



eDofE user guide for participants

Contact

eDofE helpline

T: 0845 4670487

E: eDofE@DofE.org

Introduction

System Requirements: To use eDofE you will need internet access and to allow pop-ups for our website. We currently support IE6 and later, though upgrading from IE6 is recommended. We also support Firefox from v3, Safari from v4, Chrome from v4 and Opera from v10. To use On-line mapping with eDofE you will need to download Silverlight. Our developers are still working on several areas of eDofE (shown in red). These guides will be updated when the new functions are working, and we will publicise the updates via the news section.

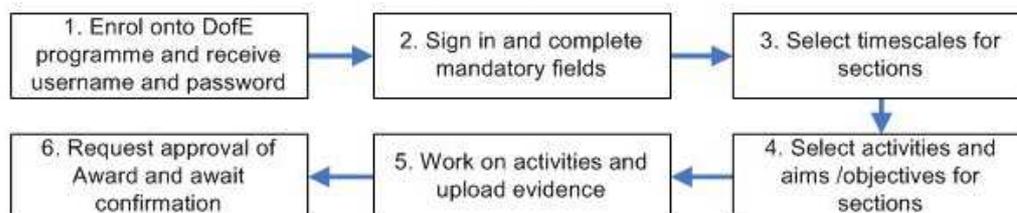
What is eDofE?

eDofE is an interactive online system that helps you to manage your DofE programme and Leaders monitor your progress. Accompanying the system is your *Welcome Pack* and the facility to create an offline *Achievement Pack* which you will be able to 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 and upload evidence.

The main eDofE process for participants



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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 via an email sent to your personal email address.

I've forgotten my username and/or password - what can I do?

- 1st - Contact the person who gave you the details, they might 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 listed mandatory fields. A red '!' indicates this has not been completed.

Upon completion of your mandatory fields the system will automatically lead you to point 3 'Select your sectional timescales':

Areas which you will find useful

- PERSONAL INFORMATION – to update your personal details/password/username
- LEVELS – to access the DofE programme 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 approved something such as your sectional evidence etc.
- PROGRESS (BAR) – To see how much of the sections you have completed. You do not need to reach 100% to achieve your Award.

Changing password and input security answer

For data protection requirements it's important you know how to change your username and password.

3. Click on 'Personal Information' and then 'Login Info'.
4. Click on the 'Change Password' button. It must include letters and numbers and be more than six characters.
5. Input your choice of password and repeat it. **Note:** This is case sensitive so be careful!
6. Click on 'Save Changes' and you now have your new password.
7. 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.

Security rules of eDofE access

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 30 minutes then the system will automatically log you out.
2. **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 1 hour.
3. **Password creation.** Passwords must be six figures long and it must be alphanumeric. Be careful as it is case sensitive.

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 DofE programme 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.

SECTIONS - SET DURATION Mandatory field (*)

Select Durations [Help](#)

Please use the drop-downs below to show which Section you have decided to undertake for the longer period.

Volunteering Duration: *

Physical Duration: *

Skill Duration: *

Inputting sectional details

Physical, Skills and Residential (Gold only) sections

Now you have to choose an activity for each section. You should research 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 in your eDofE account.

1. Click your DofE programme level (e.g. Bronze, Silver or Gold)
2. Select the section: Physical, Skills or Residential (Gold only)
3. Fill in the start date or use the calendar to pick the date.

I've entered the wrong date, how do I change it? – You can edit this until you submit the objectives to your Leader. After that you need to ask your Leader who can change it.

Backdate a section: You can only backdate one section for up to three months if it is before your enrolment date and you meet the age requirements (see page 9).

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

MY PHYSICAL SECTION OBJECTIVES Mandatory

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' box or select from the predefined drop down menu.
6. Complete each question by typing into boxes.
7. Click on 'Save'. Once you are happy with all your answers click 'Request Approval'. Your Leader will be alerted as to your choice of activity. They will approve or reject your choices.

