

# Logging on for the first time

## Step 1

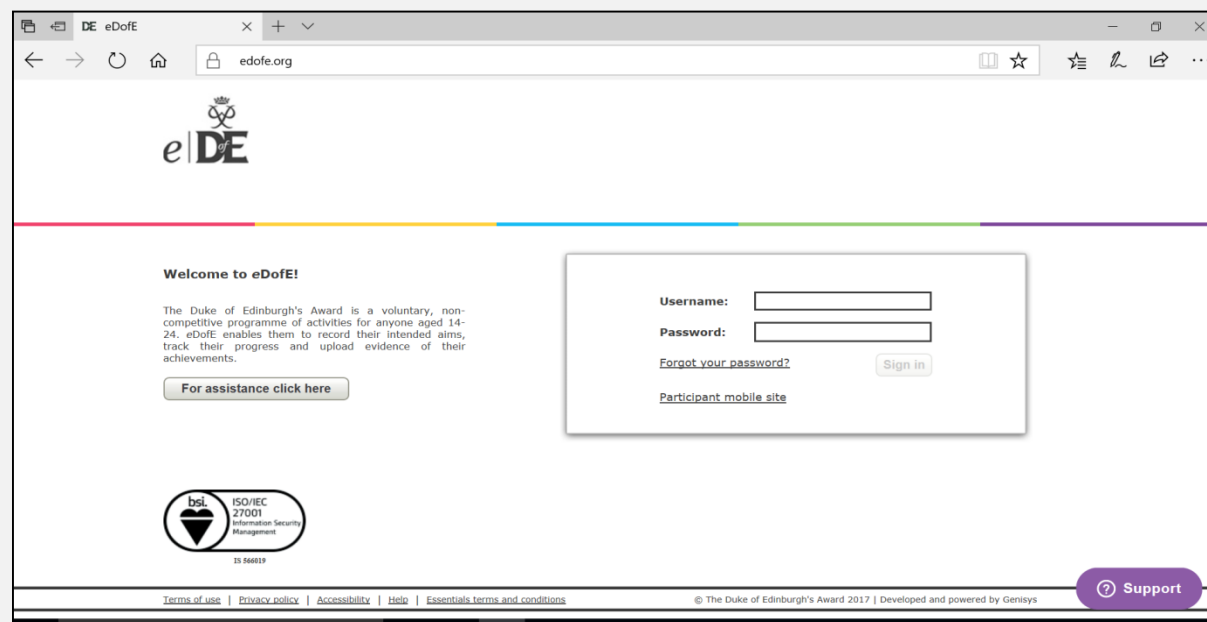
Log on to your eDofE account: [www.edofe.org](http://www.edofe.org)

Your teacher has your log on details.

Username: For most people it will be your first name and last name e.g. Olivia Barker would be oliviabarker. For some of you your username may have a number at the end of it.

Password: your date of birth e.g. if your date of birth is 02/12/2006 your password will be 02122006

You will be asked to change your password when you log in and fill in your details.



# Logging on for the first time



## Step 2

Once you have logged in you will be asked to complete some basic information. This is the information you have filled in on the form you were to bring to your ICT lesson this week.

Complete all the details. Remember that the email address you provide should be your **school email address**.

