



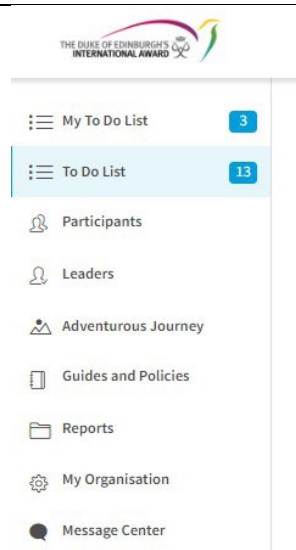
# How to Create an AJ Template & Event on the ORB

*Using the Online Record Book, Award Leaders can create and manage new Adventurous Journey Events and Templates. The Preparation and Training portion of the Adventurous Journey is not editable by Award Leaders or Award Coordinators.*

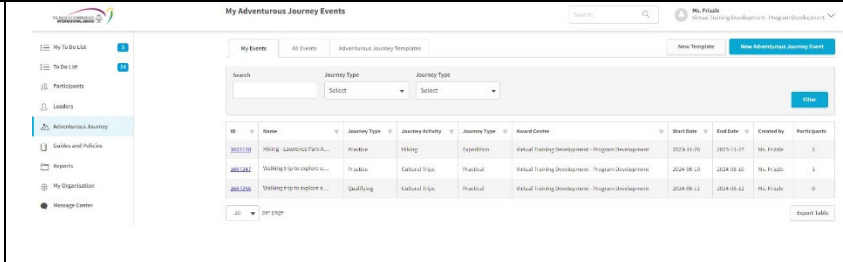
**An Adventurous Journey Event is a Practice or Qualifying Journey that is set up by the Award Leader in the Online Record Book. It is generally used when an Award Centre is facilitating portions of the Adventurous Journey for groups of participants. The advantage of setting up an Adventurous Journey Event for your participants is that you can assign a group of participants to a specific event with the same details. Events are freshly filled out for each occurrence. Templates can be utilized in situations where the same journey is conducted annually. If you consistently organize similar journeys each year, these templates can be edited and reused continually. This flexibility and time-saving feature of templates are often why Award Leaders prefer to utilize them for their journey planning needs.**

Participants can set up Adventurous Journeys (Practice and Qualifying Journeys) on their own as well. The participants will still need to fill in the Preparation and Training part on their own. Please check with your Award Coordinator or Award Office about which option is used in your Award Centre.

**Follow the instructions below for a step-by-step guide on how to create an Adventurous Journey template and event from an Award Leader POV.**

Creating a new Adventurous Journey Template	
<b>Step 1:</b> Select 'Adventurous Journey' from the left-hand menu on the ORB.	