Not sure of your objectives: If you want to modify your objectives in future **do not** click 'Request Approval'. Only click it once you are satisfied with your final objectives. Once your Leader has approved your activity and objectives you cannot modify them.

Note: The Residential section (Gold only) requires the 'Personal Objectives' page 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 your Supervisor etc.). Upload them into eDofE and request approval from your Leader.

How to complete the section

After the minimum time duration has passed, you must get two areas approved by your Leader before the section can be finally completed and approved. These are:

- Activity choice and objectives
- Evidence

Volunteering section

The Volunteering section is slightly different from the Physical, Skills and Residential sections as you have a choice between working as an individual or as a team of friends.

Individually: 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 (the aims and objectives are split into two separate screens). Ignore the parts on eDofE where it mentions 'team' because it only has you as a team member.

The screenshot shows two side-by-side panels. The left panel, titled 'VOLUNTEERING - DEFINE AIM & ACTIVITY', contains several sections: 'My Volunteering Section Timescales' with fields for 'Selected minimum duration: 6 months', 'My planned section start date: 01/03/2009', and 'With my earliest completion date being on or after: 01/09/2009'; 'The aim chosen for the VOLUNTEERING section is' with a dropdown menu showing 'Helping animals in need'; and 'The Activity chosen is' with dropdowns for 'Working with the environment' and 'Animal Welfare'. The right panel, titled 'MY VOLUNTEERING SECTION', contains sections: 'Volunteering Team Member' with a 'Team Members' button; 'Team Aim' with a 'Team Aim' button; 'No Personal Objectives' with a 'Personal Objectives' button; and 'No Training Syllabus' with explanatory text.

Volunteering team: Contact your Leader to explain 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 on eDofE 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.

The screenshot shows a notification box with the title 'Alert Type: Invite Request'. It contains a table with the following data: Date '06 August 2009', Action 'Invite Request', Description 'Invitation to join the team 'Animal Welfare team'', a checkbox, and a 'View Action' link. Below the table is a message: 'You have been invited to join the team 'Animal Welfare team', by Test Name' and a 'Close' button.

The screenshot shows a 'TEAM INVITATION' screen with the following details: 'Invitation Details' section showing 'Team Type: Volunteering Team', 'Team Name: Animal Welfare team', and 'Award Level: Bronze'. At the bottom are 'Decline' and 'Accept' buttons.

How to complete the Volunteering section

After the minimum time duration (in months) has passed - you must get three areas approved by your Leader before you can complete the section.

- Activity choice
- Objectives
- Evidence

Expedition section

This Expedition section is very similar to the Skills, Physical and Residential sections. You must first contact your Expedition leader and team members to agree the overall aim and objectives. Participants must get four specific areas approved by the leader before this section can be completed.

- Aim and Personal objectives
- Training
- Two Expedition plans (at least one practice and one qualifying plan)
- Evidence

MY EXPEDITION SECTION

Aim
Use **Aim** to set or view the main aim and chosen mode of travel for the Expedition.
Buttons: Change Activity, Aim

Personal Objectives
Use **Personal Objectives** to view your personal objectives for the Expedition.
Button: Personal Objectives

Evidence
No evidence has been added for the selected Expedition activity. Use **Activity Evidence** to record any evidence supporting your Expedition activity.
Button: Activity Evidence

No Training
There has been no training defined. Use **Training** to view your training framework along with your own personal check-list.

No Expedition Plan
There has been no Expedition plan created, use **Create New Route Plan** to create a new plan for the Expedition.
Button: Create New Route Plan

Aim and personal objectives

You'll need to complete the aims first and then complete the objectives screen. If you are satisfied with this then you must remember to request approval from your Leader by clicking the appropriate button.

Change activity: If your aims and objectives need to be changed/edited then you can change activity BUT only if your previous aims/objectives has been rejected by your Leader.

