



Bitesize guide for participants

This guide will help you to complete your DofE online. You can do much more on eDofE than we outline below – this guide simply shows you the minimum that is required.

Step 1: Activate your account

To sign into eDofE go to eDofE.org. Enter your username and password which will have been given to you by your DofE Leader.

Once you have signed in, you will be asked to enter your personal details (e.g. address) and change your password. Your new password must be at least six figures long and a mixture of numbers and letters, including one capital letter. Passwords are case sensitive.

Step 2: Decide on your timescales

You will be asked to decide how long you are going to spend on each section. Don't worry if you change your mind later – your timescales can be amended.

Step 3: Choose your programme

Once you start your activities you need to enter the following information into your account:

- Start date
- Activity category (from list)
- Activity title

You will then need to answer three short questions to give your Leader the information they need. They don't need to be really long answers but it needs to be enough for your Leader to understand where, what and who you are working with.

Step 4: Submit your activity choice for approval

Select the Leader that you want your request to go to. Then click on the **[submit for approval]** button. This will send your objectives to your Leader for approval.

Step 5: Complete your expedition information

Your Leader is able to set up your expedition information for you in advance but you must input your aims and goals for your qualifying expedition and the details of your presentation.

Step 6: Add evidence

You now need to add evidence to your account. Please see the column to the right for different ways of doing this.

Step 7: Submit your section for approval

Once you have completed a section and uploaded your evidence and Assessor's report you can click the 'submit section for approval' button and your DofE Leader will be able to approve your section.

When you have submitted all of your sections and the Leader has approved them your Award will go through to your Operating Authority for final approval.

Well done, you are now ready to move onto the next level. You are also able to compile your *Achievement Pack* if you wish using your uploaded evidence. For more information visit DofE.org/eDofE.

Download the eDofE *Bitesize Guide for Assessors* at DofE.org/centralengland.

Evidence

You can add as much evidence as you like but the minimum is an **Assessor's Report** for every section.

This should include your name, the activity that you did, the dates between which you did the activity and then a short report about what you achieved.

There are lots of ways your Assessor can do this but they will need your eDofE ID number:

- Through the website DofE.org/Assessors.
- Type up a Word document and email that to your Leader.
- Ask your Assessor to complete the *Assessor Report Card* from your *Welcome Pack*. Then scan or photograph and upload it.

If you have uploaded your Assessor's evidence to your account you need to then submit it for approval.

If your Assessor uploaded it then it will be approved by your DofE Leader and it will come into your account automatically.