



# eDofE Management User Guide

A guide to effective eDofE management for Directly Licensed Centres

**Note:** This document is a London specific version (LDN 1) of an original eDofE Management User Guide created in the South West Region. The content is an updated copy of version SW5 (31/08/2018) and therefore some of the content included may include the South West DofE logo.

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# Section one: Setting up the correct infrastructure on eDofE

## Creating a group

When first creating a group, think about a group structure that will be clear to all Leaders and will also work for future groups. A good example is to name a group after the level and the academic year, e.g. Bronze 2017-18.

To create a group, click on **'Manage infrastructure'** and then click the grey pencil on the right-hand side underneath **'Manage'**.

Centres in SW Hannah

Centre name	Contact	Email	Groups	Participants	Manage
SW Hannah		Hannah.Tr...	4	7	
Total:			4	7	

The next page will allow you to create a new group as well as edit current groups. Click on the **'Add new group'** button in the bottom right-hand corner. A pop up will appear where you will need to enter the group name and choose a Primary Leader for the group. The Primary Leader is the individual who will receive the alerts for young people within that group. Click **'Save'**.

**Add Group**





\* Name:

\* Primary Leader:

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

## Editing or deleting a group

To edit a group, click on **'Manage infrastructure'** and then the grey pencil on the right-hand side (as shown in the creating a group section). This will show you a list of all of the groups within your centre. To edit a group, you need to click on the grey pencil to the right of the group you wish to edit.

<div>Details Groups</div>				
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
Bronze 2015-16	Hannah Trent	1	2	
Bronze 2016	H T	1	5	
Bronze 2017-18	Hannah Trent	1	0	
Silver 2015	Rosemary Tyrell	1	0	
Total:		4	7	

Bronze 2015-16

Back

DetailsMembersHistory



\* Name: Bronze 2015-16

Save

Current Leaders

These are adults assigned to **Bronze 2015-16**

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
 1554475	Hannah	Trent	Manager	Active	<input checked="" type="radio"/>	<input type="checkbox"/>
 1554508	Rosemary	Tyrell	Leader	New	<input type="radio"/>	<input type="checkbox"/>

Save

Add new Leader to group

(Please select)

Add

Delete Group

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

Delete

To edit the name of a group, enter the new name and then click **'Save'**.

You can remove a Leader by clicking the box under **'Remove'** and then clicking **'Save'**. However, you cannot delete a Primary Leader, so you'll need to change the Primary Leader first.

You can change the Primary Leader by selecting someone different then clicking **'Save'**.

You can add a Leader to the group by selecting their name from the drop down list and then clicking **'Add'**.

In order to delete a group it must not have any participants in it. You can then click on **'Delete'**.

the group by clicking on the **'Members'** tab at the top of the page, or the history of any changes to the group by clicking on the **'History'** tab.

You can also see the members within

# Section two: Adults

## Adult roles

Each role has different access rights within eDofE. Brief descriptions of the roles are included below, but if you wish to view a detailed breakdown of permissions please see Appendix 1.

### Helper

This is the most basic adult account within eDofE and has very limited functionality. Helpers are not able to interact with and/or view awards that participants are undertaking in eDofE, however they can access eDofE Mapping.

### Leader

A Leader is an adult responsible for a DofE group. Leaders are able to interact with participants on eDofE that have been allocated to their specific group(s) only.

### Co-ordinator

A Co-ordinator is traditionally someone who oversees a level (e.g. Bronze) of the Award within a centre and will support Leaders and Groups.

### Administrator

An Administrator is able to interact with eDofE at group, centre and LO level.

### Manager

Each organisation will have one DofE Manager who is the named person who takes responsibility for the Licensed Organisation. The DofE Manager is able to see and interact with all participants, groups and DofE staff within the LO.

## Creating an adult

To create an adult, click on **'Manage adults'** on the left hand side, followed by **'Create new adult'**. Complete all of the fields marked with a **red \***.

**Create adult**

Complete this short form to create an adult account.

\* = Required field.

**1. Role**

\* Role:

**2. Where**

\* Region:

\* Licensed Organisation:

Click on the **'Create adult'** button at the bottom of the page.

**6. Create Adult**

Click Create adult to finish creating the account. You will then be able to set the permissions if applicable to the role.

Next, a pop-up box will ask you to confirm you wish to create an adult. You will then be taken to a page where you can set permissions. Choose the permissions you would like the adult to have and then click **'Confirm'** at the bottom of the page. For further information on permissions please see Appendix 1.

Manage participants	Can create a new Silver participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can create a new Gold participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can add a Silver Award to a participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can add a Gold Award to a participant	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can adjust participant's enrolment and section dates	<input type="radio"/>	<input checked="" type="radio"/>
Manage participants	Can abandon an Award level	<input type="radio"/>	<input checked="" type="radio"/>

## Changing permissions

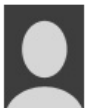
To change the permissions for an adult account type the name of the adult in the **'Find user'** search bar in the top right hand corner. Click on the adult account shown.



Next, click on the **'Change permissions'** button on the right-hand side.

**Adult profile: John Smith**

**Communications**



Name: *John Smith*

ID number: *1578964*

eDofE role: ***Leader***

Centre: *Example School*

Licensed Organisation: *SW Hannah*

Region: *Training*

Last sign in:

Status: *New*

Send message

**Change Permissions**

Archive user

Click on the title below to view and edit this user's details.

▶ [Account details \(show\)](#)

▶ [Contact details \(show\)](#)

▶ [Personal details \(show\)](#)

▶ [Training \(show\)](#)

▶ [History \(show\)](#)

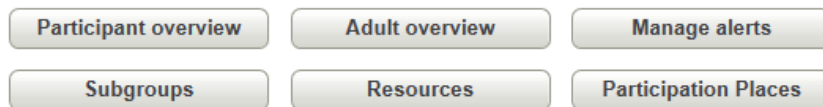
You will then be able to change permissions by selecting the **'Allow'** or **'Deny'** button to the right of each permission.




## Shortcuts

Each adult can edit the six shortcut buttons on their home page.


### Shortcuts





Click on '**My settings**' on the left-hand side and then choose which option you would like for each shortcut button, then click '**Save settings**' at the bottom of the page.





Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)


 DofE Information


 Participation Places


 Award approvals


 Manage participants


 Manage adults


 Manage infrastructure


 Training


 News


 Resources


 Keep Safe

 Reports

 **My Settings**

 DofE Essentials

 Help



### Settings

#### Homepage

You can customise your home page by changing the position of the news to either the top or the bottom

News at top ☐

Shortcut1: 

Participant overview

Shortcut2: 

Adult overview

Shortcut3: 

Manage alerts

Shortcut4: 

**Directly approve**

Shortcut5: 

Resources

Shortcut6: 

Participation Places

---

#### Grids

You can remove the profile pictures from all the grids in eDofE by unchecking the box below

Include profile picture ☒

---

#### Alerts for evidence

Tick this box if you no longer want eDofE to send you an alert when a participant submits evidence for approval. If you do this you will no longer receive any of these Alerts but you will still receive alerts when a participant submits a programme plan or section approval request to you. You can see which participants have evidence requiring approval and manage these through the Participant overview screen in Manage participants. You can turn these alerts back on at any time by un-ticking the box and saving your settings.

Disable evidence alerts ☐

**Save settings**

**Top tip:** Change one of your shortcuts to 'Directly approve' to make it easy to find participants with sections waiting for approval.

## Archiving an adult

To archive an adult account, click on **'Manage adults'** on the left-hand side, followed by **'Adult overview'**. Select **'All'** in the centre box, and then click **'Search'**. Click in the box to the right of any account you wish to archive and then click on the **'Archive'** button at the bottom of the page.

Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)

- DofE Information
- Participation Places
- Award approvals
- Manage participants
- Manage adults
- Adult overview**
- Create new adult
- Move adults
- Manage infrastructure
- Training
- News
- Resources
- Keep Safe
- Reports
- My Settings
- DofE Essentials
- Help

### Adult overview

Location

Region: Training

LO: SW Hannah

Centre: (All)

Group: (All)

Status: (Current)

**Search**

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

Results: 6

ID	<u>First name</u>	<u>Last name</u>	Role	Group	<u>Location</u>	<u>Status</u>	Select all
1554475	Hannah	Trent	Manager	Bronze 2015-16 (Primary) , Bronze 2017-18 (Primary) , Gold 2017-18 (Primary)	Training, SW Hannah	Active	<input type="checkbox"/>
1554508	Rosemary	Tyrell	Leader	Silver 2015 (Primary) , Bronze 2015-16	Training, SW Hannah, SW Hannah	New	<input type="checkbox"/>
1577419	H	T	Leader	Leader Recorded (Primary) , Bronze 2015-16	Training, SW Hannah, SW Hannah	Active	<input type="checkbox"/>
1578964	John	Smith	Leader	Bronze 2015-16	Training, SW Hannah, SW Hannah	New	<input checked="" type="checkbox"/>
1578968	Mary	Town	Leader	Bronze 2017-18	Training, SW Hannah, SW Hannah	New	<input type="checkbox"/>
1579638	Tom	Tree	Administrator		Training, SW Hannah	New	<input type="checkbox"/>

Results: 6

Download to spreadsheet

**Archive**

Send message

Alternatively, you can type the adult name into the **'Find user'** search bar in the top right hand corner. Next, click on the **'Archive user'** button on the right hand side.

Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)

- DofE Information
- Participation Places
- Award approvals
- Manage participants
- Manage adults
- Adult overview**
- Create new adult

### Adult profile: John Smith

Name: John Smith

ID number: 1578964

eDofE role: **Leader**

Centre: Example School

Licensed Organisation: SW Hannah

Region: Training

Last sign in:

Status: New


Send message

Change Permissions


**Archive user**


## Unarchiving an adult


To bring an adult out of the archive, click on **'Manage adults'** then **'Adult overview'** on the left-hand side. In the centre box select 'All' and in the status box select 'Archived', then click on the **'Search'** button. A list of archived adult accounts will be displayed. Click in the box to the right of any account you wish to unarchive, and then click on the **'Unarchive user'** button.





Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)


 DofE Information


 Participation Places


 Award approvals


 Manage participants


 Manage adults


 **Adult overview**


 Create new adult


 Move adults


 Manage infrastructure


 Training


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**Adult overview**

Communications

Location

Region: Training

LO: SW Hannah

Centre: (All)

Group: (All)

Status: Archived

Search

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

Results: 3

<u>ID</u>	<u>First name</u>	<u>Last name</u>	<u>Role</u>	<u>Location</u>	<u>Username</u>	<u>Date Archived</u>	Select all
1577465	g	g	Co-ordinator	Training, SW Hannah, SW Hannah	GG	16/08/2017 16:06:48	<input type="checkbox"/>
1578964	John	Smith	Leader	Training, SW Hannah, SW Hannah	JOHNSMITH63	07/08/2018 15:15:49	<input checked="" type="checkbox"/>
1578967	Sarah	Smith	Helper	Training, SW Hannah, SW Hannah	SARAHSMITH37	16/08/2017 16:06:51	<input type="checkbox"/>

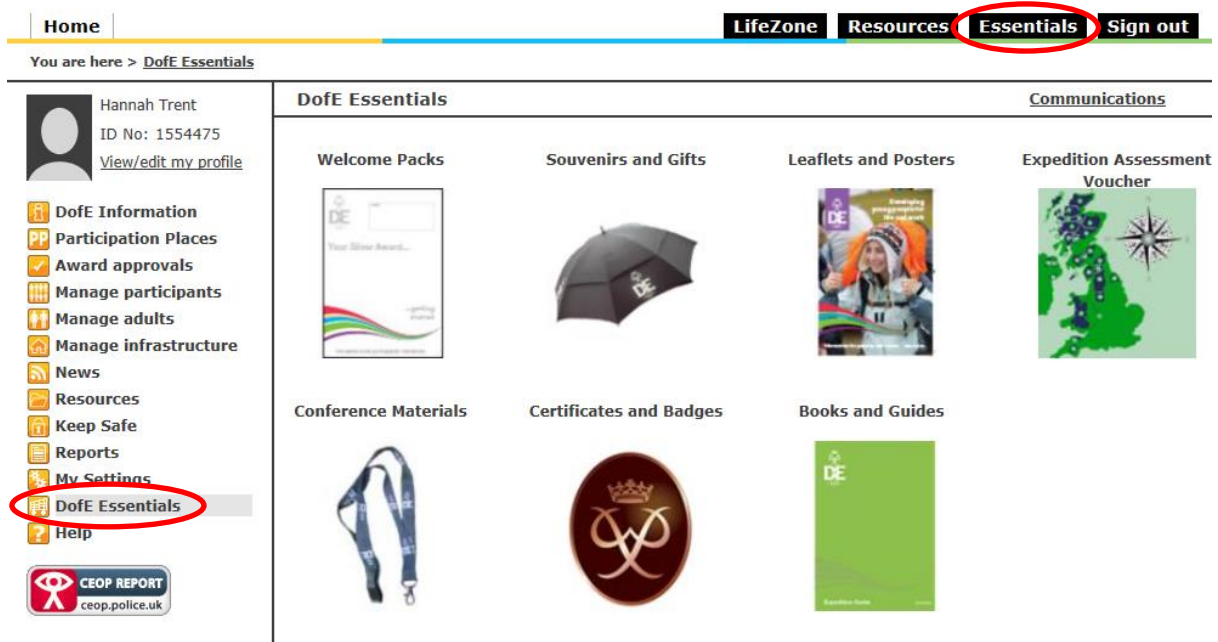
Results: 3

Unarchive user

# Section three: Participation places, certificates and badges

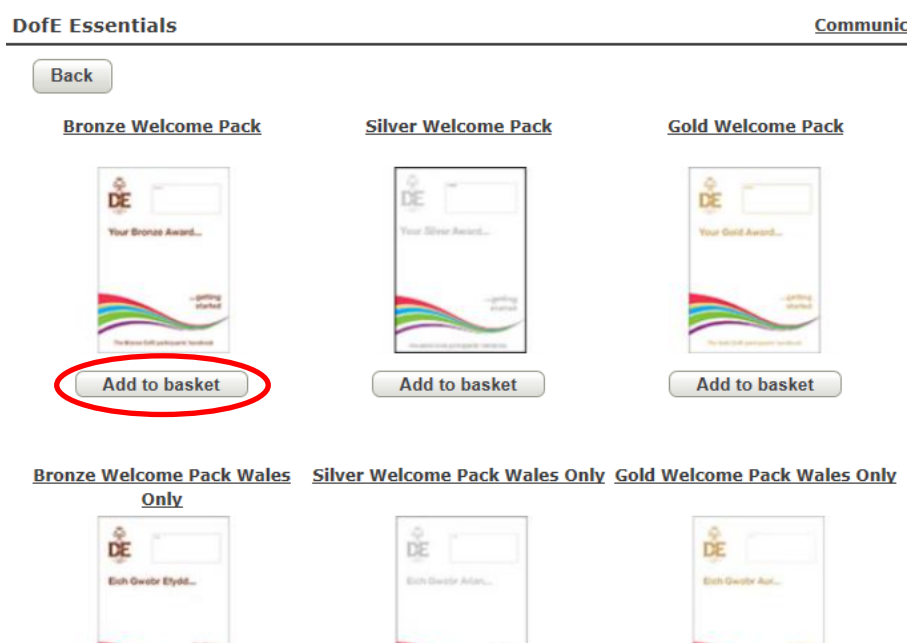
## Purchasing participation places, certificates and badges

Click on '**DofE Essentials**' on the left menu or on '**Essentials**' on the top menu. Next, click on the category you would like to order (e.g. *Welcome Packs*).













You can click on the item itself to find out more information or click '**Add to basket**' if you wish to order it. You can add as many different items as you like to your basket and use the '**Back**' button to add items from different categories.

**Top tip:** Order your certificates and badges at the same time as your *Welcome Packs* so you only pay one postage fee.



You can change the quantity of the items at the bottom of the page by clicking on the plus or minus symbols or free typing in the box. You can also remove items by clicking on the red cross. Once you are happy with your order, click **'Next'**.

#### Basket

Item	Quantity	Cost
 Bronze Welcome Pack	 3 	£60.00
 Bronze DofE Certificate	 3 	£0.00
 Bronze Award Level Badge	 3 	£0.00
		Order total: £60.00
		 P&P: £7.50
		<b>Total to pay(3 items): £67.50</b>

[Download credit account form](#)

**Next**

Leave the next page as you find it and simply click **'Next'**.

#### DofE Essentials

#### Communications

You can use the drop down tool to specify where you would like to allocate the Participation Places which will be made available as soon as you complete your Welcome Packs order.

Please note that your Welcome Packs will be sent to your delivery address. You will be able to view and edit your delivery address after clicking Next.

\* Region:

LO:

Centre:

Group:

**Back**

**Next**

On the following page select the appropriate delivery address and click **'Next'**. You will then have the opportunity to review your order, add a purchase-order number and finally complete your order.

Please make a note of the order reference number; it will appear in a green bar once the order has gone through. The participation places will be credited immediately the *Welcome Packs* will be delivered to a participants home address once they have logged in and added this information in eDofE.

## Viewing participation places

To view your participation places, click on **'Participation places'** on the menu on the left. The amount of places you have will show in the Bronze, Silver and Gold boxes at the bottom. Don't select anything in the centre or group dropdown boxes. If you think the number is incorrect, then please contact the Regional Office.

DofE Information

**Participation Places**

Allocate

Recall

Statement

Award approvals

Manage participants

Manage adults

Manage infrastructure

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CEOP REPORT  
ceop.police.uk

**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 31st July 2015.

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

\* Region:

Licensed Organisation:

Centre:

Group:

0 Bronze

1 Silver

1 Gold

You can view a statement showing when participation places were purchased and used by clicking on **'Statement'**, then selecting the appropriate date range and clicking on the **'Get Statement'** button.

Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)

DofE Information

**Participation Places**

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CEOP REPORT  
ceop.police.uk

**Participation Places Statement**

Communications

You can view the history of all transactions. Please note that this is for transactions since 31st July 2015 only.

Choose from the filters below to create the statement you wish to view. ?

**Location**

Region:

LO:

Centre:

Group:

**Levels**

☐ Bronze

☐ Silver

☒ Gold

☐ All

\* Start date :

\* End date :

Transaction Type

**Get statement**

Type	Transaction Date	Type	Transaction Number	To/From	Transacted By	Level	PP's In	PP's Out	Balance
<input checked="" type="checkbox"/>	30/05/2017 12:33:29	Used	US329801882DCM	Bob Smith (1554498)	Hannah Trent	B	0	1	5
<input checked="" type="checkbox"/>	30/05/2017 12:34:39	Used	US417050574SCA	Sharron Hurst (1554499)	Hannah Trent	B	0	1	4
<input checked="" type="checkbox"/>	30/05/2017 12:35:29	Used	US859565532BNH	Kirsty West (1554500)	Hannah Trent	B	0	1	3

# Section four: Creating and managing participants

## Creating a participant

**Top tip:** You can delete a participant within 14 days of creating them if they haven't logged into their account.

To create a new participant who doesn't already have an eDofE account, click on **'Manage participants'** and then **'Create participant'**. Complete all of the fields with a red \*, including selecting the appropriate group for the participant. Select which level you are creating by clicking on the Bronze, Silver or Gold square. The number inside the square is the amount of participation places you currently have.

**Create Participant**

Complete this short form to create a Participant Account.

\* = required field

**1. Where**

\* Region: Training

\* Licensed Organisation: SW Hannah

\* Centre: SW Hannah

\* Group: (Please select)

**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: Licensed Organisation

\* Level: 0 Bronze 1 Silver 1 Gold

\* Direct entrant? Yes No ?

**3. Who?**

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

\* First name:

Enter the participant details in the **'Who'** section. The username will be generated automatically. If you enter an email address the login details will be sent to the participant.

**Top tip:** Leave the email address blank and then once you have created all of the new participants, click on the **'Download to spreadsheet'** button at the bottom of the screen. This will create a spreadsheet with the usernames and passwords (their date of birth in the format ddmmyyyy). Organise an eDofE session in a computer room and ask all of the students to login at the same time to complete their Programme Planners. That way you won't have to worry about any forgotten passwords or usernames.

Once you have completed the appropriate fields click on the **'Create participant'** button. A pop up will appear asking **'Are you sure you want to create this participant?'** and then click **'Yes'**.

Cancel without allocating Create participant

The **'History'** section at the bottom of the page will list all of the accounts you have created within the last week.


## Deleting a participant

A participant can only be deleted within two weeks of the account being created and if the account hasn't been logged in to.

To delete a participant, find the participant account by using the **'Find user'** search bar in the top right hand corner. Alternatively, click on **'Manage participants'** and then **'Participant overview'**. Click on the eDofE number of the account you wish to delete and click the **'Delete user'** button on the right.

**Participant profile: Katie River**

[Communications](#)



Name: *Katie River*

ID number: *1579616*

Group: *Silver 2015* [Change](#)

Centre: *SW Hannah*

Licensed Organisation: *SW Hannah*

Region: *Training*

Leaders: *Rosemary Tyrell*

Last sign in:


Status: *New*

[Send message](#)

[Add level](#)

[Archive user](#)

[Delete user](#)

**Awards** 

Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential	
<a href="#">Silver</a>	12/07/2017	22/08/2018					n/a	

If the **'Delete user'** button is semi-transparent or isn't shown, then either too much time has elapsed or the user has logged into their account, meaning it is no longer possible to delete the account.



## Adding a level to a participant (Silver or Gold Award)

If you wish to add a level to multiple participants:

If a student has already got an eDofE account, then you can add a level rather than creating a new account. Click on **'Manage participants'** and **'Add next level'**. Choose a group and click **'Search'** to bring up a list of participants. Select the enrolment date and then tick the box to the right of the participant under the level you wish to add. Click **'Add level'**. If the eDofE account is inactive then you will need to follow the instructions for adding a level to a single participant below.

Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)

- DofE Information
- Participation Places
- Award approvals
- Manage participants**
- Participant overview
- Create participant
- Add next level**
- Manage alerts
- Directly approve
- Assessor's Reports
- Add evidence
- Expedition set up
- Move participants
- Subgroups
- Manage adults
- Manage infrastructure
- News
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- Help

### Add next level

**Location**

Region: Training

LO: SW Hannah

Centre: SW Hannah

Group: Bronze 2016

Status: (Current)

Enrolment date  
\* Date: 18/08/2017

**Search**

Here you can add a new level to participants - providing you have enough Participation Places available.

Search for a list of participants in the group. You can tick those who are eligible to progress to a higher level. They have the correct minimum age and previous achievement. Where the tick box is greyed out, hover over text indicates why that level cannot be added.

You can change a participant to a different group if you are a Leader for that group.

If the group you are looking for is not in the drop down list, please contact your manager.

Results: 5

ID	First name	Last name	Date of birth	Group	Level	Silver	Gold
1554498	Bob	Smith	12/10/2002	Bronze 2016	B	<input type="checkbox"/>	<input type="checkbox"/>
1554499	Sharron	Hurst	18/05/2001	Bronze 2016	B	<input type="checkbox"/>	<input checked="" type="checkbox"/> (Direct)
1554500	Kirsty	West	23/10/1999	Bronze 2016	B	<input type="checkbox"/>	<input type="checkbox"/> (Direct)
1555170	Mary	Smith	09/06/1999	Bronze 2016	B	<input type="checkbox"/>	<input type="checkbox"/> (Direct)
1577442	Sandra	Smith	15/04/2002	Bronze 2016	S	<input type="checkbox"/>	<input type="checkbox"/>

Results: 5

**Add level**

A pop-up box will allow you to choose a new group to move the participant into (the group needs to be created beforehand – see page 4). Click **'Next'**. You will then need to select which level you are adding (the number showing is the amount of participation places you have at that level) and click **'Add level'**.

#### Add Levels

Select the group.

LO: SW Hannah

Centre: SW Hannah

Group: Gold 2017-18

**Next**

#### Add Levels

Please choose where you would like the participation places to be taken from.

From: Licensed Organisation

0 Bronze 1 Silver 1 Gold

Back **Add level**

### If you wish to add a level to a single participant:

Search for the participant using the '**Find user**' search bar in the top right hand corner of the page or by clicking on the participant's eDofE number in the '**Participant overview**'. Click on '**Add level**'.

**Participant profile: Glenda Smith**Communications



Name: *Glenda Smith*

ID number: *1573884*

Group: *Bronze 2015-16* [Change](#)

Centre: *SW Hannah*

Licensed Organisation: *SW Hannah*

Region: *Training*

Leaders: *Hannah Trent, Rosemary Tyrell, H T*

Last sign in: *22/08/2017*


Status: *Inactive*

[Send message](#)  
[Add level](#)

**Awards** 

Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
<a href="#">Bronze</a>	01/08/2016	09/04/2017					
Award submitted to LO on 22/08/2017							

Choose the level that you would like to add to the participant and click '**Next**'.

**Add Level** 

Select the level to add

Silver: ☒

Gold: ☐

[Next](#)

Select the enrolment date and click '**Next**', then choose the new group you wish to move the participant to and click '**Next**'. Leave the screen showing the amount of participation places as it is and click '**Next**'. A confirmation will show at the top of the page and the new level will show in the participants account.

### Deleting a level:

You can delete a level by selecting the participant in '**Participant overview**', then clicking on the level (e.g. Gold) and then clicking on the '**Delete level**' button on the right. You only have 14 days from the date of adding the level to do this.

## Changing a participant enrolment/start date

Find the participant you wish to change the enrolment date for by either using the **'Manage participant'** and **'Participant overview'** buttons, or by using the **'Find user'** search bar in the top right hand corner.

Click on the Award level that you wish to change the date for, e.g. Silver.

**Resources** **Essentials** **Sign out**

### Awards

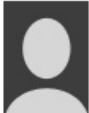


Award level	Enrolment date	Earliest completion date	Volunteering	Physical	Skills	Expedition	Residential
<b>Silver</b>	01/07/2017	01/08/2018	 <a href="#">01/08/2017</a>			 <a href="#">View</a>	n/a

Click on **'Change dates'** on the right-hand side.

**View Participant : Sandra Smith's Silver Award**

[Communications](#)



Level: *Silver*

Name: *Sandra Smith*

ID number: *1577442*

Group: *Bronze 2016*

Centre: *SW Hannah*

Send message

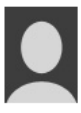
Abandon level

**Change dates**

You can enter the new date in the **'Enrolment date'** box and click **'Save'** in the bottom-right corner. You can change the timescales by selecting a different option or change the date a section was started by changing the date in the box next to the section you wish to change.

**Change dates Silver Award**

[Communications](#)



Name: *Sandra Smith*

ID number: *1577442*

Date of birth:

Direct entrant: ☒ Yes ☐ No

Please select new timescales:

☒ Vol: 12 Months, Phy: 6 Months, Ski: 3 Months

☐ Vol: 12 Months, Phy: 3 Months, Ski: 6 Months

☐ Vol: 6 Months, Phy: 3 Months, Ski: 12 Months

☐ Vol: 6 Months, Phy: 12 Months, Ski: 3 Months

Enrolment date:

Back

Section	Start	Timescale	Earliest completion	Completed
Volunteering	<input type="text" value="01/08/2017"/>	12 months	01/08/2018	
Physical		6 months		
Skills		3 months		

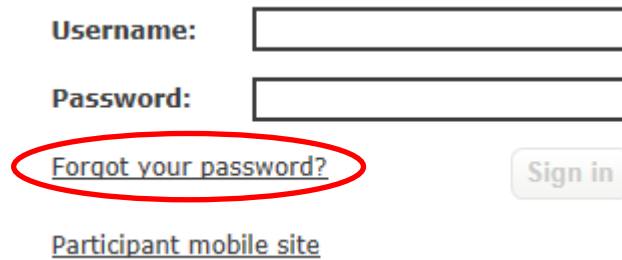
Reset

**Save**

## Forgotten/ resetting passwords

You can watch a YouTube video on resetting a password by following this link: <https://www.youtube.com/watch?v=JY4ipyis7Y8>. Alternatively, follow the instructions below.

If you have forgotten your password, click on the **'Forgot your password?'** button on the sign-in page.



Username:

Password:

[Forgot your password?](#)

[Participant mobile site](#)

Enter your username and click **'Submit'**. You will then be asked a security question, which would have been set up when activating your account. Provided you answer this correctly, you will be able to enter a new password and click **'Save'**. You cannot use a previous eDofE password.

### New password

Keep your password safe and don't share it.

Choose something memorable. Your password will have to meet the four security requirements below, so check your Caps Lock key.



\* New password:

\* Confirm password:

**A**  
Uppercase

**a**  
Lowercase

**1**  
Number

**6+**  
6 or more  
characters

[Return to Sign in page](#)



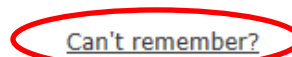
If you can't remember the answer to your security question, click on the **'Can't remember?'** button and a link will be sent to your registered email address. The link is valid for 60 minutes and will allow you to choose a new password. A pop up box will show which email address the link has been sent to.

Please answer the security question.

Username: SharronHurst

Security question: My first pet's name?

Security response:

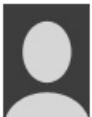
[Can't remember?](#)

[Return to Sign in page](#)

## Archiving a participant

### If you wish to archive one participant:

Find the participant you wish to archive by either using the **'Manage participant'** and **'Participant overview'** buttons, or by using the **'Find user'** search bar in the top right-hand corner. Click on the **'Archive user'** button on the right-hand side.

Participant profile: Sandra Smith		Communications	
	Name:	Sandra Smith	<a href="#">Send message</a>
	ID number:	1577442	<a href="#">Add level</a>
	Group:	Bronze 2016 <a href="#">Change</a>	<a href="#">Archive user</a>
	Centre:	SW Hannah	
	Licensed Organisation:	SW Hannah	
	Region:	Training	
	Leaders:	H T	
	Last sign in:	10/08/2017	
	Status:	Active	

### If you wish to archive multiple participants:

**Top tip:** Run a **'Directly Approve'** report before archiving to check that any sections that can be approved have been. Also clear any alerts on the accounts.

Click **'Manage participants'** then **'Participant overview'** and select the appropriate group, then click **'Search'**. Select the participants you wish to archive by clicking the box to the right of their name or by clicking **'Select all'**. Click **'Archive users'** at the bottom of the page. A pop-up box will appear and click on **'Archive'**.

Location

Region: Training

LO: SW Hannah

Centre: SW Hannah

Group: Bronze 2015-16

Status: (Current)

Subgroups

(Please select)

User details

ID number:

First name:

Surname:

Levels

☐ Bronze

☐ Silver

☐ Gold

☒ All
















Hide Completed Levels: ☒

Managing Participants: ? Key: ?

[Search](#)

[Change group](#) [Send message](#)

Results: 3

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
 1554499	Sharron	Hurst	Bronze 2015-16	B	 03/04/2017	 18/12/2016	 13/02/2017	 <a href="#">View</a>	n/a	<input checked="" type="checkbox"/>
 1555170	Mary	Smith	Bronze 2015-16	B	 01/08/2017	 26/07/2017	 X	 <a href="#">View</a>	n/a	<input checked="" type="checkbox"/>
 1554500	Kirsty	West	Bronze 2015-16	B	 01/08/2017	 26/07/2017	 X	 <a href="#">View</a>	n/a	<input type="checkbox"/>

Results: 3

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

## Unarchiving a participant

### If you wish to unarchive one participant:

Find the participant you wish to unarchive by either using the **'Manage participant'** and **'Participant overview'** buttons, or by using the **'Find user'** search bar in the top right hand corner. Click on the **'Unarchive user'** button on the right-hand side. You will be asked to select a group to put the participant in and then click **'Change group'**.

**Participant profile: Bob Smith**

Name: Bob Smith  
ID number: 1554498  
Centre: SW Hannah  
Licensed Organisation: SW Hannah

**Communications**

Send message  
Add level  
**Unarchive user**

**Change group**

Select new group for participant(s)

Region: Training  
LO: SW Hannah  
Centre: SW Hannah  
Group: Bronze 2015-16

**Change group**

**Awards**

Award level	End date
Bronze	01/08/2017

Click on the title below to view and edit this participant's details.

**Account details (show)**

### If you wish to unarchive multiple participants:

Click **'Manage participants'** then **'Participant overview'** and select **'Archived'** in the status box, and then click **'Search'**. Select the participants you wish to unarchive by clicking the box to the right of their name or by clicking **'Select all'**. Click **'Unarchive user'** at the bottom of the page. A pop-up box will appear asking you to select a group to put the participants in, then click **'Change group'**.

