



Keeping eDofE tidy



DofE Co-ordinator



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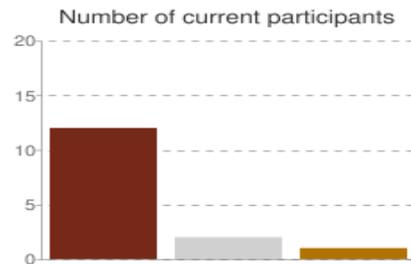
Rachael Training
ID No: 1015799
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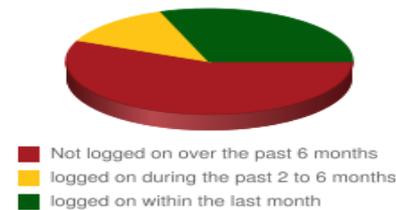


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Participant usage



Shortcuts

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Latest news



National Fitness Day 7th September – Get involved!
National Fitness Day is the biggest and most visible annual

Communications

[Messages: None](#)
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To make eDofE as easy to use as possible we recommend that at the start of the academic year you do a tidy up of groups, participants and leaders



DofE Co-ordinator



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Rachael Training
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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.

<p>Location</p> <p>Region: <input type="text" value="Training"/></p> <p>LO: <input type="text" value="Central England LO"/></p> <p>Centre: <input type="text" value="Rachael- Training Zone"/></p> <p>Group: <input type="text" value="(Please select)"/></p> <p>Status: <input type="text" value="(Please select)"/></p> <p>Hide Comp <input type="checkbox"/></p>	<p>Subgroups</p> <p><input type="text" value="(Please select)"/></p> <p>User details</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>
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The longer an organisation has been delivering the DofE, the more groups it will have on eDofE. It is strongly recommended that the number of groups is kept to a minimum by deleting old groups. This will ensure existing groups only include those participants who are actively working on their programme

Keeping groups to a minimum

Award completed on 04/06/2014										
	Fred	Flintstone	Training	B	X	X	X	X	n/a	<input type="checkbox"/>
<u>1017799</u>										
	Iced	Gems	Biscuit Family	B	X	X	+	X	n/a	<input type="checkbox"/>
<u>796478</u>							<u>19/08/2014</u>			
	Flap	Jack	Cake Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
<u>847719</u>										
	Dolly	Mixture	Cake Family	B	✓	X	X		n/a	<input type="checkbox"/>
<u>848977</u>					<u>15/08/2014</u>			<u>View</u>		
	Hob	Nob	Biscuit Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
<u>796483</u>										
	lizard	one	Biscuit Family	S				✓		<input type="checkbox"/>
<u>776924</u>					Award completed on 25/09/2014					
	Party	Ring	Biscuit Family	B			X		n/a	<input type="checkbox"/>
<u>759787</u>					<u>08/09/2014</u>	<u>01/08/2016</u>		<u>View</u>		
	Victoria	Sponge	Cake Family	B		X	X	X	n/a	<input type="checkbox"/>
<u>847714</u>					<u>28/03/2014</u>					
	Bakewell	Tart	Cake Family	B	+			✓	n/a	<input type="checkbox"/>
<u>776949</u>					<u>01/01/2014</u>	<u>04/02/2014</u>	<u>08/01/2014</u>	<u>View</u>		

Results: 15

Go through old groups on the 'Participant overview' screen and archive anyone no longer working on their DofE programme. This will not delete the account and they can be un-archived at any point in the future.

