

## To create a personalised participant report:

1. Log onto eDofE, and view the PARTICIPANT OVERVIEW for the required group of participants

You are here > [Manage participants](#) > [Participant overview](#)

**Leader 26**  
ID No: 766470  
[View/edit my profile](#)

- DofE Information
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- Award approvals
- Manage participants**
  - Participant overview**
  - Create participant
  - Add next level
  - Manage alerts
  - Assessor's Reports
  - Add evidence
  - Expedition set up
  - Subgroups
- Leader recorded
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### Participant overview Communications

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:

LO:

Centre:

Group:

Status:

**Subgroups**

(Please select)

**Levels**

Bronze

Silver

Gold

All

Hide Completed Levels:

Managing Participants: Key:

Results: 6

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1055700	james	brown	Training Group 04	B					n/a	<input type="checkbox"/>

2. Select the DOWNLOAD TO SPREADSHEET option at the bottom of the screen

Results: 6

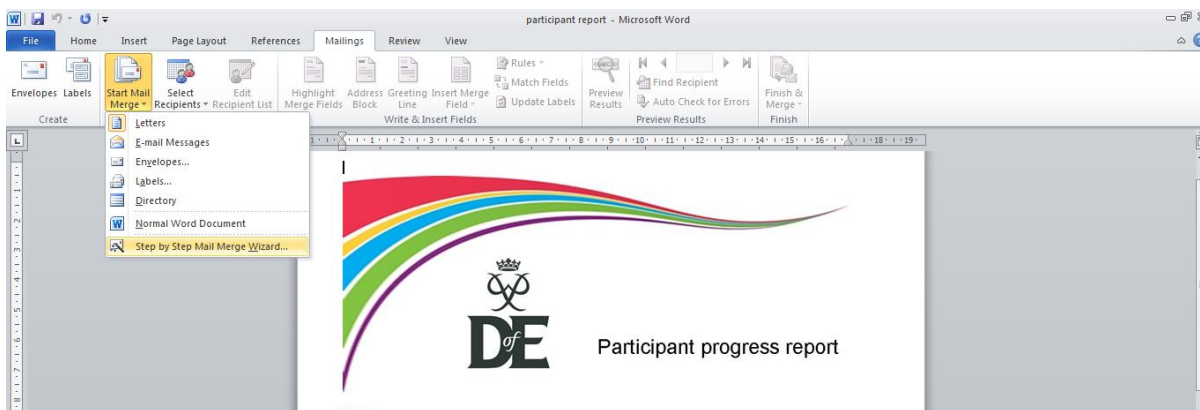
ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1055700	james	brown	Training Group 04	B					n/a	<input type="checkbox"/>
877914	Donald	Duck	Training Group 04	B	 10/06/2014	 01/10/2014		 <a href="#">View</a>	n/a	<input type="checkbox"/>
877911	Mickey	Mouse	Training Group 04	B	 10/06/2014	 14/07/2014	 14/07/2014	 <a href="#">View</a>	n/a	<input type="checkbox"/>
815460	Tim	Small	Training Group 04	B				 <a href="#">View</a>	n/a	<input type="checkbox"/>
832232	wendy	smith	Training Group 04	B				 <a href="#">View</a>	n/a	<input type="checkbox"/>
769506	Jack	Spratt	Training Group 04	B	 15/01/2014	 01/10/2014		 <a href="#">View</a>	n/a	<input type="checkbox"/>

Results: 6

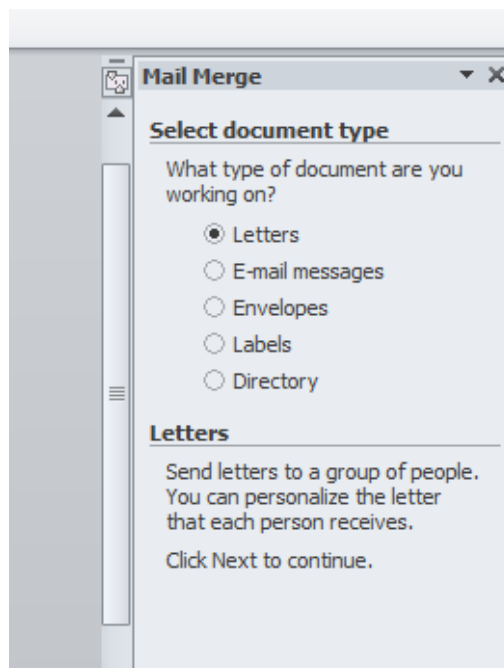
3. This will open up an excel spreadsheet. Save this file as you will need it for the mail merge

