*e*DofE user guide for participants

With on-going designing and testing of new functions, these guides are periodically updated to reflect recent changes. The version is indicated by the code - for example this version is April 2012 - 1.4.3

Contact

eDofE technical helpline (Monday to Friday)
T: 01908 55 22 59

eDofE email
Use the 'help' function on your account

Introduction

System Requirements: To use *e*DofE you will need internet access and to allow pop-ups for the website. *e*DofE currently supports IE7 and later versions, though upgrading from IE7 is recommended. It also supports Firefox from v3, Safari from v4, Chrome from v4 and Opera from v10. To use *e*DofE Mapping you will need to download Silverlight.

The developers are still working on several areas of *e*DofE (shown in red). These guides will be updated when the new functions are working, and the updates will be publicised via the news section on *e*DofE.

What is *e*DofE?

*e*DofE is an interactive online system that helps you to manage your DofE programme and Leaders monitor your progress. Accompanying the system is your *Welcome Pack* and the facility to create an offline *Achievement Pack* which you will be able to keep.

What is your role as a participant?

- Fill out the enrolment form
- Pay registration fee
- Receive *Welcome Pack*
- Receive your username and password
- Access and enter mandatory details
- Decide on your sectional timescales and activities
- Work on your DofE programme and upload evidence.

The main *e*DofE process for participants
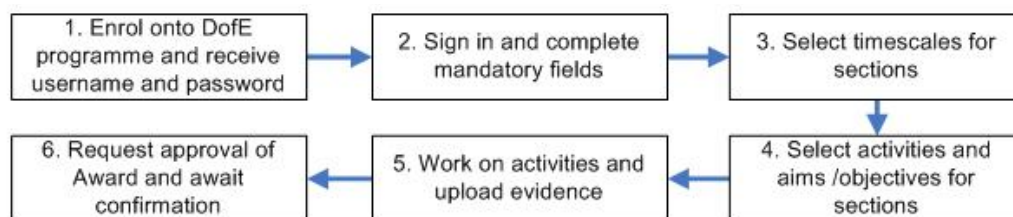
Contents

(When this is opened on 'word' just click on the list below to go straight to the subject)

Sign in and complete the mandatory fields

1. Before you can start using *e*DofE you must have received your username and password from your Leader/Licensed Organisation or via an email sent to your personal email address.

I've forgotten my username and/or password - what can I do?
   - Contact the person, who gave you the details, they might have a copy.
   - Remember the password you first receive is your date of birth: ddmmyyyy = 01011991.
   - If it's the username, contact your Leader who can find this out for you. If it's the password, contact your Leader to help reset your password (you may need to provide your email address).

2. Open up your Internet browser and go to **www.eDofE.org/login.aspx**. Fill in your username and password and click 'Sign In'. All users have to complete the listed mandatory fields.

Areas which you will find useful

   – View/edit my profile – to update your personal details/password/username and upload your profile picture and thumbnail
   – My 'Level' name – to access the DofE programme which you are working on
   – Speedometers – To see the status of your sections.
   – Evidence images – a list of your latest evidence from your most recent DofE level.

Changing username, password and security answer

For data protection requirements it's important you know how to change your username and password.

1. Click on 'View/edit my profile'
2. Click on the 'Password details'. It must include letters, numbers, be more than six characters and have at least one capital letter. **Note**: This is case sensitive so be careful!
3. Click on 'Account details' to edit your username and enter your security answer

Security rules of *e*DofE access

1. **Your login to *e*DofE is timed**. Remember to sign out from *e*DofE if you move away from the computer. This is for security purposes and there is a timing out rule. If you do not perform any actions in *e*DofE after 30 minutes then the system will automatically log you out.
2. **Security question**. If you have forgotten your password and you have previously entered an answer to the security question, you have three attempts to enter the correct password. Failure means you cannot access your account for up to 24 hours.

Select your sectional timescales

You decide on how long you want to do each section for. You should have discussed your DofE programme with your DofE Leader:

1. Click your DofE programme level (e.g. Bronze, Silver or Gold).
2. Click on 'Overall timescales'.
3. Choose the duration for each section by selecting from the drop down menus and press save and now select your activities.

