



# eDofE user guide for participants

With ongoing designing and testing of new functions, these guides will be updated to reflect recent changes. You will see the latest version by the code - for example this version is July 2011 - 1.4.2

## **Contact**

**eDofE technical helpline (Monday to Friday)**

T: 01908 55 22 59

## **eDofE email**

Use the 'help' function on your account

# 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 eDofE mapping 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 on eDofE.

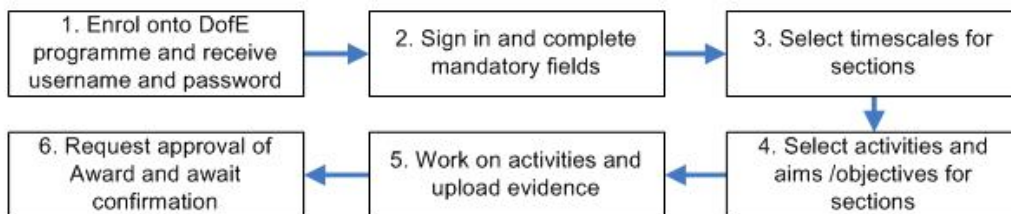
## What is eDofE?

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

## 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 required fields
- Decide on your sectional timescales and activities
- Work on your DofE programme and upload evidence.

## The main eDofE process for participants



## Contents

When this is opened on 'Word' just click on list below to go straight to the subject

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## Sign in and complete the required 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?

- a. Contact the person who gave you the details, they might have a copy.
- b. 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). Also use the password reminder function.

2. Open up your Internet browser and go to **www.eDofE.org/Login**. Fill in your username and password and click 'sign in'. All users have to complete the listed required fields. (after the May 2011 update, everyone must complete some fields again)

<p>Username: <input type="text" value="johnsmith9"/></p> <p>Password: <input type="password" value="*****"/></p> <p><a href="#">Forgot your password?</a></p> <p style="text-align: right;"><input type="button" value="Sign in"/></p> <p><b>System status</b></p> <p><input checked="" type="checkbox"/> eDofE is currently fully functional.</p> <p><small>As with all good software systems, we occasionally need to make improvements and updates. Any pending downtime in the future will be notified on this sign in page.</small></p>	<p><b>Welcome to the DofE!</b></p> <div style="display: flex;">  <div> <p>"I hope that in doing your DofE you will discover fresh interests, make new friends and find satisfaction in giving service to others."</p> <p>"There are many worthwhile activities from which you can make a choice and I hope that those which you decide to do will give you pleasure and increase your knowledge of the world and yourself."</p> <p><b>HRH The Prince Philip, The Duke of Edinburgh KG KT</b></p> </div> </div> <p>Welcome! We're delighted that you've chosen to do your DofE and use eDofE to record your progress along the way.</p>
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**My basic information**

Before you get started we need to ask you a few questions to get your eDofE account up and running - this should only take a couple of minutes

\* = required field

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**Contact details**

**Address**

Type in your house number/name and postcode and click on 'Find my address' to find and select your address, which will automatically fill in the required fields.

\* House no/name:

\* Postcode:

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**Activate Your Account**

You can add or edit your information at any time in eDofE by clicking on 'View/Edit My Profile' next to your picture.

[Terms of use](#) | [Privacy policy](#)

I have read and agree to the above terms of use and privacy policy

### Areas which you will find useful

- View/edit my profile – to update your personal details/password/username and upload your profile picture and thumbnail
- My 'Level' name – to access the DofE programme which you are working on
- Speedometers – To see the status of your sections.
- Evidence images – a list of your latest evidence from your most recent DofE level.

## Changing username, password and security answer

When you sign in you will be prompted to change your password. For data protection requirements it's important you know how to change your username and password in the future.

1. Click on 'View/edit my profile' (top left of screen)
2. Click on the 'Password details'. It must include letters and numbers and be six characters/numbers with one as a capital. **Note:** This is case sensitive so be careful!
3. Click on 'Account details' to edit your username and enter your security answer.

