

Registration in the new Online System of the EYF

Your NGO is already registered in the current EYF database

I. How to access the registration form

- ✓ To log on to the new online system you will use your organisation's email address (not your registration number) and your present password which you currently use to access the old EYF online system.
- ✓ Do not change your email address or password now in the old system as this information has already been transferred to the new system.
- ✓ Later on in this document you will receive instructions on how to change this information in the new system.
- ✓ Click on "login".

The screenshot shows the Council of Europe website with the EYF (European Youth Foundation) section. The 'Login' link in the top navigation bar is highlighted with a red circle and a red arrow. Below the navigation bar, there is a banner for the 'EUROPEAN YOUTH FOUNDATION' with the text 'ONLINE SYSTEM' and 'SYSTÈME EN LIGNE'. A green octagonal sign with 'GO!' is also visible. To the right, there is a calendar for May 2013 and a section titled 'EYF AS SEEN BY YOUTH'.

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EN FR INTRANET ACCESS

Council of Europe

Democracy

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EUROPEAN YOUTH FOUNDATION

ONLINE SYSTEM
SYSTÈME EN LIGNE

GO!

Online system up and running

APPLICATION AND REGISTRATION SYSTEM NOW LAUNCHED

Dear friends,

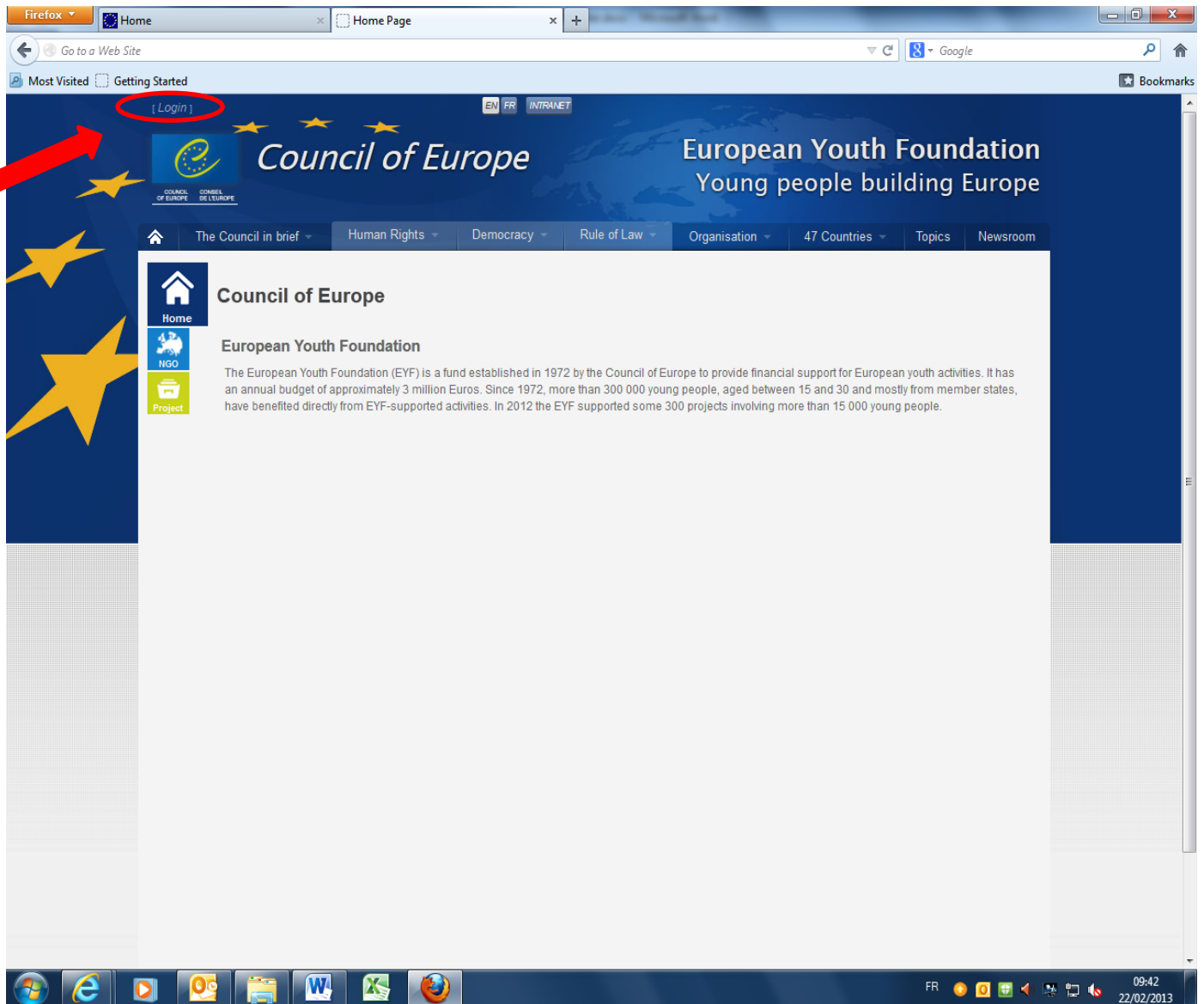
You may be aware that the online registration and application system had been delayed because of technical difficulties. The system is now up and running. This means that you are finally able to log in. To help you register/apply/update your NGO's information, please click below (choose the case that applies to your organisation).