Activity evidence

This operates exactly like the other sections. You must enter a title and you have a choice to add additional documents, images, videos, audio downloads etc

Training

You'll need to complete the training matrix and request it for approval from your Leader. This can be done item by item or all elements at once.

EXPEDITION TRAINING FRAMEWORK

Details
Award Level: Silver

Aim & Mode of Travel
Expedition aim: Walk through Dartmoor
Mode of Travel: Walking

Training Framework
Create Expedition Preparation Form

I have undertaken aspects of the Expedition training as follows:

Subject	Started (All <input checked="" type="checkbox"/>)	Completed (All <input checked="" type="checkbox"/>)	Approved
Expedition First Aid and Emergency Training	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Awareness of risk and health and safety	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Navigation and Route planning	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Campcraft	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Food & Cooking	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Countryside codes etc	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Observation and Recording	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Team building	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>
Proficiency in mode of travel	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>

Create Expedition Preparation Form

You can print off this template if you need to confirm your training to a person who is assessing or organising your Expedition.

Expedition plans (practice and qualifying)

PLAN NEW EXPEDITION

Expedition Details

Name/Title: 

Practice Expedition: Yes No

Location:

Expedition Date

Start Date: 

Number of Days:

Proposed Hours of Planned Activity

Journeying:

Exploring:

Provider Details

Please tick to show who is running your expedition, either your Operating Authority, or an external organization (Approved Activity Provider)

AAP:

OA:

Expedition supervisor Details

Name:

Position:

Email:

Area Code - Number

Normal Contact Number:

Emergency Contact Number:

Route Summary



Support File(s)

You can add a supporting file to your route plan, by entering a description then selecting and uploading below.

File Description:

Select new support file:

Notes:

- Allowed picture/graphic file formats/extensions are: .jpg, .jpeg, .jpe, .gif, .bmp, .png
- Allowed video/movie file formats/extensions are: .mpg, .mpeg, .mp4, .avi, .mov, .wmv, .flv
- Allowed document file formats/extensions are: .doc, .docx, .xls, .xlsx, .pdf, .txt, .rtf

Your Group and Preferred Leader

The alert will be sent to the selected leader if you request for approval.

DofE Group:

Preferred Leader:

When the plan has been saved, the following function appears:

Route Summary

Detail: Travel through Brecon Beacons doing 3.5hrs journeying and 3.5hrs exploring of the local wildlife per day. My other team members are J Wood, S Dutton, D Taylor and T Hunt. I will upload a routecard and green form documents for further information.

Expedition Plan Status

Current status: Submitted

You must complete one plan for your practise and one plan for your qualifying expedition then get them both approved by your Leader. The system requires each individual to complete and submit the plans, but these should be identical for each team member.

1. Agree a 'Primary team member'

Before you begin this part with your team members, agree with your Leader a primary team member who will produce what the whole team will be entering so you will not get different plans and cause any confusion with your Leader.

2. Complete the form with the information given to you by your leader/primary team member.

a. Name/Title – this could be the team name for example: 'Bronze Team 1 - 2010 practice' or something really imaginative!

b. Proposed Hours – this should be across the whole expedition e.g. a Bronze expedition maybe eight hours journey and seven hours exploring over the two days.

c. Provider Details – most teams will be using OA (Operating Authority) as the provider. For example your school/group is organising the expedition.

d. If you do not have all the information – If you do not have every detail (for example the supervisor contacts) you can state 'Do not know' then save the work and add in the information later on. However you shouldn't click 'save and request approval' because once your Leader approves the plan you won't have the opportunity to edit it.

e. Team members' name

We would like you to enter your team members' names within the 'Route Summary' free text box or upload a separate list with the supporting files.

f. Brief description of route

Give a brief description of the expedition, where you are going and what you plan to do.

g. Supporting files and attachments

You can now upload maps / routecards / equipment lists/menus / Wild Country green forms / overseas blue forms etc. to support your plan.