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## Security rules of eDofE access

1. **Your sign in to eDofE is timed.** Remember to sign out 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 sign you out.
2. **Security question.** If you have forgotten your password and you have previously entered an answer to the security question, you have eight attempts to enter the correct password. Failure means you cannot access your account for up to 24 hours. Contact your Leader if this happens.

## 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 'Overall timescales'.
3. Choose the duration for each section by selecting from the drop down menus and press save and now select your activities.

## Your home page

As soon as you completed your timescales, you will have access to your home page.

- 1) We recommend you add your picture by clicking the profile face and options to change your username, password or personal details – click on 'View/edit my profile'.
- 2) Start your sections - click on your level name ('My Gold DofE') and select the relevant section. Also you can click on the 'speedometer' to go straight to the section.
- 3) On the top right – when a Leader asks a questions or an action is made online then you will get a 'Message'. Click on it to view the messages.
- 4) Speedometers and 'My evidence' – to see your progress and view your uploaded work.

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## Starting sections

Now you have to choose an activity for each section and 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. The Volunteering, Skills, Physical and (Gold only) Residential sections have two areas: programme plan and evidence.

1. Click your DofE level (Bronze, Silver or Gold)
2. Select the section
3. Fill in the start date.

**I've entered the wrong date, how do I change it?** – You can edit this until your Leader approves your plan or you undo the submission to them. After its been approved ask your Leader who can either permit you to change it or they can do it on your behalf.

**Backdate a section:** You can only backdate one section for up to three months before your enrolment date and you meet the age requirement. If you have actually started your level before the eDofE enrolment date (for example you were waiting for the sign in details) then ask your Leader to edit your enrolment date to when you actually started.

**My Volunteering section**

Timescale: 12 Months

\* Start date:

Ealiest completion date:

\* Type/category of activity:

\* Detailed activity chosen:

\* Where are you going to do it?

32/140 characters used

\* What are your goals? What do you want to achieve?

49/140 characters used

\* Who is going to support & assess you?

71/140 characters used

\* Select your preferred Leader to submit the section details to:

You can save this info and edit it later if you're not ready to submit it.

Have you checked your spelling? Remember, the text you put in these boxes will appear in your Achievement Pack!

4. Choose the type/category that best reflects your activity by selecting from the drop down menu.
5. You can type into the 'detailed activity chosen' box or select from the predefined drop down menu.
6. Complete each question by typing into boxes.
7. Click on 'Save & update'. Once you are happy with your answers click 'Submit details for approval'. Your Leader will be alerted as to your choice of activity. They will approve or reject your choices.
8. You will now need to collect evidence from all of your activities (e.g. pictures /reports /personal activity log /statements from your Assessor etc.). Upload them into eDofE and request approval from your Leader.

**Change your objectives:** If you want to modify your objectives **do not** click 'Submit details for approval. Only click it once you are satisfied with your final objectives. Only your Leader can un-approve your programme planner so you can make further changes to it.

\* Who is going to support & assess you?

71/140 characters used

**I have submitted my programme planner by mistake:** Click 'Undo submit' and you can edit your work again unless your leader has already approved them but they can also unapprove it.

### 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:

- Programme planner
- Evidence

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**My current evidence**  
 You can click on any evidence to view it in detail and edit it. You can also delete any saved evidence that you've not submitted.

✓ Approved ! Saved, not submitted ? Queried  
➔ Pending approval L Leader evidence



View all evidence
Add more evidence

**Adding evidence**

You can upload evidence now by clicking 'Add more evidence' and follow the instructions.

**Leaders can upload evidence**


Your DofE Leader can upload evidence into your own account. This is help for team based activities where several participants are involved.

## Expedition section

This Expedition section is similar to the other sections however its split into five areas. You must first contact your Expedition Leader and team members to agree the overall aim and goals. Participants must get five areas approved by the Leader before this section can be completed.

