



eDofE guide for participants

Our developers are still working on several areas of eDofE (shown in red). These guides will be updated when the new functions are working.

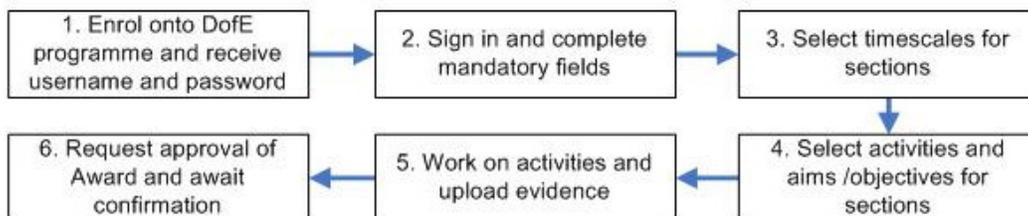
What is eDofE?

eDofE is an interactive online system that helps young people manage their DofE programme and Leaders monitor their progress. Accompanying the system will be a Welcome Pack for participants and the facility to create an offline 'Achievement Pack' of their Award that young people can keep.

What is your role as a participant?

- Fill out the enrolment form
- Pay registration fee
- Receive Welcome Pack
- Receive your username and password
- Access and enter compulsory details
- Decide on your sectional timescales and activities
- Work on your DofE programme

The main eDofE processes for participants



Content

A) Log on and complete the mandatory fields	3
B) Changing password and input security answer	4
C) Select your sectional timescales	4
D) Selecting the activity (Skills, Physical and Residential sections)	5
E) Selecting the activity (Expedition and Volunteering sections)	6
F) How to record evidence	7
G) Reviewing the evidence	8
H) Starting the next Award	8
I) Approving your DofE Award	8
J) Backdated activity	9
K) Moving to a new centre or Operating Authority	10
L) Progress (bar)	10
M) Updating your personal details	10
N) Messaging – sending & receiving	11
O) Keeping safe	12
P) How to abandon a level	13
Q) How to change an activity	14

Glossary

Participation Place - The electronic permission to create a young person's eDofE account. This account is the electronic version of the Record Book. These can only be brought by an Operating Authority from the DofE shop.

DofE Co-ordinator – The person who sets up and manages the DofE in a centre. They support the Leaders and oversee the groups.

DofE Leader – The adult responsible for a DofE group. They lead, guide and encourage young people, agree their programme choices and sign off the sections/Award. Within eDofE the tag of 'primary' Leader will receive all new updates and evidence from their participants.

DofE Manager – The person in an Operating Authority who is responsible for the day to day delivery of the DofE. There will often be other assistants and staff involved. DofE Managers who have been allocated to specific centres (called an Assistant Manager) can only work with those centres and cannot create centres.

Volunteer – An adult who helps a DofE Leader run a group. They may give general support, i.e. administration, help run one section or give specific training. Within eDofE they can only view/access news and resources.

Assessor/Supervisor – These roles only exist within the Expedition section of eDofE.

Centre – A location where the DofE is run for example a school, youth centre, Young Offenders Institution. There may be one or more groups at a centre.

Group – A group of young people who are working together on their DofE programme with one DofE Leader. Centres (like a school) may organise their groups by the DofE level/school term so they know who are in that group. They can duly name it that way.

Teams – This is to describe participants who are working on a specific sectional activity. For example: a Silver expedition team will have four to seven participants or a Bronze volunteering team of three working on a recycling project.

Alert – eDofE will send an 'alert email' to your eDofE account whenever a specific action has been done online. For example: Leader has invited participants to join a team etc.

Status definitions – 'Open': a participant has completed their mandatory fields. 'New': a brand new participant account has been created.

Rules of eDofE access security

1. **Your login to eDofE is timed.** Remember to log out from eDofE if you move away from the computer. This is for security purposes and there is a timing out rule. If you do not perform any actions in eDofE after a period of time then the system will automatically log you out and there is a waiting period before you can log back in.
2. **Password protection.** If you enter an incorrect password the system will not allow you to enter a password again until after a minute has passed.
3. **Security question.** If you have forgotten your password and you have previously entered an answer to the security question, you have three attempts to enter the correct password. Failure means you cannot access your account for up to 30 minutes.
4. **Password creation.** Passwords must be six figures long and it must be alphanumeric. Be careful as it is case sensitive.