Your home page

As soon as you completed your timescales, you will have access to your home page.

1) To add/edit your picture, change your username, password or personal details – click on 'View/edit my profile'.
2) To start your sections - click on your level name ('My Gold DofE') and select the relevant section. Also you can click on the 'speedometer' to go straight to the section.
3) On the top right – when a leader asks a questions or an action is made online then you will get a 'Message'. Click on it to view the messages.
4) Speedometers and 'My evidence' – to see your progress and view your uploaded work.

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Starting sections

Now you have to choose an activity for each section and research what interests you and whether you can find suitable opportunities in your area. Once you are satisfied with your choice and have discussed it with your DofE Leader, you can record the activity in your *e*DofE account. The Volunteering, Skills, Physical and (Gold only) Residential sections have two areas: programme plan and evidence.

1. Click your DofE level (Bronze, Silver or Gold)
2. Select the section
3. Fill in the start date.

I've entered the wrong date, how do I change it? – You can edit this until your Leader approves your plan or you undo the submission to them. After its been approved that then ask your Leader who can change it.

Backdate a section: You can only backdate one section for up to three months if it is before your enrolment date and you meet the age requirement. If you have actually started your level before the *e*DofE enrolment date (for example you were waiting for the sign in details) then ask your leader to edit your enrolment date

4. Choose the type/category that best reflects your activity by selecting from the drop down menu.
5. You can type into the 'detailed activity chosen' box or select from the predefined drop down menu.
6. Complete each question by typing into boxes.
7. Click on 'Save & update'. Once you are happy with your answers click 'Submit details for approval'. Your Leader will be alerted as to your choice of activity. They will approve or reject your choices.
8. You will now need to collect evidence from all of your activities (e.g. pictures /reports /personal activity log /statements from your Supervisor etc.). Upload them into *e*DofE and request approval from your Leader.

Change your objectives: If you want to modify your objectives **do not** click 'Submit details for approval. Only click it once you are satisfied with your final objectives. Only your Leader can un-approve your aims so you can make further changes to it.

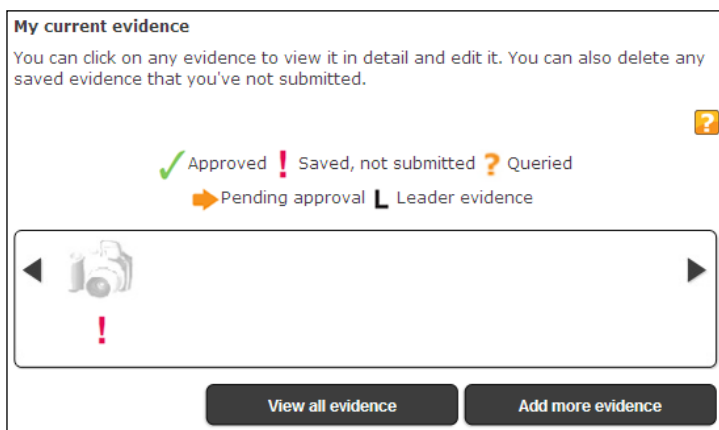**I have submitted my objectives by mistake:** Click 'Undo submit' and you can edit your work again unless your leader has already approved them.

How to complete the section
After the minimum time duration has passed, you must get two areas approved by your Leader before the section can be finally completed. These are:
1) Programme plan
2) One 'Assessor report' evidence

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My current evidence

You can click on any evidence to view it in detail and edit it. You can also delete any saved evidence that you've not submitted.

✓ Approved ❗ Saved, not submitted ❓ Queried
➡ Pending approval **L** Leader evidence

◀ 📷 ▶

❗

View all evidence   Add more evidence

Adding evidence

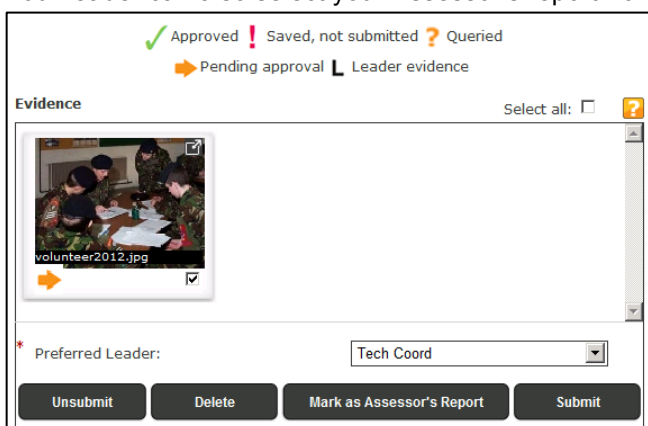You can upload evidence now by clicking 'Add more evidence' and follow the instructions.