3. Expedition green form

If you are going to Wild Country - you can create a green form. Clicking the 'Create Green Form' at the very bottom of the plan will create a Word document on which you can enter the details and then upload into your plan.

Note: the form is a XML file which cannot be uploaded into eDofE. You must first save this as Word document (.doc) file instead of XML.

How to record evidence

You should be collecting evidence of what you did / achieved throughout your DofE programme as this will show your Leader what you have been achieving. Any evidence you collect will also be a great addition for your *Achievement Pack*. You can record evidence and get it approved by your DofE Leader through your eDofE account.

If possible, convert any non electronic evidence that 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 DofE programme 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' or click 'Add multiple image evidence' (See page 10 – this permits you to upload multiple images, name them appropriately and request permission from your Leader.
5. If you click 'Add New Evidence' then fill in the 'Evidence Title'.

6. Complete the text field if you wish to provide written evidence. If you waited a while before uploading evidence then enter the date of the activity. Click 'Update' if you only want to save the text.

7. You will then have the opportunity to add a supporting file or attach an IPadio recording. Fill in 'File Description' and click 'Browse...' or click 'Attach IPadio' (see below on what this is).

Click 'Upload' and this will save the work. Now you decide whether to get it approved by your leader.

8. If you are happy with the work then click 'Save & request approval'. Your DofE Leader will be now be notified. They will be able to see and approve your evidence the next time they sign in.

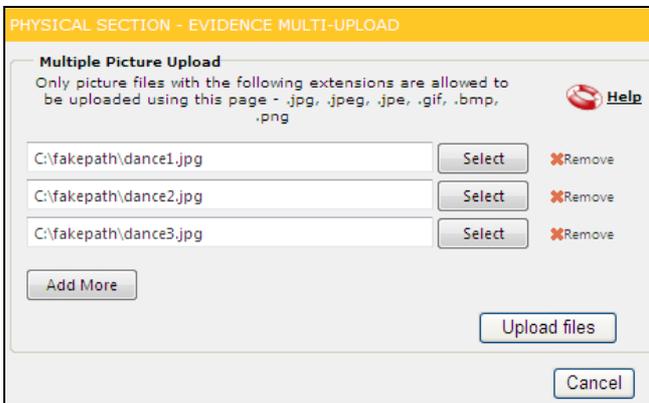
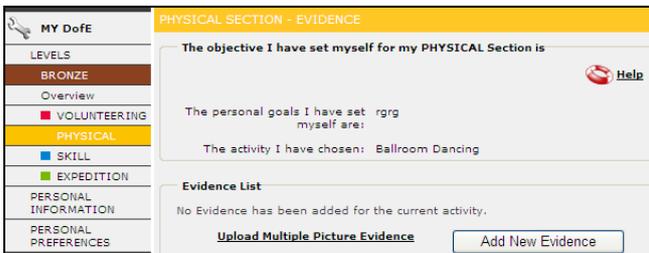
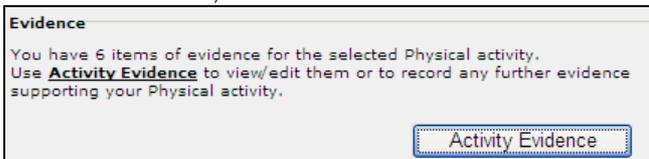
If you wish to edit the evidence later on, then click 'Update' to save the work but don't forget to request it for approval.

Attach IPadio (Being designed) if you gave your eDofE ID number to your instructor / Supervisor / Assessor then they can call a dedicated telephone number and leave you an audio recording. This can be attached to your evidence. There is a separate guide on how this works.