A) Sign in and complete the mandatory fields

1) Before you can start using eDofE you must have received your username and password from your Leader/Operating Authority or an email sent to your personal email address.

Ive forgotten my username and/or password - What can I do? 1st - Contact the people who gave you the details, they could have a copy. 2nd - If it's the username, contact your leader who can find this out for you. If it's the password, contact your leader to help reset your password (you may need to provide your email address).

2) Open up your Internet browser and go to www.eDofE.org/login.aspx. Fill in your username and password and click 'Sign In'. All users have to complete the mandatory fields listed.

Personal Info Category	Action	Available
1. Contact Name	View	✓
2. Gender	Add	✗
3. Personal Security Details	Add	✗
4. Address Information	Add	✗
5. Email Address	View	✓

Personal Info Category	Action	Available
1. Next of Kin	Add	✗
2. Education	Add	✗
3. Qualifications	Add	✗
4. Qualified Skills	Add	✗
5. Hobbies and Interests	Add	✗
6. Work Experiences	Add	✗
7. CV	Add	✗

An 'X' indicates this has not yet been completed.

Advice: If you are unsure on where to go, select '**HOME**' on the top left of your screen and it will lead to the next mandatory question or to the start of your Award level. Once you complete all the mandatory fields eDofE will show your front page.

- If the new password given to you isn't working: You need to get back to the person who gave it to you and ask for them to check it
- If you have inputted your security answer you can select password reminder and it will prompt you to reset your password

Advice: Check that you have the correct Award level and enrolment date on your new account. The enrolment date is listed on the top of the mandatory fields screen. If you have actually started your DofE programme before the enrolment date or the level is incorrect then **do not** enter any information on your account. Speak to your DofE Leader as soon as possible.

Areas which you will find the most useful

- PERSONAL INFORMATION – to update your personal details
- LEVELS – to access the DofE Award which you are working on
- NEWS – to see the latest news
- ALERTS – on the bottom right of your homepage. This will inform you whenever your Leader has done some work i.e. approved your sectional evidence
- PROGRESS (BAR) – To see how much of your sections has been done.

B) Changing password and input security answer

You must change your password as soon as possible to protect your account.

1. Click on 'PERSONAL INFORMATION'.
2. Click on 'View' on the 'Personal Security Details' option within the centre of the screen.
3. Click on the 'Change Password' button. It must include letters and numbers and be more than 6 characters.
4. Input your choice of password and repeat it again. **Note:** This is case sensitive so be careful!
5. Click on 'Save Changes' and you now have your new password.
6. Enter your security answer to the 'Personal Security Question' and click on 'Save Changes'. This is used to prompt you when you forget your password.

The screenshot shows a web form titled 'LOGIN DETAILS' with a 'Mandatory field (*)' label. It contains two sections:

- Login Details:** A text input field for 'Username' containing 'JOHNBROWN', a 'Change Password' checkbox, and a 'Save Changes' button.
- Personal Security Question:** A text input field for 'Your security question' containing 'My mother's maiden name', a text input field for 'Your security response' containing 'Sharon', and a 'Save Changes' button.

Each input field has a red asterisk and a 'Help' icon to its right.

C) Select your sectional timescales

You decide on how long you want to do each section for. You should have discussed your DofE programme with your DofE Leader:

1. Click your Award level (e.g. Bronze, Silver or Gold).
2. Click on 'Durations'.
3. Choose the duration for each section by selecting from the drop down menus.
4. Once you have decided on the timescales, click on 'Confirm Durations'. You can now select your activities for each section.

The screenshot shows a web form titled 'SECTIONS - SET DURATION' with a 'Mandatory field (*)' label. It contains a 'Select Durations' section with the following text: 'Please use the drop-downs below to show which Section you have decided to undertake for the longer period.' Below this are three dropdown menus:

- Volunteering Duration: 6 months
- Physical Duration: 3 months
- Skill Duration: 3 months

Each dropdown menu has a red asterisk and a 'Help' icon to its right. A 'Confirm Durations' button is located at the bottom right of the form.

D) Selecting the activity (Skills, Physical and Residential sections)

Now you have to identify an activity to do for each section. You should research on what interests you and whether you can find suitable opportunities in your area. Once you are satisfied with your choice and have discussed it with your DofE Leader, you can record the activity on your eDofE account.