**Location**

Region: Training  
LO: SW Hannah  
Centre: SW Hannah  
Group: (All)  
**Status: Archived**

**Subgroups**

(Please select)

**User details**

ID number:   
First name:   
Surname:

**Levels**

☐ Bronze  
☐ Silver  
☐ Gold  
☒ All

**Search**

Results: 2

ID	First name	Last name	Username	Date Archived	Select all
1554498	Bob	Smith	BOBSMITH10	18/08/2017 16:29:31	<input checked="" type="checkbox"/>
1554510	Sylvia	Rust	SYLVIARUST	26/07/2017 14:17:52	<input checked="" type="checkbox"/>

Results: 2

**Unarchive user**

# Section five: Expedition set up

## Training

The training section is all of the preparation the participants have done prior to going on their practice expedition, e.g. camp craft, navigation, first aid, etc.

Click on **'Manage participants'** and then **'Expedition set up'**. Select the required group and click **'Search'**. Click on **'Expedition training'** and enter the date that the training was completed. You can then select the participants who have completed the training and click **'Approve training'** at the bottom of the page.

DofE Information

Participation Places

Award approvals

Manage participants

Participant overview

Create participant

Add next level

Manage alerts

Directly approve

Assessor's Reports

Add evidence

**Expedition set up**

Move participants

Subgroups

Manage adults

Manage infrastructure

News

Resources

Keep Safe

Reports

My Settings

DofE Essentials

Help

Location

Region: Training

LO: SW Hannah

Centre: SW Hannah

**Group: Bronze 2015-16**

Status: (Current)

Subgroups

(Please select)

User details

ID number:

First name:

Surname:

Levels

Bronze

Silver

Gold

Search

Hide participants with a complete Expedition section: ☒

[Expedition set up user guide and frequently asked questions](#)

☒ Expedition training (hide)

Here you confirm that the participants selected have completed all elements of the Expedition Training Framework. Details can be found in the DofE resource zone. Approving the training will mark all elements as complete on the date selected.

\* Completed on:

Results:5

ID	First name	Last name	Group	Level	Select all	
1554499	Sharron	Hurst	Bronze 2015-16	B	<input type="checkbox"/>	Approved
1555170	Mary	Smith	Bronze 2015-16	B	<input type="checkbox"/>	Approved
1573884	Glenda	Smith	Bronze 2015-16	B	<input type="checkbox"/>	Not Started
1574910	Sam	Smith	Bronze 2015-16	B	<input type="checkbox"/>	Not Started
1554500	Kirsty	West	Bronze 2015-16	B	<input type="checkbox"/>	Approved

Results:5

Approve training

Practice and Qualifying expedition (show)

**Top tip:** You can only enter a training completion date in the past, not the future.

Version LDN 1 Updated 26/07/2019

23

## Practice expedition (Silver/Gold levels only)

Click on the 'Practice and Qualifying expedition' tab, select 'Practice' and complete all the fields marked with a red \*. Then select the participants you wish to add the practice expedition to and click on the 'Add expedition to participants' button at the bottom of the page.

**Top tip:** The expedition start point has to be either a postcode or a six figure grid reference (including the two grid letters). Click on the yellow '?' for further information.

### Practice and Qualifying expedition (hide)

By adding information here the expedition will be automatically approved. You can add route cards via the 'Add evidence' page. Each participant must be eligible to have the start date selected. You will not be able to select an ineligible participant. If you cannot select a participant a likely cause is a date clash with another part of the expedition section or the enrolment date.

\* Expedition type: Practice: ☒ Qualifying: ☐

\* Start date:

\* Wild country? Yes: ☐ No: ☒ Overseas expedition: ☐

\* Expedition location:

\* Expedition start point:  [?](#) [eDofE Mapping](#)

Expedition end point:  [?](#)






\* Mode of travel:  [?](#)

Expedition notification no:  [?](#)

Expedition aim:  [?](#)

\* Number of days:

Results:5

ID	First name	Last name	Group	Level	Expedition summary	Select all
 <a href="#">1554499</a>	Sharron	Hurst	Bronze 2015-16	B	<a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1555170</a>	Mary	Smith	Bronze 2015-16	B	<a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1573884</a>	Glenda	Smith	Bronze 2015-16	B	<a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1574910</a>	Sam	Smith	Bronze 2015-16	B	<a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1554500</a>	Kirsty	West	Bronze 2015-16	B	<a href="#">Add</a>	<input checked="" type="checkbox"/>

Results:5

Print expedition summary

Print notification form

Add expedition to participants

[Notification Form Completion Notes](#)



## Qualifying expedition

Click on the 'Practice and Qualifying expedition' tab, select 'Qualifying' and complete all the fields marked with a red \* (remember to select 'Qualifying' in the 'Expedition type' box). Then select the participants you wish to add the qualifying expedition to and click on the 'Add expedition to participants' button at the bottom of the page. If you have multiple groups, enter one aim at a time and select the relevant participants. The information will stay in the boxes, provided you stay on this page, so you can simply change the aim and then select the next group of participants.

**Top tip:** Enter the expedition details in advance and use the 'Print notification form' button to generate your Green Form for expeditions in Wild Country (it will complete part of the form for you with details that have already been entered on eDofE).

### ☒ Practice and Qualifying expedition (hide)

By adding information here the expedition will be automatically approved. You can add route cards via the 'Add evidence' page. Each participant must be eligible to have the start date selected. You will not be able to select an ineligible participant. If you cannot select a participant a likely cause is a date clash with another part of the expedition section or the enrolment date.

\* Expedition type: Practice: ☐ Qualifying: ☒

\* Start date:

\* Wild country? Yes: ☐ No: ☒ ? Overseas expedition: ☐

\* Expedition location:

\* Expedition start point:  ? [eDofE Mapping](#)

Expedition end point:  ?

\* Mode of travel:  ?

Expedition notification no:  ?

\* Expedition aim:  ?






**Proposed hours of activity** (shows minimum hours - please amend ?  
to meet your plans)

DAY: 1 2

Journeying?

Exploring?

Results:5

ID	First name	Last name	Group	Level	Expedition summary	Select all
 <a href="#">1554499</a>	Sharron	Hurst	Bronze 2015-16	B	<a href="#">LP0002403405</a> 03/06/2017 Approved <a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1555170</a>	Mary	Smith	Bronze 2015-16	B	<a href="#">LP0002403405</a> 03/06/2017 Approved <a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1573884</a>	Glenda	Smith	Bronze 2015-16	B	<a href="#">LP0002403405</a> 03/06/2017 Approved <a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1574910</a>	Sam	Smith	Bronze 2015-16	B	<a href="#">LP0002403405</a> 03/06/2017 Approved <a href="#">Add</a>	<input checked="" type="checkbox"/>
 <a href="#">1554500</a>	Kirsty	West	Bronze 2015-16	B	<a href="#">LP0002403405</a> 03/06/2017 Approved <a href="#">Add</a>	<input checked="" type="checkbox"/>

Results:5

Print expedition summary

Print notification form

Add expedition to participants




## Presentation (Silver/Gold levels only)

Click on the **'Expedition presentation'** tab and complete all the fields marked with a red \*. Select the participants you wish to add the presentation to and click on the **'Set up presentation'** button at the bottom of the page.

**Top tip:** Presentation details can be overwritten but not deleted, so ensure you add the presentation to the correct participants.

### Expedition presentation (hide)

Add the presentation details here. This will overwrite anything the participant may have entered.

- \* Presentation given to (name):  
- \* Role:  
- \* Date:
- \* Presentation style:  

Results:5

# Section six: Alerts and Assessor's Reports

## Approving and Querying Programme Planners

To help run your eDofE session as smoothly as possible, ask the participants to complete a paper copy of the relevant Programme Planner in Appendix 3 beforehand. This will get the participant to think about all of the information they will need to enter on eDofE in advance, so it can simply be inputted during the training session.

Once a participant has entered their activity choices onto eDofE, the primary Leader will need to approve them. An alert will appear in the Leader's communication box on their home page. The black number refers to the amount of participants and the red number to the amount of alerts.

Communications
<a href="#">Messages: None</a>
<a href="#">Alerts: 1 (2)</a>
<a href="#">Assessor's Reports: None</a>
<a href="#">News</a>
<a href="#">Contacts</a>

You can either click on the '**Alerts**' button in the communication box or you can click on the section with an alert, marked by a warning triangle in an orange box, within '**Participant overview**'.

Check that all of the information is correct and that the activity does count towards the section. Once you are happy, click '**Approve**'.

**View Award - Sandra Smith (1577442)** Close X

<b>Physical</b>	6 Months	Status:	Programme planner submitted
Start Date:	02/07/2017	<b>Assessor's report</b>	
Type:	Dance		
Detail:	Belly Dancing		
Location:	The Belly Dancing Association in Stourton. I will attend classes every Tuesday evening.		
Goals:	To improve my skills enough to be able to take part in a show.		
Assessor:	Vicky String		
Position:	Belly Dance Coach		
Tel:		Email:	
<b>Approve</b>		<b>Query</b>	<b>Show or hide evidence</b>

A green box will appear at the top of the screen confirming the Programme Planner has been approved.

If the activity isn't appropriate you can click '**Query**' and enter a comment explaining why. This will alert the participant next time they log in to their account, but it is recommended that you also contact the participant outside of eDofE in case they don't log in for a while.

**Skills** 12 Months Status: Programme planner submitted

Start Date: 12/10/2017 **Assessor's report**

Type: **Query programme planner** X

Detail: The participant will receive a message containing the reason you enter here.

Location:

Goals:

Assessor:

Position:

Tel:

**Query**

**Approve** **Query** **Show or hide evidence**

## Evidence


In order for a section to be completed, there must be an appropriate Assessor's Report. In addition to this, participants may wish to upload other evidence, such as photos, activity logs or further details of the activities they have been undertaking. When a participant adds new evidence, you will receive an alert. Click on the **'Alerts'** button in the **'Communications'** box on the right-hand side, which will take you to the relevant participant.

Communications	
Messages: None	
Alerts: 1 (1)	
Assessor's Reports: None	
News	
Contacts	



Click on the section with the alert in it, marked by a warning triangle in an orange square.

### Manage alerts

### Communications




To action alerts for an individual, click on the  symbol below. To approve multiple alerts without checking the contents use the Select column and 'Approve checked' button. The participant will receive a confirmation message.

#### Key

-  Programme planner or evidence alert.
-  Section alert. Cannot be approved without viewing.

Approve checked

Results: 1

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1574910	Sam	Smith	Bronze 2015-16	B	X				n/a	<input type="checkbox"/>
						24/10/2016	17/10/2016	View		

Click on **'Show or hide evidence'** to see the evidence submitted. You can click on the image to enlarge it or click **'Edit'** to rotate the image. If you are happy the evidence is suitable, then tick the box and click **'Approve'**. You can also delete evidence or mark/unmark it as an Assessor's Report by clicking on the relevant button.


