



# Bronze eDofE Remote Launch



# Welcome to DofE



Firstly, congratulations on taking your first step onto your DofE journey! You're about to start the adventure of a lifetime. The DofE will give you a chance to make a difference, get fit, learn a new skill and get out in the countryside.

Whilst your introduction to DofE is different, we are determined you will still be able to do your DofE and have a great time. DofE has launched #DofEwithadifference to support you to complete your activities from home. Support if available from your leaders during this time.

Once you have logged in for the first time, you will receive a pack to your home. This will include assessor report cards.

We have made this guide to support you with selecting your activities, recording this on eDofE and get going with your DofE remotely!

# How long will it take me?

Activities for each DofE section take a minimum of one hour per week over a set period of time, so they can be fitted in around your studies and life outside school.

You'll need to participate regularly and show that you're committed to your DofE during this time.



Bronze (Year 9+)

# Programme Idea

You will need to pick an activity for Volunteering, Physical and Skill. You will receive further guidance from your Leader regarding the Expedition section. [Choosing activities video](#)

The Programme ideas sheet is a great way to inspire you with activities and check they are in the correct section. [Programme ideas sheet](#)

There are lots of activities you can do for your DofE from home for Volunteering, Physical and Skill. [#Dofewithadifference activities](#) Don't worry if there is other activities you want to do when school reopens because we are allowing you to change your activity again with no extra time to be redone. [How to change activities video.](#)



# Tips



You can continue with activities you are already doing. All sections do not need to be done at the same time but can be.

You will need to set a goal for each activity.

You need to identify an assessor for each section before you begin Assessors during COVID-19.

**Volunteering** – Must be a charity or community interest activity. You cannot volunteer for a commercial organisation. During COVID-19 you can now volunteer to support a family member for example helping a younger sibling with their school work.

**Physical and Skill** - Check the activity is in the correct section on the programme ideas sheet.

# For logging on via DofE App


For easy eDofE access, you can download the 'DofE' App from an App Store for free. You can login for the first time and save your password. You can use the App for uploading assessor reports.

[How to use the App video](#) – Please visit to show you how to use the App!

[Please click here for user guide!](#)

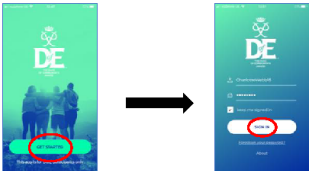
**eDofE App User Guide for Participants**

**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 DDMMYY (no gaps, dots or slashes).
- Select the box "keep me signed in" and the app will remember your username and password.
- Click "SIGN IN".

eDofE App User Guide for Participants | Jan 2020 - Version 1

# For logging on via eDofE.org

[Please click here for user guide!](#)

## 10 Step eDofE User Guide for Participants

Use eDofE to record the progress of your DoFE programme and to submit evidence to your Leader so you can receive your certificate and badge on completion.

### Step 1: Logging in

Go to [www.eDofE.org](http://www.eDofE.org) and log into your account.

Your username is normally your first name surname, though it can sometimes have a number after it. The first time you log in your password will be your date of birth in the format DDMMYYYY (no gaps, dots or slashes).



The screenshot shows the eDofE login interface. It includes the eDofE logo, a 'Welcome to eDofE' message, and a login form with fields for 'Username' and 'Password'. A 'Forgot your password?' link is visible below the password field.

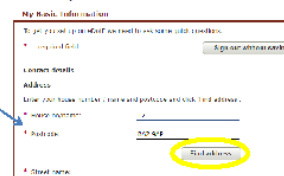
**Top Tip:** If you forget your password, click on 'Forgot your password?' on the login page.

### Step 2: Activate your account

The first time you log in you will need to enter some mandatory information and will be asked to create a new password. Your password will need a capital letter, lower case letter, number and have at least 6 characters. Try and pick something you'll remember next time you log in!

You can enter your house name/number and postcode and click 'Find address', so you don't have to type your full address in. Don't forget to put a space in the middle of your postcode!

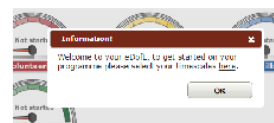
Please ensure you complete every field that has a **red\*** beside it. You will then need to agree to the terms and conditions at the bottom of the page and click 'Continue'.



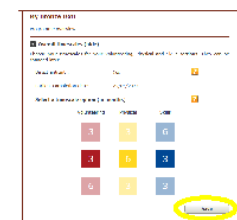
The screenshot shows the 'My Basic Information' form. It includes fields for 'Country', 'Address', 'Postcode', and 'Street name'. A 'Find address' button is highlighted with a yellow circle. A red asterisk is visible next to the 'Postcode' field.