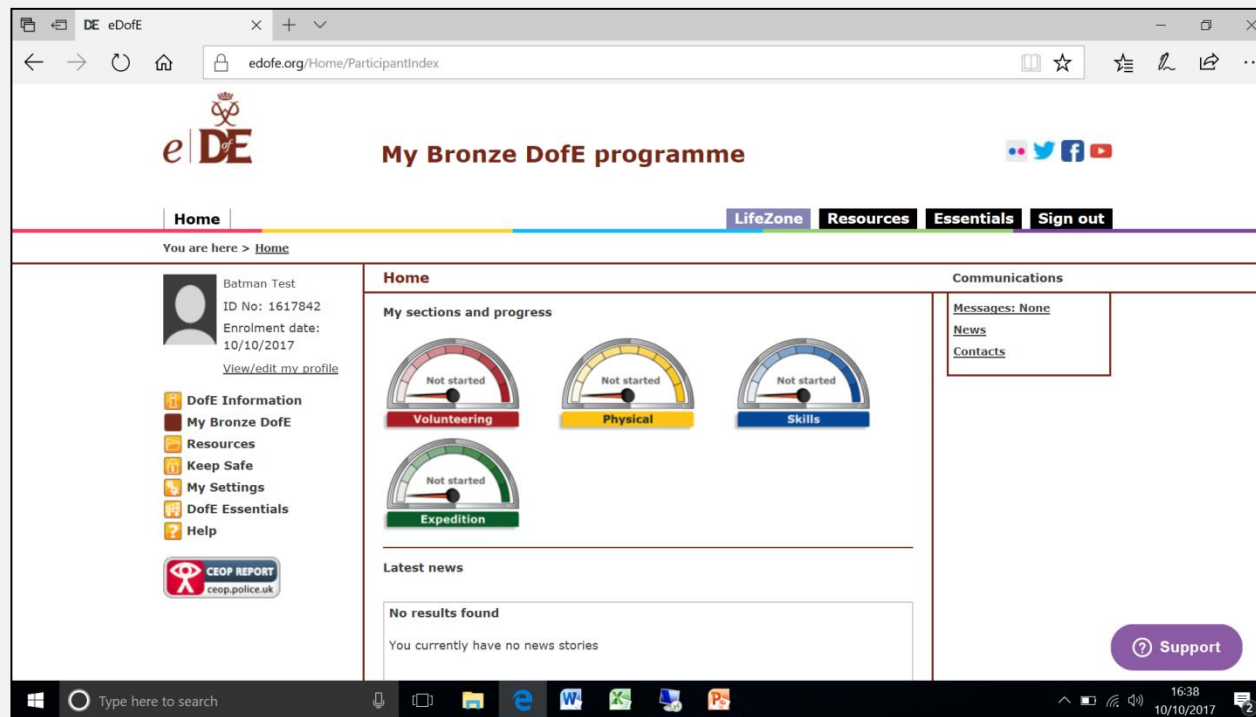
**15username@saint-michaels.lancs.sch.uk**

BRONZE

eDofE



# Logging your DofE Award



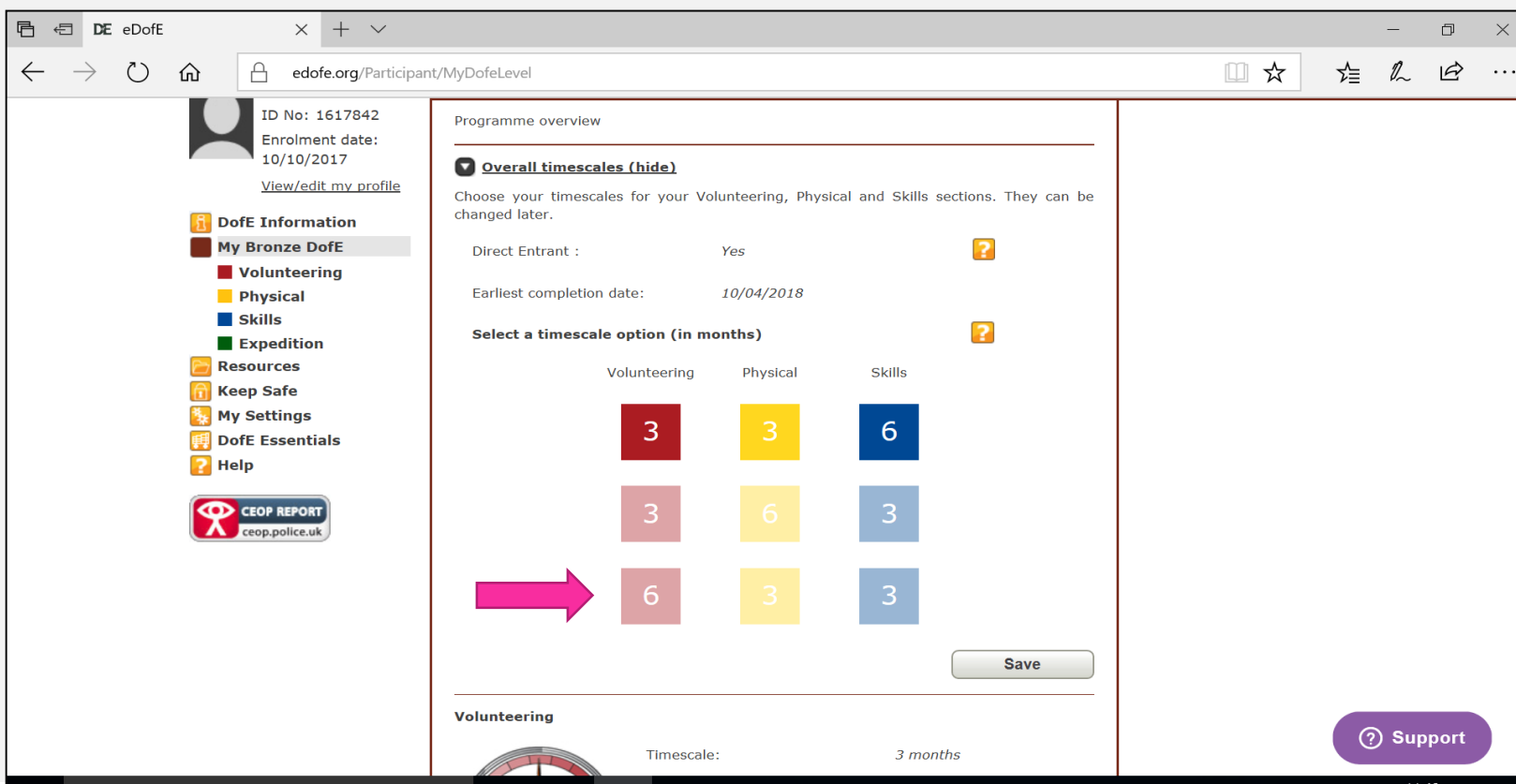
You must keep a log of what you are doing for your Award and include evidence. This is done through your personal eDofE account.....