Goals: I'd like to improve my fitness and win 5 races.  
 Assessor: Heather Thompson  
 Position: Sailing Instructor  
 Tel: 01234 567890 Email: sailing@sailing.com

Unapprove

Show or hide evidence



assessorreport

 Edit ☐



sailing.jpg

 Edit ☒

Select All: ☐ 

Mark as Assessor's Report

Query

Delete

Unapprove

Approve

Unmark as Assessor's Report

## Assessor's Reports

For guidance on what is required for an Assessor's Report, please look at *The Handbook for DofE Leaders* (p21 in the 7<sup>th</sup> Edition).

For Assessor's Reports that have been uploaded as images (e.g. a photo of the Assessor's Report sheet), follow the instructions for approving evidence.

If an Assessor's Report has been submitted through the online portal (<https://edofe.org/Assessor>), then it will show within your **'Communications'** box on your home page. Click on **'Assessor's Reports'**. You can then check the content is appropriate, tick the box on the right and click **'Send to participant'**.

### Communications

Messages: None

Alerts: 1 (3)

Assessor's Reports: (1)

News

Contacts


### Assessor's Reports

### Communications

#### From DofE.org

Below is a list of all the Assessor's Reports submitted via [www.DofE.org](http://www.DofE.org). Select report and click 'Send to participant'. It will be automatically approved.

Results: 1

ID	Name	Level	Section details	Assessor Details	Assessment Text	Date submitted	Select all
 <a href="#">1574910</a>	Sam Smith	<b>B</b>	Volunteering  Status: Programme planner submitted	Kirsty Rolands Manager Hannah.trent@dofe.org	Start date: 19/10/2016 End date: 19/01/2017 Sam attended every Saturday morning from 9am - 12pm for 3 months. Sam learnt how to use the till, price items and to cash up at the end of the day. In addition Sam learnt about displaying items in the shop and restocking the shelves. Sam was a pleasure to have around and I really hope he continues to volunteer in the future!	21/08/2017	<input checked="" type="checkbox"/>

Page 1 of 1 100 View 1 - 1 of 1

Results: 1

Delete report

Download to spreadsheet

Send to participant

**Top tip:** If you are adding the Assessor's Report yourself, then you can do this by following the guidance in the **Adding evidence as a Leader** section on the next page.

## Unmarking an Assessor's Report

If a piece of evidence has been marked as an Assessor's Report incorrectly, you can unmark it to retain it as evidence and allow a new Assessor's Report to be added. Click on **'Show or hide evidence'** then tick the box next to the piece of evidence and click on **'Unmark as Assessor's Report'**.

Start Date: 05/09/2017

Type: Coaching teaching and leadership

Detail: Award Leadership

Location: Mere Community School. Every Tuesday after school from 3.30pm - 4.30pm.

Goals: To teach Bronze students expedition skills so that they are confident going on their expedition.

Assessor: Sid Smith

Position: DofE Leader

Tel: Email:

Assessor's report

Hanah did very well and was a great help.

Assessor's Report

Unapprove

Show or hide evidence

Assessor

Hanah did very well and was a great help.

Assessor's Report

☒

Select All: ☐ ?

Mark as Assessor's Report

Query

Delete

Unapprove

Approve

Unmark as Assessor's Report

Enter a comment so the participant knows why the evidence has been unmarked as an Assessor's Report then click **'Confirm'**. It is recommended you also contact the participant outside of eDofE to let them know they need a new Assessor's Report.

Unmark as Assessor's report


The participant will receive a message containing the reason you enter here.














Please can you upload an Assessor's Report confirming the activity that you undertook and the dates you completed it. Please come and talk to me if you have any questions. Thanks.


Confirm

## Adding evidence as a Leader

To add a piece of evidence, click on **'Manage participants'** then **'Add evidence'**. Select the type of evidence you wish to add (e.g. text) and then complete the fields marked with a red \*. If the item is an Assessor's Report, tick the box. Choose a group or search for an individual user, then select the section that you wish to add evidence to (it will automatically default to 'Volunteering') and finally click **'Search'**.


 Hannah Trent  
ID No: 1554475  
[View/edit my profile](#)

-  DofE Information
-  Participation Places
-  Award approvals
-  Manage participants
  - Participant overview
  - Create participant
  - Add next level
  - Manage alerts
  - Directly approve
  - Assessor's Reports
  - Add evidence**
  - Expedition set up
  - Move participants
  - Subgroups
-  Manage adults
-  Manage infrastructure
-  News
-  Resources
-  Keep Safe
-  Reports
-  My Settings
-  DofE Essentials
-  Help




### Add evidence Communications

What evidence would you like to add?




**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](#)

- ✓ Include dates, details of activities and thoughts about what you achieved
- ✓ Please give your evidence a sensible name

\* Name of evidence:

\*

0/1000 characters used

Assessor's report: ☐ 

**Location** ?

Region:

LO:

Centre:

Group:

Status:

**Subgroups**

**User details**

ID number:

First name:

Surname:

☒ **Volunteering**

☐ **Physical**






☐ **Skills**

☐ **Expedition**

☐ **Residential**

**Search**

Select the person you wish to add the evidence to by clicking in the box to the right of the participant and click **'Add evidence'**.

ID	First name	Last name	Group	Level	Section	Select all
 1554499	Sharron	Hurst	Bronze 2015-16	B	Physical	<input type="checkbox"/>
 1554500	Kirsty	West	Bronze 2015-16	B	Physical	<input type="checkbox"/>
 1555170	Mary	Smith	Bronze 2015-16	B	Physical	<input type="checkbox"/>
 1573884	Glenda	Smith	Bronze 2015-16	B	Physical	<input type="checkbox"/>
 1574910	Sam	Smith	Bronze 2015-16	B	Physical	<input checked="" type="checkbox"/>

Results: 5

**Add evidence**

# Section seven: Monitoring eDofE

For a document giving an overview of completing an Award on eDofE, please see Appendix 2.

## Participant overview

Click on '**Participant overview**' to see a breakdown of which sections participants have completed. By clicking on the '**Key**', you can see an explanation of what the different symbols mean.

Within the '**Location**' box, you can choose to view information about a particular group or all participants by selecting an option from the '**Group**' drop down menu. You can also see participants who are current, new, active, inactive or archived in the '**Status**' drop-down menu.

The 'Location' filter box contains the following fields:

- Region: Training
- LO: SW Hannah
- Centre: SW Hannah
- Group: Bronze 2015-16 (circled in red)
- Status: Inactive

**Participant overview icons**

**Key**

- Not started
- Section is in draft
- Programme planner approved and section underway
- Something needs approving
- The section is complete and awaiting approval
- Section completed, no further action needed

You can select participants to archive, change group or send a message by clicking the relevant button at the bottom of the page. You can also '**Download to spreadsheet**', which will open an Excel document with details of dates, activities and the status of each section for the participants selected.

**Top tip:** See **Reports** on page 33 to find out how to print and display this on your noticeboard.

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
<a href="#">1554499</a>	Sharron	Hurst	Bronze 2015-16	B	<a href="#">01/08/2017</a>	<a href="#">24/05/2017</a>	<a href="#">31/05/2017</a>	<a href="#">View</a>	n/a	<input type="checkbox"/>
<a href="#">1555170</a>	Mary	Smith	Bronze 2015-16	B	<a href="#">01/08/2017</a>	<a href="#">26/07/2017</a>		<a href="#">View</a>	n/a	<input checked="" type="checkbox"/>
<a href="#">1573884</a>	Glenda	Smith	Bronze 2015-16	B	<a href="#">09/01/2017</a>	<a href="#">15/09/2016</a>	<a href="#">04/09/2016</a>	<a href="#">View</a>	n/a	<input type="checkbox"/>
<a href="#">1574910</a>	Sam	Smith	Bronze 2015-16	B	<a href="#">19/10/2016</a>	<a href="#">24/10/2016</a>	<a href="#">17/10/2016</a>	<a href="#">View</a>	n/a	<input type="checkbox"/>
<a href="#">1554500</a>	Kirsty	West	Bronze 2015-16	B	<a href="#">01/08/2017</a>	<a href="#">26/07/2017</a>		<a href="#">View</a>	n/a	<input type="checkbox"/>

Results: 5

**Download to spreadsheet** **Archive users** **Change group** **Send message**



## Directly approve

The directly approve function brings up a list of participants that have sections with all of the required programme information completed and a piece of evidence marked as an Assessor's Report.

Click on '**Manage participants**' then '**Directly approve**'. You can either select a group or select all groups, then click '**Search**'.

**Directly approve** [Communications](#)

Here you can view and directly approve any section for a participant where all of the requirements have been met.

**Location** ☐

Region:

LO:

Centre:

Group:

Results: 1

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential
1574910	Sam	Smith	Bronze 2015-16	B	19/10/2016	24/10/2016	Section completed Draft		n/a

Results: 1

Click on the appropriate section and check the Assessor's Report is acceptable. You can view the full Assessor's Report by clicking on the report. You can then click on the '**Directly approve section**' button at the bottom of the page.

**Volunteering** 3 Months Status: Programme planner submitted

Start Date: 19/10/2016

Type: Helping a charity or community organisation

Detail: Charity Shop

Location: Sue Ryder Charity Shop in Weston-Super-Mare. Every Saturday from 9am - 12pm.

Goals: To learn how to work the till and to restock the shop effectively.

Assessor: Kirsty Rolands

Position: Manager

Tel: Email:

**Comments**

There are no comments on this section.

**Assessor's report**

Start date: 19/10/2016  
End date: 19/01/2017  
Sam attended every Saturday morning from 9am - 12pm for 3

[Assessor's report](#)

**Top tip:** If the evidence marked as an Assessor Report isn't appropriate, then follow up with the participant outside of eDofE in case the participant doesn't log in for a while.

## Reports

The Reports section allows you to pull off user information for participants and adults within your LO. Click on **'Reports'** on the menu on the left hand side. You can then select which report you would like to use.

### User information report

To retrieve participant information such as username, date of birth (which will be the password for new accounts) and the date of the last log in select **'User information'**. You can either select a group or select all groups, then click **'Run report'**.

**Reports**

**Select** **Report name** **Report details**

☒ **User information** Participant information for selected group including ID, Address, D.O.B etc.

**Location**

Region: Training

LO: SW Hannah

Centre: SW Hannah

Group: (All)

Status: (Current)

**Run report**

**Participant usage** A report of the last sign in of participants.

**Adult usage** A report of the last sign in of adults.

**Participant move report** A list of participants moved in or out of the selected area.

**Adult move report** A list of adults moved in or out of the selected area.

On the data protection prompt screen, select **'I Agree'** and your report will download as a CSV file.

Open this to present a list of participants, their eDofE ID numbers (Column A), date of birth (Column D), date of their last login (Column J) and their username (Column AD).