Leaders can upload evidence and choose your Assessor Report

Your DofE leader can upload evidence and select the Assessor report into your own account. This is help for team based activities where several participants are involved.
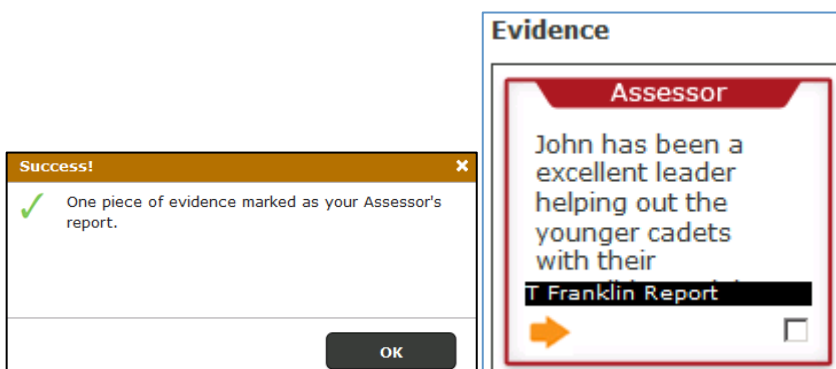
Assessor Report

New requirement after the April 2012 upgrade. You must have a chosen 'Assessor's report' in each section before it can be approved. This can be in any format, or inputted directly by their Assessor via the website. If you have uploaded it you need to select the Assessor's report from your 'View evidence' page, click on the bottom right hand corner of the evidence and then click on the 'Mark as Assessors Report' button. If an Assessor has submitted it directly it will automatically be marked as an Assessor's report.

Your leader can also select your Assessor's report from your evidence if you speak to them.

✓ Approved ❗ Saved, not submitted ❓ Queried
➡ Pending approval **L** Leader evidence

Evidence   Select all: ☐

volunteer2012.jpg
➡ ☑

* Preferred Leader: Tech Coord ▼

Unsubmit   Delete   Mark as Assessor's Report   Submit

When you view your evidence, you can select the Assessor's report by clicking the tick box on the bottom right of the image/text/file and then click 'Mark as Assessor's Report'.

Success!   ✕

✓ One piece of evidence marked as your Assessor's report.

OK

Evidence

Assessor

John has been a excellent leader helping out the younger cadets with their

T Franklin Report
➡   ☐

It will show you a success text and the selected evidence will be highlighted in red and given a title of 'Assessor'

That's it, as you only need to do this once for each section.

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Expedition section

This Expedition section is very similar to the other sections however its split into four areas.
You must first contact your Expedition leader and team members to agree the overall aim and objectives. Participants must get the four areas approved by the leader before this section can be completed.

– Mode of travel
– Training
– Two Expedition plans (at least one practice and one qualifying plan)
– One 'Assessor report' evidence

1. Mode of Travel
With agreement with your team mates, first enter your mode of travel and it will open up the other options

2. Start date
Enter the start date when you first enter data into this section. This is not the date of your Expeditions.

You or your leader will do the work
Check with your leader if either you enter everything for this section or your leader will action this. Your leader has the function to complete your training and plans without you touching anything.

If you have to fill in this section - agree a 'Primary team member'
Before you begin this section, agree with your Leader a primary team member who will produce what the whole team will be entering so you will not get different plans and cause any confusion with your Leader.

Continue reading to see what you need to do next:

Expedition training
You need to complete the training matrix.   This can be done item by item or all elements at once.

E-Mapping – this gives you the option to create electronic maps of your route and appears as a button at the bottom of the Practice and Qualifying planning screens. Just speak to your leader first.