1. Click your Award level (e.g. Bronze, Silver or Gold)
2. Select the sections: Skills, Physical or Residential (Gold only)
3. Fill in the start date or use the calendar to pick the date. The Residential section (Gold only) will not require a start date

Backdate a section: You can only backdate one section if it is before your enrolment date; go to page 9.

Note: If you have been waiting for your account while you have been doing your sections you are able to log in an earlier sectional start date.

MY PHYSICAL SECTION OBJECTIVES Mandato

My Physical Section Timescales

Selected minimum duration: 3 months

My planned section start date: 01/03/2009

With my earliest completion date being on or after: 01/06/2009

My Physical Section Activity

What kind of physical activity do I want to start doing or improve at?

The physical activity I have chosen:

How My Physical Activity Will Help Me Develop

How will I find out how I can do this locally?

What am I specifically going to do?

Where am I going to do it?

How is this going to help me get more physically fit and healthy?

What do I want to achieve? What are my specific goals?

Who is going to help me with my activity?

What evidence will I collect to show my progress?

My Physical Activity Personal Goals

The personal goals I have set myself are:

4. Choose the category that best reflects your activity by selecting from the drop down menu.
5. You can type into the 'Activity I have chosen' or select from the predefined drop down menu.
6. Complete each question by typing into boxes.
7. Click on 'Save' and then click 'Request Approval'. Your Leader will be alerted as to your choice of activity. They will approve or decline your choices.

Not sure of your objectives: If you want to modify your objectives in future then do not click 'Request Approval'. Only click it once you are satisfied with your final objectives. As soon as your Leader approves your activity and objective then you cannot modify it.

Note: The Residential section (Gold only) requires the 'Personal Objectives' to be completed as well.

8. You will now need to collect evidence from all of your activities (e.g. pictures/reports/personal activity log/statements from the Supervisor etc) and upload them into eDofE (see section F).

E) Selecting the activity (Volunteering and Expedition sections)

The selection of your Volunteering section is different from the Skills, Physical and Residential sections as you have a choice between working as a team of friends or as an individual. The Expedition section must be done in a team.

Individually for the Volunteering section: If you want to work on this section on your own, set up this section as normal (like the Skills section), following the process for part D. You also need to complete 'Personal Objectives'.

Note: Ignore the parts on eDofE where it mentions 'team' because it only has you as a team member.

VOLUNTEERING - DEFINE AIM & ACTIVITY	MY VOLUNTEERING SECTION
<p>My Volunteering Section Timescales</p> <p>Selected minimum duration: 6 months Help</p> <p>My planned section start date: 01/03/2009 </p> <p>With my earliest completion date being on or after: 01/09/2009</p> <hr/> <p>The aim chosen for the VOLUNTEERING section is</p> <p>Volunteering Aim: Helping animals in need Help</p> <hr/> <p>The Activity chosen is</p> <p>What kind of Volunteering activity do you want to do? Working with the environment Help</p> <p>The Volunteering chosen activity: Animal Welfare</p> <p style="text-align: right;">Save</p>	<p>Volunteering Team Member</p> <p>You are a member of the the Volunteering team 'John Brown's Volunteering Section'.</p> <p>Use Team Members to view the current members of the team.</p> <p style="text-align: right;">Team Members</p> <hr/> <p>Team Aim</p> <p>Use Team Aim to view the team's main aim and chosen activity for the Volunteering.</p> <p style="text-align: right;">Team Aim</p> <hr/> <p>No Personal Objectives</p> <p>You have not specified your own personal objectives for the Volunteering.</p> <p>Use Personal Objectives to specify your personal objectives for the Volunteering.</p> <p style="text-align: right;">Personal Objectives</p> <hr/> <p>No Training Syllabus</p> <p>There has been no training syllabus defined for your team 'John Brown's Volunteering Section', ask your team leader to set the training syllabus to proceed.</p>

Expedition team: Please read the separate guide '*Participants guide for the eDofE Expedition section*'.

Volunteering team: Contact your Leader to discuss that you want to begin the Volunteering section with other participants as part of team. You will need to agree what activity you want to do together. Your Leader will then create and name a team for you and your teammates and will send you an invitation to join the team.