	A	B	C	D	E	F	G	H	I	J	S	T	AD	AE
1	eDofE_ID	first_name	last_name	date_of_birth	account_status	award_reg	award_lic	award_ce	award_ce	last_login	post_code	Email	username	
2	1554499	Sharon	Hurst	18/05/2001	Active	Training	SW Hanna	SW Hanna	Bronze 20	19/04/2018 09:15	bs3 5rb	Hannah.Tr	SharonHurst	
3	1554500	Kirsty	West	23/10/1999	Inactive	Training	SW Hanna	SW Hanna	Bronze 20	10/08/2017 10:56	bs2 6ty	hannah.tr	KirstyWest3	
4	1555170	Mary	Smith	09/06/1999	Active	Training	SW Hanna	SW Hanna	Bronze 20	24/01/2018 12:27	bs5 7st	test@test	MarySmith4	
5	1573884	Glenda	Smith	21/12/2001	Inactive	Training	SW Hanna	SW Hanna	Bronze 20	22/08/2017 11:57	bs5 6jd	hannah.tr	GlendaSmith	
6	1574910	Sam	Smith	09/07/2002	Active	Training	SW Hanna	SW Hanna	Bronze 20	21/06/2018 14:29	bs3 5rq	hannah.tr	SamSmith75	
7	1577442	Sandra	Smith	15/04/2002	Active	Training	SW Hanna	SW Hanna	Leader Re	25/06/2018 15:03	bs9 8ty	hannah.tr	SandraSmith1	

This is a useful report to use when you run an initial participant eDofE session, so that you have participant usernames and passwords to hand for their first time logging in. Subsequently it will also indicate which participants are engaging with eDofE - e.g. where Column J is blank, this indicates that these participants have never logged in.

You can also pull off a similar report for adults within your LO (based on their role type), showing usernames, dates of last login and the number of ourstanding alerts they have. From this, you can determine which adults are engaging with eDofE and follow up as required.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	eDofE_ID	Name	award_reg	award_lic	award_ce	Alerts	username	last_login	group_CS	Messages	Role	last_login_String	
2	1578968	Mary Tow	Training	SW Hanna	SW Hanna	0	MaryTown		Bronze 20	0	Leader		
3	1577419	H T	Training	SW Hanna	SW Hanna	3	HT	#####	Leader Re	0	Leader	07/08/2018	(0 Days ag
4	1554508	Rosemary	Training	SW Hanna	SW Hanna	0	RosemaryTyrell		Silver 201	0	Leader		

## Reporting suite

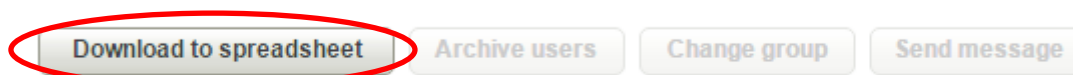
The Reporting Suite has the capability to draw business intelligence reports with useful statistics, e.g. Awards achieved, Awards started or the number of participants with only one section of their Award left to complete.

Please refer to the Reporting Suite User Guide for further information.

## Participant overview report

You can use the information from '**Participant Overview**' to create a visual aid to see what still needs to be done by participants or how close participants are to completing their programme. Positioned on a school noticeboard, this can be a great motivator.

Go to '**Manage Participants**' and '**Participant Overview**', select your group (status '**Current**') and then click '**Search**'. Scroll to the bottom of the page and export the data into an Excel spreadsheet by clicking '**Download to spreadsheet**'.



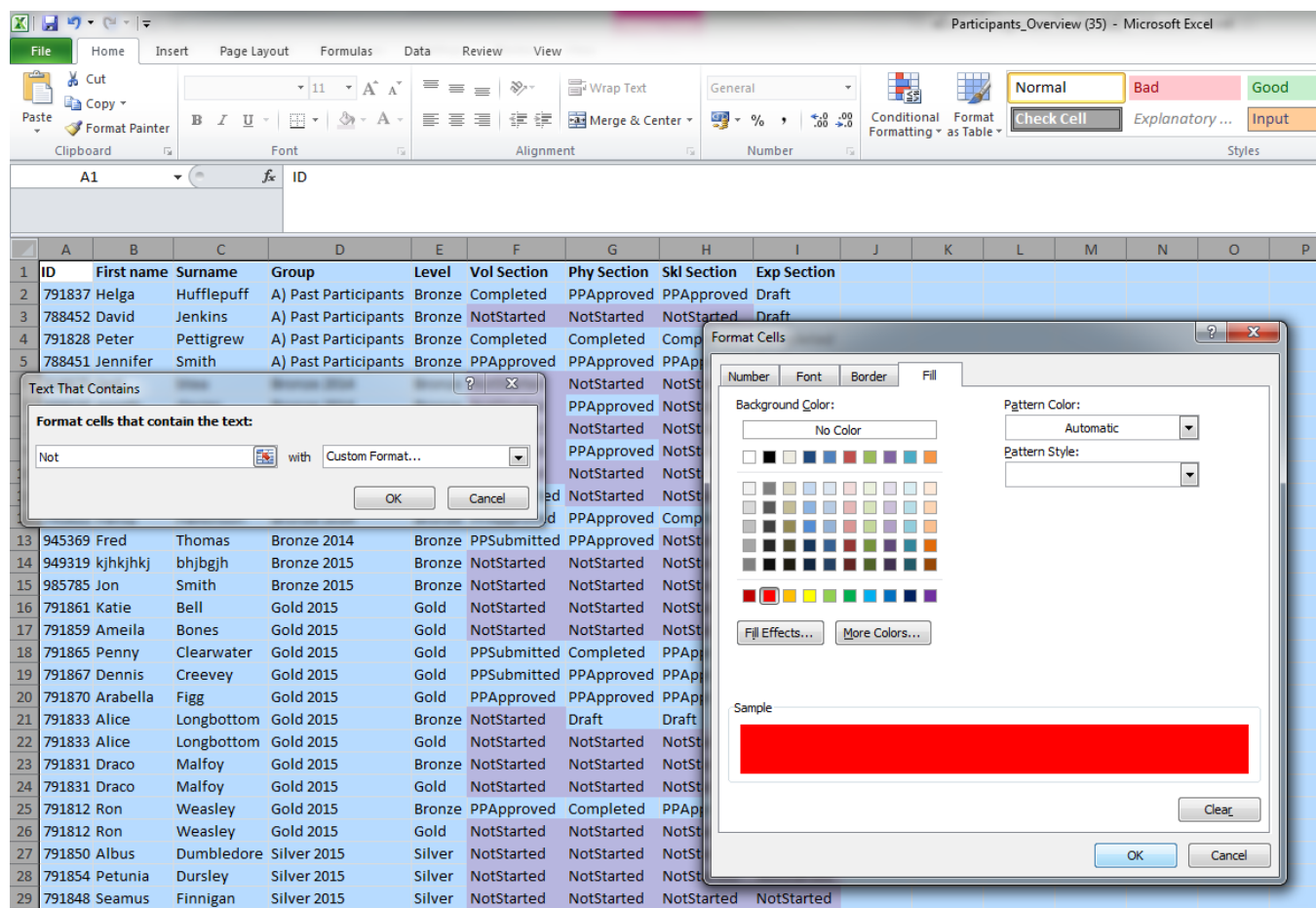
In the spreadsheet, keep columns A-D, F, J, N, R (and U for Gold) and delete the rest. Select all columns and rows and via the '**Data**' tab, sort data by Group (Column D).

Next, on the Home tab, select '**Conditional formatting**' followed by '**Highlight cell rules**' and then '**Text that contains**'.

The screenshot shows an Excel spreadsheet titled 'Participants\_Overview (35) - Microsoft Excel'. The ribbon is set to 'Home'. The 'Conditional Formatting' dropdown menu is open, showing 'Highlight Cells Rules' selected. The 'Text that Contains...' option is highlighted. The spreadsheet data is as follows:

ID	First name	Surname	Group	Level	Vol Section	Phy Section	Skl Section	Exp Section
791837	Helga	Hufflepuff	A) Past Participants	Bronze	Completed	PPApproved	PPApproved	Draft
788452	David	Jenkins	A) Past Participants	Bronze	NotStarted	NotStarted	NotStarted	Draft
791828	Peter	Pettigrew	A) Past Participants	Bronze	Completed	Completed	Completed	Completed
788451	Jennifer	Smith	A) Past Participants	Bronze	PPApproved	PPApproved	PPApproved	Draft
918875	test	btea	Bronze 2014	Bronze	NotStarted	NotStarted	NotStarted	Draft
899030	gareth	davies	Bronze 2014	Bronze	NotStarted	PPApproved	NotStarted	Draft
966819	bhjuguj	ghghj	Bronze 2014	Bronze	NotStarted	NotStarted	NotStarted	Draft
902373	testing	heather	Bronze 2014	Bronze	NotStarted	PPApproved	NotStarted	Draft
877414	Jesse	James	Bronze 2014	Bronze	NotStarted	NotStarted	NotStarted	Draft
894872	test	johnson	Bronze 2014	Bronze	PPSubmitted	NotStarted	NotStarted	Draft
791822	Pansy	Parkinson	Bronze 2014	Bronze	PPApproved	PPApproved	Completed	Draft
945369	Fred	Thomas	Bronze 2014	Bronze	PPSubmitted	PPApproved	NotStarted	Draft
949319	kjhkhkj	bhjbgh	Bronze 2015	Bronze	NotStarted	NotStarted	NotStarted	Draft
985785	lon	Smith	Bronze 2015	Bronze	NotStarted	NotStarted	NotStarted	Draft

Type **'NotStarted'** in **'Format cells that contain text'**, and then select **'Custom Format'** and **'Fill'**. Select a colour and then click **'OK'**.



Repeat the above step, doing the same for **'Draft'**, **'PPApproved'** and **'Completed'** so you end up with all sections colour coded.

	A	B	C	D	E	F	G	H
1	ID	First name	Surname	Group	Vol Section	Phy Section	Skl Section	Exp Section
2	902373	testing	heather	Bronze 2014	NotStarted	PPApproved	NotStarted	Draft
3	877414	Jesse	James	Bronze 2014	Draft	NotStarted	PPApproved	Completed
4	918875	test	Jones	Bronze 2014	NotStarted	NotStarted	NotStarted	Draft
5	791822	Pansy	Parkinson	Bronze 2014	PPApproved	PPApproved	Completed	Completed
6	899030	gareth	Smith	Bronze 2014	NotStarted	PPApproved	NotStarted	Completed
7	966819	Adam	Williams	Bronze 2014	PPApproved	Draft	NotStarted	Draft

Ensure you save the document as an Excel workbook. You may also wish to create a key to match the colours, such as this:

Not Started	Need to put Programme Planner information on eDofE
Draft	Need to finish entering information and click 'submit to leader'
PP Approved	Need to upload an Assessor's Report
Completed	Well done!

# Section eight: Award approvals and verifying

## Approving an Award

If you are approving the final section of an Award, a pop-up box will notify you of this. You may need to select a section end date if this hasn't been completed by the participant. The comments box is for you to write any comments to the Award Verifier in and won't be seen by the participant. You may wish to write something in here if you have additional information about an activity which may otherwise look like it doesn't meet the criteria, or if you have additional supporting evidence about the participants Award. Click 'Save'.