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Practice expedition(s) (hide)

You must do as many practice expeditions as you need to enable you to safely complete your qualifying expedition. Please enter the details of each practice expedition here and save them. Once you've completed your practice(s) please send to your Leader for approval. Your Leader can input this basic information. If they've done this you do not need to submit for approval.

* Practice expedition no: (Add the 1st one)

Team Name:

* Wild country?   Yes: ☐   No: ☑

* Expedition Location:

* Start date: 20/04/2011

* Number of days:

Expedition aim:

0/140 characters used

What do you want to achieve from your practice expedition?

0/140 characters used

Expedition notification no

* Preferred Leader: Please select

Upload route card:

Create route card   Save without submitting

Qualifying expedition (hide)

Please enter the details of your qualifying expedition here - once it's all completed, please send to your Leader for approval. Your Leader can input the basic information on your behalf but you must complete your aim and goal yourself. This information and evidence goes into your *Achievement Pack*. See what it could look like here.

* = required field   Print training record

Team Name:

* Wild country?   Yes: ☐   No: ☐

* Expedition Location: (Please Select)

* Start date:

* Number of days: 4

Proposed hours of activity (shows minimim hours - please amend to meet your plans)

DAY: 1   2   3   4

* Journeying?   4.0 4.0 4.0 4.0

* Exploring?   4.0 4.0 4.0 4.0

* Expedition Aim:

0/140 characters used

* What are your goals? What do you want to achieve from your qualifying expedition?

0/140 characters used

Expedition Notification No:

Qualifying Expedition Status: Not Saved

Download Green Form   Spell check

Practice expedition(s)

You need to complete the practice plan and request approval from your Leader.

Team name – this could be the team name for example: 'Bronze Team 1 - 2010 practice' or something really imaginative!

Wild country – select this if you are going into a very specific area of the UK

Expedition Location – enter the location

Start date – the exact start date for the expedition.

Number of days – enter the days involved in the practice.

Expedition notification no. – this is optional at all levels

Qualifying expedition

Team name – this could be the team name for example: 'Bronze Team 1 - 2010 practice' or something really imaginative!

Wild country – select this if you are going into a very specific area of the UK

Expedition Location – enter the location

Start date – the exact start date for the expedition.

Proposed hours of activity – this covers the hours of planning activity per day.

Expedition notification no. – at Gold level this is a mandatory field. At bronze and silver levels then this is optional.

If you do not have all the information – If you do not have every detail then you can still save the work and add in the information later on. However you shouldn't click 'save and request approval' until you are satisfied everything is correct.

Supporting files and attachments
You can now upload maps / routecards / equipment lists/menus / Wild Country green forms / overseas blue forms etc.

3. Expedition green form

If you are going to Wild Country - you can create a green form.   Clicking the 'Create Green Form' at the very bottom of the plan will create a Word document on which you can enter the details and then upload into your plan.

Note: the form is a XML file which cannot be uploaded into *e*DofE. You must first save this as Word document (.doc) file instead of XML.

Presentation and section approval

You need to complete this after all the other areas have been approved and then send it off to your leader to approve it, and then this section will be completed.

Upload presentation – this allows you to upload evidence into your Expedition section.

My current evidence – any pictures etc you have uploaded into your section will be shown here.

Remember you must have one 'Assessor report' evidence selected.

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How to record evidence

You should be collecting evidence of what you did / achieved throughout your DofE programme as this will show your Leader what you have been achieving. Any image evidence you collect will also be a great addition for your *Achievement Pack*. You can record evidence and get it approved by your DofE Leader through your *e*DofE account.

If possible, convert any non electronic evidence that you have, such as written statements and printed pictures to an electronic format by scanning. You can also upload MP4 video images.

1. Click your DofE programme level (e.g. Bronze, Silver or Gold)
2. Click on the relevant section name
3. Click on 'Add evidence'

Add evidence

If you upload any evidence then all of it must be resolved before your section can be completed. They either have to be 'Approved' or 'Deleted'. Click on one of the choices:

Images (Camera) – to upload stored images from your computer / camera / phone. We recommend you only upload JPG images as these will appear in your Achievement Pack. PDFs are not recommended as only JPG images can be used for your Achievement Pack.