You will receive an invitation alert in your eDofE homepage. Check and accept/decline the invitation to join the team. If you see an error on the start date or activity, then contact your Leader. Only your DofE Leader can change the start date and activity choice.

Alert Type: Invite Request			
06 August 2009	Invite Request	Invitation to join the team 'Animal Welfare team'	View Action
You have been invited to join the team 'Animal Welfare team', by Test Name			
Close			

TEAM INVITATION
<p>Invitation Details</p> <p>Team Type: Volunteering Team</p> <p>Team Name: Animal Welfare team</p> <p>Award Level: Bronze</p> <p style="text-align: right;"> Decline Accept </p>

F) How to record evidence

You should be collecting evidence of what you did/achieved throughout your DofE programme. You can record this into your eDofE and get it approved by your DofE Leader.

If possible convert non electronic evidence you have, such as written statements and printed pictures to an electronic format by scanning. You can also upload MP4 video images. There are plans to enable you to upload MP3 audio files.

You must have set the sectional timescales before you can begin recording evidence. Expedition and Residential (Gold only) sections do not require a duration.

1. Click your Award level (e.g. Bronze, Silver or Gold).
2. Click on the relevant section name.

3. Click on 'Activity Evidence'.
4. Click on 'Add New Evidence'.
5. Fill in the 'Evidence Title'.
6. Complete the text field if you wish to provide written evidence. If you waited a while before uploading the evidence then enter the date which you did the activity.
7. Click on 'Add'. This will save your written statement. You will then have the opportunity to add a supporting file.
8. This will be displayed: Fill in 'File Description' and click 'Browse...'
9. Find the evidence file on your computer (where the majority of files are located), click on the file and click 'Open'.
10. You will see the pathway of the file shown. Click 'Upload'.
11. The window will change to show the progress of the file being uploaded. This may take a while dependent on the speed of your computer and internet connection
12. Click 'Update' to save the work and that's it, you have just uploaded evidence
13. Once you have uploaded the evidence, your DofE Leader will be notified. They will be able to see and can approve your evidence the next time they login.

G) Reviewing the evidence

You could be collating a large amount of evidence of an activity and you may want to review, edit or add further evidence.

1. Click your Award level (e.g. Bronze, Silver or Gold)
2. Click on the relevant section name
3. Click on 'Activity Evidence'
4. You can see a list of all your uploaded evidence and the option to add more evidence: Click on 'View', 'Edit' or 'Remove' to review/change a piece of evidence
5. You can edit evidence, until the point your DofE Leader approves it.

PHYSICAL SECTION - EVIDENCE

The OBJECTIVE I have set myself for my PHYSICAL Section is

 [Help](#)

The personal goals I have set myself are: To dance confidently without any supervision

The activity I have chosen: salsa dancing

Evidence List

Evidence No.	Last Modified	Evidence Title	Evidence Type	Action	Status
1.	06/08/2009 9:54:37 AM	Me dancing for the first time 6/8/2009	Text	View Edit Remove	Uploaded

H) Starting the next Award

The system will allow you to start the next Award level of the DofE if you have completed or finished one or more sections of your current Award. i.e. you want to do two levels of Award at the same time (subject to the age requirements being met).

If you want to start the next level of Award (Bronze to Silver, Silver to Gold or Bronze to Gold), you need to speak to your DofE Leader and complete the relevant application form and provide the necessary fee. You will then have access to the next Award level created within your eDofE account. You can now see the different Award levels on the top left of your menu options.

Note: You do not receive a different eDofE account when you start the next Award level. You will still use the eDofE account which you were initially given access to.

Doing two Award levels at the same time

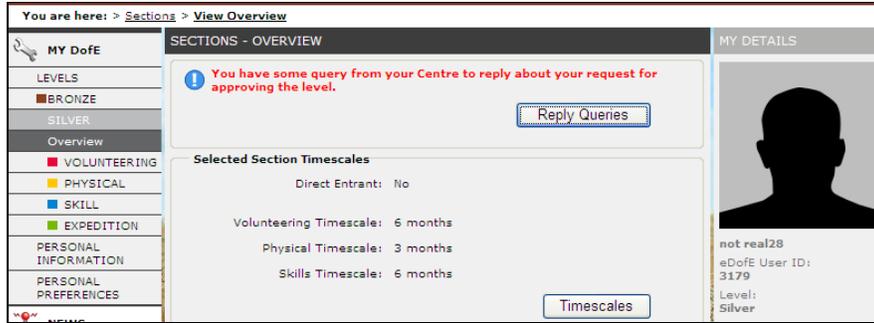
If you are doing two Award levels at the same time: i.e. Bronze/Silver or Silver/Gold, you cannot start the next Award section unless you have completed previous relevant Award section. You must first get your Leader to approve that previous Award section then you can start the next Award section. For example: I am doing Silver and Gold at the same time -I want to start the Gold Skills section but it wont permit me because I have not yet completed any of the Silver Skills section.