Save section end date

×

Earliest completion date: 11/05/2018

Latest completion date: 08/06/2024

Section end Date:

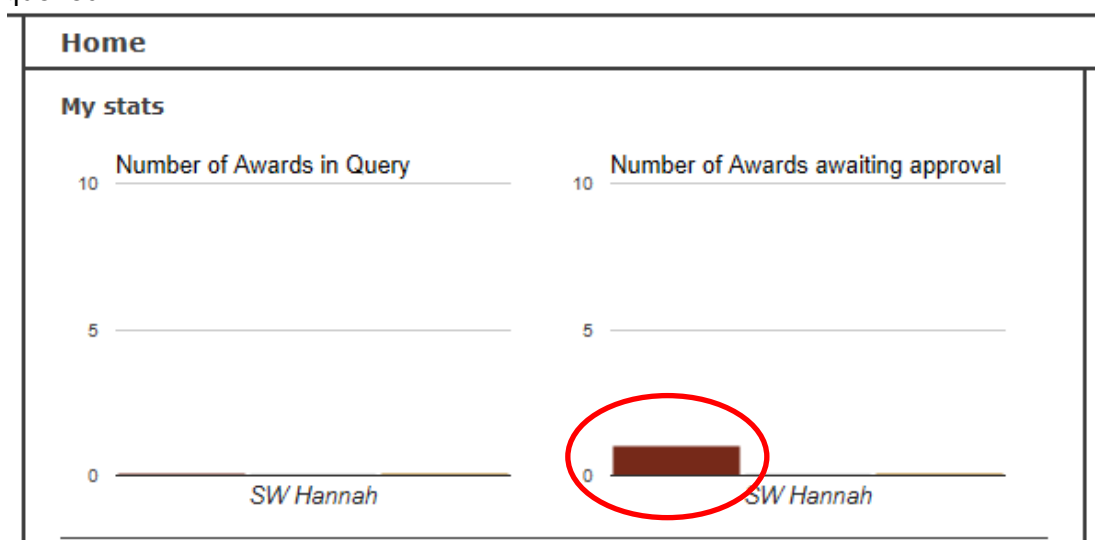
This is the final section and approving it will send it to the LO for their approval.

Please add any notes or comments you would like to submit with this Award.

0/250 characters used

Save

The graph on your home page tells you how many Awards are awaiting verification and how many Awards have been queried.



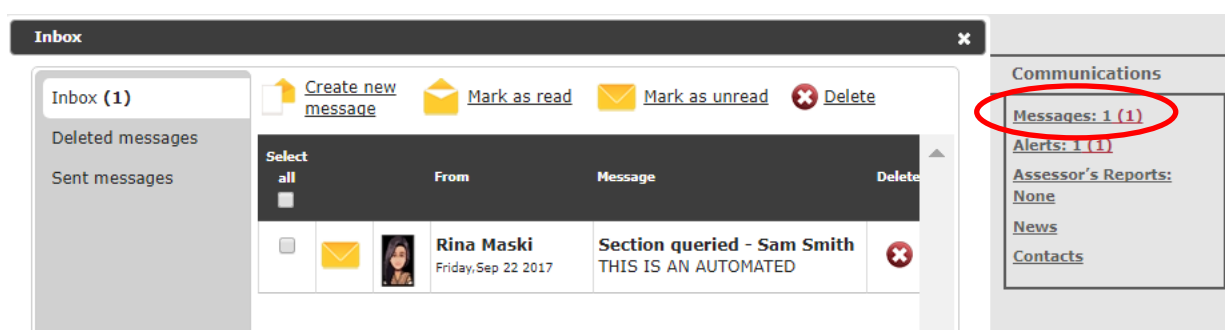
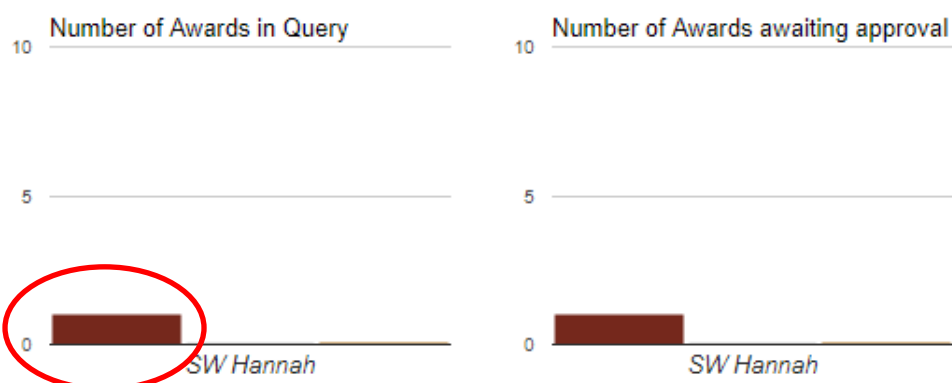
## The verification process

The Award Verifier will not receive any notifications that there are Awards awaiting their approval, so please ensure you agree with the Award Verifier a method to notify them. Examples include emailing the Award Verifier once you have approved the final section of an Award or the Award Verifier logging into their account once a month to check for Awards. Once an Award has been approved, the participant and the Leader that approved the final section will receive a notification.

## If an Award is queried

If an Award is queried, it will show in the graph on your home page and a message will show in the communications box on the right-hand side. The Award will be reopened so that the participant can click on 'Undo submit section' and then edit the section or add additional evidence. Once the participant has done this, you will need to approve the section again and the Award will then go back to the Verifier.

### My stats





## Issuing badges and certificates

Badges and certificates can only be issued once the Award has been verified. Gold Awards require additional approval by the London Regional Office. At Bronze and Silver levels, certificates can be printed directly from eDofE. To do this, first you must purchase certificate templates through the essentials button on eDofE. When you have the templates, you can follow the following steps. Select '**Approved Awards**' and then search using the relevant '**Location**' and time '**Period**'.

**Approved Awards**

Here you can see approved Awards. The search runs on the date of final approval.

**Location**

Region: Training

LO: South West Oliver

Centre: (All)

Group: (All)

**Levels**

☒ Bronze

☐ Silver

☒ Gold

☐ All

**Period**

\* Start date : 01/09/2012

\* End date : 26/07/2019

**Search**

**Key:**

Red text : Queried section

Green text : Activity not chosen from the drop down list

✓ Approved    ✓ Approved AOL

Show only those records where the certificate has not been printed ☐ [Click here for certificate printing help](#) Results: 1

ID	First Name	Last Name	Level	Group	Centre	LO	Approved	Badge/Brooch	Status	Certificate print
858225	Richard	Spiller	B	Bronze 2017/18	Corsham Academy	South West Oliver	21/07/2014 16:16:08		✓	Not printed

Results: 1

**Print Certificate** **Download to spreadsheet**

When your chosen participants have come up on the screen, you will then be able to see whether they have previously had a certificate printed. To print a certificate for a participant tick the box next to their name or, for a whole group, tick '**Certificate print**'. When you are ready to print click '**Print Certificate**'.

ID	First Name	Last Name	Level	Group	Centre	LO	Approved	Badge/Brooch	Status	Certificate print
858225	Richard	Spiller	B	Bronze 2017/18	Corsham Academy	South West Oliver	21/07/2014 16:16:08		✓	Not printed

Results: 1

**Print Certificate** **Download to spreadsheet**

This will then download the certificates you would like to print as a PDF. If the PDF does not appear then please make sure you have pop-ups allowed in your internet browser. You can then print this onto the certificate templates using your normal process. Printing certificates using this function will display information about a participants sections on the back of the certificate.

Once a Gold Award has been approved at regional level, the badge or brooch will be posted to the DofE Manager to pass on to the participant. If the participant has chosen to collect their certificate at a Gold Award Presentation, they will be invited to an event where their certificate will be presented. Otherwise, the certificate will be sent with the badge or brooch from the Regional Office.

# Appendix 1 - Permissions

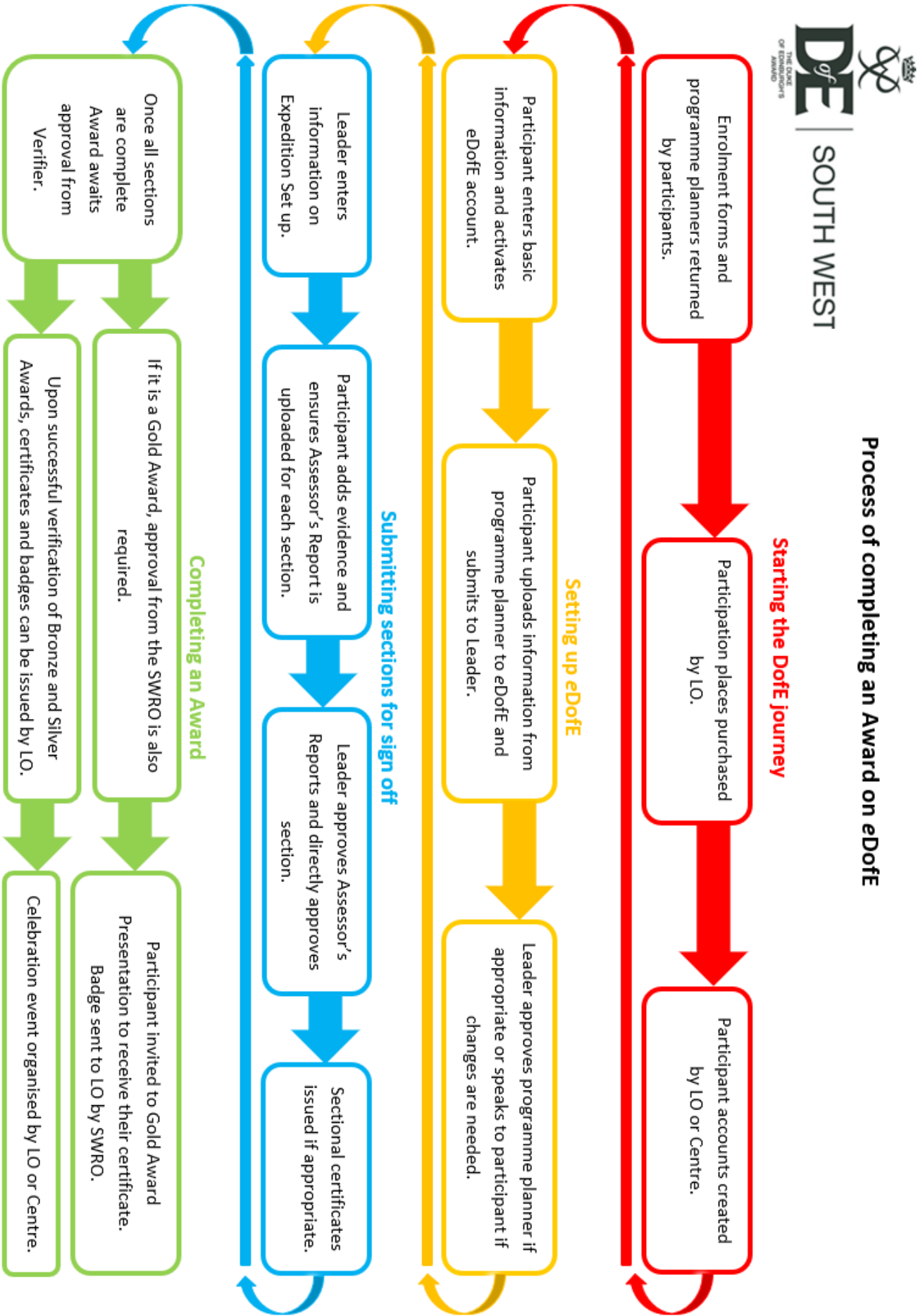
Items with a \* can be allowed or disallowed through the permissions function. Items with a ^ can only be allowed by the London Regional Office.

