

10 Step eDofE User Guide for Participants

Use eDofE to record the progress of your DofE programme and to submit evidence to your Leader so you can receive your certificate and badge on completion.

Step 1: Logging in

Go to www.eDofE.org and log into your account.

Your username is normally your first name surname, though it can sometimes have a number after it. The first time you log in your password will be your date of birth in the format DDMMYYYY (no gaps, dots or slashes).

Top Tip: If you forget your password, click on 'Forgot your password?' on the login page.

Step 2: Activate your account

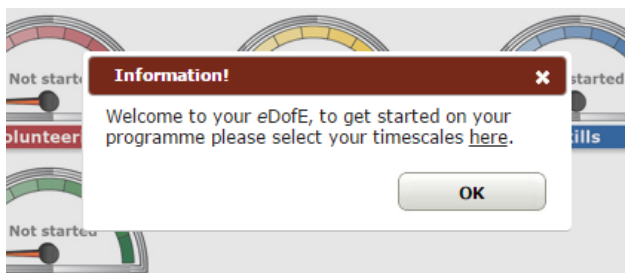
The first time you log in you will need to enter some mandatory information and will be asked to create a new password. Your password will need a capital letter, lower case letter, number and have at least 6 characters. Try and pick something you'll remember next time you log in!

You can enter your house name/number and postcode and click 'Find address', so you don't have to type your full address in. Don't forget to put a space in the middle of your postcode!

Please ensure you complete every field that has a red* beside it. You will then need to agree to the terms and conditions at the bottom of the page and click 'Continue'.

Step 3: Selecting your timescales

Next you will be asked to set your timescales. Simply select the row that shows how long you are planning on doing each section and then click 'Save'. Don't worry – you can change this later – as long as you do it before you fully complete a section.



Select a timescale option (in months)		
Volunteering	Physical	Skills
3	3	6
3	6	3
6	3	3

Step 4: THE MOST IMPORTANT STEP! Entering your activity choices.

For each section you need to let your Leader know the following information: what activity you're going to do, where you'll do the activity and when you'll do the activity. Your Leader can then make sure that what you have chosen will definitely count towards your Award.

Select a section by clicking 'Edit section' (or by clicking on the speedometer wheel) and complete all the fields.

My Physical section

Status: Not started

Timescale: 6 Months

* Start date: 24/10/2016

Earliest completion date:

* Type/category of activity: Water sports

* Detailed activity chosen: Sailing

* Where are you going to do it?
I will be sailing every Sunday from 10.30am - 1pm at Mendip Sailing Club. I will also be taking part in the winter race series.
128/140 characters used

* What are your goals? What do you want to achieve?
I'd like to improve my fitness and win 5 races.
47/140 characters used

* Assessor's name: Heather Thompson

* Assessor's position: Sailing Instructor

Assessor's email: sailing@sailing.com

Assessor's telephone no: 01234 567890

* Select your Leader: Hannah Trent

Submit for approval

Save as draft

Save this info for later if you are not ready to submit it.

Select your start date.

Select your activity type/category from the drop down box provided.

Select your detailed activity from the list provided. If it doesn't show up, check with your Leader the activity is appropriate, and then type it into the box.

Please enter as much information as possible including where, when and how often.

Enter a goal or something you would like to achieve by the time you complete this section.

Enter your Assessor's name, position and contact details. Remember the Assessor can't be your parent/guardian!

Once you have completed all the boxes please click 'Submit for approval'.

Please do this for the Volunteering, Physical and Skill sections.

If you're unsure about what to do for a section, please speak to your Leader as soon as possible and they should be able to help you identify a fun and interesting activity!

Step 5: Uploading evidence

Home | LifeZone | Resources

You are here > My Bronze DofE > Physical > Add evidence

Sam Smith
ID No: 1574910
Enrolment date: 03/10/2016
View/edit my profile

My Bronze DofE
Volunteering
Physical
Add evidence
View evidence
Skills
Expedition
Resources
Keep Safe
My Settings
DofE Essentials
Help

CDOP REPORT

Add evidence

What evidence would you like to add?

Photos Video Text Other

Things to look out for

- You can upload multiple files, the maximum size per file is 10mb
- Please give your evidence a sensible name
- Ensure your photo files are really good quality (minimum 1mb)

You can also select one piece of evidence to be the Assessor's report for this section.