- Mode of travel and start date of section (not the date of the expedition)
- Training
- Two Expedition plans (at least one practice and one qualifying plan)
- Evidence (optional unless requested by your Leader)
- Presentation


**My Expedition Section**

\* Mode of travel: (Please Select) ? 

(Please Select)  
Walking  
Cycling  
Canoeing  
Sailing  
Rowing  
Horse riding  
Wheelchair  
Other

---

**My Expedition Section**

\* Start date: 20/04/2011 ? 


\* Mode of travel: Walking ?

[Expedition training \(show\)](#)  
 [Practice expedition\(s\) \(show\)](#)  
 [Qualifying expedition \(show\)](#)  
 [Presentation and section approval \(show\)](#)

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**My current evidence**  
 You can click on any evidence to view it in detail and edit it. You can also delete any saved evidence that you've not submitted.

✓ Approved ! Saved, not submitted ? Queried  
➔ Pending approval L Leader evidence



View all evidence
Add more evidence

**1. Mode of Travel**

With agreement with your team mates, first enter your mode of travel and it will open up the other options

**2. Start date**

Enter the start date when you first enter data into this section. This is not the date of your Expeditions.

**You or your Leader will do the work**

Check with your Leader if either you enter everything for this section or your Leader will action this. Your Leader has the function to complete your training and plans without you touching anything but you need to agree on this.

**If you have to fill in this section - agree a 'Primary team member'**

Before you begin this section, 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.

Continue reading to see what you need to do next:

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**Expedition training (hide)**

As you complete each element of the Expedition Training Framework for your level you can tick the completed boxes below. Once you've finished all your training please request sign off from your Leader. Your Leader can also see this element in their overview of your programme and may directly sign off your training when completed.

* Training framework	Completed	All completed: <input type="checkbox"/>
First aid and emergency procedures	<input type="checkbox"/>	
Awareness of risk and health/safety issues	<input type="checkbox"/>	
Navigation and Route planning	<input type="checkbox"/>	
Campcraft, equipment and hygiene	<input type="checkbox"/>	
Food and Cooking	<input type="checkbox"/>	
Countryside, highway and water sports codes	<input type="checkbox"/>	
Observation, recording and presentation	<input type="checkbox"/>	
Teambuilding	<input type="checkbox"/>	
Proficiency in the mode of travel	<input type="checkbox"/>	

**Save**

## Expedition training

You need to complete the training matrix. This can be done item by item or all elements at once. You cannot submit your training plan until all the elements have been completed.

**Practice expedition(s) (hide)**

You must do as many practice expeditions as you need to enable you to safely complete your qualifying expedition. Please enter the details of each practice expedition here and save them. Once you've completed your practice(s) please send to your Leader for approval. Your Leader can input this basic information. If they've done this you do not need to submit for approval.

\* Practice expedition no:  (Add the 1st one)

Team Name:

\* Wild country? Yes:  No:

\* Expedition Location:

\* Start date:

\* Number of days:

Expedition aim    
0/140 characters used

What do you want to achieve from your practice expedition?    
0/140 characters used

Expedition notification no

\* Preferred Leader:

Upload route card:

## Practice expedition(s)

You need to complete the practice plan and request approval from your Leader.

**Team name** – this could be the team name for example: 'Bronze Team 1 - 2010 practice' or something really imaginative!

### Wild country and Expedition

**Location** – select this if you are going into a very specific area of the UK and then enter the location.

**Start date** – the exact start date for the expedition.

**Number of days** – enter the days involved in the practice.

**Expedition notification no.** – this is optional but you will be specifically requested this at Gold level.

**Create route card** – May not be visible but will be available in the summer.

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## Qualifying expedition

**Qualifying expedition (hide)**

Please enter the details of your qualifying expedition here - once it's all completed, please send to your Leader for approval. Your Leader can input the basic information on your behalf but you must complete your aim and goal yourself. This information and evidence goes into your *Achievement Pack*. [See what it could look like here.](#)

\* = required field Print training record

Team Name:

\* Wild country? Yes:  No:  ?

