PARTICIPANT'S DofE CHECKLIST

1

Complete registration information requested by your DofE Leader at your school/centre

TIP: Check with your Leader for potential deadlines

2 Look out for your Welcome to eDofE email which you should receive the day your Leader creates your account on eDofE or your Leader may also give the login details to you.

TIP: Check your junk folder

TIP: The email address is the one you used to register

3 Log into your eDofE account (Web Browser or App)

TIP: Keep a note of your login details

eDofE | How to use the DofE App - Bing video

Welcome to eDofE

4

Choose your activities and find an Assessor

Ideas for activities

Choosing Assessors

5

Input your programme planners for each section

How to add a programme planner

6 Await DofE Leader's approval for programme planners.

TIP: Please check your Leader agrees your activity before you use it for DofE

7

Start your activity (s)

TIP: Check in with your assessors to check your goals are on track

TIP: Add supporting evidence (optional)

How to add evidence

8

When section timescale is finished ask your Assessor for your Assessor Report

Assessor's Report

9

Your DofE Leader will check all evidence and sections

TIP: Check your eDofE account for messages

10

When all sections have a tick the Award will be sent to the Award Verifier at your school/centre

TIP: Verifiers may query evidence. Please check for messages on eDofE.

TIP: Gold Awards have two stages of verification so may take longer

11

When your Award has been approved you will receive an email

TIP: Check your name, email and home address are still correct

12

Bronze and Silver Award certificates and badges come from your school/centre

Gold Certificates and Badges are sent from the DofE Gold Award Celebration Event Team