# Set your Timescales

## Step 3

You need to select your timescales for each section.

*Throughout Year 9 you will be completing 6 months of Volunteering, 3 months of Physical, and 3 months of Skills. You need to select the **third option** and click save.*



Programme overview

**Overall timescales (hide)**

Choose your timescales for your Volunteering, Physical and Skills sections. They can be changed later.

Direct Entrant : Yes

Earliest completion date: 10/04/2018

Select a timescale option (in months)

	Volunteering	Physical	Skills
Option 1	3	3	6
Option 2	3	6	3
Option 3 (Selected)	6	3	3

Save

Volunteering

Timescale: 3 months

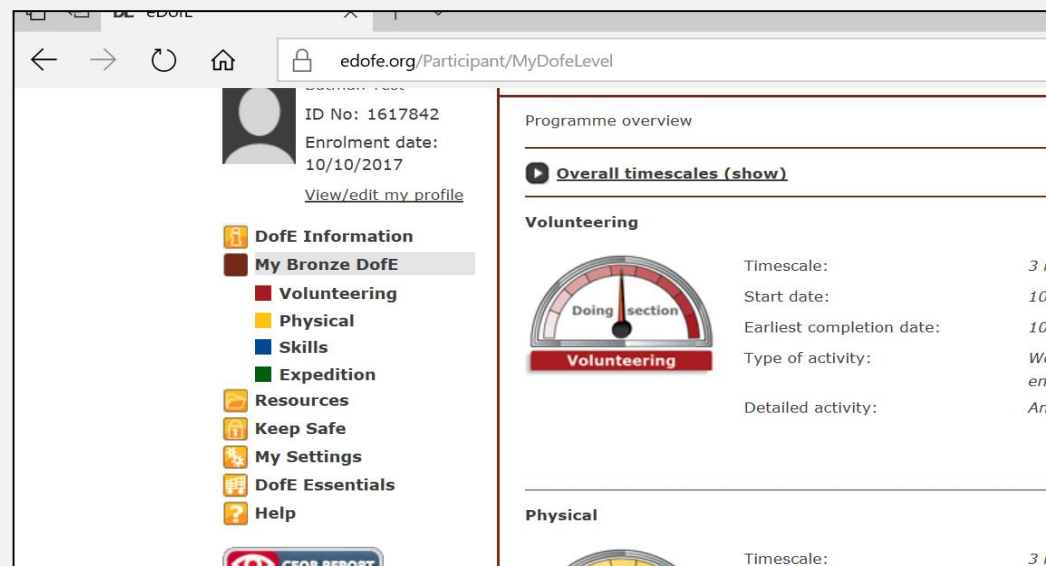
Support

# Programme Planners

## Step 4

Fill in the 'Programme planner' for each section on your account

Click on the 'speedometer' icon to fill in the programme planner for each section



edofe.org/Participant/MyDofELevel


ID No: 1617842  
Enrolment date: 10/10/2017  
[View/edit my profile](#)