\* Expedition Location:

\* Start date:

\* Number of days: 4

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

	DAY: 1	2	3	4
* Journeying?	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>
* Exploring?	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>	<input type="text" value="4.0"/>

\* Expedition Aim:  ?  
0/140 characters used

\* What are your goals? What do you want to achieve from your qualifying expedition?  ?  
0/140 characters used

Expedition Notification No:

Qualifying Expedition Status: Not Saved

Download Green Form ? Spell check

**Team name** – this could be the team name for example: 'Bronze Team 1 - 2010 practice' or something really imaginative!

**Wild country and Expedition Location** – select this if you are going into a very specific area of the UK and then enter the location.

**Start date** – the exact start date for the expedition.

**Proposed hours of activity** – this covers the hours of planning activity per day.

**Expedition Notification No.** – at Gold level this is required field. At bronze and silver levels then this is optional.

**If you do not have all the information** – If you do not have every detail then you can still save the work and add in the information later on. However you shouldn't click 'save and request approval' until your satisfied everything is correct.

**Supporting files and attachments**  
You can now upload maps / route cards / 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' 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.

### 4. eDofE Mapping

After completing your navigation training/route card etc you can use the eDofE mapping system

Expedition aim  ?  
0/140 characters used

What do you want to achieve from your practice expedition?  ?  
0/140 characters used

Expedition notification no  ?

\* Preferred Leader:

Download Green Form ? Save without submitting

eDofE Mapping ? Submit for approval

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**▼ Presentation and section approval (hide)**

Please enter the details of your presentation after your qualifying expedition here. Once it's all completed, please send to your Leader for approval of your Expedition section.

\* Presentation given to (name):  ?

\* Role:  ▼

\* Date:

\* Presentation style:  ?

**You cannot submit this section because:**

- ✦ Section aim and objectives are not set yet.
- ✦ Presentation info has not been saved yet.
- ✦ Qualifying aim has not been saved yet.
- ✦ Qualifying goal has not been saved yet.

**Upload presentation**

**Save**

Submit section


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**My current evidence**

You can click on any evidence to view it in detail and edit it. You can also delete any saved evidence that you've not submitted.

?

✔ Approved ! Saved, not submitted ? Queried  
➡ Pending approval L Leader evidence



**View all evidence**      **Add more evidence**

### Presentation and section approval

You need to complete this after all the other areas have been approved and you will use this screen to send it off to your Leader for approval, and then this section will be completed.

**Upload presentation** – this allows you to upload evidence into your Expedition section.

**My current evidence** – any pictures etc you have uploaded into your section will be shown here.

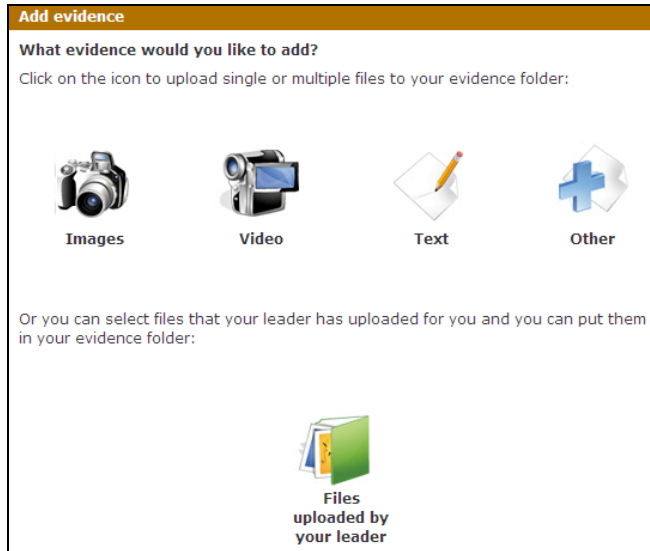
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## How to record evidence

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 image 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.