### Step 3: Selecting your timescales

Next you will be asked to set your timescales. Simply select the row that shows how long you are planning on doing each section and then click 'Save'. Don't worry – you can change this later – as long as you do it before you fully complete a section.



The screenshot shows an 'Information' dialog box with the text: 'Welcome to your eDofE. To get started on your programme, please select your timescales here.' and an 'OK' button.



The screenshot shows a grid for selecting timescales. The grid has columns for 'WEEKS', 'MONTHS', and 'YEARS'. The 'WEEKS' column has options for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. The 'MONTHS' column has options for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. The 'YEARS' column has options for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. A 'Save' button is highlighted with a yellow circle at the bottom right.

# Assessor Reports and Evidence

All sections need an **adult assessor report**. This cannot be done by a member of your family.

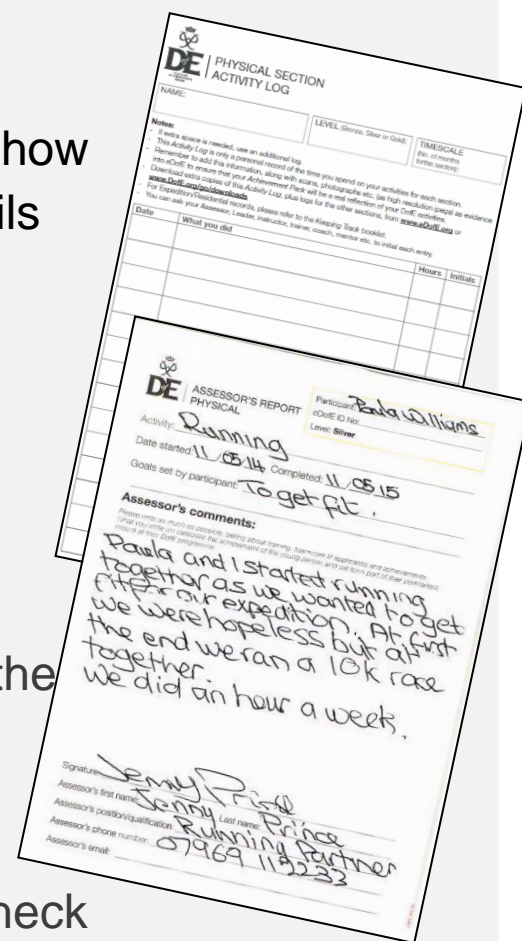
If you are doing an activity at home, you must identify an assessor. You can show them evidence and they can then write your assessor report. For further details on how to do this please visit [Assessors during COVID-19](#).

A weekly [activity log](#) provides a good diary of your progress.

When you have completed your sections, add your assessor's reports and supporting evidence and submit the section for approval.

[Assessor reports](#) can be done by using the paper template and uploaded by the participant as a photo or scan to eDofE.

Assessor reports can be uploaded directly by the assessor online via [dofe.org/assessor](https://dofe.org/assessor). The participant must give them their eDofE number and check that this has been uploaded. If not the participant must speak with the assessor.



The image shows two overlapping forms. The top form is the 'PHYSICAL SECTION ACTIVITY LOG' with fields for NAME, LEVEL (Silver, Silver or Gold), and TIMESCALE (hrs or mins). It includes a table for recording activities with columns for Date, What you did, Hours, and Initials. The bottom form is the 'ASSESSOR'S REPORT PHYSICAL' for participant Paula Williams, Level Silver. It includes fields for Activity (Running), Date started (11.05.14), and Completed (11.05.15). The Assessor's comments section contains handwritten text: 'Paula and I started running together as we wanted to get fitter for our expedition. At first we were hopeless but at the end we ran a 10k race together. We did an hour a week.' The assessor's name is Jenny Price, a Running Partner, with phone number 07969 119233.



# eDofE Process



Participant submit programme planner for each section to DofE Leader/Manager **before starting the activities.**

Participant adds an assessor report for each section once completed the activities. This is then approved by a DofE Leader/Manager. They may query a section asking for more information.

Once all four sections are complete the Award goes to be verified by the Award Verifier. The Award Verifier works to a checklist. They may query a section asking for more information.

Once all approved a certificate and badge is issued at an Awards event.

**Remember to log back in to check  
Leader and Verifier comments!**

**Have fun!**



**If you complete your Gold you get to collect your certificate at the Palace!**

**If you are unsure please contact your DofE Leader this can be done via eDofE!**

**Once you have completed your Bronze you could move onto Silver...!**