



Creating Groups and Subgroups



DofE Manager



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Manage infrastructure

Communications

LO: AAAA eDofE Team Training LO

Click the 'Manage' icon to view and manage groups and Leaders within each centre.

Centres in AAAA eDofE Team Training LO

[LO information](#)

Centre name	Contact	Email	Groups	Participants	Manage
Archived participants from deleted centres		rachael.h...	1	2	
Katie's centre		katie.dur...	17	10	
Lifezone		info@dofe...	1	1	
Richard's Centre	Someone Important	edofe@dof...	6	62	
VC eDofE		richard.a...	1	20	

Creating a Group will help you manage your participants in your Licensed Organisation



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VC eDofE		richard.a...	1	20	

Select 'Manage infrastructure' and click on the grey pencil of the Centre you wish to create a group in

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[Communications](#)

Centre: Richard's Centre

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The Centre details tab allows you to view and edit contact information about the centre. The second tab is Manage groups which allows you to create, view, edit, manage leaders and delete groups within the centre.

Details

Groups

* Name:

* Centre type:



* This centre works exclusively with disadvantaged young people:

Yes No







Enter house no / name and postcode and click 'Find address'.

* House no/name:

* Postcode:







[Find address](#)

Select 'Groups' tab

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Click the number of participants to go to the Participant Overview screen.

Group name	Primary Leader	Leaders	Participants	Manage
a test	a leader	1	<u>0</u>	
London Managed Service	Imran Bhayat	1	<u>1</u>	
Richard's Bronze group	Richard White	10	<u>50</u>	
Richard's Silver& Gold G	Richard White	5	<u>10</u>	
Richards pp group	Richard Wtest	1	<u>1</u>	
Wayne's test	Richard White	1	<u>0</u>	
Total:		19	62	