1. Click your DofE programme level (e.g. Bronze, Silver or Gold)
2. Click on the relevant section name
3. Click on 'Add evidence'



### Add evidence

If you upload any evidence then all of it must be approved / resolved before your section can be completed. They either have to be 'Approved' or 'Deleted'. Click on one of the choices:

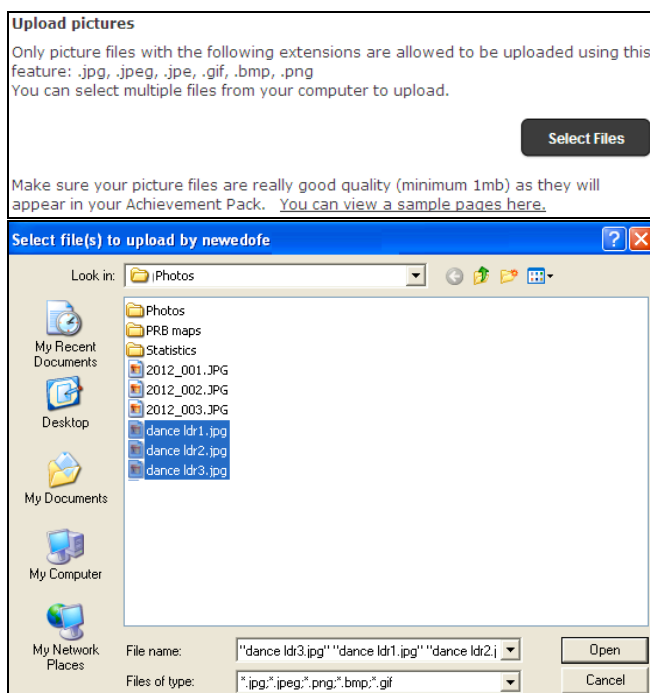
**Images (Camera)** – to upload stored images from your computer / camera / phone. We recommend you only upload JPG images as these will appear in your Achievement Pack. PDFs are not recommended as only JPG images can be used for your Achievement Pack.

**Video (Camera)** – Video footage from a camera / phone. Recommend version is MP4.

**Text** – You can manually type in your evidence, for example a personal log/diary.

**Other** – for example MP3 Audio recording.

**Files uploaded by your Leader** – your Leader can send you images/videos into your sectional evidence instead of you uploading anything.



### If you click on a option

We will use the 'Image' option as an example. Click on 'Select files' to find the images.

Highlight the images and click 'Open'.




Dependent on the image resolution and quantity they will now begin to upload into your eDofE account.

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**Upload pictures**

Only picture files with the following extensions are allowed to be uploaded using this feature: .jpg, .jpeg, .jpe, .gif, .bmp, .png  
 You can select multiple files from your computer to upload.

**Select Files**

	<b>Photo title</b> dance ldr1.jpg	<b>Edit File</b>	<b>Remove File</b>
	<b>Photo title</b> dance ldr2.jpg	<b>Edit File</b>	<b>Remove File</b>
	<b>Photo title</b> dance ldr3.jpg	<b>Edit File</b>	<b>Remove File</b>

Make sure your picture files are really good quality (minimum 1mb) as they will appear in your Achievement Pack. [You can view a sample pages here.](#)

## Upload pictures

You will see the images successfully uploaded and it gives you the opportunity to edit the image title and edit the image size (by cropping it). You can upload ten at one time.

If you are submitting your evidence for approval, Please choose which of your Leaders to send it to:

\* Preferred Leader:

**Save only**   **Save and submit evidence**

If you are satisfied with the images, scroll to the bottom of the screen, select the Leader who should check your work and press either:


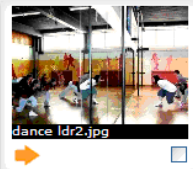

1. 'Save only' which allows you to edit or submit to your leader later on.
2. 'Save and submit evidence', the work will be sent to your chosen leader.