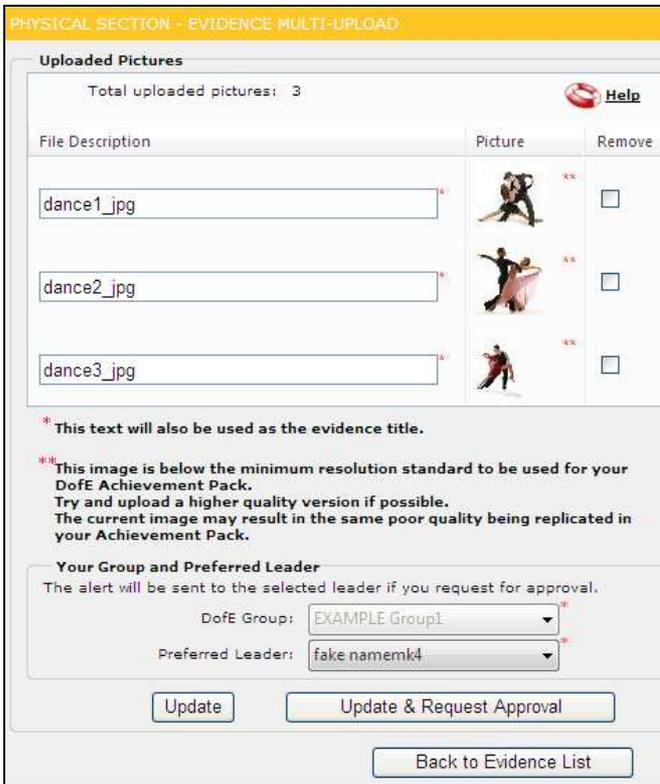
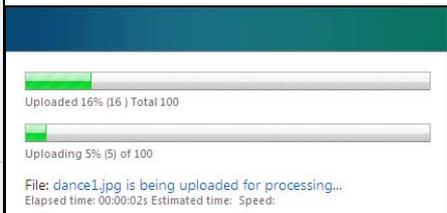
Upload multiple images

You can upload multiple images into your eDofE account. You'll need to go to your chosen section, click 'Activity Evidence' and then click 'Upload Multiple Picture Evidence'.

Note: This function will only permit uploading of images and not documents (Word / PowerPoint / video / audio etc)



You can now upload multiple images and you can add even more images by clicking 'Add more' Press 'Upload Files'



The system will summarise what you have just uploaded.

You can now change the name of each image and you can decide to save by pressing 'Update'.

OR

Request approval for the work so they can be checked and approved by your Leader. If you do then your Leader will get a separate alert for each image.

For example – they will get three separate alerts for the three dance images you have just requested approval for but they can mass approve them all through their own alert screen.

Get approval of a section

You must send an alert to your Leader to confirm the section is awaiting their approval. Until they do this then you cannot achieve your Award.

Before you can achieve your Award, all of your sections must be confirmed by your Leader. The system will inform you when these two rules are met:

- a. The minimum timescales for a section has passed.
 - b. These areas in your sections have all been approved: aims / objectives / evidence / expedition training / expedition plans. Items which are draft, submitted or rejected means they are not approved.
1. The option to submit your section for approval will appear when you select your section name. It will be greyed out if you haven't met the two rules (see below).

The screenshot shows the 'MY DofE' navigation menu on the left with 'SKILL' selected. The main content area is titled 'SKILL SECTION - OVERVIEW'. At the top right, the 'Submit Section as Completed' button is greyed out. Below it, the 'Objectives' section displays the following information: Planned start date: 8/1/2009, Earliest completion date: 11/1/2009, My chosen activity: Care of cats*, My personal goals: Take care of my pet cat, and Current status: Awaiting Approval. An 'Objectives' button is located at the bottom right of the objectives section.

2. As soon as the two conditions are met then you can submit this section to your chosen DofE Leader. If you want to keep uploading evidence then don't fill this in until you want to.