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Id	First nam	Surname	Group	Level	Vol Sectio	Vol date s	Volunteer	Volunteer	Phy Sectic	Phy date s	Physical c	Physical d	Skl Sectio	Skl date s	Skills cate	Skills deta	Exp Sectic	Exp mode	Expeditio	Res s
2	1055700	james	brown	Training G	Bronze	Not starte				Not starte								NotStarted			
3	877914	Donald	Duck	Training G	Bronze	Programmr	#####	Working v	Animal W	Section cc	#####	Extreme s	Caving an					Draft	Rowing	long mynd	
4	877911	Mickey	Mouse	Training G	Bronze	Programmr	#####	Working v	Animal W	Section cc	#####	Individual	Boxing	Section cc	#####	Music	Playing an	Draft	Rowing	long mynd	
5	815460	Tim	Small	Training G	Bronze	Not starte				Not starte								Draft	Rowing	long mynd	
6	832232	wendy	smith	Training G	Bronze	Not starte				Not starte								Draft	Rowing	long mynd	
7	769506	Jack	Spratt	Training G	Bronze	Programmr	#####	Coaching	!Music Tuit	Section cc	#####	Extreme s	Caving an					Draft	Rowing	long mynd	
8																					

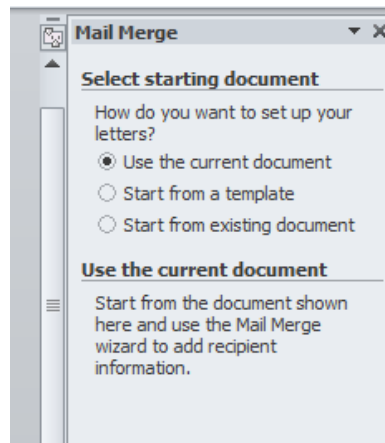
4. Open up the Participant Progress Report template (word document)
5. Amend the email / contact details at the bottom of the page and add any other generic text that you want to include.
6. Click on the MAILINGS option on your menu bar.
7. Select START MAIL MERGE and select the bottom option STEP BY STEP MAIL MERGE WIZARD



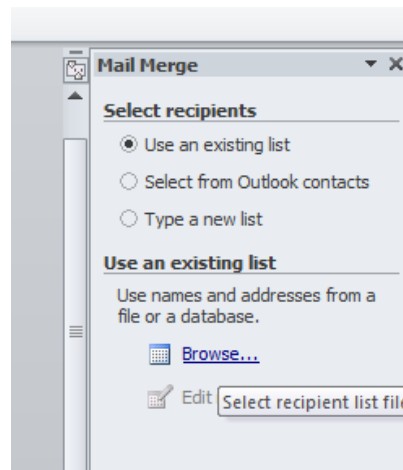
8. On the right hand side menu choose LETTERS option. Click next at the bottom of the screen.



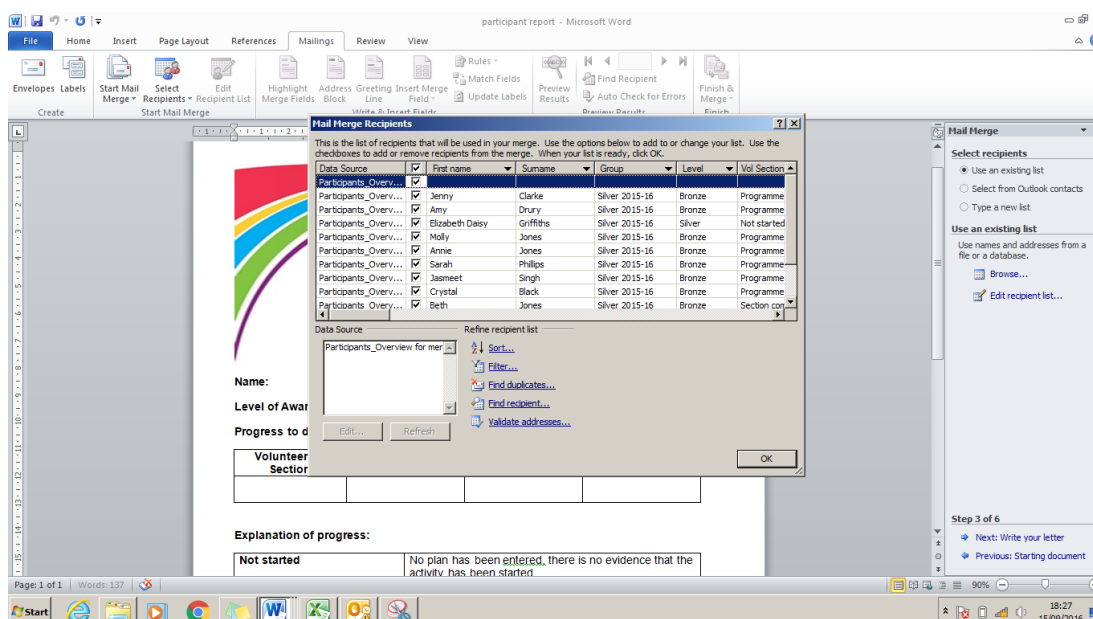
9. Then choose USE THE CURRENT DOCUMENT option