	Helper	Leader	Co-ordinator	Administrator	Manager
Access eDofE Mapping	✓	✓	✓	✓	✓
Use the eDofE messaging system (between adults in their hierarchy)	✓	✓	✓	✓	✓
View DofE information	✓	✓	✓	✓	✓
View DofE contacts	✓	✓	✓	✓	✓
Access the eDofE Resource Zone	✓	✓	✓	✓	✓
View eDofE news	✓	✓	✓	✓	✓
View the <i>LifeZone</i>	✓	✓	✓	✓	✓
View their own training records	✓	✓	✓	✓	✓
Use the eDofE messaging system (between participants in their hierarchy)		✓	✓	✓	✓
Manage participants		✓	✓	✓	✓
Archive/unarchive participants		✓	✓	✓	✓
Approve sections and submit Awards for verification		✓	✓	✓	✓
Access eDofE 'Reports' page (not the reporting suite) and downloads		✓	✓	✓	✓
Create participant and add new levels		✓*	✓*	✓*	✓
Abandon level(s)		✓*	✓*	✓*	✓
Change Award enrolment and section dates		✓*	✓*	✓*	✓
Use Leader recorded functions		✓^	✓^	✓^	✓^
Can add resources		✓*	✓*	✓*	✓
Can add news		✓*	✓*	✓*	✓
Create new adults			✓*	✓*	✓
Change adult permissions (for accounts lower than them in the hierarchy)			✓	✓	✓
Archive and unarchive adults			✓	✓	✓
Manage DofE groups			✓*	✓*	✓
Be allocated as a group Leader			✓*	✓*	✓
Update centre information			✓	✓	✓
View groups within centre			✓*	✓*	✓
Move adults between centres and Licensed Organisations			✓*	✓*	✓
View adult eDofE usage reports (via eDofE 'Reports' page)			✓	✓	✓
Allocate participation places			✓*	✓*	✓
Recall participation places			✓*	✓*	✓
View and change LO information				✓*	✓
Update LO contact details				✓*	✓
View all centres within the LO				✓	✓
Create new centres				✓*	✓
View and query Awards awaiting approval				✓*	✓
Verify Awards				✓*	✓
Purchase participation places (if ASL account exists)				✓*	✓
Use LO level participation places				✓*	✓
Can view training area				✓^	✓^
Can add and edit courses and delegates				✓^	✓^





# Appendix 2 – Process of completing an Award on eDofE



# Appendix 3 – Programme Planner



## Bronze Award Programme Planner

### Volunteering, Physical and Skills sections

Full name .....

<b>Timescale (in months)</b> Please circle one of the following 3 options	<b>Volunteering</b> <b>Physical</b> <b>Skills</b> Option 1:   3   3   6 Option 2:   3   6   3 Option 3:   6   3   3	<b>Example:</b> Option 1:   3   3   6 Option 2:   3   6   3 Option 3:   6   3   3
	<b>Volunteering</b>	<b>Physical</b>
		<b>Skills</b>
<b>Start date</b>		
<b>Activity chosen</b>		
<b>Where will you do it?</b> e.g. <del>Coaston</del> Netball Club Please also include when you'll do it e.g. every Wednesday from 6-7pm		
<b>What are your goals?</b> e.g. improve my defence by letting less balls into the D this season		
<b>Assessor's* full name</b>		
<b>Assessor's role</b> e.g. Netball Coach		
<b>Assessor's contact details</b> If your Assessor doesn't work for your organisation (e.g. school or college) then please include a phone number or email address		

\*An Assessor checks on your progress and confirms the completion of the section. You will need to ask them to write an Assessor's report for the section, which you must then upload into eDoE. An Assessor must be an independent adult, therefore, they cannot be a member of your family

When logging into eDofE for the 1<sup>st</sup> time you will be asked to enter your contact details so please make a note below to assist in that 1<sup>st</sup> session.

<b><u>Your contact details:</u></b>	<b><u>Parent/ Carer Contact details:</u></b>
<b><u>Address:</u></b>	First name.....
House number/ name .....	Last name.....
Street name .....	Relationship to you.....
Town .....	Contact number.....
County.....	Email address.....
Postcode .....	
<b><u>Email address:</u></b>	
Email.....	

Please attach this programme planner to your enrolment form and hand it in to your DofE Leader. This will be returned to you at your 1<sup>st</sup> eDofE session.

## Silver Award Programme Planner (direct entrant)

### Volunteering, Physical and Skills sections

Full name .....

<b>Timescale</b> (in months) Please circle one of the following 4 options	<b>Volunteering</b> Option 1: 6 Option 2: 6 Option 3: 12 Option 4: 12	<b>Physical</b> 3 12 3 6	<b>Skills</b> 12 3 6 3	<b>Example:</b> Option 1: 6 Option 2: 12 Option 3: 3 Option 4: 12 
<b>Start date</b>	<b>Volunteering</b>		<b>Physical</b>	
<b>Activity chosen</b>				
<b>Where will you do it?</b> e.g. <del>Corston</del> Netball Club Please also include when you'll do it e.g. every Wednesday from 6-7pm				
<b>What are your goals?</b> e.g. improve my defence by letting less balls into the D this season				
<b>Assessor's* full name</b>				
<b>Assessor's role</b> e.g. Netball Coach				
<b>Assessor's contact details</b> If your Assessor doesn't work for your organisation (e.g. school or college) then please include a phone number or email address				

\*An Assessor checks on your progress and confirms the completion of the section. You will need to ask them to write an Assessor's report for the section, which you must then upload into eDofE. An Assessor must be an independent adult; therefore, they cannot be a member of your family

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<p><b><u>Your contact details:</u></b></p> <p><b><u>Address:</u></b></p> <p>House number/ name .....</p> <p>Street name .....</p> <p>Town .....</p> <p>County.....</p> <p>Postcode .....</p> <p><b><u>Email address:</u></b></p> <p>Email.....</p>	<p><b><u>Parent/ Carer Contact details:</u></b></p> <p>First name.....</p> <p>Last name.....</p> <p>Relationship to you.....</p> <p>Contact number.....</p> <p>Email address.....</p>
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**Silver Award Programme Planner (non-direct entrant)**

## Volunteering, Physical and Skills sections

Full name .....

<p><b>Timescale</b> <i>(in months)</i></p> <p>Please circle one of the following 2 options</p>	<p><b>Volunteering</b></p> <p>Option 1: <b>6</b></p> <p>Option 2: <b>6</b></p>	<p><b>Physical</b></p> <p>Option 1: <b>3</b></p> <p>Option 2: <b>6</b></p>	<p><b>Skills</b></p> <p>Option 1: <b>6</b></p> <p>Option 2: <b>3</b></p>	<p><b>Example:</b></p>
<b>Start date</b>	<b>Volunteering</b>	<b>Physical</b>	<b>Skills</b>	
<b>Activity chosen</b>				
<p><b>Where will you do it?</b></p> <p>e.g. <del>Coastal</del> Netball Club</p> <p>Please also include when you'll do it e.g. every Wednesday from 6-7pm</p>				
<p><b>What are your goals?</b></p> <p>e.g. improve my defence by letting less balls into the D this season</p>				
<b>Assessor's* full name</b>				
<b>Assessor's role</b>				
e.g. Netball Coach				
<b>Assessor's contact details</b>				
<p>If your Assessor doesn't work for your organisation (e.g. school or college) then please include a phone number or email address</p>				

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## Gold Award Programme Planner (direct entrant)

### Volunteering, Physical, Skill and Residential sections

Full name .....

<b>Timescale (in months)</b> Please circle one of the following 4 options	<div> <div>Volunteering</div> <div>Option 1: 12</div> <div>Option 2: 12</div> <div>Option 3: 18</div> <div>Option 4: 18</div> </div> <div> <div>Physical</div> <div>6</div> <div>18</div> <div>6</div> <div>12</div> </div> <div> <div>Skills</div> <div>18</div> <div>6</div> <div>12</div> <div>6</div> </div>	<div> <div>Example:</div> <div>Option 1: 12</div> <div>Option 2: 18</div> <div>Option 3: 18</div> <div>Option 4: 18</div> </div> <div> <div>Volunteering</div> <div>12</div> <div>18</div> <div>18</div> <div>18</div> </div> <div> <div>Physical</div> <div>6</div> <div>18</div> <div>6</div> <div>12</div> </div> <div> <div>Skills</div> <div>18</div> <div>6</div> <div>12</div> <div>6</div> </div>
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<b><u>Your contact details:</u></b>  <b><u>Address:</u></b>  House number/ name .....  Street name .....  Town .....  County.....  Postcode .....  <b><u>Email address:</u></b>  Email.....	<b><u>Parent/ Carer Contact details:</u></b>  First name.....  Last name.....  Relationship to you.....  Contact number.....  Email address.....
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## Gold Award Programme Planner (non-direct entrant)

### Volunteering, Physical, Skill and Residential sections

Full name .....

<b>Timescale (in months)</b> Please circle one of the following 2 options	<div> <div>Volunteering</div> <div>Physical</div> <div>Skills</div> </div> <div>           Option 1: <div>12</div> <div>6</div> <div>12</div>            Option 2: <div>12</div> <div>12</div> <div>6</div> </div> <div>           Example:            Option 1: <div>12</div> <div>6</div> <div>12</div>            Option 2: <div>12</div> <div>12</div> <div>6</div> </div>	<div> <div>Volunteering</div> <div>Physical</div> <div>Skills</div> </div> <div>           Option 1: <div>12</div> <div>6</div> <div>12</div>            Option 2: <div>12</div> <div>12</div> <div>6</div> </div>	<b>Residential</b> 5 days, 4 nights A shared activity or specific course with people you've never met before, away from home or in an unfamiliar environment.
<b>Volunteering</b>	<b>Physical</b>	<b>Skills</b>	<b>Residential</b>
<b>Start date</b>			
<b>Activity chosen</b>			
<b>Where will you do it?</b> e.g. <u>Corstorphine Netball Club</u> Please also include when you'll do it e.g. every Wednesday from 6-7pm			
<b>What are your goals?</b> e.g. <i>improve my defence by letting less balls into the D this season</i>			
<b>Assessor's* full name</b>			
<b>Assessor's role</b> e.g. Netball Coach			
<b>Assessor's contact details</b> If your Assessor doesn't work for your organisation (e.g. school or college) then please include a phone number or email address			

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<b><u>Address:</u></b>	
House number/ name .....	
Street name .....	
Town .....	
County.....	
Postcode .....	
<b><u>Email address:</u></b>	
Email.....	
<b><u>Parent/ Carer Contact details:</u></b>	
First name.....	
Last name.....	
Relationship to you.....	
Contact number.....	
Email address.....	

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