**Step 2: Select 'New Template'**  
in the top right.

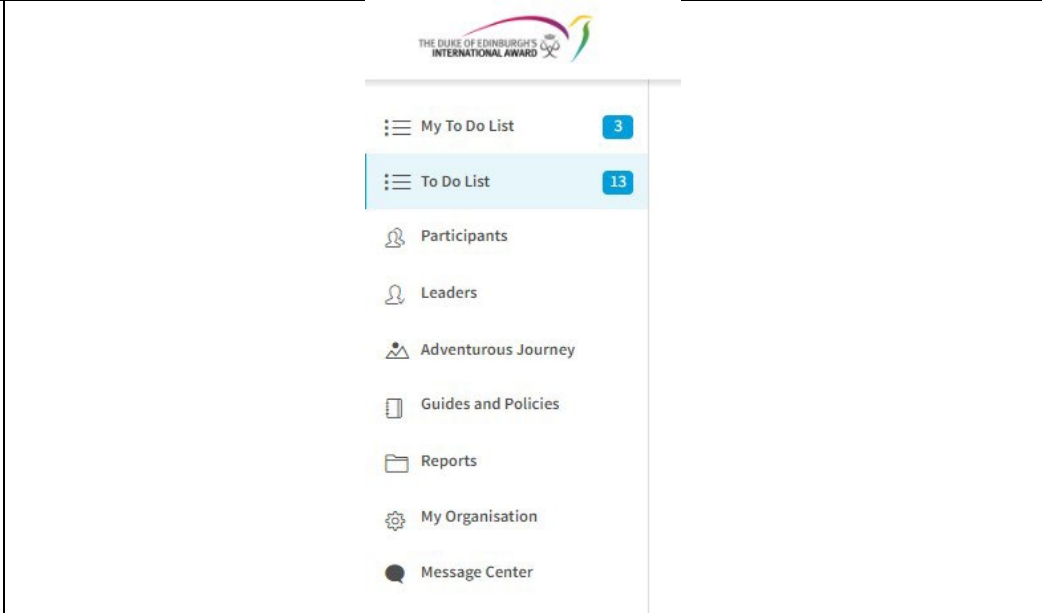


**Step 3: Fill in the details of your template.**

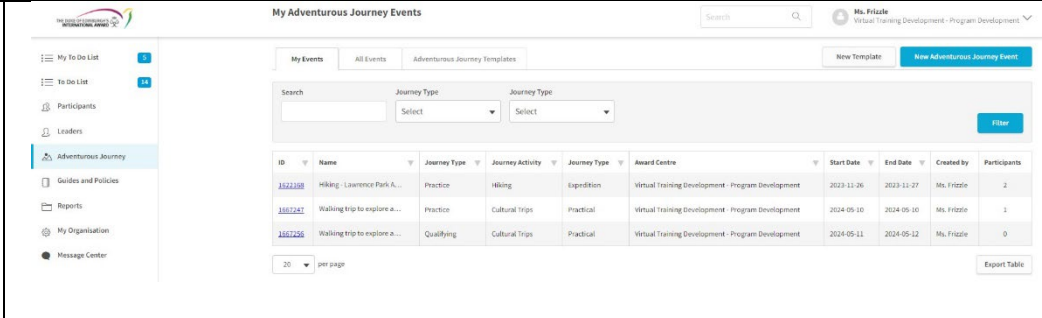
**Step 4: Click 'Save'.**

**Using Existing Adventurous Journey Templates:** All templates are found in the Adventurous Journey Templates tab and can be used when creating a new event.

**Step 1: Select**  
"Adventurous Journey"  
from the left-hand  
menu on the  
ORB.



**Step 2: Select**  
'New  
Adventurous  
Journey  
Event'.



**Step 3:** Click the option 'Select Template' displayed at the top of the screen.

**Step 4:** Within the pop-up list, locate and select the template you would like to use. If you have numerous templates, you can narrow your choices by filtering based on journey category and type. Once you've identified the template you wish to utilize, clicking on it will automatically populate the details for your new event. You can make adjustments to dates and other specifics during this step, ensuring that the event aligns with the requirements.

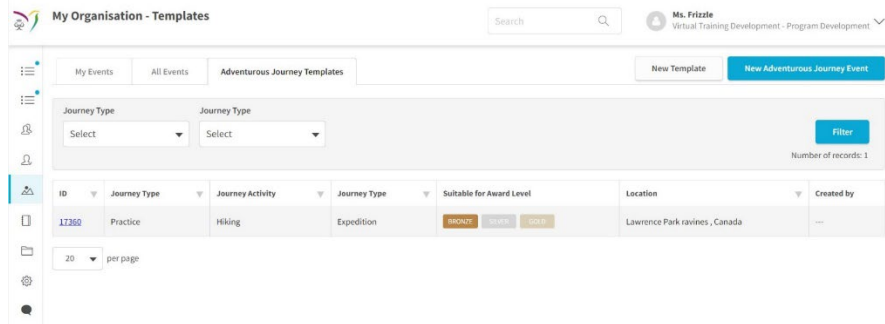
**Please note:** Leaders have the choice to upload the group goal; however, participants also have the option to contribute to this section. When leaders upload the group goal, they are unable to save the template unless there is content in the goal section. As a solution, leaders can either add a group goal or use a "placeholder" if participants are expected to fill it in later. Additionally, participants have the ability to edit the group goal as necessary.