**View evidence**

**My Volunteering evidence**

Below are the individual items you have uploaded to eDofE, you can edit, submit and delete evidence.

**Evidence** Select all:  ?

		
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\* Preferred Leader:

**Unsubmit**   **Delete**   **Submit**

✓ Approved   
 ! Saved, not submitted   
 ? Queried  
➔ Pending approval   
 L Leader evidence

Selecting either option will bring you to the 'view evidence' screen. The system will inform you where that evidence is within the system so you can check what you need to action.

For example: two of the images with the 'arrow' symbol has been submitted to the Leader and awaiting their approval.

One of the images with the '!' symbol means your not yet satisfied it should be sent to your Leader. You can edit this as it hasn't been submitted.

**Communications**














**Messages: 1**

**News: 6**

**Contacts: None**

You can also delete images by selecting the image and clicking 'Delete'.

You will also receive a message if your leader approves your work.

<p>Inbox</p> <p>Deleted Messages</p> <p>Sent Messages</p>	<p> <a href="#">Create new message</a></p> <p> <a href="#">Mark as read</a></p> <p> <a href="#">Mark as unread</a></p> <p> <a href="#">Delete</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th style="width: 30px;"></th> <th style="width: 30px;">From</th> <th style="width: 400px;">Message</th> <th style="width: 30px;">Delete</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">  A Leader Wednesday, Apr 20 2011</td> <td style="text-align: center;">Approval Response Summary</td> <td style="text-align: center;"></td> </tr> </tbody> </table>		From	Message	Delete	<input type="checkbox"/>	  A Leader Wednesday, Apr 20 2011	Approval Response Summary	
	From	Message	Delete						
<input type="checkbox"/>	  A Leader Wednesday, Apr 20 2011	Approval Response Summary							

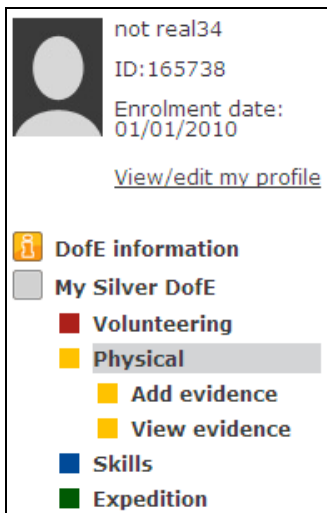
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## Get approval of a section

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 permit you to submit the section for completion 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: programme plan / evidence / expedition training / expedition plans. Items which are not approved can stop you submitting the section for approval.
1. If you believe you have met the two conditions then select the section you want completed. For example we will select the Physical section



not real34  
ID:165738  
Enrolment date:  
01/01/2010

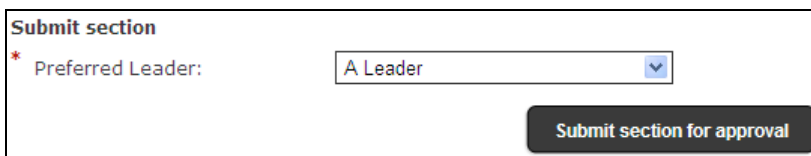
[View/edit my profile](#)

**DofE information**

My Silver DofE

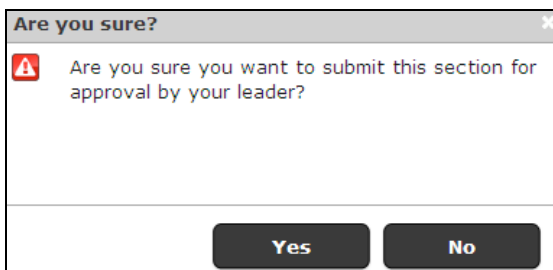
- Volunteering
- Physical
  - Add evidence
  - View evidence
- Skills
- Expedition

2. The option to submit your section for approval will appear. Select the preferred Leader and click 'Submit section for approval'. It will be greyed out if you haven't met the two rules (see below). Then confirm that you wish to do this.