I) Approving your DofE Award

Your DofE Award can only be approved by your Operating Authority once all your sections have been checked and approved by your DofE Leader. When you finish a section you will need to inform your Leader so that they can check and approve it. The sections can only be approved if the minimum amount of months for your activity has passed and your Leader confirms your objectives and evidence.

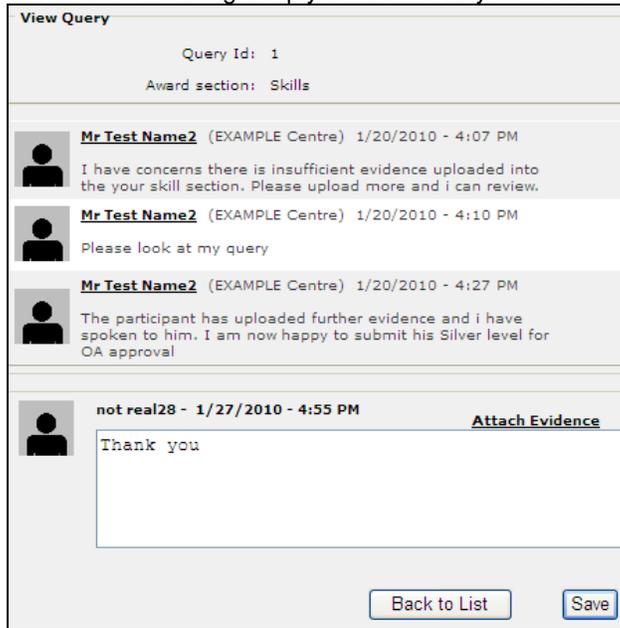
Note: the Expedition and Residential sections do not have minimum timescales

1. **You must follow this process to get your Award approved:** If you receive a query from your leader /Operating Authority or DofE Office you can answer it the query by signing into your account, selecting the level and you will see this message and button:

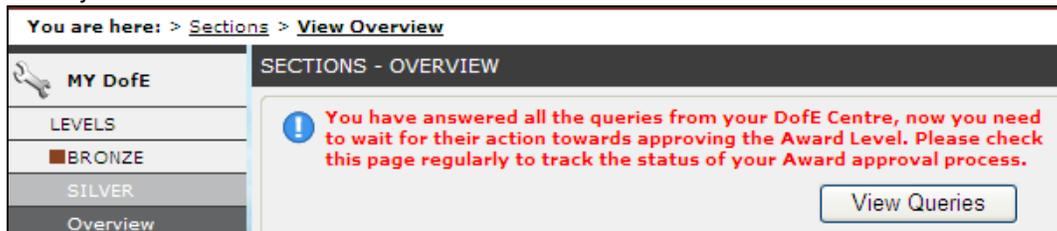


2. Click on 'Reply Queries', you can answer their queries. If you are happy that you have resolved the query then enter reply and press 'Save'. Now inform the enquirer that you have replied and they will check.

Note: ALL the messages saved here can be read by the centre staff, the participant, the Operating Authority and the Regional office staff, so please ensure you are careful with your words when entering a reply because everyone can view it!



3. If you have replied to every query then this message will appear. Now wait for the DofE to check your Award.



4. Once the DofE gives their approval you will be informed of the successful completion of your Duke of Edinburgh's Award. Now await your DofE certificate, badge and details of the 'Achievement Pack'.

J) Backdated activity

The system allows you to **backdate one section per Award for up to 3 months**. As soon as this is approved the system will not permit you to backdate any more sections for that Award. The system allows you to enter a sectional start date **before** the expected start date of your DofE level. For example a participant starts their Bronze DofE level at 01/03/2009 but has done work for their Bronze Skills starting 01/01/2009.

