



You'll find that eDofE is an intuitive system and, once you are signed in, it is simple to use. Here are eight steps to help DofE Managers, Leaders and Co-ordinators make the most of eDofE...

1. Get yourself and your group set up

This can be done by your Centre Co-ordinator or Licensed Organisation (LO). They will supply you with your user name and password and put your group on the system.

2. Add your participants and get them signed on

- Get participants to fill out the enrolment form, get it signed, and pay the enrolment fee.
- Some LOs set the participants up for you, others allocate the Participation Places and ask you to set them up yourself.
- Creating a participant on eDofE involves five simple steps and should take about a minute per participant. Adding a level to an existing account takes even less time.
- If you add their email address the system sends the participants their sign in details.
- Once they sign in they add their own contact information and set a new password.

3. Make sure your participants choose their timescales and complete their programme plans

- The system tells them the minimum timescales. Participants choose from drop-down lists.
- The programme plans require a start date, and offer suggested activity details from drop-down lists. The participant adds details of where they are going to do each activity, what they want to achieve and who is going to assess them.

4. Approve their programme plans

- You can do this in response to an alert sent by the participant, by accessing their profile or clicking on the sections on the participant overview (a list of participants in your group(s) which gives an overview of their sections and progress).

5. Sort out the Expedition section

- Leaders and participants alike can enter details into each of the four elements: **training, practice expeditions, qualifying expedition and presentation**. Participants must add their own qualifying expedition aim and goals.

6. Add and approve evidence

- Encourage participants to add jpegs if they want an *Achievement Pack*. Other evidence such as text, video or documents is optional and can be added too. **The only mandatory evidence is an Assessor's Report.**
- You can also add evidence for a number of participants at once. For example, photographs taken during an expedition.
- You can check and approve evidence as you go along, in response to alerts or by opening the participant overview, or leave it all to the end when you approve the section.

7. Each section must have an Assessor's Report

- This can be added by the Assessor via www.DofE.org/assessors and comes to you for approval before going to the participant.
- Any piece of evidence added can be flagged as the Assessor's Report by a participant or Leader.

8. Approve sections and Award

- Once the programme plan has been completed, the minimum timescale has been reached and there is an Assessor's Report in place a participant can alert you to tell you that the section is ready for approval. You can also press the 'Directly approve' button in the participant's section profile.
- Approving the final section automatically sends the Award to the LO for verification.