



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. This will be given to you by your Leader. The first time you log in your password will be your date of birth in the format DDMMYYYY (no gaps, dots or slashes).

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!

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

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'.

My Basic Information

To get you set up on eDofE we need to ask some quick questions.

* = required field

[Sign out without saving](#)

Contact details

Address

Enter your house number / name and postcode and click 'Find address'.

* House no/name:

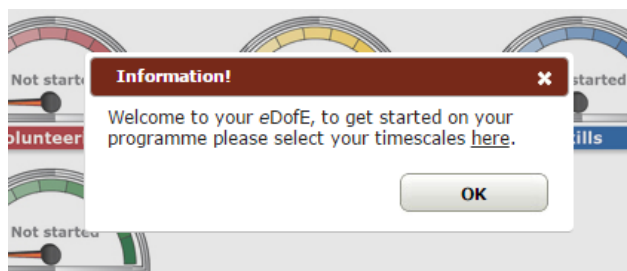
* Postcode:

* Street name:

[Find address](#)

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 if you change your mind – as long as you do it before you fully complete your first section.



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

[Save](#)

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 Skills 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: Mobile eDofE

Once you have entered your basic details, you can access eDofE from a smartphone or tablet through <https://m.edofe.org>.



Participant username

Password

Sign in

Full site

Top Tip: Get your device to remember your username and password to make logging in easier.

Step 6: Uploading evidence or a written assessors report to the non-mobile and mobile versions of eDofE

Non-mobile eDofE:

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](#)

Add evidence

What evidence would you like to add?

Photos Video Text Other

[.jpg, .jpeg, .png, .gif, .bmp, .dng] [mp4, .mpeg, .m4v, .avi, .mov, .wmv, .flv] [.doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf, .ppt, .pptx, .pps, .ppsx]

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's report	Edit	Remove
Assessor 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 as Assessors 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.

Mobile eDofE:

Using the mobile site makes it easier for you to upload your evidence or pictures directly to your account from your mobile or tablet.

eDofE Bronze

My Volunteering section

Status: Programme planner approved

Timescale: 6 months

* Start date: 02/12/2017

Earliest completion date: 02/06/2018

* Type/category of activity: Coaching teaching and leadership

* Detailed activity chosen: CCF

* Where are you going to do it? Every Friday after school (3.45pm - 5.15pm) I shall attend training for 1.5 hrs with the Combined Cadet Force.

* What are your goals? What do you want to achieve? To successfully mentor the new recruits during their initial training. To teach navigation training to the new recruits.

* Assessor's name: Lt Quick-March

* Assessor's position: Royal Navy Section Commander

Assessor's email: LTQM@Outstandingschool.wilts.sch.world

Assessor's telephone no: 09876543210

* My Leader for this section is: Chris Jamieson

Manage evidence

Support

My Volunteering section >

Manage evidence v

Photo	Text
 202px-CCF_logo.JPG ☐ Mark as Assessor's Report ☒ Edit ☐ Delete	☒

* My Leader for this section is:

Chris Jamieson

Add new photo **Save and submit**

Select the photo you want to upload.

Make sure you have ticked the box of the ones you wish to submit.

Click '**Save and submit**' to send it to your leader for approval.

If this is your Assessor's Report, make sure to select '**Mark as Assessor's Report**'.

The mobile site is an easier, more condensed version of eDofE you can use on your mobile devices. However, if you need to make any changes to your programme you still need to use the full site: <http://www.edofe.org>

Step 7: Assessor Reports

An Assessor's Report is required for each section and must be written by an adult (parents cannot be Assessors). 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) x

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
PHYSICAL

Participant: Sam Smith
eDofE ID No: 1574910
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: *H Thompson* 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 8: 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:

Non-mobile eDofE:

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:	Hannah Trent	Submit section

Mobile eDofE:

My Volunteering section

Status: Programme planner approved

Timescale: 6 months

* Start date: 02/12/2017

Earliest completion date: 02/06/2018

* Type/category of activity: Coaching teaching and leadership

* Detailed activity chosen: CCF

* Where are you going to do it? Every Friday after school (3.45pm - 5.15pm) I shall attend training for 1.5 hrs with the Combined Cadet Force.

* What are your goals? What do you want to achieve? To successfully mentor the new recruits during their initial training. To teach navigation training to the new recruits.

* Assessor's name: Lt Quick-March

* Assessor's position: Royal Navy Section Commander

Assessor's email: LTQM@Outstandingschool.wilts.sch.world

Assessor's telephone no: 09876543210

* My Leader for this section is:

Chris Jamieson

Submit section

Manage evidence

Support

Step 9: Expedition section

You need to decide on a group aim for your qualifying expedition and let your Leader know. Your Leader can then complete all of the information required for your Expedition section, so you may not 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.

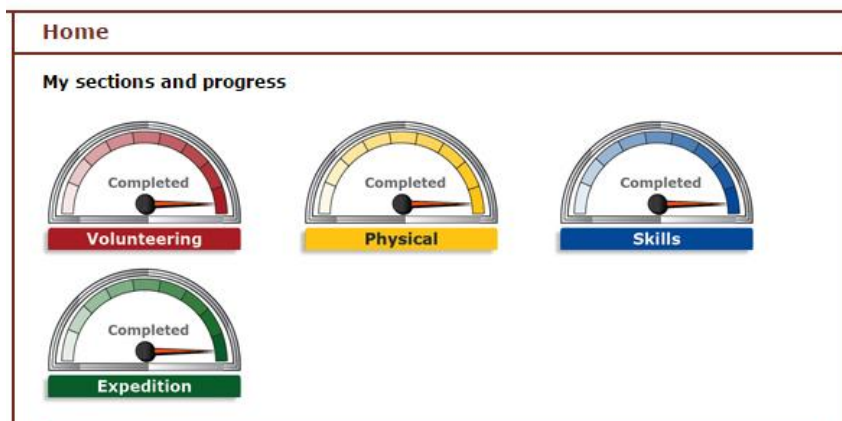
Section Status: Not started



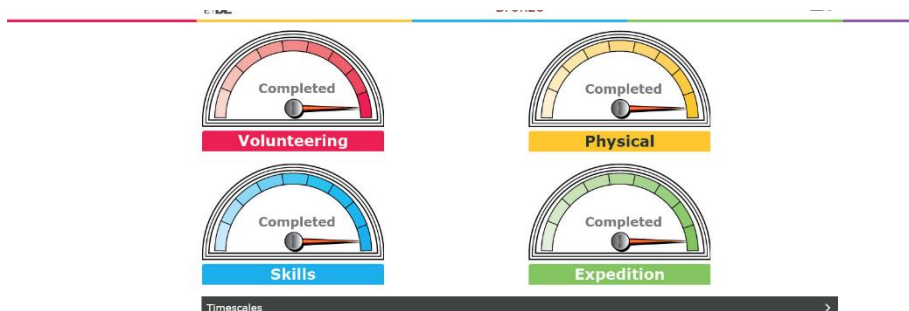
Step 10: Completing your Duke of Edinburgh's Award

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:

eDofE:



Mobile eDofE:



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!

Why don't you think about completing the next level, or if you've completed Gold, how about becoming a Leader?