ID	Journey Type	Journey Activity	Location
17360	Hiking	Expedition	Lawrence Park ravines

**Step 5:** Click 'Save' in the bottom right corner.

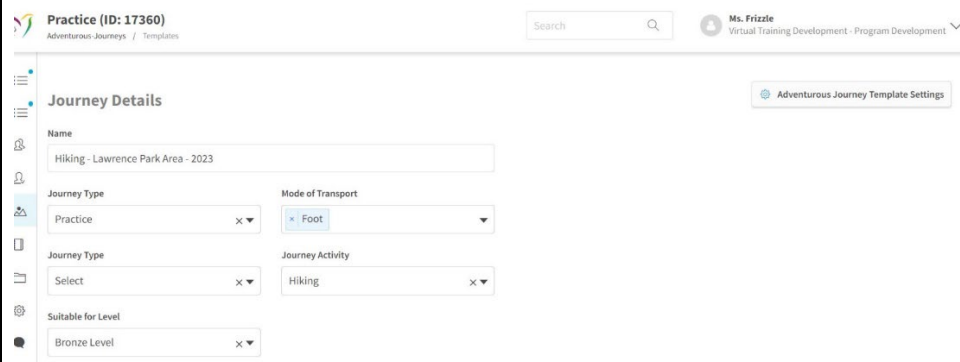
## Deleting an Adventurous Journey Template

**Step 1:** To modify an Adventurous Journey Template, navigate to 'Adventurous Journey Templates', and select the ID number of the specific template you wish to delete.

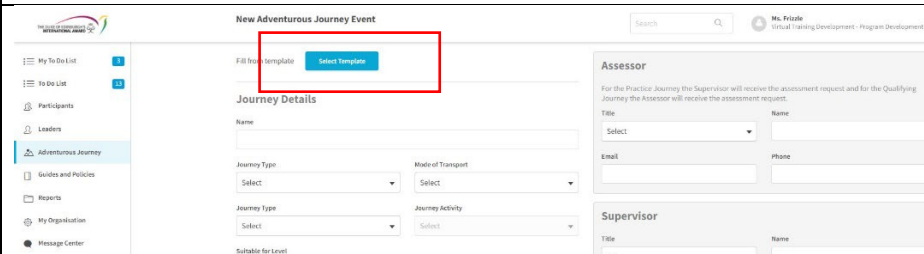


ID	Journey Type	Journey Activity	Journey Type	Suitable for Award Level	Location	Created by
17360	Practice	Hiking	Expedition	BRONZE	Lawrence Park ravines, Canada	---

**Step 2:** Click 'Adventurous Journey Template Settings'.



**Step 3:** Click the option 'Select Template' displayed at the top of the screen.



**Step 4:** Within the pop-up list, locate and select the template you would like to use. If you have numerous templates, you can narrow your choices by filtering based on journey category and type. Once you've identified the template you wish to utilize, clicking on it will automatically populate the details for your new event. You can make adjustments to dates and other specifics during this step, ensuring that the event aligns with the requirements.

**Please note: Leaders have the choice to upload the group goal; however, participants also have the option to contribute to this section. When leaders upload the group goal, they are unable to save the template unless there is content in the goal section. As a solution, leaders can either add a group goal or use a “placeholder” if participants are expected to fill it in later. Additionally, participants have the ability to edit the group goal as necessary.**

The screenshot shows a web application interface with a filter panel at the top and a data table below. The filter panel has two dropdown menus labeled 'Journey Type' with 'Select' as the current selection, a blue 'Filter' button, and a text indicator 'Number of records: 1'. The data table has four columns: 'ID', 'Journey Type', 'Journey Activity', and 'Location'. The first row contains the values '17360', 'Hiking', 'Expedition', and 'Lawrence Park ravines'. A 'Close' button is located at the bottom right of the table area.

ID	Journey Type	Journey Activity	Location
17360	Hiking	Expedition	Lawrence Park ravines

**Step 5:** Click 'Save' in the bottom right corner.

### Adult Mentors

A term used to define anyone helping with Award delivery at your Award Centre. Depending on your Award Centre's structure, it may include the Award Coordinator, Award Leader(s), Adventurous Journey Supervisor(s), Assessor(s), and/or other volunteers. Your organization has a responsibility to ensure that activities directly managed by your Award team are operated in a safe environment. It is mandatory that you carry out and document thorough risk assessments for any and all activities that may expose your participants to potential risk, and then develop appropriate risk management controls. To ensure safety, it is essential that the safety and emergency procedures of your organization/Award Centre must be followed at all times.

