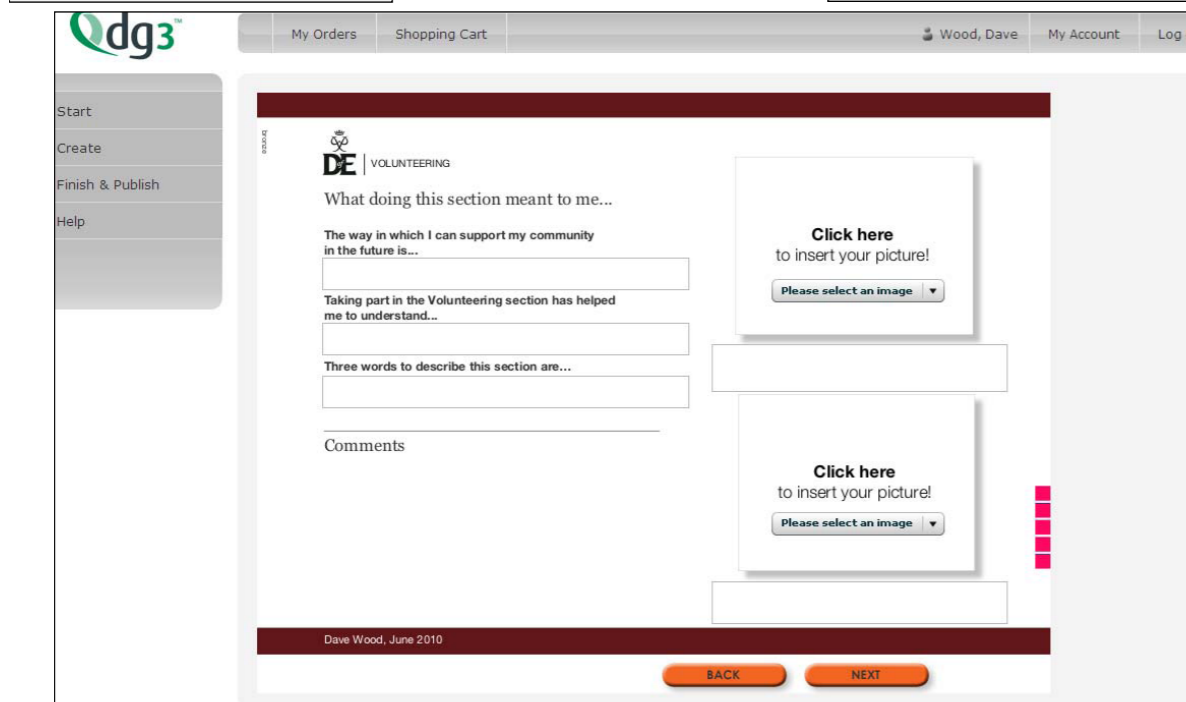


9. To gain an achievement Pack, once you have completed your programme through eDofE, sign in and select the 'Get it' button. Please allow 24 hours for all of your evidence to be transferred to the correct format for the template.



