



Dear Parent/Guardian,

Thank you for enrolling your child with us to complete their Duke of Edinburgh Award.

We would like to take this opportunity to give you some more information on how your young person needs to proceed on their DofE journey. Firstly, each participant needs to log in to their eDofE online account (<https://www.edofe.org/>) using the username and password issued by the school DofE team.

Once they have logged in, each student can submit their choices for each of the sections; Volunteering, Physical and Skill. We can then ensure that each element they have chosen is suitable and thus prevent any time and money being spent on activities that will not count towards their awards.

We are asking if you could therefore urge your child to **log in to their account by the end of February**, following the attached guide, and submit all of their section choices. If they experience any issues logging in, we are hosting a drop-in session every Wednesday in F239 from 13.20-13.50. Please do encourage them to come along.

If you have any questions or queries about any of the above, please don't hesitate to contact us at [DofE@stjohns.excalibur.org.uk](mailto:DofE@stjohns.excalibur.org.uk)

Yours Sincerely,

Ms A Akeroyd

DofE Leader



## 10 Step eDofE User Guide for Participants

Use eDofE to plot the progress of your Award and to submit evidence to your Leader so you can receive your certificate and badge on completion.

### Step 1: Logging in

Go to [www.DofE.org](http://www.DofE.org) and log into your account.

Your username is normally your first name surname, though it can sometimes have a number after it. The very first time you log in, your password will be your date of birth, in the format DDMMYYYY (no gaps, dots or slashes).



Welcome to eDofE!

The Duke of Edinburgh's Award is a voluntary, non-competitive programme of activities for anyone aged 14-24. eDofE enables them to record their intended aims, track their progress and upload evidence of their achievements.

[For assistance click here](#)

A screenshot of the login page. It has a 'Username' field with 'jennifermarsh' entered, a 'Password' field with dots, a 'Forgot your password?' link, a 'Participant mobile site' link, and a 'Sign in' button.

**Hint! If you forget your password, click on Forgotten Password on the login page.**

### Step 2: Activate your account

The first time you log in, you will need to enter some mandatory information – such as your home address, a parental/carer phone number etc. You will also be asked to create a new password. Your password will need a Capital letter, lower case, number and be at least 6 characters long. Try and pick something you'll remember next time you log in!

Please ensure you complete every field that has a red \* beside it. You will then need to agree to the terms and conditions at the bottom of the page and click CONTINUE.

If you have a smart phone, go to:

<https://m.edofe.org>

log in and save your username and password.

#### My Basic Information

To get you set up on eDofE we need to ask some quick questions.

\* = required field

[Sign out without saving](#)

#### Contact details

##### Address

Enter your house number / name and postcode and click 'Find address'.

\* House no/name:

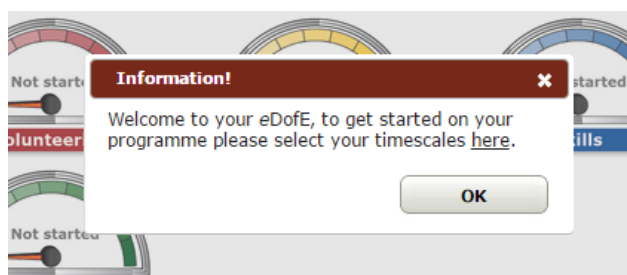
\* Postcode:

[Find address](#)

\* Street name:

### Step 3: Selecting your timescales

The first time you log in you will be asked to set your timescales. Simply select the row that shows how long you are planning on doing for each section and then click SAVE. Don't worry – you can change this later – so long as you do it BEFORE you fully complete a section.



#### My Bronze DofE

Programme overview

##### Overall timescales (show)

Choose your timescales for your Volunteering, Physical and Skills sections. They can be changed later.

Direct Entrant : Yes [?](#)

Earliest completion date: 11/02/2017

##### Select a timescale option (in months) [?](#)

Volunteering	Physical	Skills
3	3	6
3	6	3
6	3	3

[Save](#)

## Step 4: THE MOST IMPORTANT STEP! Entering your activity choices.

For each of your volunteering, physical and skill sections you need to let your Leader know what you're going to do, where and when, so they can make sure it will definitely count towards your Award.

Select a section by clicking EDIT SECTION and complete all the fields. DO select your activity from the drop down boxes provided – if you can't find it – speak to your Leader.

**My Physical section**

Status: *Not started*

Timescale: *6 Months*

\* Start date:

Earliest completion date:

\* Type/category of activity:

\* Detailed activity chosen:

\* Where are you going to do it?  
  
109/140 characters used

\* What are your goals? What do you want to achieve?  
  
54/140 characters used

\* Assessor's name:

\* Assessor's position:

Assessor's email:

Assessor's telephone no:

\* Select your Leader:

This information will appear in your Achievement Pack, so check your spelling!

Save this info for later if you are not ready to submit it.