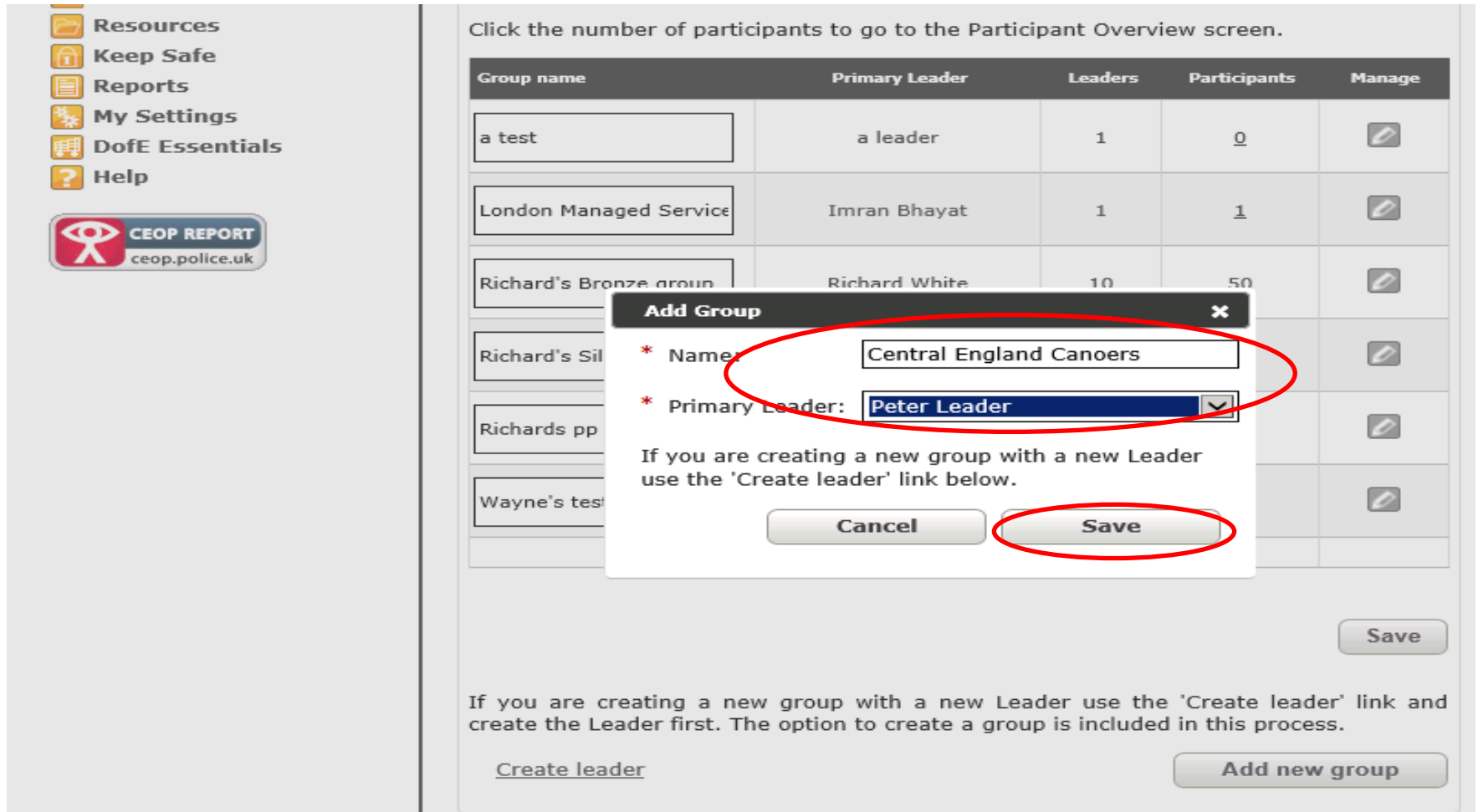
Save

If you are creating a new group with a new Leader use the 'Create leader' link and create the Leader first. The option to create a group is included in this process.

[Create leader](#)

Add new group

Select 'Add new group'



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CEOP REPORT
ceop.police.uk

Click the number of participants to go to the Participant Overview screen.

Group name	Primary Leader	Leaders	Participants	Manage
a test	a leader	1	0	
London Managed Service	Imran Bhayat	1	1	
Richard's Bronze group	Richard White	10	50	
Richard's Sil				
Richards pp				
Wayne's tes				

Add Group ✕

* Name:

* Primary Leader:

If you are creating a new group with a new Leader use the 'Create leader' link below.

If you are creating a new group with a new Leader use the 'Create leader' link and create the Leader first. The option to create a group is included in this process.

[Create leader](#)

Input your group name, select the primary leader and select 'Save'

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Manage infrastructure

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Centre: Richard's Centre

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The Centre details tab allows you to view and edit contact information about the centre. The second tab is Manage groups which allows you to create, view, edit, manage leaders and delete groups within the centre.

[Details](#)














[Groups](#)

Click the 'Manage' icon to view and manage groups and Leaders.

Click the number of participants to go to the Participant Overview screen.

Group name	Primary Leader	Leaders	Participants	Manage
<input type="text" value="a test"/>	a leader	1	<u>0</u>	
<input type="text" value="Central England Canoers"/>	Peter Leader	1	<u>0</u>	
<input type="text" value="London Managed Service"/>	Imran Bhayat	1	<u>1</u>	
<input type="text" value="Richard's Bronze group"/>	Richard White	10	<u>50</u>	

New group appears here, click the grey pencil to manage the group

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Details
Members
History

* Name: Save


Current Leaders

These are adults assigned to **Central England Canoers**

To change primary Leader select new Leader and click 'Save'. To remove Leader tick the box and select 'Save'. A primary Leader cannot be removed unless a new one is selected.

ID	First name	Last name	Role	Account Status	Primary Leader	Remove
 822133	Peter	Leader	Leader	Active	<input checked="" type="radio"/>	<input type="checkbox"/>

Save

Add new Leader to group 





Add

Delete Group

Only groups without participants can be deleted. Move or archive participants in 'Participant Overview' under 'Manage participants'.

Delete

You can add new leaders to the group using the drop down box

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Information Updated


* Name:

Current Leaders

These are adults assigned to **Central England Canoers**

To change primary Leader select new Leader and click 'Save'. To remove Leader tick the box and select 'Save'. A primary Leader cannot be removed unless a new one is selected.

ID	First name	Last name	Role	Account Status	Primary Leader	Remove
 822133	Peter	Leader	Leader	Active	<input checked="" type="radio"/>	<input type="checkbox"/>
 1268938	Leanne	Joyce	Co-ordinator	Active	<input type="radio"/>	<input type="checkbox"/>

Add new Leader to group 

Delete Group

Only groups without participants can be deleted. Move or archive participants in 'Participant Overview' under 'Manage participants'.

You can change the Primary Leader here and
remove Leaders from the group



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Manage subgroups

Communications

Here you can create, delete and select participants for subgroups. A subgroup is your personal selection of participants to enable you to take an action on. For example you may add evidence or send a message to a subgroup.

Your subgroups

No results found

Your search has not returned any results; please check your search criteria and try again...

Add new subgroup

To create a subgroup, first give it a name and click on the 'Add' button. This will add it to the above list where you can add members etc.

* Subgroup name:

Add

Creating a subgroup is a good way of managing large groups



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Your subgroups

No results found

Your search has not returned any results; please check your search criteria and try again...

Add new subgroup

To create a subgroup, first give it a name and click on the 'Add' button. This will add it to the above list where you can add members etc.

* Subgroup name:

Add

Under 'Manage participants' select 'Subgroups', input the name of the subgroup and select 'Add'

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Manage subgroups

[Communications](#)

Here you can create, delete and select participants for subgroups. A subgroup is your personal selection of participants to enable you to take an action on. For example you may add evidence or send a message to a subgroup.