- DofE Information
- My Bronze DofE**
- Volunteering
- Physical
- Skills
- Expedition
- Resources
- Keep Safe
- My Settings
- DofE Essentials
- Help

Programme overview

**Overall timescales (show)**

**Volunteering**

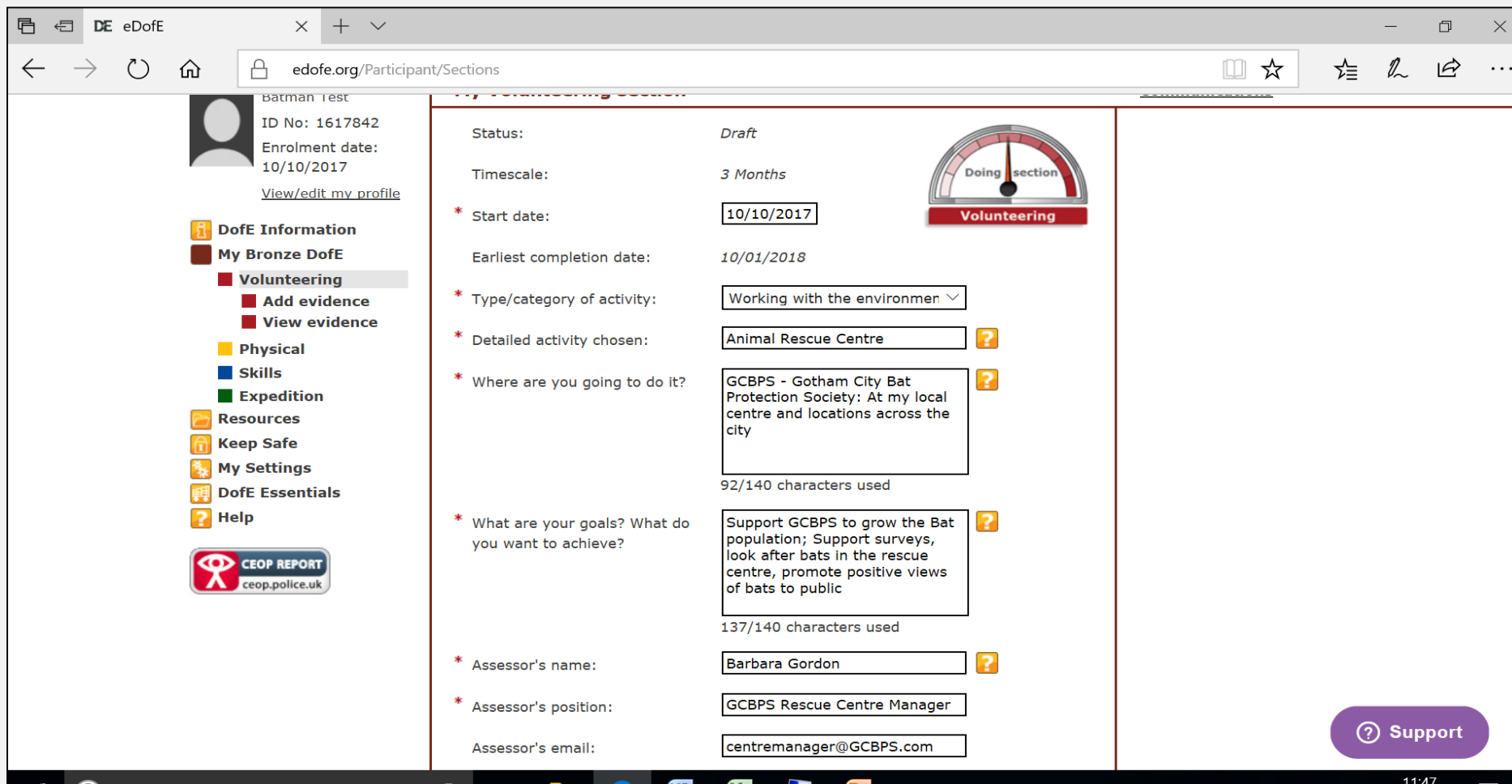
 Timescale: 3 m  
Start date: 10/  
Earliest completion date: 10/  
Type of activity: Wo  
env  
Detailed activity: Ani

**Physical**

Timescale: 3 m

# Programme Planners

Input your start date and fill in all the boxes in full. Examples for each section are on the next few slides.