**Submit section**

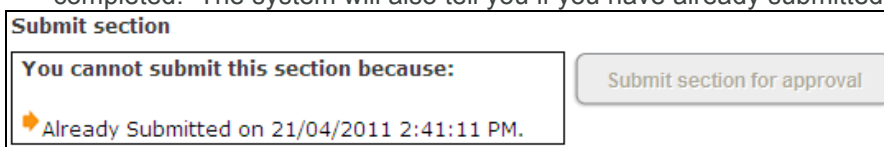
\* Preferred Leader:



**Are you sure?**

Are you sure you want to submit this section for approval by your leader?

3. When you press yes, an alert will be sent to your Leader who will formally approve it as completed. The system will also tell you if you have already submitted the section



**Submit section**

**You cannot submit this section because:**

Already Submitted on 21/04/2011 2:41:11 PM.

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

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## Starting your next DofE programme level

The system will allow you to start your next level of DofE 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 Bronze + Silver levels at the same time then you cannot start the next Silver level's section unless you have completed the bronze section in the previous programme (the same with Silver to Gold). 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.

When all sections have been completed then it automatically submitted your programme to your Operating Authority (OA). Now wait as your OA checks your level, you will receive either notice direct of the approval to you or to your email address.

### **What happens when an OA finds an issue on your programme and won't approve it?**

If the Operating Authority (OA) ask you to change your section aims / objectives, upload more evidence, correct a mistake etc then just ask your Leader to 'un-submit' your Award away from the OA (this is covered in the leaders own DofE Centre user guide) – this means your Award will be taken back from the OA to allow you to make any changes.

## 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.

## Backdated activity

The system allows you to **backdate one section per programme before your enrolment date for up to three months** subject to the age requirements have been met. 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.

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## Speedometers

The speedometer represents three stages of a section (the previous design pre 2011 was called progress bars which showed percentages).

**Not started** – you haven't entered the section dates and programme plan

**Doing section** – you have saved your section dates and programme plan

**Completed** – your section has been approved by your Leader. If all the sections are completed then your Leader can now submit your DofE level for approval



The meters should only be used as an 'indicator' of your activity progress. They cannot show the amount of evidence you have uploaded (They will not move based on how much work you upload into your section)

## Messaging – sending & receiving

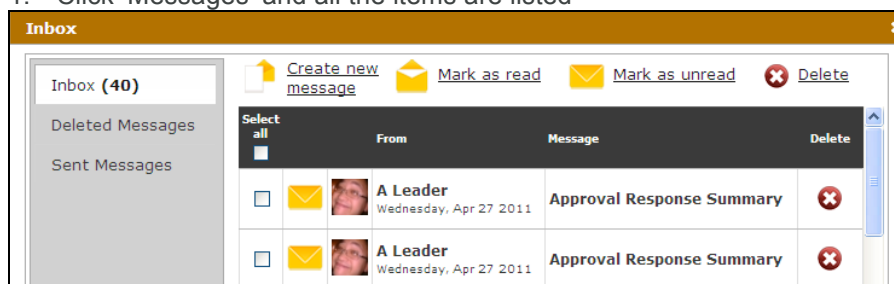
eDofE includes a messaging system allowing you to communicate with your Leader(s) and other participants in your centre. Remember the messages are not sent to the person's own email address, they can only read them from their eDofE account.

### Sending messages:

1. Click 'Messages'
2. Click 'Create new message'
3. Choose the person who will receive the message. You can find them by typing their names into the box.
4. Enter a subject
5. Enter the message and click 'Send' – the message will be sent to your recipient.

