



Creating eDofE Accounts for Participants

Participation Places are shown under the Licensed Organisation, rather than the centre. If you change the Centre to Please Select, you will see them.

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CEOP REPORT
ceop.police.uk

Participation Places

What can you do in this section?

Allocate
You can allocate Participation Places from a higher to a lower hierarchy level depending on your permissions.

Recall
You can recall Participation Places from a lower to a higher hierarchy level depending on your permissions.

Statement
You can view the history of all transactions since 19th April 2012.

Current balance
Below you can check your current balance. The balance for the lowest chosen level will be displayed.

* Region:

Licensed Organisation:

Centre:

Group:

Bronze Silver Gold

If you don't have enough places for your participants, you or your manager can buy them from www.DofEshop.org.

In regards to creating participant accounts – simply go to Manage Participants and select Create Participant:
(Please remember that if a participant already has a Bronze or Silver eDofE account, you need to Add next Level rather than create participant – so they only have one log in and username, and all levels within the same account.)

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1. Where

* Region:

* Licensed Organisation:

* Centre:

* Group:

2. Level

Choose where you would like to take the Participation Place allocation from. The figures show the number of places available. Click on a level to start creating a participant.

* Allocate from:

* Level: Bronze Silver Gold

* Direct entrant? Yes No

3. Who?

Participants will update their profile with more information when they sign in.

* First name:

* Last name:

You will need to

1. select the centre, if it's not already selected, and the group you'd like to put the participants in
2. Click on the level you would like to enter, i.e. Bronze
3. Enter the first name (ensuring there is no spaces after the name), last name, gender, date of birth
4. Enter their enrolment date (you can backdate this if you need to, depends on when you received their enrolment forms/they started). Make this date the same for the whole group.
5. The username will automatically be generated (if an account in that name already exists, it will include a number after the name). Only enter an email address if you want eDofE to automatically email the participant their username and password. It is recommended to rather give this information out at their first eDofE session, getting them to all log in together. The system will automatically set their date of birth as their password in the format DDMMYYYY.
6. Simply click create participant
7. Once you have created all the accounts simply click Export Data and it will pull off a spreadsheet of all the usernames for you to hand out in your eDofE session. (This list only remains for 7 days so if you are creating participant accounts in batches, to pull off a list of their usernames simply go to: Manage Participants>Participant Usage and do a search of the group. Similarly simply export this list.)

www.dofe.org/go/hp/

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1. Where

* Region:

* Licensed Organisation:

* Centre:

* Group:

2. Level

Choose where you would like to take the Participation Place allocation from. The figures show the number of places available. Click on a level to start creating a participant.

* Allocate from:

* Level: 80 Bronze 30 Silver 30 Gold

* Direct entrant? Yes No ?

3. Who?

Participants will update their profile with more information when they sign in.

* First name:

* Last name:

* Gender: Male Female

* Date of birth: ?

* Primary language:

✓
No duplicates found

4. Enrolment date

This is the date a young person can start their DofE programme.

* Enrolment date: ?

5. Personal details

* Username: ?

Note: Participant's initial password will be set to their date of birth in the following format: DDMMYYYY (12/01/1995 = 12011995)

Email: ?

A welcome email will be sent to participants with their username and password. If no email is given, you must pass their username and password to your participant.

6. Create participant

Once you've created this participant, you will be returned to a blank 'create participant' screen. If you choose 'cancel' a Participation Place will not be allocated and you can start with a blank screen.

Cancel without saving
Save & create participant

Exporting usernames:

7. History

This shows participants created in the last week.

Username	Name (id)	Date of birth	Group name	Level
DAWNSAUNDERS	Dawn Saunders (788453)	01/06/1999	Bronze 2013	Bronze
DAVIDJENKINS3	David Jenkins (788452)	01/06/1999	Bronze 2013	Bronze
JENNIFERSMITH9	Jennifer Smith (788451)	01/06/1999	Bronze 2013	Bronze

Export data (CSV file)