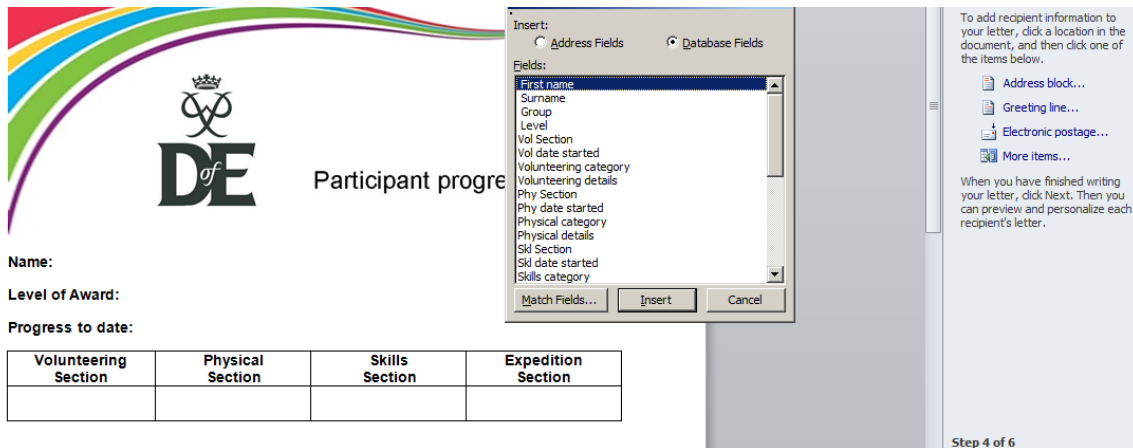
10. Choose USE AN EXISTING LIST option and click on BROWSE. Choose the excel spreadsheet that you saved earlier from eDofE.



11. Click OK and click on WRITE YOUR LETTER at the bottom of the screen.



12. Click on MORE ITEMS on the right hand menu. Click on the letter next to NAME, and choose first name option on the menu. Click on INSERT and then CLOSE



13. You should then have a field inserted as below:

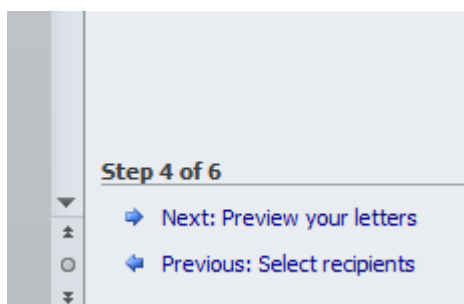
**Name:** «First\_name»|

**Level of Award:**

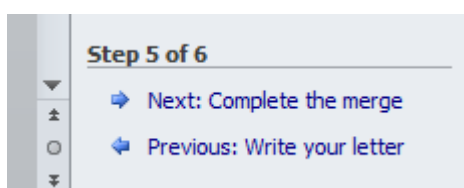
**Progress to date:**

Volunteering Section	Physical Section	Skills Section	Expedition Section

14. Repeat this for all fields as highlighted on the next page.  
 15. Once all fields have been inserted, click on PREVIEW YOUR LETTERS at the bottom of the screen



16. Next step is COMPLETE THE MERGE. You should now have a separate letter for each participant for printing.





# Participant progress report

Name: «First\_name» «Surname»

Level of Award: «Level»

Progress to date:

Volunteering Section	Physical Section	Skills Section	Expedition Section
«Vol_Section»	«Phy_Section»	«Skil_Section»	«Exp_Section»
«Volunteering_details»	«Physical_details»	«Skills_details»	«Exp_mode_of_travel»

Explanation of progress:

<b>Not started</b>	No plan has been entered There is no evidence that the activity has been started.
<b>Draft</b>	A plan has been entered but has not been sent to the Leader for approval
<b>Programme planner approved</b>	The plan has been completed and approved by the Leader. The participant should now be completing their chosen activity
<b>Section complete</b>	The activity has been completed for the correct timescale and all evidence has been uploaded and approved.

Once all 4 sections are complete, the final Award will be verified. Once we are satisfied that the Awards is complete the Certificate and Badge will be awarded.

If you have any queries please do contact the school DofE Manager directly at [john.smith@theschool.org](mailto:john.smith@theschool.org)