

## Participant User Guide: Changing an activity on eDofE

### Step one

Status:	Programme planner approved
Timescale:	3 Months
* Start date:	01/10/2019
Earliest completion date:	01/01/2020
* Type/category of activity:	Coaching teaching and leadership
* Detailed activity chosen:	Football Coaching
* Where are you going to do it?	Avon Athletic FC
* What are your goals? What do you want to achieve?	Help out coaching the younger age groups.
* Assessor's name:	Ben McCarthy
* Assessor's position:	Football Coach
Assessor's email:	BMC@Avon.co.uk
Assessor's telephone no:	



- If your programme planner has been approved by your DofE Leader and you want to change your activity, you will need to go to 'My (Award level) DofE', select your section and select 'Change activity'.
- Please check with your DofE Leader that your proposed activity change is acceptable and meets the DofE programme requirements before submitting it through eDofE.

### Can I make this change on the DofE App?

Unfortunately, not. Changes to programme planners can only be made on [www.eDofE.org](http://www.eDofE.org)

[Change activity](#)

[Revert to draft](#)

### Step two

**Change activity** [x]

To change the activity you are doing for this section, fill in the details below and submit to your Leader for approval.

\* Type/category of activity:

\* Detailed activity chosen:  ?

\* Where are you going to do it?  ?  
7/140 characters used

\* What are your goals? What do you want to achieve?  ?  
134/140 characters used

\* Assessor's name:  ?

\* Assessor's position:

Assessor's email:

Assessor's telephone no:

\* Select your Leader:

- Once you have clicked on 'Change activity', this window will pop up.
- Continue to input your new activity and details of your new assessor. Be sure to include some contact information in the boxes provided.
- Please include as much information as possible about your new activity.
- Once all information has been added, click on 'Submit change'.

### What if I want to change my activity for a second time?

You can only change your activity once per section.

[Submit change](#)

### Step three

Your request to change activity has been sent to Tom Test

Status:	<i>Pending change</i>
Timescale:	<i>3 Months</i>
* Start date:	<i>01/10/2019</i>
Earliest completion date:	<i>01/01/2020</i>
* Type/category of activity:	<i>Helping a charity or community organisation</i>
* Detailed activity chosen:	<i>Check up calls</i>
* Where are you going to do it?	<i>At Home</i>
* What are your goals? What do you want to achieve?	<i>To call the residents of a local retirement home and talk to them about their day to tackle loneliness. Twice a week for half an hour.</i>
* Assessor's name:	<i>Tom Test</i>
* Assessor's position:	<i>DofE Leader</i>
Assessor's email:	<i>TestT@Leader.com</i>
Assessor's telephone no:	



- Once submitted, you will get a green notification stating that your activity has been sent for approval to your DofE Leader.

- Your DofE Leader will review your activity change and either approve it, or if they require more detail, send it back to you for editing. Remember to include how regularly you will be doing the activity and for how long.

- If you change your mind, you will have the option to withdraw this activity change. Just click on 'Withdraw change activity'.

[Withdraw change activity](#)

### Step four

Status:	<i>Programme planner approved</i>
Timescale:	<i>3 Months</i>
* Start date:	<i>01/10/2019</i>
Earliest completion date:	<i>01/01/2020</i>
* Type/category of activity:	<i>Helping a charity or community organisation</i>
* Detailed activity chosen:	<i>Check up calls</i>
* Where are you going to do it?	<i>At Home</i>
* What are your goals? What do you want to achieve?	<i>To call the residents of a local retirement home and talk to them about their day to tackle loneliness. Twice a week for half an hour.</i>
* Assessor's name:	<i>Tom Test</i>
* Assessor's position:	<i>DofE Leader</i>
Assessor's email:	<i>TestT@Leader.com</i>
Assessor's telephone no:	



- Once your change of activity has been approved, your section will look like this, with your new activity.

- You will be able to view your previous activity by clicking on the 'Previous activity' button.

#### What if I change my activity without starting my previous activity?

This is fine. In this instance, you would treat this as if you had started the section with this new activity. Once you have completed the section for the required time, please ask your assessor to submit their report through the online assessor portal. You'll need to provide them with your eDofE ID Number; alternatively, they could complete the report card in your DofE Welcome Pack.

[Revert to draft](#)

[Previous activity](#)