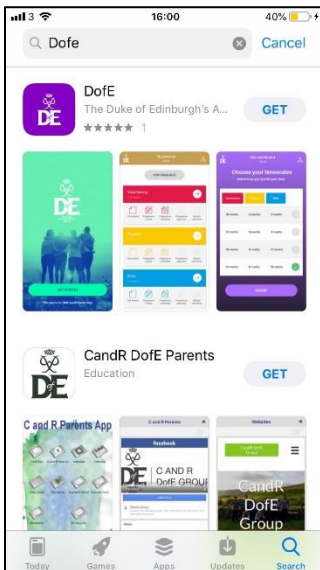




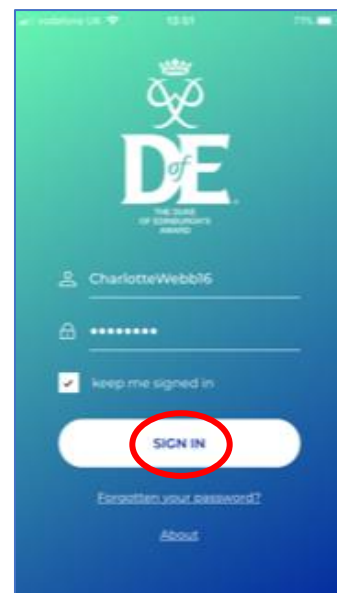
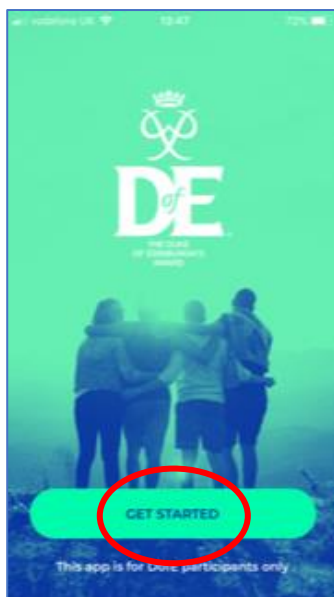
# eDofE App User Guide for Participants

## Step 1: Download App from App Store



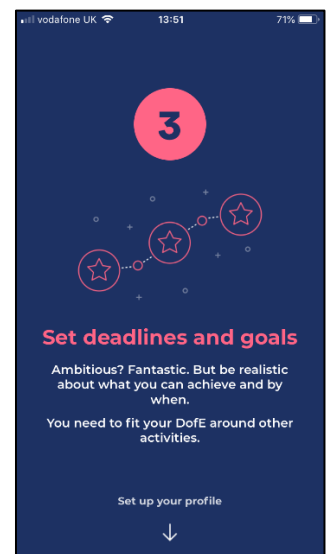
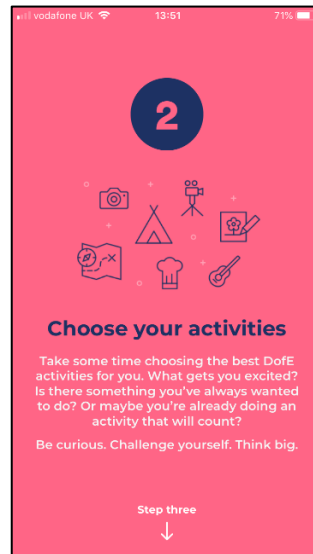
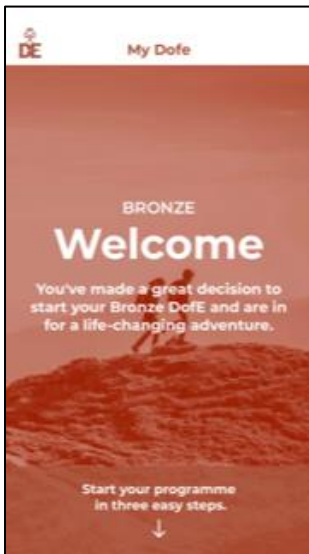
- On Android phones: go to the Play Store. 
- On Apple phones: go to the App Store. 
- Search DofE and select "Get". Follow instructions to install the app.