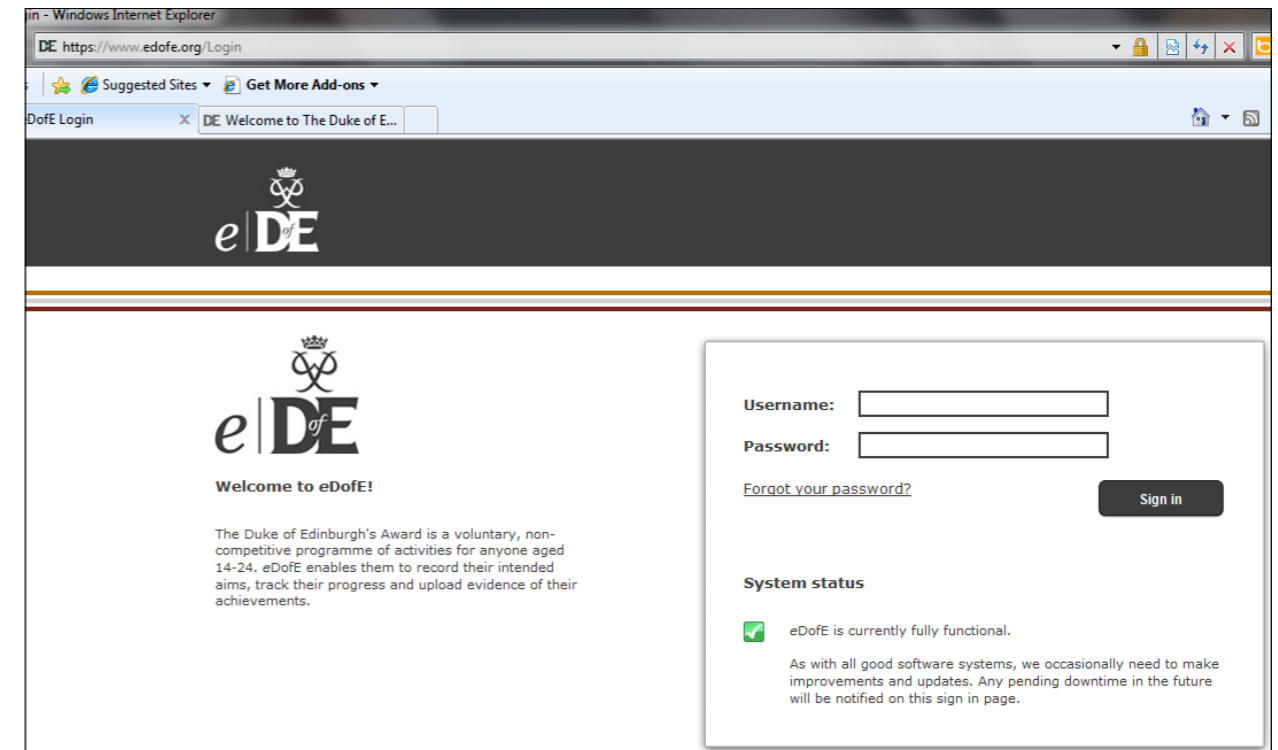
10. After 24 hours, sign into eDofE, select Create It and put together your Achievement Pack.



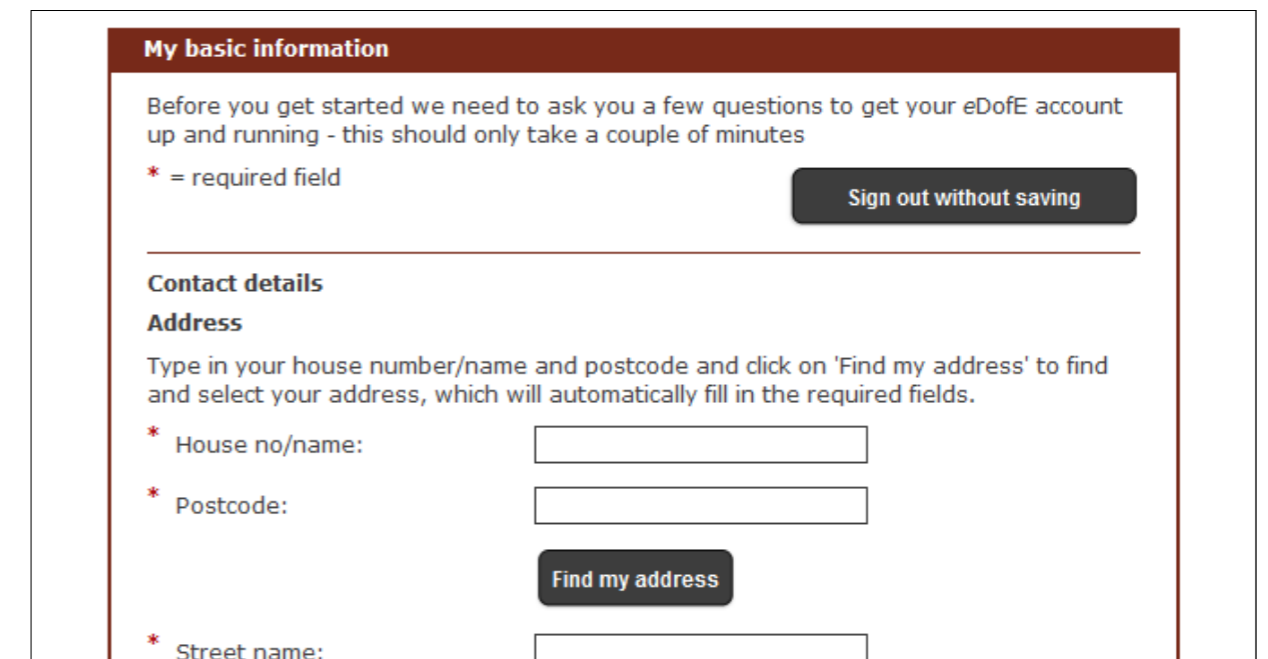
For a full user guide and more details about your eDofE account, please visit [www.DofE.org/eDofE](http://www.DofE.org/eDofE), or contact the DofE Leader at your school/centre.

