



Bitesize Guide for Participants

This *Bitesize Guide* will help you to complete your DofE online. You can do much more on eDofE than outlined below; this guide simply shows you the minimum that is required.

Step 1 – Activate your account

To sign in to eDofE go to www.eDofE.org. Enter the username and password you were given.

Once you have signed in, you will be asked to enter your personal details and change your password. Your new password must be at least 6 figures long and a mixture of letters and numbers, including one capital letter. Be careful – 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 3 short questions to give your Leader the information we 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.

Your Assessor cannot be a family member.

Step 4 – Submit your activity choice for approval

Your activity must be approved before you start it!

Select the Leader and click on the 'submit for approval' button.

This must be done by 1st November 2016.

Step 5 – Complete your Expedition information

We will 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

Once you complete your timescale for each activity you must submit an Assessor's Report. 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.

You must have completed 2 sections prior to your expedition.

Once you have submitted all your sections and RGS has approved them your account will be submitted for final verification. ***Please keep checking your eDofE account for queries/messages.***

Once verified, your certificate and badge will be distributed by your Form Tutor.

EVIDENCE

You can add as much evidence as you like (photos, presentations etc) but **the minimum evidence required is an Assessor's Report.**

Assessor's Report

The Assessor's Report must include;

- Your name
- The activity that you did
- The dates between which you did the activity
- A short report about what you achieved

There are several ways your Assessor can do this but they will need your eDofE ID Number;

- Through the website www.DofE.org/Assessors
- Type a word document and email that to you or your Leader
- Fill in your *DofE Handbook* which you will then need to scan/photograph and upload.

If you uploaded your Assessor's Report you will need to submit it for approval.

If your Assessor uploaded it then it will be sent to your account automatically.

After you or your Assessor have submitted the report, please keep checking your eDofE account for any queries/messages regarding your evidence.

If you have any questions about DofE please speak to Mrs Henry.