## Step 2: Logging in



- Your username is normally your first name and surname, though it can sometimes have a number after it. Your DofE Leader will tell you your username. The first time you log in, your password will be your date of birth in the format DDMMYYYY (no gaps, dots or slashes).
- Select the box "keep me signed in" and the app will remember your username and password.
- Click "SIGN IN".

## Step 3: Enter your details



Scroll down through the welcome

A screenshot of the 'Account Setup' screen, 'Step 1 of 5', titled 'Contact details'. It has a section 'Your address' with the instruction 'Enter your postcode and click 'Find address''. There is a text input field containing '\* BA2 9AP' and a pink 'FIND ADDRESS' button. Below this are input fields for '\* House number' (with a red asterisk and 'is required' text), '\* Street name', 'Address line 2', and 'Address line 3'.

- Enter your Postcode. **Make sure to put a space in the middle**, e.g. BA2 9AP. Click "Find Address".
- The address should auto fill. Make sure it is correct and that all the fields with a **red \*** has information beside it.
- You will need to select the country and enter your email address, and can enter your parent or carer contact details too.
- Scroll to the bottom and click "next".

A screenshot of the 'Account Setup' screen, 'Step 2 of 5', titled 'Parent or carer contact details'. It has a text input field for the name, followed by a paragraph: 'We would like to send your parent or carer ongoing information about the award level you are undertaking, as well as information about Expedition and other relevant offers.' Below this are input fields for 'Jeff', 'Webb', and 'jeffwebb@123.com'. At the bottom is a large orange 'NEXT' button.

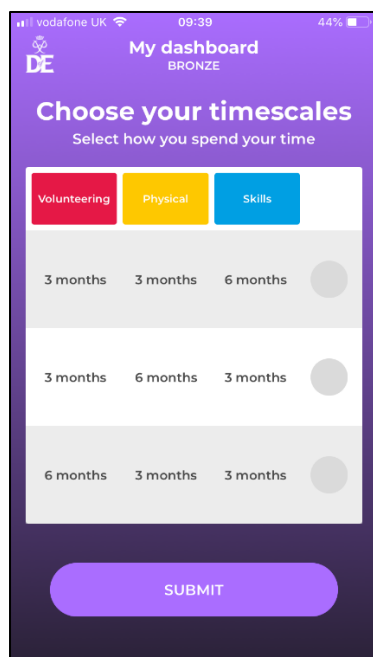
## Step 4: Enter account details

- Create a new password. Your password will need a capital letter, lower case letter, number, and have at least 6 characters. Pick something you can remember easily.

- Select the answers that apply to you.
- Scroll to the bottom and click “Next”.

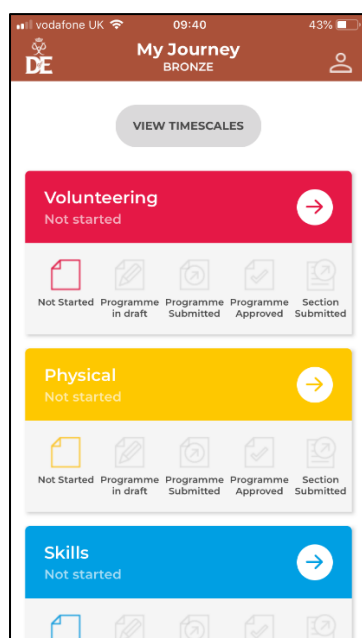
- If you'd like to receive emails with offers on DofE events and Expedition Kit, you can choose “yes please” to receive these emails.
- Agree to the terms and conditions and then press “activate account”.

## Step 4: Choose your timescales



- Choose your timescales. Simply select the row that shows how long you are planning on doing each section and click “submit”.
- Don’t worry you can change this later – as long as you do it before you fully complete a section.