The screenshot shows a web browser window with the URL `edofe.org/Participant/Sections`. The page displays a user profile for "Batman Test" (ID No: 1617842, Enrolment date: 10/10/2017) and a navigation menu with options like "DofE Information", "My Bronze DofE", "Volunteering", "Physical", "Skills", "Expedition", "Resources", "Keep Safe", "My Settings", "DofE Essentials", and "Help".

The main content area shows a form for entering activity details. The form includes the following fields and values:

- Status: *Draft*
- Timescale: *3 Months*
- \* Start date:
- Earliest completion date: *10/01/2018*
- \* Type/category of activity:
- \* Detailed activity chosen:  ?
- \* Where are you going to do it?:  ?
- 92/140 characters used
- \* What are your goals? What do you want to achieve?:  ?
- 137/140 characters used
- \* Assessor's name:  ?
- \* Assessor's position:
- Assessor's email:

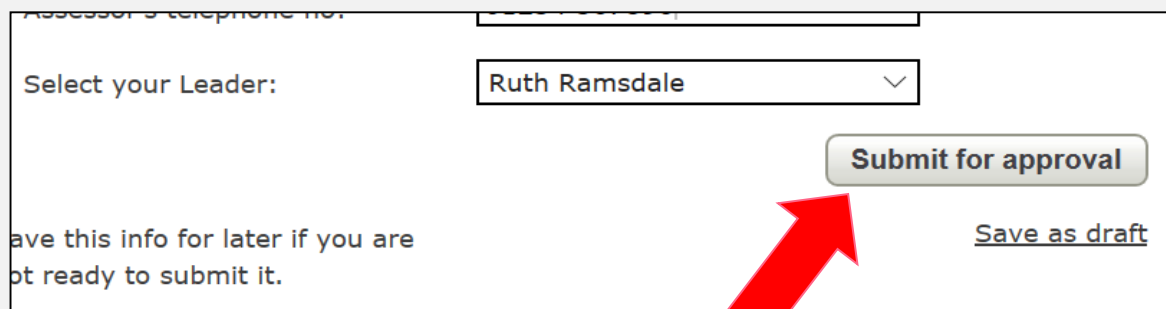
A gauge icon labeled "Doing section" and "Volunteering" is visible in the top right of the form area. A "Support" button is located in the bottom right corner of the page.

## Step 5

### Submit the programme planner to your leader for each section

At the bottom of the programme planner there is a button to 'submit for approval'. You need to do this so your leader can check they are happy with your chosen activities.

***DO NOT save as draft.***



Assessor's telephone no. [input field]

Select your Leader: [dropdown menu showing Ruth Ramsdale]

Save this info for later if you are not ready to submit it.

[Submit for approval](#)

[Save as draft](#)

A red arrow points to the 'Submit for approval' button.

# Physical Programme Planner



Start date:	11/07/2019
Type/category of activity:	Fitness
Detailed activity chosen:	Various
Where are you going to do it?	Various locations. School, Cuerden Park, Highgrove House, Chorley in Bloom.
What are your goals? What do you want to achieve?	Taking part in different activities including yoga, walking, and digging/gardening in order to maintain a healthy lifestyle.
Assessor's name:	Mrs Rackstraw
Assessor's position:	Teacher

\* You must include the information above, however if you do other physical activities outside of school you can include these as well\*



# Skill Programme Planner



Start date:	11/07/2019
Type/category of activity:	Life Skills
Detailed activity chosen:	Various
Where are you going to do it?	Various locations. School, Cuerden Park, Highgrove House, Chorley in Bloom.
What are your goals? What do you want to achieve?	Learning different skills such as first aid, baking, sewing, performing, gardening and plant growing.
Assessor's name:	Mrs Rackstraw
Assessor's position:	Teacher

\* You must include the information above, however if you do other skills outside of school you can include these as well\*

# Volunteering Programme Planner



Start date: 11/07/2019

Type/category of activity: Helping people

Detailed activity chosen: Various

Where are you going to do it? Various locations. School, Cuerden Park, Highgrove House, Chorley in Bloom.

What are your goals?  
What do you want to achieve? Helping people in the community by visiting the residents at Highgrove House.  
Baking cakes and donating them to a local church for their weekly open kitchen.  
Maintaining garden and wildlife spaces around the local area.

Assessor's name: Mrs Rackstraw

Assessor's position: Teacher

\* You must include the information above, however if you do other volunteering activities outside of school you can include these as well\*