Award completed on 04/06/2014										
	Fred	Flintstone	Training	B	X	X	X	X	n/a	<input type="checkbox"/>
<u>1017799</u>										
	Iced	Gems	Biscuit Family	B	X	X	+	X	n/a	<input type="checkbox"/>
<u>796478</u>							<u>19/08/2014</u>			
	Flap	Jack	Cake Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
<u>847719</u>										
	Dolly	Mixture	Cake Family	B	✓	X	X		n/a	<input type="checkbox"/>
<u>848977</u>					<u>15/08/2014</u>			<u>View</u>		
	Hob	Nob	Biscuit Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
<u>796483</u>										
	lizard	one	Biscuit Family	S	✓					<input type="checkbox"/>
<u>776924</u>					Award completed on 25/09/2014					
	Party	Ring	Biscuit Family	B			X		n/a	<input type="checkbox"/>
<u>759787</u>					<u>08/09/2014</u>	<u>01/08/2016</u>		<u>View</u>		
	Victoria	Sponge	Cake Family	B		X	X	X	n/a	<input type="checkbox"/>
<u>847714</u>					<u>28/03/2014</u>					
	Bakewell	Tart	Cake Family	B	+			✓	n/a	<input type="checkbox"/>
<u>776949</u>					<u>01/01/2014</u>	<u>04/02/2014</u>	<u>08/01/2014</u>	<u>View</u>		

Before you archive participants you may want to send out an email asking them to get in touch if they would still like to complete their programme.

Results: 15

[Download to spreadsheet](#)
[Archive users](#)
[Change group](#)
[Send message](#)

Keeping groups to a minimum

Award completed on 04/06/2014										
	Fred	Flintstone	Training	B	X	X	X	X	n/a	<input type="checkbox"/>
	Iced	Gems	Biscuit Family	B	X	X		X	n/a	<input type="checkbox"/>
	Flap	Jack	Cake Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
	Dolly	Mixture	Cake Family	B		X	X		n/a	<input type="checkbox"/>
	Hob	Nob	Biscuit Family	B	X	X	X	X	n/a	<input checked="" type="checkbox"/>
	lizard	one	Biscuit Family	S						<input type="checkbox"/>
Award completed on 25/09/2014										
	Party	Ring	Biscuit Family	B			X		n/a	<input type="checkbox"/>
	Victoria	Sponge	Cake Family	B		X	X	X	n/a	<input type="checkbox"/>
	Bakewell	Tart	Cake Family	B					n/a	<input type="checkbox"/>

Results: 15

To archive the participants go to 'Manage participants' then 'Participant overview', select the group from the drop down boxes, press 'Search' then working through the list tick the participants you would like to archive and then at the bottom of the screen press 'Archive users'

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 Rachael Training
ID No: 1015799
[View/edit my profile](#)

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Manage infrastructure

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Centre: Rachael- Training Zone

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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
Biscuit Family	Rachael Hewison	2	9	
Cake Family	Rachael Hewison	2	4	
New Starters	Rachael Hewison	2	1	
Training	Rachael Training	1	1	
Total:		7	15	

Once you have archived the participants you can delete the old groups. Bear in mind you can only delete groups where there are no participants in the group

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Rachael Training
ID No: 1015799
[View/edit my profile](#)

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Centre: Rachael- Training Zone [Back](#)

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="Biscuit Family"/>	Rachael Hewison	2	<u>9</u>	
<input type="text" value="Cake Family"/>	Rachael Hewison	2	<u>4</u>	
<input type="text" value="New Starters"/>	Rachael Hewison	2	<u>0</u>	
<input type="text" value="Training"/>	Rachael Training	1	<u>2</u>	
Total:		7	15	

To delete a group go to 'Manage Infrastructure' go into your centre and select the 'Groups tab'

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Rachael Training
ID No: 1015799
[View/edit my profile](#)

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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="Biscuit Family"/>	Rachael Hewison	2	<u>9</u>	
<input type="text" value="Cake Family"/>	Rachael Hewison	2	<u>4</u>	
<input type="text" value="New Starters"/>	Rachael Hewison	2	<u>0</u>	
<input type="text" value="Training"/>	Rachael Training	1	<u>2</u>	
Total:		7	15	

Click into the group by pressing the pencil symbol

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Details

Members

History

* Name: Save

Current Leaders

These are adults assigned to **New Starters**

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
<u>622378</u>	Rachael	Hewison	Regional Administrator	Active	<input checked="" type="radio"/>	<input type="checkbox"/>
<u>1317036</u>	Rachael	Leader	Leader	New	<input 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

Scroll to the bottom and press 'Delete'