## eDofE User Guide

1. Get your Login details from your Leader. This may also be sent to the email address you gave to your Leader when you enrolled. Sign in at [www.eDofE.org](http://www.eDofE.org).



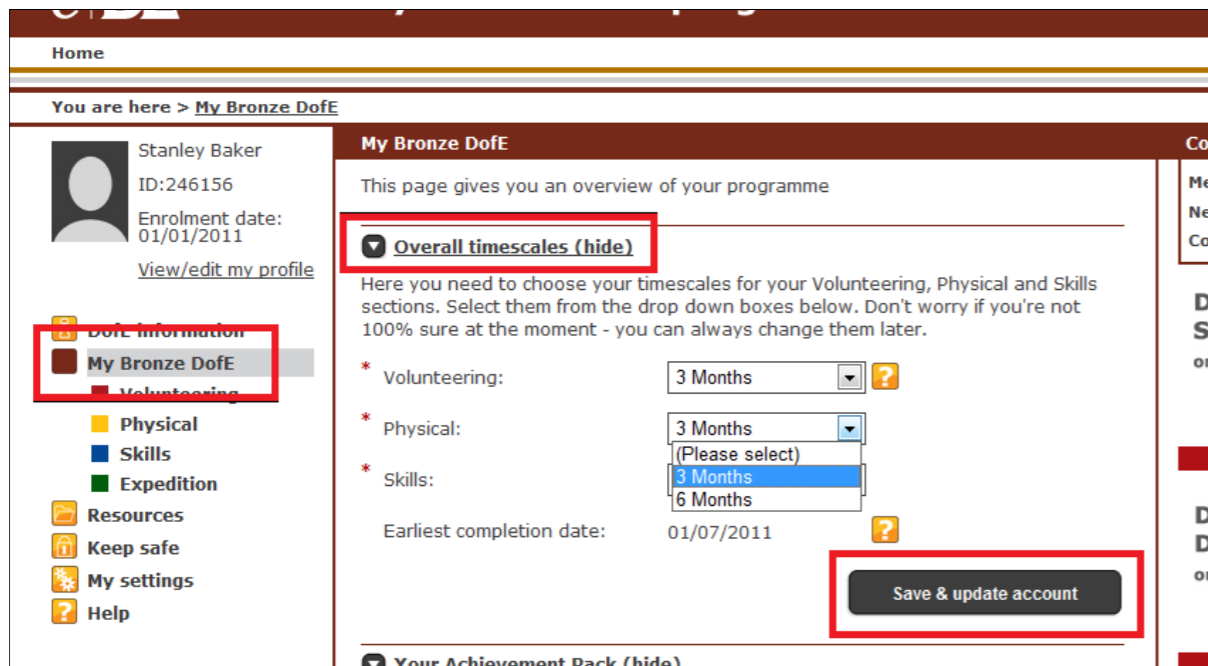
2. Complete all mandatory fields with an \*