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

1. Click 'Messages' and all the items are listed



## Abandon a level

You want to start the next level without finishing off your previous level or you simply do not wish to do your DofE anymore talk to your Leader. The abandon level option is available to your Leader if you want to stop working on a level of your DofE. If you only want to take a break away from your DofE programme and you want to start it again later then just inform your Leader and not to use the abandon level function.

**Warning:** if a Leader abandons your nominated level and you change your mind to go back and continue it, then that level cannot be approved.

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## Change an activity

The system gives you the opportunity to change your sectional activity once in each section. 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. You will be asked to complete the plan with the reason why you changed and submit it again for your Leader to check.

**If you want to use two activities for one section:** If you want to use two activities together then manually type in both activities, for example: 'Helping OXFAM shop and RSPCA' because any evidence from your previous activity remains in your account for your programme and when you create your achievement pack.

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

**My Volunteering section**

Timescale: 12 Months

\* Start date:

Earliest completion date: 26/01/2011

\* Type/category of activity:

\* Detailed activity chosen:

\* Where are you going to do it?

14/140 characters used

\* What are your goals? What do you want to achieve?

26/140 characters used

\* Who is going to support & assess you?

15/140 characters used

**My Volunteering section**

Timescale: 12 Months

\* Start date:

Earliest completion date: 26/01/2011

\* Type/category of activity:

\* Detailed activity chosen:

\* Where are you going to do it?

0/140 characters used

\* What are your goals? What do you want to achieve?

0/140 characters used

\* Who is going to support & assess you?

0/140 characters used

\* Why do you want to change the section activity?

0/200 characters used

\* Select your preferred Leader to submit the section details to:

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## 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](mailto: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](http://www.nspcc.org.uk)

CEOP ThinkYouKnow: [www.thinkuknow.co.uk/11\\_16/control/cyberbullying](http://www.thinkuknow.co.uk/11_16/control/cyberbullying)

Teachernet: [www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection](http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection)

### Assessor evidence

There is a function to permit your instructor / Supervisor / Assessor (DofE website: [www.dofe.org/assessor](http://www.dofe.org/assessor)) to send a text based evidence to your primary Leader, who in turn can check first the content before forwarding it onto your evidence area.

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## Glossary

**Participation Place** – a young person's contribution towards the Charity's costs of running their DofE programme. This includes their Welcome Pack, eDofE account, Award certificate and badge, attendance at a Royal Gold Award Presentation should they wish to accept it at Gold and their Achievement Pack free PDF.

**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 Assistant Manager** – This is an eDofE role. DofE Managers who have been allocated to specific centres who can only work with those centres.

**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.

**eDofE Primary Manager** – This is an eDofE role. The person in an Operating Authority who is responsible for the overall delivery of the DofE and management of all DofE Managers. They have access to the eDofE reporting suite.

**Volunteer** – An adult who helps a DofE Leader. 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 a participant's progress and agrees the completion of a section of their programme.

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

**DofE 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.

**DofE group** – A group of young people who are working together on their DofE programme with one DofE Leader.

**Subgroup** – A temporary group of young people set up in eDofE by a centre adult. The young people are normally working together on their DofE programme.

**Alert** – eDofE will send an 'alert' to an adults eDofE account whenever a participant makes a specific action. This is normally the communication between the Leader and their participants. For example if a participant has uploaded evidence and/or requested approval for their section an alert will be sent to the Leader's alert inbox.

**Programme Planner** – the participant's sectional aims/objectives which must be completed before any evidence can be uploaded. Pre-2011 this was called the aims and objectives.

**Archive** – an eDofE function to help adults administrate lists of names in a centre. This stores an eDofE user account in a separate area and will not appear in any active lists unless reactivated.

**Direct approval** – an eDofE function to permit centre adults to quickly approve participant sections without the participant needing to submit anything to the adult.

A more detailed glossary is available on [www.DofE.org](http://www.DofE.org)

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