Video (Camera) – Video footage from a camera/phone. Recommend version is MP4.

Text – You can manually type in your evidence, for example a personal log/diary.

Other – for example MP3 Audio recording.

Files uploaded by your leader – your leader can send you images/videos into your sectional evidence instead of you uploading anything.

If you click on a option

We will use the 'Image' option as an example. Click on 'Select files' to find the images.

Highlight the images and click 'Open'.

Dependent on the image resolution and quantity they will now begin to upload into your *e*DofE account.

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Upload pictures

Upload pictures
Only picture files with the following extensions are allowed to be uploaded using this feature: .jpg, .jpeg, .jpe, .gif, .bmp, .png
You can select multiple files from your computer to upload.

Select Files

Photo title
dance ldr1.jpg   **Edit File**   **Remove File**

Photo title
dance ldr2.jpg   **Edit File**   **Remove File**

Photo title
dance ldr3.jpg   **Edit File**   **Remove File**

Make sure your picture files are really good quality (minimum 1mb) as they will appear in your Achievement Pack.   You can view a sample pages here.

If you are submitting your evidence for approval, Please choose which of your Leaders to send it to:
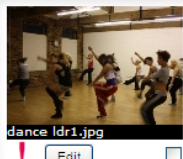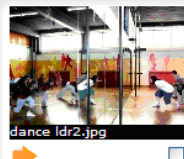
* Preferred Leader: A Leader

Save only   **Save and submit evidence**

You will see the images successfully uploaded and it gives you the opportunity to edit the image title and edit the image size (by cropping it).

If you are satisfied with the images, scroll to the bottom of the screen, select the leader who should check your work and press either:
1. 'Save only' which allows you to edit or submit to your leader later on.
2. 'Save and submit evidence', the work will be sent to your chosen leader.

Selecting either option will bring you to the 'view evidence' screen. The system will inform you where that evidence is within the system so you can check what you need to action.

View evidence

My Volunteering evidence
Below are the individual items you have uploaded to *e*DofE, you can edit, submit and delete evidence.

Evidence   Select all: ☐

dance ldr1.jpg   ! [Edit] ☐
dance ldr2.jpg   → ☐
dance ldr3.jpg   → ☐

* Preferred Leader: A Leader

Unsubmit   **Delete**   **Submit**

✓ Approved   ! Saved, not submitted   ? Queried
→ Pending approval   L Leader evidence

For example: two of the images with the 'arrow' symbol have been submitted to the leader and is awaiting their approval.

One of the images with the '!' symbol means you are not yet satisfied it should be sent to your leader. You can edit this as it hasn't been submitted.

You can also delete images by selecting the image and clicking 'Delete'.

You will also receive a message if your leader approves your work

* Preferred Leader: Tech Coord

Unsubmit   **Delete**   **Mark as Assessor's Report**   **Submit**

Success!   ✕
✓ One piece of evidence marked as your Assessor's report.

OK

Evidence

Assessor
John has been a excellent leader helping out the younger cadets with their
T Franklin Report
→ ☐

Assessor's Report:
You must have a chosen 'Assessor's report' in each section before it can be approved. This can be in any format, or inputted directly by their Assessor via the website. If you have uploaded it you need to select the Assessor's report from your 'View evidence' page, click on the bottom right hand corner of the evidence and then click on the 'Mark as Assessor's Report' button. If an Assessor has submitted it directly it will automatically be marked as an Assessor's report.

Your leader can also select your Assessor's report from your evidence if you speak to them.
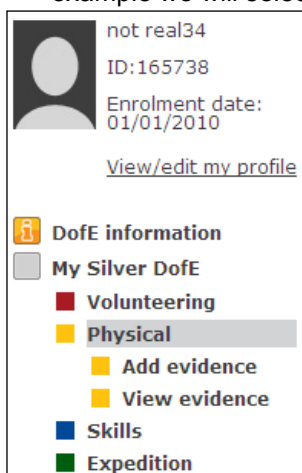
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Get approval of a section

You must inform or send an alert to your Leader to allow them confirm a section. Until they do this then you cannot achieve your Award.