The screenshot shows the 'SKILL SECTION - OVERVIEW' page with the 'Submit Section as Completed' button now active. A blue information icon is present. The text reads: 'Your Skills Section is ready to be completed. You need to click the submit button to submit the Section to your Leader. Your Leader will then check the Section Activities and mark the Section as 'completed' if satisfied. However, you will be allowed to continue with your Section Activities until the section is marked as 'completed' even after submitting the section.' Below this is a section titled 'Your Group and Preferred Leader' with the instruction: 'The alert will be sent to the selected leader if you request for approval.' There are two dropdown menus: 'DofE Group' with 'EXAMPLE Group1' selected, and 'Preferred Leader' with 'Test Name' selected. The 'Submit Section as Completed' button is at the bottom.

3. When you press the button, an alert will be sent to your Leader who will check your work and formally approve it as completed.

The screenshot shows the 'MY DofE' navigation menu on the left. At the top, a breadcrumb trail reads: 'You are here: > Sections > Skill > Overview'. A red alert message with an exclamation mark icon says: 'Your request has been made.' Below the alert, the 'SKILL SECTION - OVERVIEW' page content is visible, including the 'Objectives' section.

You can still upload more evidence but you still need to get your Leader to approve it before you can achieve your Award.

Starting your next DofE programme level

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

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

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

Doing two programmes at the same time

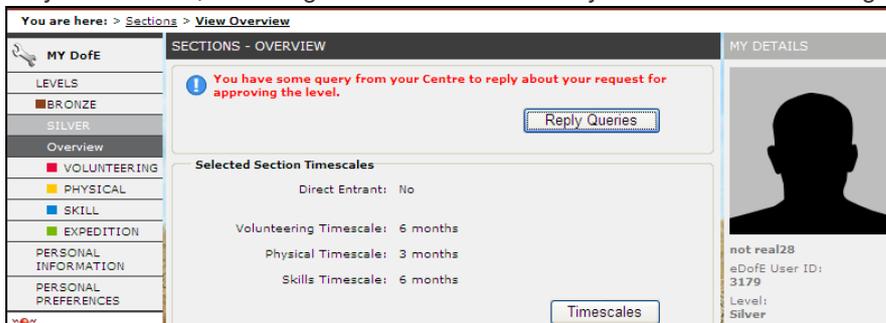
If you are doing two programmes at the same time: i.e. Bronze + Silver or Silver + Gold, you cannot start the next level's section unless you have completed the section in the previous programme. You must first get your Leader to approve that previous section then you can start that section in your next level. E.g. I am doing Silver and Gold at the same time and want to start my Gold Skills section but can't because I haven't yet completed my Silver Skills section.

Approving your DofE Award

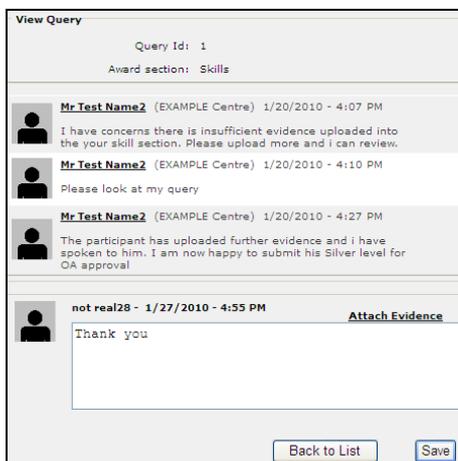
Your DofE Award can only be approved by your Operating Authority once all your sections have been checked and confirmed by your Leader (see page 11).

When all sections have been completed then your Leader will submit your completed programme to your Operating Authority (OA). Now wait as your OA checks your account.