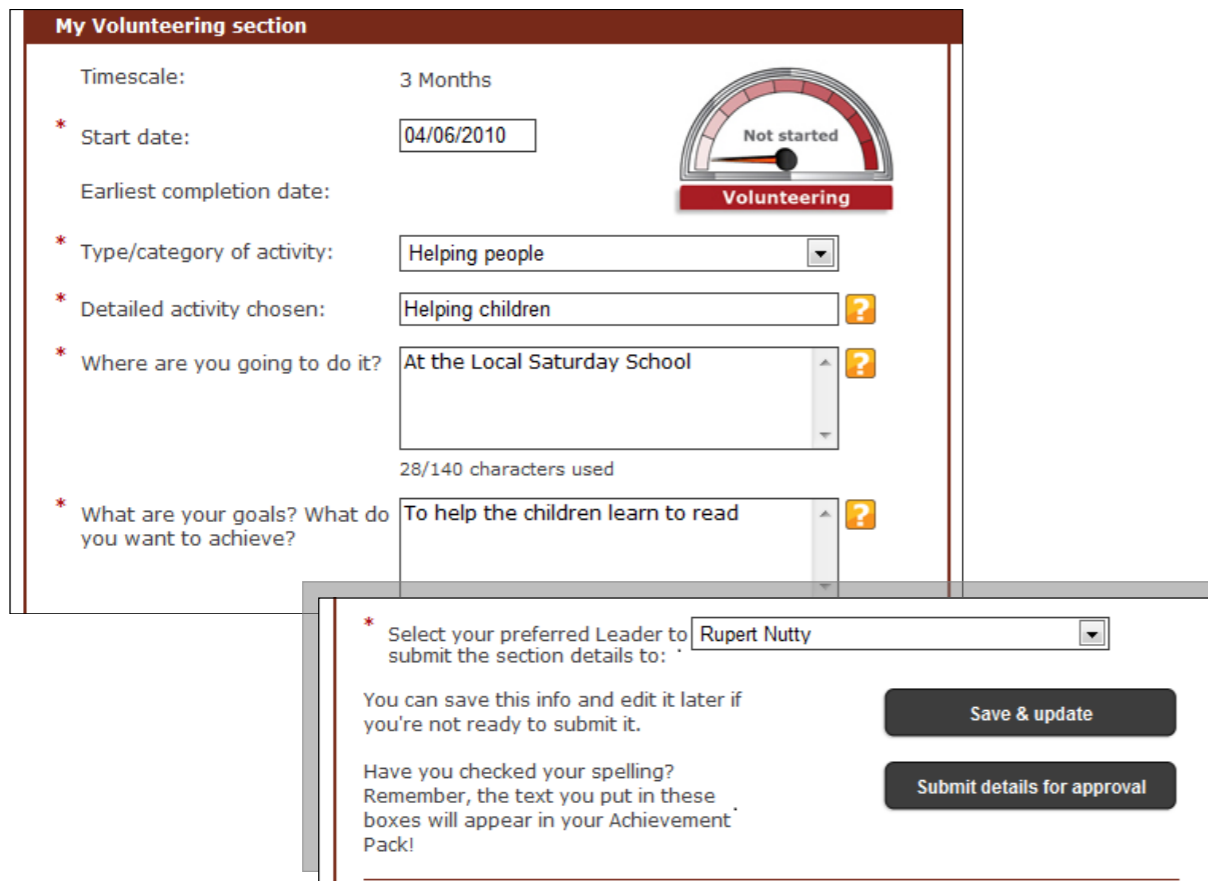
For a full user guide and more details about your eDofE account, please visit [www.DofE.org/eDofE](http://www.DofE.org/eDofE), or contact the DofE Leader for your school/ Centre.

