

How to issue badges and certificates

One of the best parts of DofE is presenting achievers with their well-earned certificates and badges. This guide will help you to streamline the process and be ready for your presentation event.

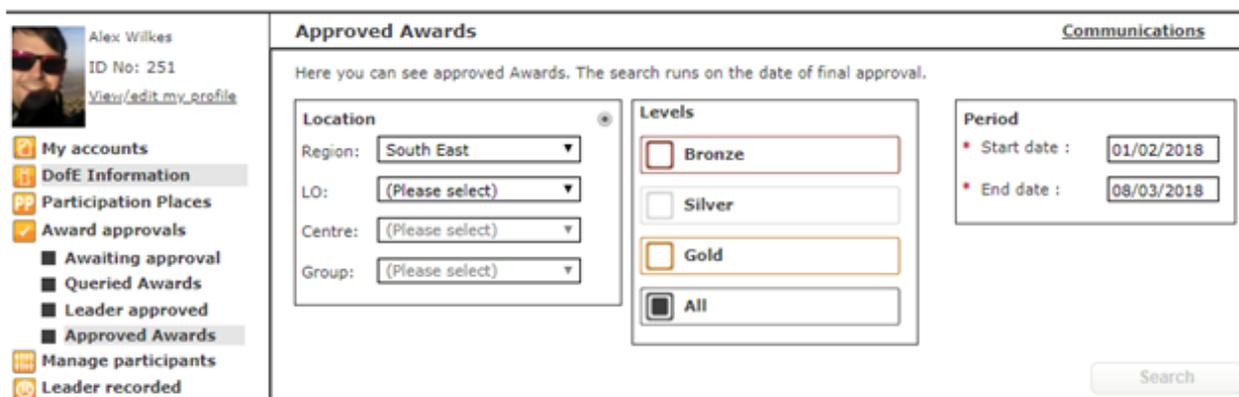
First you need to order some blank certificate paper and badges from eDofE. You can do this by clicking on 'DofE Essentials' on the left hand menu of eDofE.



Note: Only those with Administrator or DofE Manager roles on eDofE and whose accounts are linked to their Licensed Organisation's credit account are able to order these.

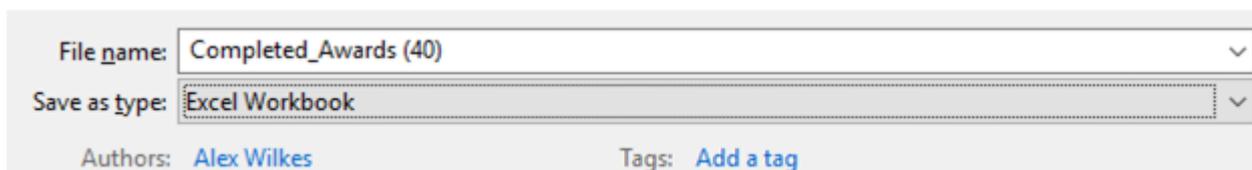
Top tip: Although certificates and badges are free you do still need to pay postage and packaging. To save money order yourself a stock when you order your Welcome Packs.

Next run off a list of those who have completed their Award. In eDofE select 'Award Approvals' then 'Approved Awards'. Select the parameters of the list you would like and generate the list with 'Search'.



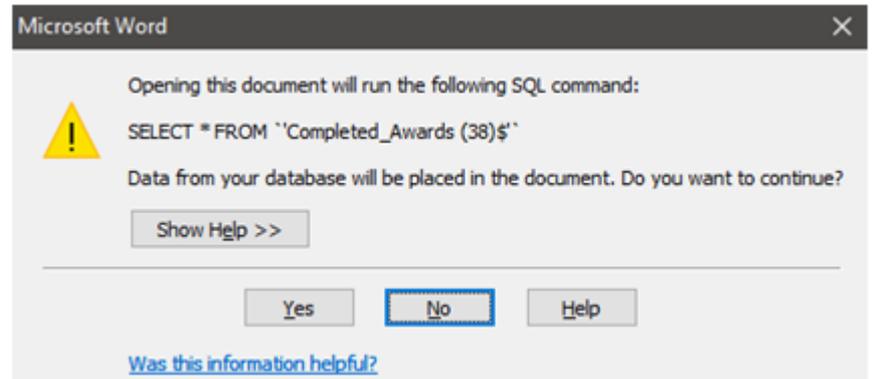
At the bottom of this list you can select 'Download to Spreadsheet'. From this you can mail merge the certificates so that you do not need to type out and print each certificate separately. Save this spreadsheet somewhere you'll be able to access it as you'll need it for the mail merge.

Under 'save as type' please select 'Excel Workbook'.



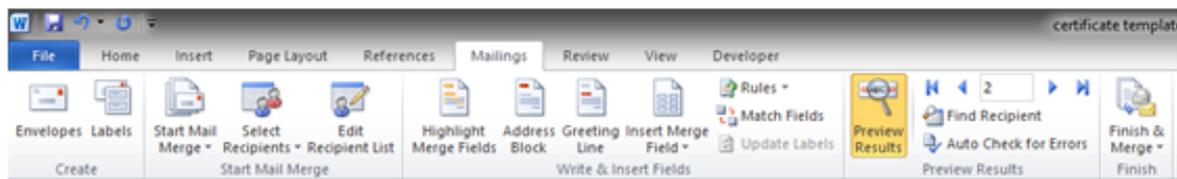
How to issue badges and certificates

Open the 'Certificate for Mail Merges' Word document (downloadable with this sheet). Click 'yes' on the pop-up message (right).



Then click on 'Mailings' then 'select recipients' then 'use existing list'. Then select the spreadsheet you downloaded from eDofE earlier.

Select 'Mailings' then 'Finish and Merge' then 'Print Documents'.



Don't forget to put the certificates in the printer!

If this is the first time you've printed certificates we recommend selecting 'Current record' to run off a test to make sure it's all working as you intend.

When you have completed a test print, go back to 'Mailings', select 'Finish and Merge' then 'Print Documents' and select 'All'.

Why not celebrate your Participants' achievements with an Awards Evening? Tweet us your pictures (@DofESouthEast) or email them to southeast@dofe.org to add to our social media!

You might also find our 'Presentation Top Tips' helpful—download the flyer at <https://www.dofe.org/wp-content/uploads/2017/07/Presentation-Top-Tips.pdf>