

# Duke of Edinburgh How to....

- The D of E now has an app that can be used to do all of the following and is particularly useful if the bulk of your evidence comes from your phone.

## Getting started:

1. Go to [www.edofe.org](http://www.edofe.org)
  2. Login using the following details  
Username: FirstnameSurname  
Password: Date of birth as DDMMYYYY
- You will know it has worked when you are greeted by a picture of Prince Philip.
  - There are several things that can go wrong with registration so if you can't get signed in email the office and we will have a look to see if all is correct on the registration.
3. Click continue.
  4. Fill in the form with your personal details. Don't worry this isn't used for marketing purposes.
- All starred fields must be filled in.
  - There are two boxes referring to disability and whether or not you receive free school meals, etc. There is an option to "prefer not to say" if you would rather not say. Don't worry though, this isn't shared with anyone.
  - When you reset the password please write your new one down somewhere as myself and Mr Murphy cannot access this if you forget it.
  - Use an email address you can access easily as you will need this when you inevitably forget your password and need to do a reset. It doesn't have to be yours.

## Selecting your activities:

1. Select the option that corresponds to the block you have chosen to do for 6 months (for example physical 6 months, volunteering 3 months, skill 3 months).
2. Click on the block you want to fill in (eg skill).
3. Fill in the information for your chosen activity.
  - All starred fields must be filled in.
  - Assessor cannot be an immediate family member.
  - Start date can be in the past, anytime back to September 1<sup>st</sup> 2019. Don't worry about projected end date as we know that many activities will get paused along the way.
  - Leader needs to be set to Mr Rooks.
4. Click submit and this will send it for approval.
  - You may need to provide more information to Mr Rooks or Mr Murphy.
  - Not all sections need to be filled in at the same time and one section can be completed and signed off before any others are even recorded.

## Logging evidence:

1. Click add evidence
  - You can add a photo, text or a document.
2. Click the type of evidence you want to add.
3. Click select file.
4. Find the file you want to upload on the device. Select Open.
  - This evidence can be removed at a later date if needed. Don't worry it is not in the public domain.