

## Bitesize Guide for Leaders

### Welcome to eDofE

eDofE has loads of features for you to explore that will help you support your participants in doing their DofE.

In this information sheet we are going to explain the minimum that you need to do to help them complete their programmes.

#### Step 1 - Activate your own account

To sign in to eDofE go to [www.eDofE.org](http://www.eDofE.org). Your username and password details will come from your DofE Manager. You will also need to enter your personal details and change your password.

#### Step 2 - Participants sign in and enter their personal details

This will take them no longer than 10 minutes and works well if you can organise the use of a computer suite to all do together.

#### Step 3 - Participants decide on their timescales and activities

#### Step 4 - Participants submit their activity choice to you for approval

#### Step 5 - You approve / query their activity choices

You will be notified that you have an alert and by clicking on that alert you can approve or query their objectives. Remember they can't submit their section for approval until you have approved these.

#### Step 6 - Evidence added by participants / Leaders / Assessors

You will receive alerts to say that you have evidence awaiting approval. You can accept or reject the evidence if its not suitable for that activity. As a Leader you can upload evidence for several participants at the same time, if you need

to e.g. you have organised an in-house DofE activity.

If Assessor evidence has come in directly to you via the website portal you will need to approve this, it will then be automatically forwarded onto the participant. (See the eDofE *Bitesize Guide for Assessors*)

#### Step 7 - The Expedition section

For their Expedition section they will need to have their training, their practice and qualifying expedition and their presentation approved by you. To make this easier, you can set a lot of it up in advance. They simply need to input their aims and goals for their qualifying expedition and the details of their presentation.

Again, they will need to upload their Assessor's report, or have the Assessor upload it for them via the website and they will then be ready to submit their Expedition section for approval.

#### Step 8 - Completion of a section

Either the participant can click the 'submit for approval' button or you can directly approve the section if you know they have finished it.

#### Step 9 - Completion of their programme

Repeat this process for the other sections and they are nearly finished! Once you have approved the last section, it will automatically go to your Award Verifier (who maybe your DofE Manager) for checking and approval.

At present, a Gold Pro Forma will still need to be completed for all Gold Awards. Certificates and badges will be issued the same as they always have done.

**Well done! They are now ready to move onto the next level.**



Please see the other eDofE *Bitesize Guides* for

- participants
- Assessors

All *Bitesize Guides* are available from [www.DofE.org/centralengland](http://www.DofE.org/centralengland)

Full eDofE *User Guides* are available from [www.DofE.org/go/downloads](http://www.DofE.org/go/downloads) or from the Resources Zone in your eDofE account.

If you have any queries or need any help with eDofE please contact your DofE Manager.