# 10 Step Guide to eDofE - Participants

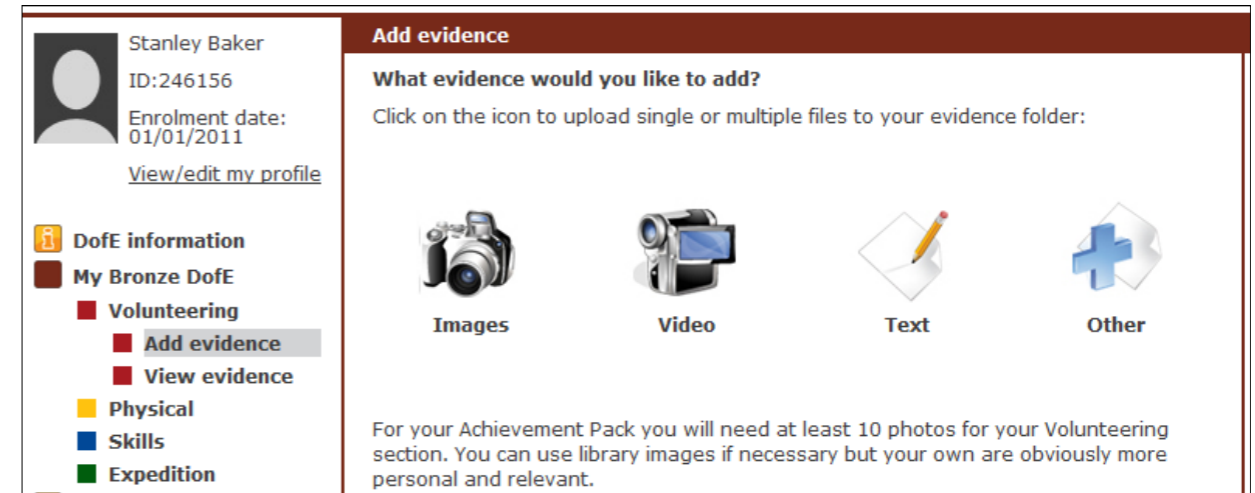
3. Set your time scales – please discuss this with your Leader if you are unsure – don't worry you can change these! To set and change the time scales select the level and then choose time scales, and select from the drop down box.



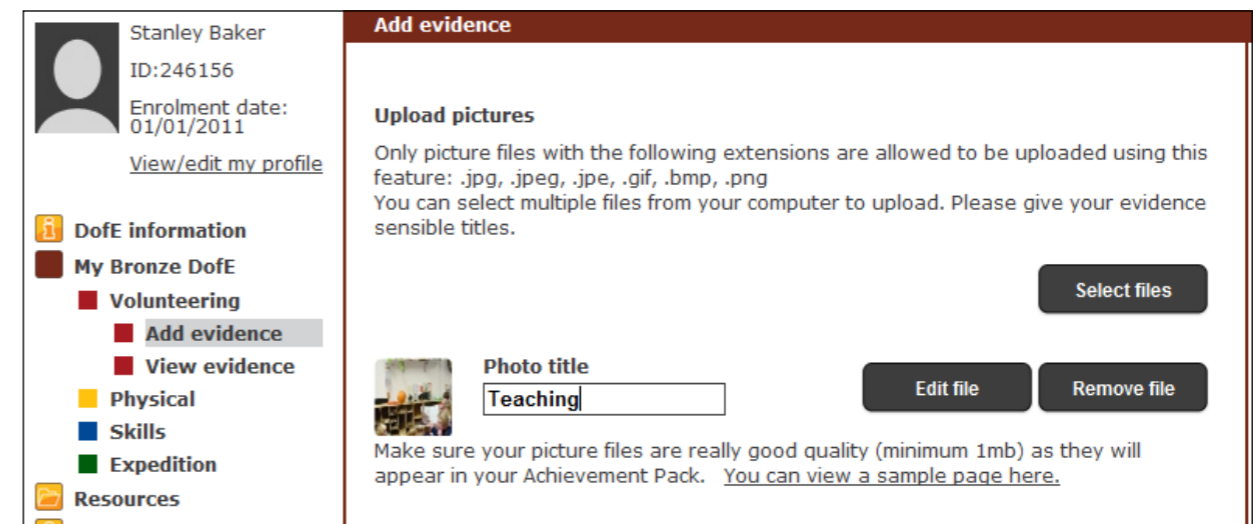
4. Talk to your assessors for your sections and set your objectives. To do this go to the section you want to start and answer all of the questions. Once you are happy submit these to your Leader.



5. Start your section's and start collecting evidence! These can be videos, pictures, blogs and you can also add pictures of your keeping track booklet. You can add evidence at any point of your programme, either each week after your activity or at the end of your programme.



6. To add evidence, go to your section and select add evidence. Upload the picture and either save it or submit it to your Leader. The Achievement Pack has space for 10 pieces of Evidence, and 13 spaces for the Expedition Section. The size is 4MB for evidence, but we recommend a minimum of 1MB in JPEG format for the Achievement Pack.



7. Once you have finished remember to get your section signed off by your assessor and submit this within eDofE in the same way as your evidence (above).

8. Once all of your evidence and objectives have been approved by your leader, go to your section and submit the whole section for approval.