Before you can achieve your Award, all of your sections must be confirmed by your Leader. The system will permit you to submit the section for completion when these rules are met:

a. The minimum timescales for a section has passed.
b. These areas in your sections have all been approved: programme plan / evidence / expedition training / expedition plans. Items which are not approved can stop you submitting the section for approval.
c. You have a tagged 'Assessors report' evidence for each section: go to page 6 or 11.
d. If its a Gold level – You can't submit your last section for approval until you complete the Gold Award Presentation (GAP) fields: go to page 14.

1. If you believe you have met the conditions then select the section you want completed. For example we will select the Physical section
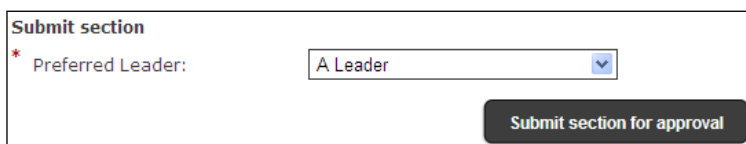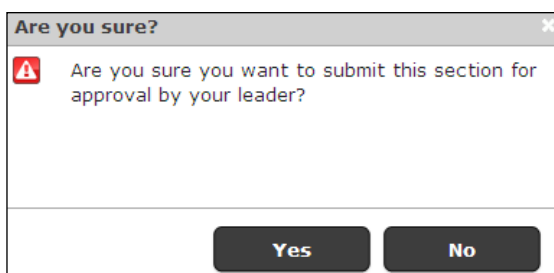
2. The option to submit your section for approval will appear. Select the preferred leader and click 'Submit section for approval'. It will be greyed out if you haven't met the rules (see below). Then confirm that you wish to do this.
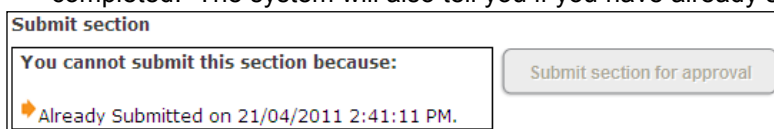
3. When you press yes, an alert will be sent to your Leader who will formally approve it as completed. The system will also tell you if you have already submitted the section

You can still upload more evidence but you still need to get your Leader to approve it before you can achieve your Award.

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Starting your next DofE programme level

The system will allow you to start your next level of DofE programme. i.e. you want to do two DofE levels at the same time.

If you want to start the next level of programme (Bronze to Silver, Silver to Gold or Bronze to Gold), you need to speak to your DofE Leader, complete the relevant application form and provide the necessary fee. You will then have access to your next programme level created within your eDofE account. You will then be able to see each of your different programme levels on the top left of your menu options.

To start the next DofE level:

a) You meet the minimum age to start that level
b) You must have at least one section completed of your previous level **online** or that level has been achieved **online**
c) Your mandatory fields are completed (e.g. your address etc.)
d) If you don't want to complete your previous level then go to 'Abandon level' on pg 15.

Note: You do not receive a different *e*DofE account when you start the next DofE level. You will still use the *e*DofE account which you were initially given access to.

Doing two programmes at the same time
If you are doing Bronze + Silver levels at the same time then you cannot start the next Silver level's section unless you have completed the bronze section in the previous programme (the same with Silver to Gold). You must first get your Leader to approve that previous section then you can start that section in your next level. E.g. I am doing Silver and Gold at the same time and want to start my Gold Skills section but can't because I haven't yet completed my Silver Skills section.

Approving your DofE Award

Your DofE Award can only be approved by your Licensed Organisation (LO) once all your sections have been checked and confirmed by your Leader.

When all sections have been completed by your leader then your level will be automatically submitted. Now wait as your LO checks your level.
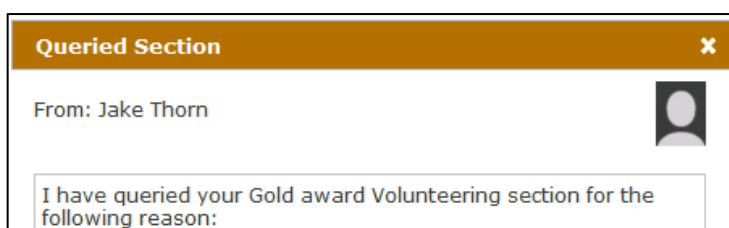
Approved

You will get a confirmation email sent to your personal email address when it has been confirmed and now await your DofE Badge and certificate.