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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
Biscuit Family	Rachael Hewison	2	<u>9</u>	
Cake Family	Rachael Hewison	2	<u>4</u>	
New Starters	Rachael Hewison	2	<u>0</u>	
Training	Rachael Training	1	<u>2</u>	
Total:		7	15	

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

If you would prefer to set up one group for past participants you can do so in the Groups tab by pressing 'Add new group'

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 -  Volunteering
 -  Physical
 -  Skills
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 -  Expedition
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 -  Help
-
- 



Photos

[.jpg,.jpeg,.jpe,
.gif,.bmp,.png]



Video

[.mpg,.mpeg,.mp4,
.avi,.mov,.wmv,
.flv]



Text



Other

[.doc,.docx,.xls,
.xlsx,.pdf,.txt,
.rtf,.ppt,.pptx,
.pps,.ppsx]

Things to look out for [Hide](#)

-  You can upload multiple files, the maximum size per file is 10mb
-  Please give your evidence a sensible name
-  Ensure your photo files are really good quality (minimum 1mb)
-  You need 2 portrait and 7 landscape photos for your [Achievement Pack](#)

You can also select one piece of evidence to be the Assessor's report for this section.

Title	Assessor's	Edit	Remove
	Hydrangeas.jpg		
None of these are the Assessor's report:			
* Select your Leader:			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> (Please select) Richard White D Lambert Daniel Greene Laura McIntosh Richard Wtest Richard Wtest Emma Thorn Neuro Fen Richard White Richard White </div>			
<input type="button" value="Save and submit"/>			

Any Leader that is attached to a group will appear in the drop down list when a participant goes to submit their programme planner or evidence. The fewer Leaders on this list, the less confusion for participants and the easier it is for you to identify where the alerts are going.

 Rachael Hewison
ID No: 622378
[View/edit my profile](#)

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Manage infrastructure

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Centre: Rachael- Training Zone

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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.

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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="Biscuit Family"/>	Rachael Hewison	2	<u>9</u>	
<input type="text" value="Cake Family"/>	Rachael Hewison	2	<u>4</u>	
<input type="text" value="New Starters"/>	Rachael Hewison	2	<u>0</u>	
<input type="text" value="Training"/>	Rachael Training	1	<u>2</u>	
Total:		7	15	

[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.

To add or remove Leaders from a group click on 'Manage Infrastructure', go into the centre and then to the 'Groups' tab. Click on the pencil of the group you would like to amend

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Training Back

Details Members History

* Name: Save

Leader Recorded: *Denied* Leader Recorded

Current Leaders

These are adults assigned to **Training**

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
 1015799	Rachael	Training	Co-ordinator	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

To add a Leader to the group select their name from the drop down box and press 'Add'

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Details

Members

History

* Name: Save

Leader Recorded: *Denied* Leader Recorded

Current Leaders

These are adults assigned to **Training**

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
1015799	Rachael	Training	Co-ordinator	Active	<input checked="" type="radio"/>	<input type="checkbox"/>
1317036	Rachael	Leader	Leader	New	<input type="radio"/>	<input checked="" 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

To remove a Leader tick their account in the 'Remove' box and then press 'Save'



ID No: 622378
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Location

Region:

LO:

Centre:

Group:

Status:

Note: Columns below whose headings are underlined are sortable. Click on an ID number to view an adult's profile.

Results: :

<u>ID</u>	<u>First name</u>	<u>Last name</u>	<u>Role</u>	<u>Group</u>	<u>Location</u>	<u>Status</u>	<u>Select all</u>
 1015799	Rachael	Training	Co-ordinator	Training (Primary) , Biscuit Family, Cake Family	Training, Central England LO, Rachael- Training Zone	Active	<input type="checkbox"/>
 1317036	Rachael	Leader	Leader	New Starters	Training, Central England LO, Rachael- Training Zone	New	<input checked="" type="checkbox"/>

Results: :

Any Leaders that have left the centre need to be removed. To do this go to 'Adult overview' select from the drop down boxes, select the adult and press 'Archive'