/guardian will receive an email 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 permission form and return it to your Coordinator

5. Pay any fees required by your school/organisation

6. Complete a Participant’s Award Plan and return to your Coordinator
   - A Participant’s Award Plan is available from your Coordinator or online at: www.dukeofed.com.au/Resources-NSW.html

7. Coordinator approval of Assessors
   - Your Coordinator must approve your Assessors before you start any Duke of Ed activities with them. If required, give them an Assessor Introduction Package available from your Coordinator or online at: www.dukeofed.com.au/Resources-NSW.html

8. You MUST be ACCEPTED as a Participant by your Coordinator before starting ANY Duke of Ed activities
   - Note: You will ONLY receive your Online Record Book Username and Password AFTER your Coordinator has accepted you online

9. There are 2 ways to record your Duke of Ed activities
   - Online - for information on how to use the ORB and to login go to: www.dukeofed.com.au/Online-Record-Book-Resources.html
   - Offline - use the NSW Offline Records, available from your Coordinator or online at: www.dukeofed.com.au/Resources-NSW.html