## Step 5: Enter your activity choices



- Click on an arrow and begin to enter your activity information.
- For each section you need to let your DofE Leader know the following information
  - What activity you are going to do
  - Where you’ll do the activity
  - When you’ll do the activity
  - Who you’re Assessor will be

My dashboard  
BRONZE  
3 months

### Volunteering section

\* Start date: 24/07/2019

Earliest completion date:  
ADD TO CALENDAR

\* Type/category of activity: Helping a charity or community or...

\* Detailed activity chosen: Volunteering in a charity shop

\* Where are you going to do it?: Marie Curie, Cotham Hill, Bristol. Every Saturday 2-4pm

Enter your start date – if you are already doing the activity you can choose the date when you started.

Select your type/category of activity from the drop-down list.

Type the specific activity you are doing.

Please enter as much information as possible – including where, when, and how often you will be doing the activity.

My dashboard  
BRONZE

### What are your goals?

Gain confidence in helping customers, learn skills in window displays and organising stock

\* Assessor's name: Katie Richards

\* Assessor's position: Shop manager

Assessor's email: KatieRichards@123.com

Assessor's telephone no: 07123456789

Enter your goal (something you'd like to achieve by the time you complete this section).

Enter your Assessor's name and position. **The Assessor cannot be your parent, carer, or a member of family.**

You need to enter a contact email address or telephone number for your Assessor.

Select your DofE Leader.

Click "Submit For Approval." Your DofE leader will now approve the activity if it meets the section requirements.

Please repeat this process for the Volunteering, Physical, and Skills sections.