1. If you receive a query from your Leader /OA or DofE Office you can answer it by signing into your account, selecting the relevant level and you will see this message and button:

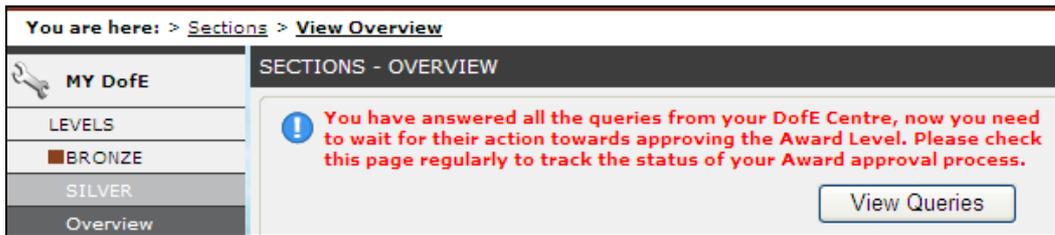


2. Click on 'Reply Queries' to answer. If you are happy that you have resolved the query then enter reply and press 'Save'. Now inform the enquirer that you have replied.



Note: ALL the messages saved here can be read by your centre's staff, your Operating Authority and Regional Office staff as well as you, so please ensure you are careful with your words when responding!

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



- 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 the process on how to get your *Achievement Pack*.

Achievement Pack

Once your Award has been approved by the OA, or DofE Office for Gold, you will be given the option to create your *Achievement Pack*. You will be signposted to a template for your level – Bronze, Silver or Gold - and will be able to drag and drop in your evidence and capture all your best memories and achievements, to create a personal record and memory book to keep.

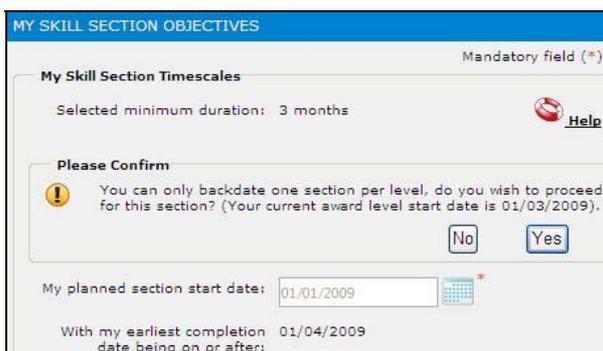
Once you've assembled your Achievement Pack online, you'll then be able to either print off a free PDF of your book or pay a little more to upgrade to a leatherette or hardback version.

There is a separate guide available on eDofE to help you with your Achievement Pack.

Backdated activity

The system allows you to **backdate one section per programme for up to three months**. As soon as this is approved, the system will not permit you to backdate any more sections for that programme. The system allows you to enter a sectional start date **before** the expected start date of your DofE. For example if you start your Bronze DofE on 1 March 2009 but have done work for your Bronze Skills starting 1 January 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.



Moving to a new centre or Operating Authority

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

Progress bar

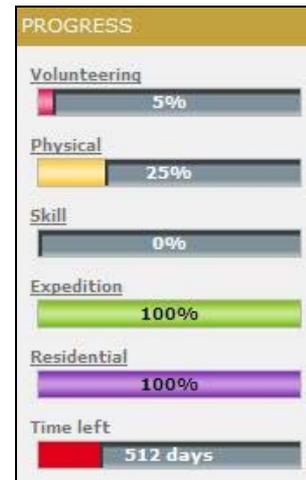
The progress bar represents activity or evidence being updated or uploaded for each of the sections. The base measurement used is one piece of evidence per month. This will represent a certain % progress dependent on how many months you are doing for a section. Selecting an activity, deciding on your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



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'

Note: Only your Leader can change your full name and date of birth.

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

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

The screenshot shows the 'PERSONAL INFORMATION' form with the following fields and options:

- Personal Info** (selected tab)
- Main Personal Info** (Mandatory field (**))
 - Title: Mr
 - First Name: John
 - Middle Name:
 - Last Name: Brown
 - Date of Birth: 1 January 1990
 - Town of Birth: faketown
 - Country of Birth: United Kingdom
 - Gender: Male (selected), Female
 - Primary Language: English (EN)
- Profile Picture**
 - Select new picture: [] Browse...
 - Note: Allowed file formats/extensions are: .jpg, .jpeg, .jpe, .gif, .bmp, .png
 - Upload

Messaging – sending & receiving

eDofE includes a messaging system allowing you to communicate with your Leader(s) and other participants 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.