This message will inform you of your start date and whether you want to backdate a section. Please ensure you want to do this because the system will not permit you to backdate another section.

K) Moving to a new Centre or Operating Authority (being designed)

There will be function to move to another centre within your Operating Authority or another Operating Authority. If you want to move to a new group with your centre just speak to your DofE Leader.

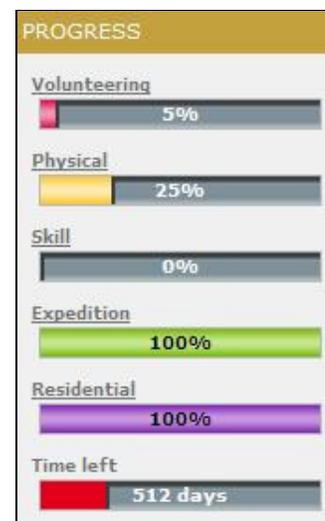
L) Progress (bar)

The progress bar represents activity or evidence being updated or uploaded for each of the sections. The base measurement used is one piece of evidence per month. This will represent a certain % progress dependent on how many months you are doing for a section. Selecting an activity, deciding on your aims and objectives will also provide a set percentage increase.

This bar is only used as an 'indicator' of your activity progress which has been made. Your DofE Leader may use this bar to see how you are doing on your DofE programme.

You can still be doing activities outside of eDofE but not uploading any evidence. You can upload batches of evidence whenever you like or at the very end of the period. You should speak to your Leader about when you like to upload evidence so they understand your plans.

The 'time left' measurement is the minimum period of time that you the participant must pass before your DofE can be completed. You can still continue after the time has passed and the system will not stop work being uploaded etc.



Note: The progress bar is not used to indicate whether a section can be approved on eDofE. Your Leader can still approve a section even if your bar shows 1% or 100% progress.

M) Updating your personal details

To update/change your personal details:

1. Go to 'HOME' and click 'PERSONAL INFORMATION'
2. Click on 'Personal Details'
3. Complete the Main personal info fields and click 'Save Changes'

Automatic lookup of address: To save time you can just input your postcode and press 'Find' and it will list addresses with that postcode. You can then select the correct one.

4. Saving your picture: Upload your picture by clicking 'Browse'. Locate the image in your computer, click 'Open' and then click 'Upload' and you can see it uploading. If successful your picture will appear on the top right of your eDofE account
5. Updating the rest of your profile. You can update all the other areas of information by selecting the tabs on the top bar or selecting the menu on the far left.
6. Click on 'Address Information' to quickly locate your address: you can just input your postcode and press 'Find'
7. This will be displayed. It will list addresses at that postcode. Select the correct one
8. All the details of that address will be inputted automatically into the form

Note: You can choose to have a house name or number. You do not need both.

9. Select from the drop down menu the type of address
10. Click on 'Add' and your details are saved. Continue updating the other options

N) Messaging – sending & receiving

eDofE includes a messaging system allowing you to communicate with your Leader(s) and other participant's in your centre.

Sending messages:

1. Click 'MESSAGING'
2. Click 'CREATE MESSAGE'– this will open up a blank template
3. Enter a subject
4. Choose the person who will receive the message. You can do this by accessing your address book. Click the book icon next to the 'to' field and you will be shown your contacts
5. Select the recipient and click 'ok'
6. Enter the message text
7. Click 'Send Message'– the message will be sent to your recipient

Receiving messages: This can be accessed in a number of ways:

1. Click under the Communication and News section: 'New Messages' or click 'MESSAGING' and then click 'RECEIVED MESSAGES'. This will display a listing of your messages
2. Click on the relevant one and see a preview.

O) Keeping safe

The DofE gives you the opportunity to make new friends, try out new activities and amaze yourself with what you can achieve! But, for a few, the fun can spoil by people who do or say things during activities that hurt or are frightening. This may be bullying or harassment or a form of abuse and you can do something about it. This section includes advice on bullying, harassment and abuse, a code of conduct for participants (how we expect you to act whilst doing your DofE) and advice on staying safe.

Reporting Abuse

If you are being or have been abused, or if you're not sure but feel worried and frightened, tell an adult you trust as soon as possible. This could be a parent or someone else in your family; a DofE leader; a teacher or counselor; your doctor or school nurse.