Gold Award: If you have your Gold Award approved then will have the opportunity to be invited to a Gold Award Presentation (GAP) to be presented with the certificate, read pg 14.

Question on your level

If the LO has a question on your level then they can either contact you directly or you will be sent a message in your eDofE account and your section will be unlocked for you to make any changes or edits.

> **Queried Section**   ✕
>
> From: Jake Thorn
>
> I have queried your Gold award Volunteering section for the following reason:

If this happens then you must ask your leader to check your changes and ask them to approve again. Now wait for the confirmation of your Award or another question from your LO.

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Gold Award Presentation (GAP)

Upon starting your Gold Award you should try and complete the fields needed for your GAP because you can't submit your last section for approval until you complete the Gold Award Presentation fields. Click 'Add details'.

Achievement Pack

Once your Award has been approved by the LO, or DofE Office for Gold, you will be given the option to create your *Achievement Pack*.

Access your *e*DofE account, you will see a banner signposted *'Achievement Pack'*. When clicked, this opens a new window where will be able to drag and drop in your evidence and capture all your best memories and achievements, to create a personal record and memory book to keep.

Once you've assembled your Achievement Pack online, you'll then be able to either print off a free PDF of your book or pay a little more to upgrade to a faux leather or hardback version.

There is a separate guide available on *e*DofE to help you with your Achievement Pack.

Backdated activity

The system allows you to **backdate one section per programme before your enrolment date for up to three months.**   As soon as this is approved, the system will not permit you to backdate any more sections for that programme.   The system allows you to enter a sectional start date **before** the expected start date of your DofE.   For example if you start your Bronze DofE on 1 March 2011 but have done work for your Bronze Skills starting 1 January 2011.

This message will inform you of your start date and whether you want to backdate a section. Please ensure you want to do this because the system will not permit you to backdate another section. **Back to contents**

Speedometers

The speedometer represents three stages of a section (The previous design pre 2011 was called progress bars which showed percentages).

Not started – you haven't entered the section dates and objectives
Doing section – you have saved your section dates and objectives
Completed – your section has been approved by your Leader. If all the sections are completed then your leader can now submit your DofE level for approval

The meters should only used as an 'indicator' of their activity progress. They will not move based on how much information they upload into their section. Clicking on the speedometer will open up that section.

Messaging – sending & receiving

*e*DofE includes a messaging system allowing you to communicate with your Leader(s) and other participants in your centre. Remember the messages are not sent to the person own email address, they can only read them from their *e*DofE account.

Sending messages:
1. Click 'Messages'
2. Click 'Create new message'
3. Choose the person who will receive the message. You can find them by typing their names into the box.
4. Enter a subject
5. Enter the message and click 'Send'– the message will be sent to your recipient.

Receiving messages: This can be accessed in a number of ways:
1. Click 'Messages' and all the items are listed
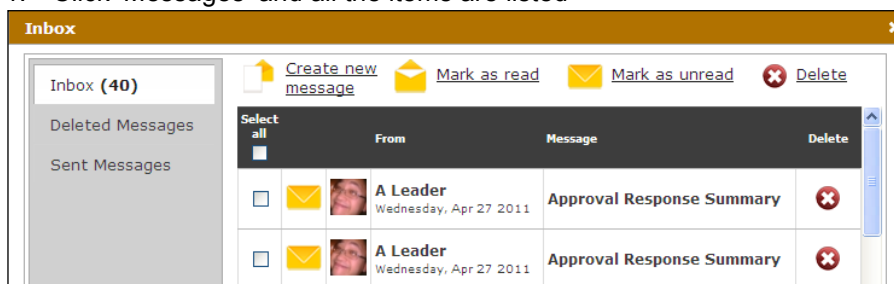
Abandon level

This option is available to your leader if you want to stop working on a specific level of your DofE. For example: you want to start the next level without finishing off your previous level or you simply do not wish to do your DofE anymore.

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Change an activity

The system gives you the opportunity to change your sectional activity. You should only change activity if there is a situation which arises where it is outside of your control - for example, in your Physical section hockey training/games were cancelled because the team folded or you have been injured and cannot continue this activity.