My dashboard  
BRONZE

Shop manager

Assessor's email: KatieRichards@123.com

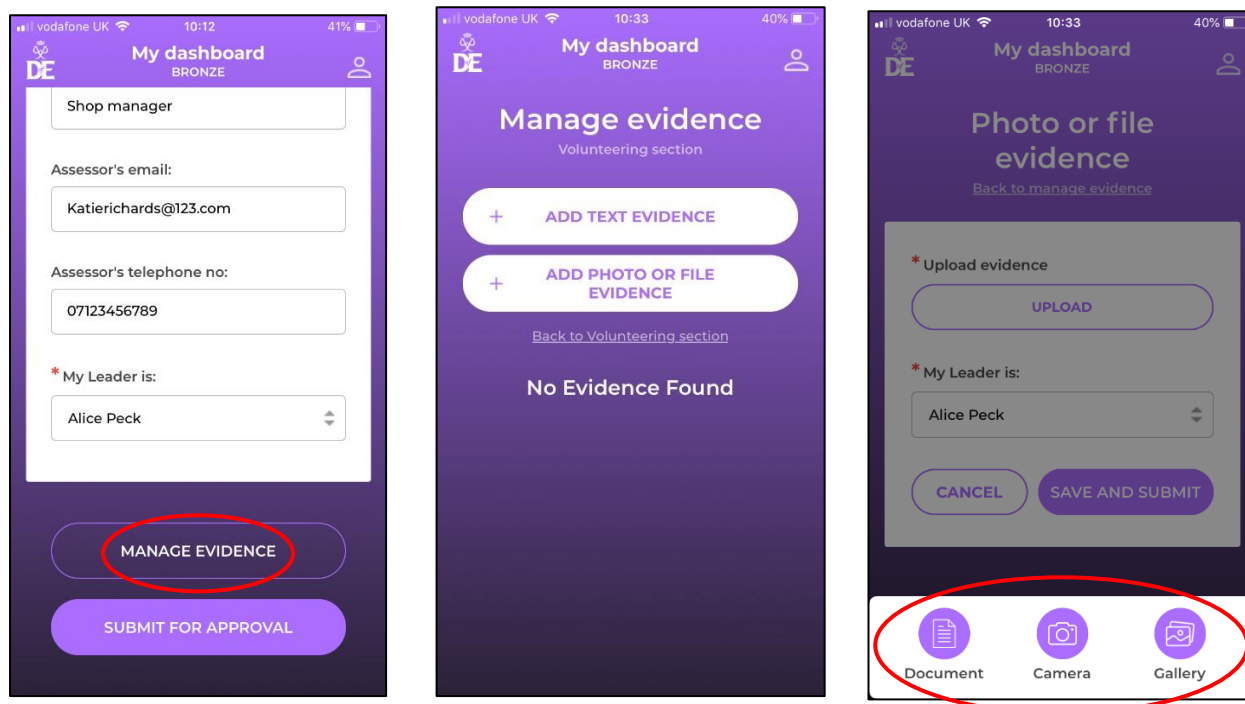
Assessor's telephone no: 07123456789

\* My Leader is: Alice Peck

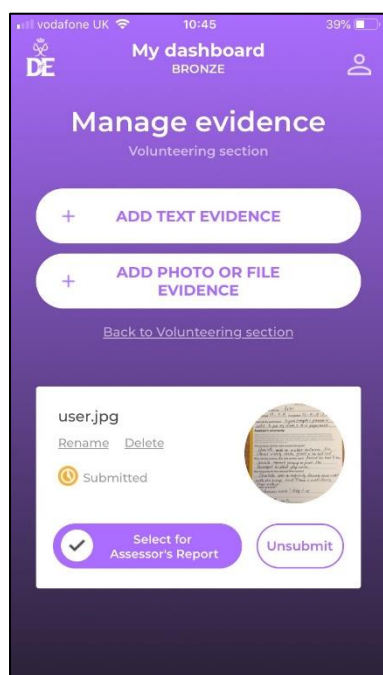
MANAGE EVIDENCE

SUBMIT FOR APPROVAL

## Step 6: Uploading evidence



- Click “Manage Evidence”.
- Click “Add Text Evidence” if you want to type a diary entry.
- Click “Add Photo or File Evidence” if you want to take a photo or upload a document.
- You can choose to take a photo or upload one from your phone’s gallery.



- If it is your Assessor Report you can tick the option “Select for Assessor’s Report”.



## Step 7: Assessor Reports

- An Assessor Report is required for each section and must be written by your sectional Assessor (remember parents or carers cannot be your Assessor).
- Assessors can submit their report using the template from your DofE Welcome Pack, or through the DofE website ([edofe.org/Assessor](http://edofe.org/Assessor)).
- You can take a photograph the report and upload it as evidence, and mark it as the Assessor's Report
- Please ask your Assessor to include in their report how long and how often you've been doing your activity. The Assessor also needs to make sure they date the report and include an email address or phone number. If the report is handwritten it must be signed.

Assessor's report (submitted via the DofE website)

Start date: 24/10/2016 End date: 01/05/2017 Sam excelled whilst developing his fitness through sailing every Sunday morning. Sam turned up every week from 24th October 2016 until 1st May 2017 and participated in 10 races. Sam's physical fitness improved over the 6 months, resulting in Sam winning his final few races!

Sam tried out lots of different boats whilst attending Mendip Sailing Club which helped to expand his knowledge and let him decide which boat was most suitable for him.

It was a pleasure to have Sam around and I hope he continues to be involved in the Mendip Sailing Club in the future!

Assessor Name: Heather Thompson  
Job Title: Sailing Instructor

Phone: 01234 567890  
Email: sailing@sailing.com

Close

Participant: Charlotte White  
DofE ID No: 22 26489  
Level: Bronze

DE ASSESSOR'S REPORT  
VOL UNTEERING

Description of activity: Extraction Rebellion Volunteer

Date started: 23/10/19 Completed: 23/1/20 (3 months)

Goals set by participant: Support action to raise awareness of climate change, develop confidence in environmental actions

Assessor's comments:

Please write as much as possible, using clear writing. Reference 10 opportunities and achievements. Refer to the participant's progress in the activity and how they have improved. If you have not observed the participant in the activity, please refer to the participant's self-report. The DofE will not accept reports that are not signed by the assessor.