Alternatively, the Report Abuse link will take you to the CEOP (Child Exploitation & Online protection Centre) reporting page - this is like a virtual police station where you can make a complaint or report a problem. Your problem will be seen by a police officer, or a specialist investigator and they will contact you to let you know what will happen.

You can also speak to the Child Protection Officer at the DofE Head Office: Tel 01753 727400 or email safeguarding@DofE.org

In addition, the NSPCC provides a free 24-hour Child Protection Helpline, staffed by experienced social work counsellors, which provides confidential counselling, information and advice for those in England, Wales and Northern Ireland. The telephone number is 0808 800 5000. If using this service, please state at the outset that you are an adult seeking advice and information so that your call can be directed to an appropriate person.

In Scotland, the Child Protection Line helpline, established by the Scottish Executive will provide information about what steps to take if you are concerned about a child. The helpline may be contacted 24 hours a day on 0800 022 3222.

Useful links:

NSPCC: <http://www.nspcc.org.uk>

CEOP ThinkYouKnow: <http://www.thinkuknow.co.uk/>

Teachernet:

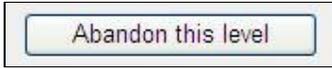
<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>

P) How to abandon a level

This option is available to you if you want to stop working on a specific level of your Award. For example: you want to start the next level without finishing off your previous level or you simply do not wish to do your DofE anymore. **Do not use this** if you are taking break from your DofE.

Note: You **cannot** achieve the DofE level once it has gone through this process. Please check that this is what you want because you can't change your mind later on!

1. Click on 'Abandon this level' (located on your level and 'Overview' – at the very bottom)



2. The system will ask you twice if you 'Agree'.

You have decided to abandon this level. We would ask that you contact your DofE contact before you decide on this.

I do not agree I agree

If you agree to this then you cannot complete this Award level and will be made void.

I do not agree I agree

3. This will appear confirming an alert has been sent to your leader. Now await their reply.

! Your Bronze level has now been locked out and made void. This will go to your DofE Leader for their confirmation

VOID

Confirmed by: Request sent, yet to be confirmed.

Date confirmed: n/a

4. If your leader:

- a. Approves your decision then you will receive this alert

All	Approval Response	Abandon Level Response	Activity Change Response
Date	Alert Type	Alert	Acknowledge
Alert Type: Abandon Level Response			
Friday, October 30, 2009	Abandon Level Response	Abandon Level request confirmed.	<input type="checkbox"/> View Action

- b. declines your decision then you will receive this alert

All	Abandon Level Response		
Date	Alert Type	Alert	Acknowledge
Alert Type: Abandon Level Response			
27 August 2009	Abandon Level Response	Abandon Level request withdrawn.	<input type="checkbox"/> View Action

5. If your level was successfully abandoned then you cannot upload any work now as the sections are locked As a YP, you will see this if you select the level and 'Overview'.

MY TOOLS

LEVELS

BRONZE

Overview

VOID

Confirmed by: Mr Test Name - (EXAMPLE Centre)

Date confirmed: 27/08/2009

Q) How to change an activity

The system gives you the opportunity to change your sectional activity. You should only change activity if there was a situation which arises where it is outside of your control - for example, your physical section hockey training/games was cancelled because the teacher is away or you have been injured and cannot continue this activity.

Why doesn't the change activity option appear? Your initial set of objectives must first be approved by your leader before the option to change activity appears on this screen.

1. Go to the Section and click on 'Change Activity'

2. You must complete the new activity and fill out the aims and objectives. Click on 'Request Approval'

3. Click on 'OK' and an alert will be sent to your leader. Now wait for your leader to look into your request.

4. Your leader will send an alert back to you stating **one of these three** messages:
 - a. Approved – you can now start on your new activity.
 - b. Conditionally approved – please amend your aims and objectives and request approval.
 - c. Denied – You must continue on your current activity.

Date	Alert Type	Alert	Acknowledge
Monday, January 25, 2010	Activity Change Response	Change of Physical section activity is Approved.	<input type="checkbox"/> View Action
Monday, January 25, 2010	Activity Change Response	Change of Physical section activity is conditionally Approved.	<input type="checkbox"/> View Action
Monday, January 25, 2010	Activity Change Response	Change of Physical section activity is Denied.	<input type="checkbox"/> View Action