Why doesn't the change activity option appear? Your initial programme plan and all your previous evidence must first be approved by your Leader before the option to change activity appears on this screen.

Keeping safe

The DofE gives you the opportunity to make new friends, try out new activities and amaze yourself with what you can achieve! But, for a few, the fun can spoilt by people who do or say things during activities that hurt or are frightening.   This may be bullying or harassment or a form of abuse and you can do something about it. This section includes advice on bullying, harassment and abuse, a code of conduct for participants (how we expect you to act whilst doing your DofE) and advice on staying safe.

Reporting Abuse
If you are being or have been abused, or if you're not sure but feel worried and frightened, tell an adult you trust as soon as possible. This could be a parent or someone else in your family; a DofE Leader; a teacher or counsellor; your doctor or school nurse.

Alternatively, the Report Abuse link will take you to the CEOP (Child Exploitation & Online Protection Centre) reporting page - this is like a virtual police station where you can make a complaint or report a problem. Your problem will be seen by a police officer, or a specialist investigator and they will contact you to let you know what will happen.

You can also speak to the Child Protection Officer at the DofE Head Office: Tel 01753 727400 or email **safeguarding@DofE.org**

In addition, the NSPCC provides a free 24-hour Child Protection Helpline, staffed by experienced social work counsellors, which provides confidential counselling, information and advice for those in England, Wales and Northern Ireland.   The telephone number is 0808 800 5000.   If using this service, please state at the outset that you are an adult seeking advice and information so that your call can be directed to an appropriate person.

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In Scotland, the Child Protection Line helpline, established by the Scottish Executive will provide information about what steps to take if you are concerned about a child.   The helpline may be contacted 24 hours a day on 0800 022 3222.

Useful links:
NSPCC: **www.nspcc.org.uk**
CEOP ThinkYouKnow: **www.thinkuknow.co.uk/11_16/control/cyberbullying**

Glossary

Participation Place – Your contribution towards the Charity's costs in running your DofE programme. This includes your Welcome Pack, *e*DofE account, Award Certificate and badge, attendance at a Royal Gold Award Presentation should you wish to accept it at that level, and your Achievement Pack free PDF.

DofE Leader – The adult responsible for a DofE group.   They lead, guide and encourage young people, agree your programme choices and sign off your sections/Award.

Participant – Any young person doing a DofE programme

DofE Co-ordinator – The person who sets up and manages the DofE in a centre.   They support the Leaders and oversee the groups.

DofE Assistant Manager – DofE Managers who have been allocated to specific centres who can only work with those centres.

DofE Manager – The person in an Licensed Organisation who is responsible for the day to day delivery of the DofE. There will often be other assistants and staff involved.

eDofE Primary Manager – The person in an Licensed Organisation who is responsible for the overall delivery of the DofE and management of all DofE Managers. They have access to the *e*DofE reporting suite.

Volunteer – An adult who helps a DofE Leader run a group.   They may give general support, i.e.   administration, help run one section or give specific training.   Within *e*DofE they can only view/access news and resources.

Assessor – An adult who checks on your progress and agrees the completion of a section of your programme.

Assessor's reports – Participants must have an Assessors report in each section before it can be approved. This can be in any format, or inputted directly by an Assessor via the website.

Supervisor – A person with a good understanding of your chosen activities.   They will help set goals and regularly meet with you to check on your progress, address any potential issues and adjust goals.

Centre – A location where the DofE is run for example a school, youth centre, Young Offenders Institution.   There may be one or more groups at a centre.

Group – A group of young people who are working together on their DofE programme with one DofE Leader. Centres (like a school) may organise their groups by the DofE level/school term so they know who are in that group. They can duly name it that way.

Subgroup – A temporary group of young people who are working together on their DofE programme

Alert – *e*DofE will send an 'alert' to an adults *e*DofE account whenever a participant makes a specific action. This is normally the communication between the Leader and their participants. For example if a participant has uploaded evidence and/or requested approval for their section an alert will be sent to the Leader's alert inbox.

Programme plan – the participant's sectional aims/objectives which must be completed before any evidence can be uploaded.

A more detailed glossary is available on ***www.DofE.org***