What progress did they make towards their goals?  
Charlotte supported our monthly actions, gaining confidence in speaking out on climate change and

What did they achieve, what skills did they learn?  
Public speaking, communication & gained interpersonal skills, built on team work, gained confidence

How frequently did they take part in this activity?  
Charlotte attended our weekly planning and action meetings

Any other comments?  
Charlotte was a fabulous member of the group. I hope she continues to help the planet with her!

Signature: Jenny White Date: 25/1/2020

Assessor's first name: JENNY Last name: WHITE

Assessor's position/qualification: Extraction Rebellion Group Lead

Assessor's phone number: 07177 123456

Assessor's email: jenny.white@123.com

Participants should scan or photograph this page and upload it as evidence.

An Assessor Report uploaded through the eDofE Assessor.

An Assessor Report using the Welcome Pack reportcards.

## Step 7: Submit for approval

- Once you have completed your section, uploaded an Assessor report, you can submit the section for approval by your DofE Leader.
- It will ask you to input the date you completed the section, then click "Save".

My Journey  
BRONZE

VIEW TIMESCALES

Volunteering  
In progress

Not Started Programme In draft Programme Submitted Programme Approved Section Submitted

Physical  
Not started

Not Started Programme In draft Programme Submitted Programme Approved Section Submitted

Skills  
Not started

Not Started Programme In draft Programme Submitted Programme Approved Section Submitted

\* My Leader is:

Alice Peck

MANAGE EVIDENCE

SUBMIT SECTION

My dashboard  
BRONZE

Manager

Assessor's email:

Save section end date

Earliest completion date: 24/10/2019  
Latest completion date: 03/12/2030

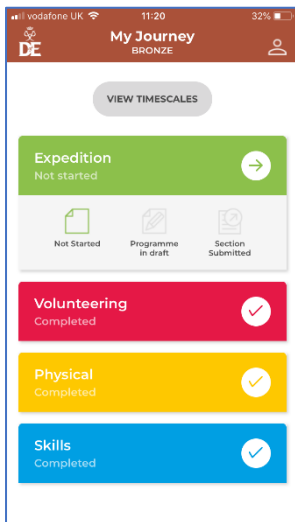
Please choose the section end date.

Section end date: 24/12/2019

SAVE

MANAGE EVIDENCE

SUBMIT SECTION

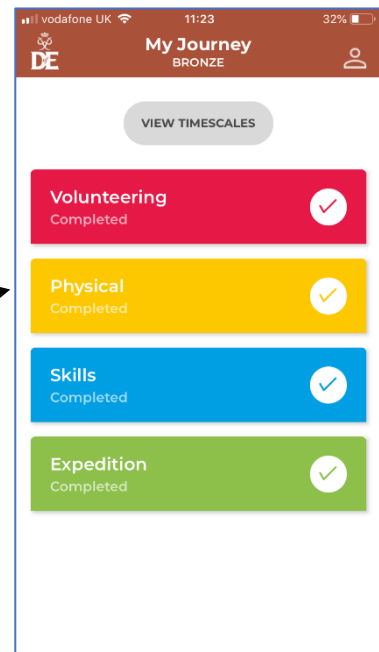


## Step 8: Expedition section

- You need to decide on a group aim for your expedition and let your DofE Leader know. Your DofE Leader will then complete all of the information required for your Expedition section, so you do not need to enter any information for this section.

## Step 9: Achieving your Duke of Edinburgh's Award

- As soon as you have completed each section, ensure you upload the Assessor Reports and submit it to your DofE Leader. All completed sections will look like this on your eDofE App home page.
- Sit tight, your Award will be checked and given final approval in the next few weeks.



## Step 10: Celebrate!

Once all sections of your DofE programme are completed, and your Award has been approved, you will receive a certificate and badge from your DofE Leader.

Congratulations!