

eDofE – 5 easy steps to get you going!

1. On www.dofe.org, login using the user name and password provided. The following screen should appear:

The screenshot shows the 'Personal Info Checklist' page. Key elements include:

- Start date:** A callout box points to 'Date Started: 25/11/2009'.
- Check/update personal info:** A callout box points to the 'View' links in the 'Mandatory Categories' table.
- New messages highlighted:** A callout box points to the 'New Messages: None' status in the 'COMMUNICATIONS AND NEWS' section.

Personal Info Category	Action	Available
1. Contact Name	View	✓
2. Gender	View	✓
3. Personal Security Details	View	✓
4. Address Information	View	✓
5. Email Address	View	✓

2. Read your unread messages, if any, and update your personal information through the 'View/Add' link.
3. On the My DoFE page, click into the 4 individual sections near the bottom right-hand corner of the page. This will take you to where you need to upload the relevant information.

The screenshot shows the 'Welcome Page' with various sections. Key elements include:

- Links to sections:** A callout box points to the 'Volunteering' link in the 'PROGRESS' section.

Section	Status
Volunteering	Unknown
Physical	Unknown
Skill	Unknown
Expedition	Unknown
Time left	Unknown

- Under each section, use the drop-down boxes to specify the length of time you are intending for each section, as below:

- Click into the individual sections (on the left) and choose the planned (or actual) start date. Please note that only one activity can start prior to the date you commenced DoFE (maximum 3 months), as shown on your registration page. You also need to complete the objectives boxes, as shown below, then 'Save' and it should upload to the site for us to view and confirm.

IF YOU'RE NOT SURE ABOUT ANYTHING, PLEASE ASK! More info to follow on progress & evidence.