### Award Leader

An adult appointed by an Award Centre, who is the contact and mentor participants. Award Leaders must approve or revise the AJ on the ORB, ensure parents know possible liabilities and approve Supervisors/Assessors. They have an explicit requirement to ensure the Award Centre communicates with parents their acknowledgement or risk and responsibilities, especially for activities outside of the Award Centre control. It is the Award Centre's responsibility to ensure participants under the age of majority **MUST** be informed that it is their responsibility to ensure the activity is properly managed and insured where appropriate. ***Please note Award Leaders may also be an AJ Supervisor or Assessor.***

### Adventurous Journey Assessor\*

Assesses the journey for the whole team and ensures that all Award outcomes are met by the team. Must be suitably qualified, competent, and/or experienced in the area. They do not have to be on the journey so long as there is a suitable AJ Supervisor present. They will complete an assessment after the Qualifying Journey is done and the team AJ Debriefing Report is submitted. They have the responsibility to ensure that all Award activities are operated in a safe environment. It is a requirement that they carry out thorough risk assessments for any activities that may expose young people to potential risk. Regardless of the type of the Adventurous Journey, journey areas, routes, and campsites should be assessed and documented to minimize harm or injury – ideally with a timely pre-visit or reconnaissance. Risk assessments should be continually reviewed prior to and during every



trip, regardless of whether it is a familiar environment. ***Please note that immediate family members cannot be Assessors for any section of the Award.***

#### **Adventurous Journey Supervisor\***

Must be present on the Practice and Qualifying Journeys. All journeys must be supervised by a suitably qualified, competent, and experienced Adventurous Journey Supervisor. Must have expertise (or qualification, as per the province's legislation) in the mode of journey being used and familiarity in the terrain, and location, that the journey is taking place. Responsible for the group's safety while on the journey, needs to be familiar with the Award and must be satisfied that all group members are properly trained, suitably competent, and equipped to undertake the Adventurous Journey. It is mandatory for them to carry out and document thorough risk assessments for any and all activities that may expose their participants to potential risk, and then develop appropriate risk management controls. They will submit an assessment after the Practice Journey is completed. ***When necessary and if approved by the leader, this role may be done by a family member. In the VAC, family members can act as an AJ Supervisor for the Adventurous Journey.***

**\* If participants are using a TAP/Service Provider, it is the responsibility of the TAP/Service Provider to provide an AJ Supervisor and Assessor.**

#### **VAC Award Specialist –**

A staff member who is assigned VAC participants and interacts with them virtually to conduct Award mentorship in the VAC. If the participant is completing a Virtual Journey through the Award Office, the VAC Award Specialist will be their AJ Assessor. ***Please note that in the ORB, the Award Specialist has the Award Leader permissions to facilitate ORB monitoring of the participants due to system design.***

If you as an adult mentor receive questions from a parent about how they can help contribute, you can provide them with the following information. **Parents can play a supportive role in their child's Award journey without becoming overly involved in the process, as it is still the participant's journey.** Parents can positively contribute to their child's Award through offering guidance rather than solutions by:

- Ensuring the parent and their child are aware that participation in the Award program is voluntary and involves inherent risk during participation. Parents/guardians are accountable and responsible for ensuring that reasonable precautions and safety protocols are taken and/or implemented to ensure the safety and well-being of their child/ward for all activities conducted.
- Encouraging their child to reach out directly for support from their Award Leader or Assessor if they need help, or the Award Office for general AJ standards questions.

- Motivating their child to take the initiative to advocate for themselves and handle their own communications.
- Guiding their child in helping them to figure out if the Award is the right fit for them.
- Helping their child create schedules and reminders for themselves.
- Checking-in and asking specific questions about their child’s activities to help them stay engaged and motivated.
- Visiting our [parents and guardians](#) page on our website to learn more and how they can support their child through their Award.