Title: Assessor Report

Assessor's report

None of these are the Assessor's report:

* Select your Leader: Hannah Trent

Save and submit

In order to complete your sections you need to upload evidence for your Leader.

To do this click into the relevant section and click 'Add evidence' on the left hand side, then select the appropriate file type.

If this is your Assessor Report – make sure you select 'Assessor's Report'.

Finally, click on 'Save and submit'.

As a minimum you will need an Assessor Report for each section; however you may wish to upload additional evidence such as photos, activity logs or diary entries to help evidence your activities.

Step 6: Assessor Reports

An Assessor's Report is required for each section and must be written by an adult (parents cannot be Assessor's). Assessors can submit their report using the template from your DofE Welcome Pack or through the DofE website (<https://edofe.org/Assessor>). Please ask your Assessor to include in their report how long and how often you've been doing your activity. The Assessor also needs to make sure they date the report and include an email address or phone number.

Assessor's report (submitted via the DofE website)

Start date: 24/10/2016 End date: 01/05/2017 Sam excelled whilst developing his fitness through sailing every Sunday morning. Sam turned up every week from 24th October 2016 until 1st May 2017 and participated in 10 races. Sam's physical fitness improved over the 6 months, resulting in Sam winning his final few races!

Sam tried out lots of different boats whilst attending Mendip Sailing Club which helped to expand his knowledge and let him decide which boat was most suitable for him.

It was a pleasure to have Sam around and I hope he continues to be involved in the Mendip Sailing Club in the future!

Assessor Name: Heather Thompson
Job Title: Sailing Instructor

Phone: 01234 567890
Email: sailing@sailing.com

[Close](#)

DE Assessor's Report
Participant: Sam Smith
Date: 01/05/17
Level: Bronze

Activity: SAILING

Date started: 24.10.16 Completed: 01.05.17 (6 months)

Goals set by participant: To improve fitness and win 5 races

Assessor's comments:

Sam excelled whilst developing his fitness through sailing every Sunday morning. Sam turned up every week from 24/10/16 to 01/05/17 and participated in 10 races. Sam's physical fitness improved over the 6 months, resulting in Sam winning his final few races! Sam tried out lots of different boats whilst attending Mendip Sailing Club which helped to expand his knowledge and let him decide which boat was most suitable for him.

It was a pleasure to have Sam around and I hope he continues to be involved in Mendip Sailing Club in the future!


Signature: *HThompson* Date: 01.05.17

Assessor's first name: Heather Last name: Thompson
Assessor's position/qualification: Sailing Instructor
Assessor's phone number: 01234 567890
Assessor's email: sailing@sailing.com

Step 7: Completing a section

If you previously clicked on 'Save and submit' when uploading your evidence then your leader will be able to directly approve your section and you don't need to do anything else. However if you clicked on 'Save' then you will also need to click on 'Submit section' to submit the whole section for approval:

My Physical section

Status:	Programme planner approved	
Timescale:	6 Months	
* Start date:	24/10/2016	
Earliest completion date:	24/04/2017	
* Type/category of activity:	Water sports	
* Detailed activity chosen:	Sailing	
* Where are you going to do it?	I will be sailing every Sunday from 10.30am - 1pm at Mendip Sailing Club. I will also be taking part in the winter race series.	
* What are your goals? What do you want to achieve?	I'd like to improve my fitness and win 5 races.	
* Assessor's name:	Heather Thompson	
* Assessor's position:	Sailing Instructor	
Assessor's email:	sailing@sailing.com	
Assessor's telephone no:	01234 567890	

[Change activity](#)
[Revert to draft](#)

[View evidence](#) [Add evidence](#)

* Select your Leader:

[Submit section](#)

Step 8: Expedition section

You need to decide on a group aim for your expedition and let your Leader know. Your Leader will then complete all of the information required for your Expedition section, so you don't need to enter any information here.

My Expedition Section

To start your Expedition section choose your expedition aim. This can be amended before the section is approved.

Section Status: Not started



Step 9: Completing your Duke of Edinburgh's Award

As soon as you have completed each section, ensure you upload the Assessor's Report and submit it to your Leader. All completed sections will look like this on your eDofE home page:

Home

My sections and progress



Step 10: Celebrate!

Once all sections of your DofE programme are completed, and your Award has been approved, you will receive a certificate and badge from your DofE Leader.

Congratulations!