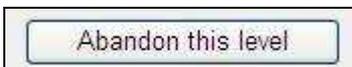
Abandon a level

This option is available to you if you want to stop working on a specific level of your DofE. 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 just taking a break from your DofE.

Note: You **cannot** achieve that DofE Award once it has gone through this process. Please check that this is definitely what you want because you cannot 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.

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

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 participant, you will see this if you select the level and 'Overview'.

MY TOOLS	VOID
LEVELS	Confirmed by: Mr Test Name - (EXAMPLE Centre)
BRONZE	
Overview	
	Date confirmed: 27/08/2009

Change an activity

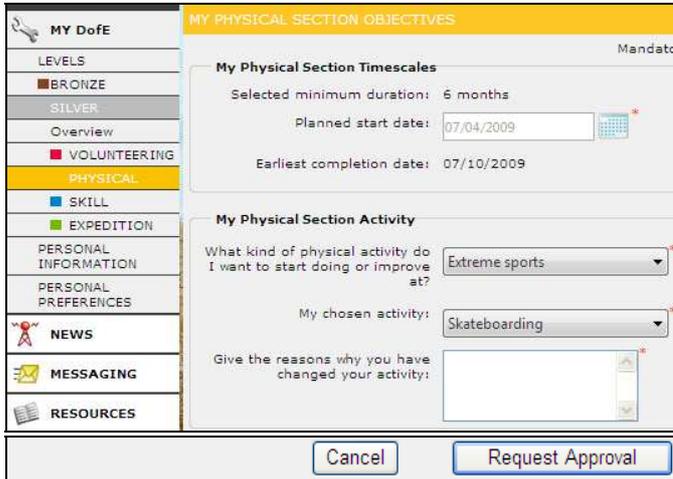
The system gives you the opportunity to change your sectional activity. You should only change activity if there is a situation which arises where it is outside of your control - for example, in your Physical section hockey training/games were cancelled because the team folded or you have been injured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

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

1. Go to the relevant 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.

ALERTS				
You have the following New Alerts:				
Help				
All	Activity Change Response			
Date	Alert Type	Alert	Acknowledge	
Alert Type: Activity Change Response				
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

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 counsellor; 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: www.nspcc.org.uk

CEOP ThinkYouKnow: www.thinkuknow.co.uk/11_16/control/cyberbullying

Teachernet: www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection

Glossary

Participation Place – Your contribution towards the Charity's costs in running your DofE programme. This includes your Welcome Pack, eDofE account, Award Certificate and badge, attendance at a Royal Gold Award Presentation should you wish to accept it at that level, and your Achievement Pack free PDF.

DofE Leader – The adult responsible for a DofE group. They lead, guide and encourage young people, agree your programme choices and sign off your sections/Award.

Participant – Any young person doing a DofE programme

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

DofE Manager – The person in an Operating Authority who is responsible for the day to day delivery of the DofE.

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 – An adult who checks on your progress and agrees the completion of a section of your programme.

Supervisor – A person with a good understanding of your chosen activities. They will help set goals and regularly meet with you to check on your progress, address any potential issues and adjust goals.

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 Bronze volunteering team of three working on a recycling project or a Silver expedition team who will have four to seven participants.

Alert – eDofE will send an alert to your account whenever a specific action has been completed. For example: Leader has approved or rejected your submitted evidence.

Status definitions –

'Open': you have completed your mandatory fields.

'New': a brand new participant account has been created.

'Closed', 'suspended' and 'terminated': indicates you are no longer using your account.

'Lapsed': is used if your Leader is unsure where you are. The system will automatically lapse any account not accessed for 9 months. Your Leader can reactivate lapsed accounts.