

10 Step eDofE User Guide - keep me somewhere safe!

Name:	«First Name» «Surname»	Comment
eDofE ID Number:		Enables assessors to upload an 'Assessor Report' from the internet.
eDofE Username:		Your unique eDofE username – (this is not case-sensitive).
Initial Password:		You will be asked to change this password when you first log in.
NEW PASSWORD		Write your new password in this box so you don't forget it!

Step 1: Logging in

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

Your details are printed above

Step 2: Activate your account

The first time you log in, you will need to enter some mandatory information – such as your home address, a parental/carer phone number etc. You will also be asked to create a new password. Your password will need a Capital letter, lower case, number and be at least 6 characters long. Try and pick something you'll remember next time you log in!

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.

Notifications from your DofE Leader, and password reminders will be sent to this email address.

If you have a smart phone, go to:

<https://m.edofe.org>

log in and save your username and password.

Step 3: Selecting your timescales

The first time you log in you will be asked to set your timescales. Simply select the row that shows how long you are planning on doing for each section and then click SAVE.

Don't worry – you can change this later – as long as you do so BEFORE you fully complete a section.

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

For each of your volunteering, physical and skill sections you need to let your Leader know what you're going to do, where and when, so they can make sure it will definitely count towards your Award.

Select a section by clicking EDIT SECTION and complete all the fields. DO select your activity from the drop down boxes provided – if you can't find it – speak to your Leader.

My Physical section

Status: *Not started*

Timescale: *6 Months*

* Start date:

Earliest completion date:

* Type/category of activity:

* Detailed activity chosen:

* Where are you going to do it?

109/140 characters used

* What are your goals? What do you want to achieve?

54/140 characters used

* Assessor's name:

* Assessor's position:

Assessor's email:

Assessor's telephone no:

* Select your Leader:

This information will appear in your Achievement Pack, so check your spelling!

Save this info for later if you are not ready to submit it. [Save as draft](#)

In the field WHERE? Please put in as much information as possible – such as where, when and how often. E.g. I will be playing hockey at Mendip Hockey Club for the 2nd team every Sunday morning between 10.30am and 12pm.

Once you have completed all the boxes (make sure you have entered a start date at the top!) please SUBMIT FOR APPROVAL.

Please repeat this for all THREE sections – volunteering, physical and skill – and ensure you have submitted all THREE to your Leader within four weeks.

If you're unsure what to do for a section, please speak to your Leader sooner rather than later and they will be able to help you identify a fun and interesting activity!

Step 5: Uploading evidence

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You are here > [My Bronze DofE](#) > [Physical](#) > [Add evidence](#)

Jennifer Marsh
ID No: 1315642
Enrolment date: 01/08/2016
[View/edit my profile](#)

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

CEOP REPORT
ceop.police.uk

Add evidence

What evidence would you like to add?

Photos
[.jpg, .jpeg, .jpe, .gif, .bmp, .png]

Video
[.mpg, .mpeg, .mp4, .avi, .mov, .wmv, .flv]

Text

Other
[.doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf, .ppt, .ppst, .pps, .ppsx]

Things to look out for [Hide](#)

- ✓ 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 need 1 portrait and 7 landscape photos for your [Achievement Pack](#)

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

Title	Assessor's report	Edit	Remove
<input type="text" value="Assessorsreport"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

None of these are the Assessor's report:

* Select your Leader:

As you participate in your activities, log in occasionally and upload evidence to your Leader.

To do this log into your account (either on a computer or your smart phone), click into the relevant section and click ADD EVIDENCE. Upload a photograph, video, some text or a document and SAVE AND SUBMIT it to your Leader. If this is your Assessor Report – make sure you select Assessor Report.

As a minimum you will need to upload an Assessor Report for each section, however please upload as much evidence as you can to show you have completed your activity for the required length of time. Good additional evidence includes activity logs, diary entries and photographs.

Step 8: Expedition Section


Your Leader will complete some of the information required for your expedition section, however before your expeditions please ensure you enter your mode of travel and your expedition TEAM aims and PERSONAL goals and click SAVE:

My Expedition Section

To start your Expedition section choose a mode of travel. This can be amended before the section is approved.

Section Status: Not started

* Mode of travel: ?



Qualifying expedition aim and goals

Add your qualifying expedition aim and goals. These can be amended before the section is approved.

* Qualifying expedition aim:
59/140 characters used ?

* What are your goals? What do you want to achieve from your qualifying expedition?
45/140 characters used ?

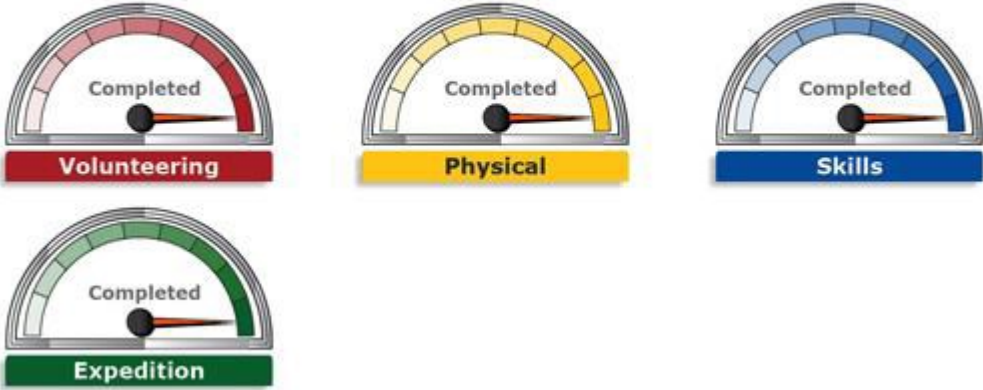
[Save](#)

Step 9: Completing your Award

As soon as you have completed each section, ensure you upload the assessor report and submit it to your Leader. All

Home

My sections and progress



The image shows four progress gauges arranged in two rows. The top row contains three gauges: 'Volunteering' (red), 'Physical' (yellow), and 'Skills' (blue). The bottom row contains one gauge: 'Expedition' (green). Each gauge has a needle pointing to the 'Completed' mark and the word 'Completed' written inside the gauge's arc.

Step 10: Celebrate

Once all four sections of your Award are completed, you will receive a certificate and badge from your DofE Leader. Congratulations!!