Participant's checklist

- [ ] **Finish your registration**
  Make sure your DofE Leader has all the information they need from you to get you signed up for your Award. If there's a deadline, make sure to meet it.

- [ ] **Create your eDofE account**
  You'll get a Welcome to eDofE email, or your Leader will give you your login details. To sign into eDofE, use the same email you gave your Leader when registering.

- [ ] **Choose your activities**
  Talk to your DofE Leader before you start your activity so they can check it's suitable. You'll also need an Assessor for each section.

- [ ] **Fill out your programme planners**
  In eDofE, you'll find a programme planner for each section. Fill it out with what you plan to do for your section and who your Assessor will be.

- [ ] **Get your programme approved**
  Your Leader needs to approve your programme before you can get started on your DofE Award. You might have to tweak your programme plan or change your activity depending on your Leader's feedback.

- [ ] **Do your activity**
  You can work on one section at a time or multiple at once. Make sure you check in with your Assessor(s) that you're on track regularly. It might also help to keep an Activity log as evidence you've followed your programme plan.

- [ ] **Ask for your Assessor's Report**
  When you've worked on your section for the required timescale, ask your Assessor to do their Assessor's Report. You cannot finish your section without the Assessor's Report.

- [ ] **Get approved by your DofE Leader**
  Your DofE Leader will check your evidence and Assessor's Report. Check eDofE for messages in case they have questions. When your DofE Leader has approved your sections, they send your Award to the Award Verifier. Gold Awards have two stages of approval, so they might take longer.

- [ ] **Check your Award details**
  When your Award has been approved you'll get an email. Check that your name, email and home address are still correct.

- [ ] **Get your certificate and badge**
  Bronze and Silver Award certificates and badges come from your centre or school. Gold certificates and badges come from the DofE Gold Award Celebration event team.