[Submit for approval](#)

[Save as draft](#)

In the field WHERE? Please put in as much information as possible – such as where, when and how often. E.g. I will be playing hockey at Mendip Hockey Club for the 2<sup>nd</sup> team every Sunday morning between 10.30am and 12pm.

Once you have completed all the boxes (make sure you have entered a start date at the top!) please **SUBMIT FOR APPROVAL**.

Please repeat this for all THREE sections – volunteering, physical and skill – and ensure you have submitted all THREE to your Leader within four weeks.

If you're unsure what to do for a section, please speak to your Leader sooner rather than later and they will be able to help you identify a fun and interesting activity!

## Step 5: Uploading evidence

Home | LifeZone | Resources | Es

You are here > My Bronze DofE > Physical > Add evidence

Jennifer Marsh  
ID No: 1315642  
Enrolment date: 01/08/2016  
[View/edit my profile](#)

DofE Information  
My Bronze DofE  
Volunteering  
Physical  
**Add evidence**  
View evidence  
Skills  
Expedition  
Resources  
Keep Safe  
My Settings  
DofE Essentials  
Help

CEOP REPORT  
ceop.police.uk

**Add evidence**

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, .ppt, .rtf, .ppt, .pps, .ppx, .ppsx]

**Things to look out for**

- ✓ 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 1 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 report:

Edit:

Remove:

None of these are the Assessor's report:

[Save](#)

\* Select your Leader:

[Save and submit](#)

As you participate in your activities, log in occasionally and upload evidence to your Leader.

To do this log into your account (either on a computer or your smart phone), click into the relevant section and click ADD EVIDENCE. Upload a photograph, video, some text or a document and SAVE AND SUBMIT it to your Leader. If this is your Assessor Report – make sure you select Assessor Report.

As a minimum you will need to upload an Assessor Report for each section, however please upload as much evidence as you can to show you have completed your activity for the required length of time. Good additional evidence includes activity logs, diary entries and photographs.

## Step 6: Assessor Reports

An Assessor Report is required for each section and must be a report written by an adult (parents cannot be assessors). Assessors can either use the templates from your Welcome Pack or submit their report through the DofE website; however they can equally write or type their report on a piece of paper. Please ensure you ask your assessor to confirm how long and how often you've been doing your activity and make sure they date it, and include either an email address or a contact phone number.

## Step 7: Completing a section

Once you have submitted an assessor report, do then submit the whole section for approval – see below:

### My Physical section

Status:	<i>Programme planner approved</i>
Timescale:	<i>6 Months</i>
* Start date:	<i>01/09/2015</i>
Earliest completion date:	<i>01/03/2016</i>
* Type/category of activity:	<i>Team sports</i>
* Detailed activity chosen:	<i>Hockey</i>
* Where are you going to do it?	<i>I will be playing hockey at Mendip Hockey Club for the 2nd team every Sunday morning between 10.30am and 12pm</i>
* What are your goals? What do you want to achieve?	<i>I'd like to improve my fitness and also my stick work.</i>
* Assessor's name:	<i>Mrs Stephens</i>
* Assessor's position:	<i>Hockey Coach</i>
Assessor's email:	
Assessor's telephone no:	



\* Select your Leader:

**Submit section**

## Step 8: Expedition Section


Your Leader will complete the information required for your expedition section, however before your qualifying expedition please ensure you enter your mode of travel and your expedition TEAM aims and PERSONAL goals and click SAVE:

### My Expedition Section

To start your Expedition section choose a mode of travel. This can be amended before the section is approved.

Section Status: Not started

\* Mode of travel:  ?



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#### Qualifying expedition aim and goals

Add your qualifying expedition aim and goals. These can be amended before the section is approved.

\* Qualifying expedition aim:   
59/140 characters used ?

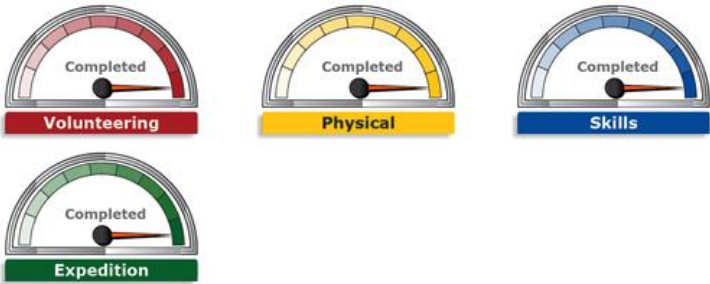
\* What are your goals? What do you want to achieve from your qualifying expedition?   
45/140 characters used ?

## Step 9: Completing your Award

As soon as you have completed each section, ensure you upload the assessor report and submit it to your Leader. All completed sections will look like this on your eDofE home page:

### Home

#### My sections and progress



## Step 10: Celebrate!

Once all four sections of your Award are completed, you will receive a certificate and badge from your DofE Leader. Congratulations!!