Subgroups list updated

Your subgroups

Subgroup name	Members		Delete
<input type="text" value="Staffordshire Swimmers"/>	0	View/edit members	Delete

Save

Add new subgroup

To create a subgroup, first give it a name and click on the 'Add' button. This will add it to the above list where you can add members etc.

* Subgroup name:

Add

Select 'View/edit members'

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You are here > Manage participants > Subgroups

Manage subgroups Communications

Selected group: Staffordshire Swimmers

No results found

Your search has not returned any results; please check your search criteria and try again...

Add new members

Use the filters below to add new members to this subgroup.

<p>Location <input type="radio"/></p> <p>Region: Training <input type="text"/></p> <p>LO: AAAA eDofE Team Tra <input type="text"/></p> <p>Centre: Richard's Centre <input type="text"/></p> <p>Group: Richard's Silver& Gold <input type="text"/></p> <p>Status: New <input type="text"/> ?</p>	<p>Subgroups <input type="radio"/></p> <p>Staffordshire Swimme <input type="text"/></p> <p>User details <input type="radio"/></p> <p>ID number: <input type="text"/></p> <p>First name: <input type="text"/></p> <p>Surname: <input type="text"/></p>	<p>Levels</p> <p><input type="checkbox"/> Bronze</p> <p><input type="checkbox"/> Silver</p> <p><input type="checkbox"/> Gold</p> <p><input checked="" type="checkbox"/> All</p>
--	---	--

Select Region, LO, Centre, Group and Status and press 'Search'

- Assessor's Reports
- Add evidence
- Expedition set up
- Move participants
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Region: Training | Starrosashire Swimme

LO: AAAA eDofE Team Tra

Centre: Richard's Centre

Group: Richard's Silver& Gold

Status: New

User details

ID number:

First name:

Surname:

Bronze

Silver

Gold

All

Search














Results: 4

ID	First name	Last name	Group	Level	Add
1257911	Age	tests	Richard's Silver& Gold Group	S	<input type="checkbox"/>
1257917	Age	testG	Richard's Silver& Gold Group	G	<input checked="" type="checkbox"/>
1291282	a	gold	Richard's Silver& Gold Group	G	<input checked="" type="checkbox"/>
1314359	Aug	ust	Richard's Silver& Gold Group	S	<input type="checkbox"/>

Results: 4

Add members

Select participants to add into the new subgroup, press 'Add members'

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Member list updated

Results: 2


ID	First name	Last name	Group	Level	Delete
 1257917	Age	testG	Richard's Silver& Gold Group		<input type="checkbox"/>
 1291282	a	gold	Richard's Silver& Gold Group		<input type="checkbox"/>

Results: 2

Delete members


Add new members

Use the filters below to add new members to this subgroup.














Location <input checked="" type="radio"/> <p>Region: <input type="text" value="Training"/></p> <p>LO: <input type="text" value="AAAA eDofE Team Tra"/></p> <p>Centre: <input type="text" value="Richard's Centre"/></p> <p>Group: <input type="text" value="Richard's Silver& Gold"/></p> <p>Status: <input type="text" value="New"/> </p>	Subgroups <input type="radio"/> <p><input type="text" value="Staffordshire Swimme"/></p>	Levels <p><input type="checkbox"/> Bronze</p> <p><input type="checkbox"/> Silver</p> <p><input type="checkbox"/> Gold</p> <p><input checked="" type="checkbox"/> All</p>
User details <input type="radio"/> <p>ID number: <input type="text"/></p> <p>First name: <input type="text"/></p> <p>Surname: <input type="text"/></p>		

Search

Selected participants appear in the updated member list



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Participant overview

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Choose from the filters below to create a list of the participants you wish to view. You can choose from the three options to view a group, subgroup or individual.

Location Region: <input type="text" value="Training"/> LO: <input type="text" value="AAAA eDofE Team Tra"/> Centre: <input type="text" value="(Please select)"/> Group: <input type="text" value="(Please select)"/> Status: <input type="text" value="(Current)"/>	Subgroups <input type="text" value="Staffordshire Swimme"/> User details ID number: <input type="text"/> First name: <input type="text"/> Surname: <input type="text"/>	Levels <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input checked="" type="checkbox"/> Gold <input checked="" type="checkbox"/> All
---	--	--

Hide Completed Levels:















Managing Participants:  Key: 

Search

Change group

Send message

Results: 2

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
 1291282	a	gold	Richard's Silver& Gold Group							<input type="checkbox"/>
 1257917	Age	testG	Richard's Silver& Gold Group							<input type="checkbox"/>

Results: 2

Download to spreadsheet

Archive users

Change group

Send message

You can view your subgroups in the Subgroups tab or you can view from the Participant overview screen by selecting the subgroup in the drop down box