

## Expedition Set Up Quick Guide

[www.tiny.cc/expeditionsection](http://www.tiny.cc/expeditionsection) for all our expedition resources

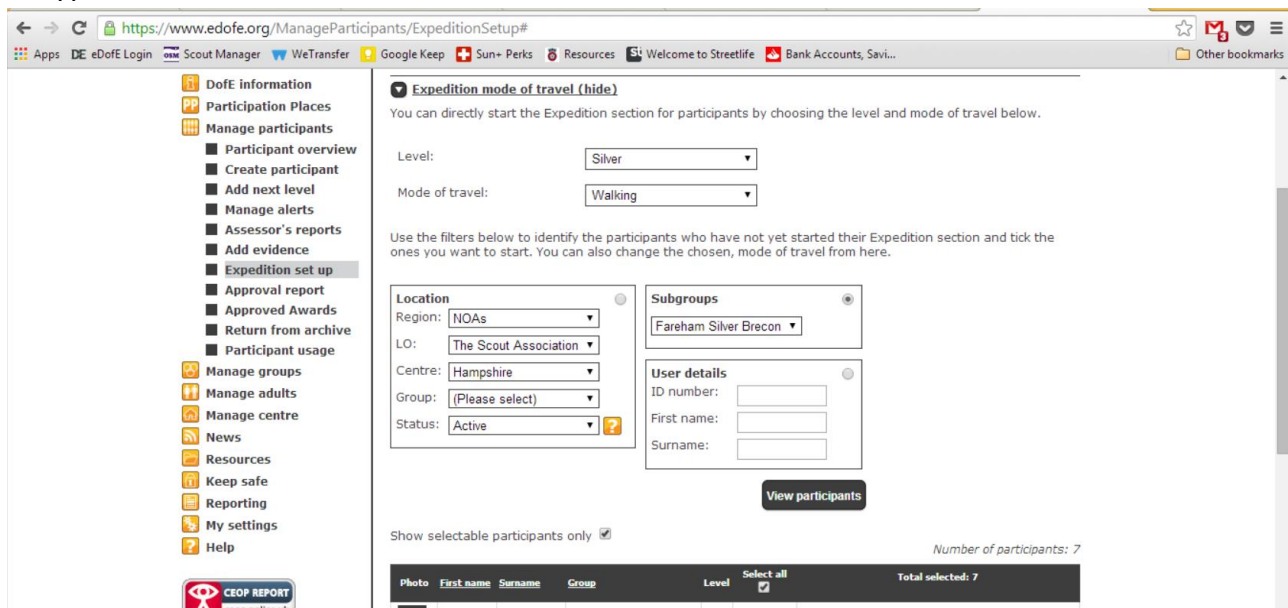
### Using Sub Groups

A subgroup will make setting up your expedition much easier. You can set up each group as a sub group, only you will be able to see these groups.

1. Login to EDofE
2. Click Manage Groups, then Manage Subgroups
3. Under "Add New Subgroup" type the name e.g. Fareham Silver Brecon Beacons then ADD.
4. Click on view/edit members.
5. You can add participants from a DofE group or by name (only those you have access to).
6. When you have added all members, click save.

### Expedition Set Up

1. Under Manage Participants, choose Expedition Set Up.
2. Each section is under a tab e.g. mode of travel, expedition training, practice expedition, qualifying expedition and presentation.
3. For each section, complete the mandatory fields and then select the participants you wish to add the information to. It will overwrite anything they have entered.
4. You can select participants in three ways: from your group (use location), from the sub group (see above, select from list) or one individual. Click View Participants. Tick those you wish to apply to OR select all. The click the SET button at the bottom.
5. Repeat these steps for each section.
6. Remember the participants still need to add the team aim and personal objectives and the assessor needs to put the report in via [www.dofe.org/assessor](http://www.dofe.org/assessor) or you/participants can upload through Manage Participants add evidence.
- 7.



The screenshot shows the 'Expedition mode of travel (hide)' section in the EDofE system. The interface includes a sidebar with navigation options like 'DofE information', 'Participation Places', and 'Manage participants'. The main content area has a 'Level' dropdown set to 'Silver' and a 'Mode of travel' dropdown set to 'Walking'. Below these are filters for 'Location' (Region: NOAs, LO: The Scout Association, Centre: Hampshire, Group: (Please select), Status: Active) and 'Subgroups' (Fareham Silver Brecon). There is also a 'User details' section with fields for ID number, First name, and Surname. A 'View participants' button is visible. At the bottom, there is a table header with columns for Photo, First name, Surname, Group, Level, and a 'Select all' checkbox. The total number of participants is shown as 7, with 7 selected.

If you have any queries, please drop us an email [dofe@scouts-hants.org.uk](mailto:dofe@scouts-hants.org.uk).

### Hampshire Scouts

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