We thank you for your patience and your understanding,

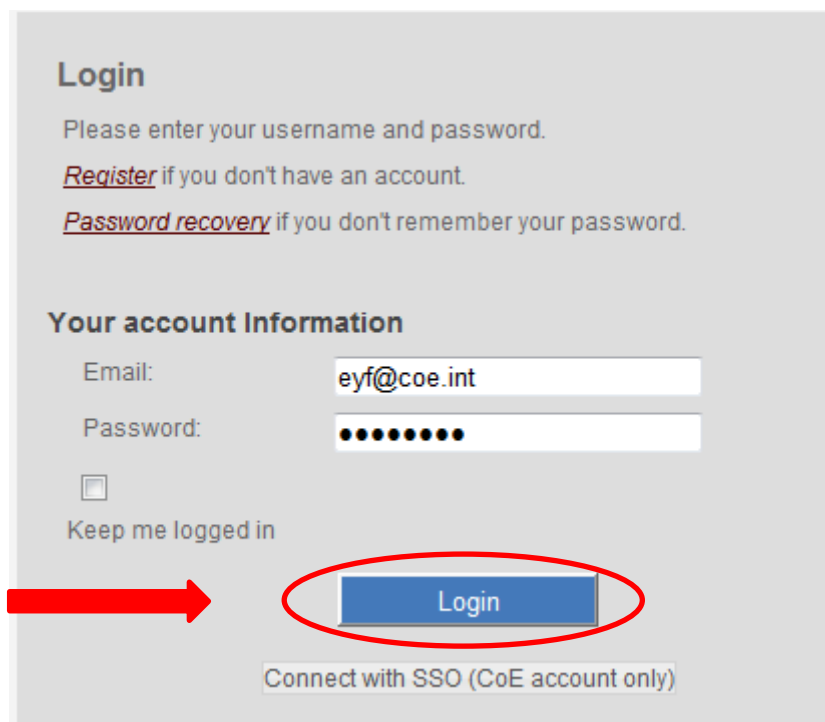
FR

14:03
14/05/2013

- ✓ Click on “login” at the top of the main page on the left hand side.



- ✓ Insert the information in the login box and then you click on the blue button “login” to be connected to the new online system.



Login

Please enter your username and password.

[Register](#) if you don't have an account.

[Password recovery](#) if you don't remember your password.

Your account Information

Email:

Password:

☐

Keep me logged in

Login

Connect with SSO (CoE account only)

A red arrow points to the blue 'Login' button, which is also circled in red.

II. How to fill in the registration form

- ✓ After the login you will reach the first tab of the registration form in the NGO section with the title “General Information”. The form already contains the main information about your organisation which has been transferred from the previous system.

Your current registration form in the new online system is in “Draft” status so that you are free to add and change the information in the form.

The screenshot shows the EYF registration interface. At the top, there is a navigation bar with links: Home, NGO, and Project. Below this, a horizontal menu contains several tabs: 'General information' (highlighted with a red circle and arrow), 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and '0 Comment'. The 'General information' tab is active, displaying a form titled 'General information'. The form contains the following fields:

- NGO Name: NGOTEST
- Acronym (max 10 characters): * NT
- NGO Type: * National youth organisation
- Head office (contact details for any correspondence with the EYF):
 - Postal address of your organisation:
 - Street number and name
 - Additional address
 - Post code:
 - Town:
 - GPS coordinates
 - Country: * France
 - Phone :
 - Email: ngotest@ngotest.org
 - Web site:

At the bottom of the form, there are three buttons: 'Save (No validation request)', 'Next page →', and 'Export to PDF'.

- ✓ There are 5 obligatory tabs to be completed in the registration form (General information, Legal representative, Vision, Member information and Validation). The tab "Bank details" will become obligatory if your registration is validated and you receive an EYF grant.
Please take your time to fill in the missing sections and to modify the existing parts of the form, if necessary.
- ✓ The fields with * are obligatory, meaning these fields must be filled in otherwise the registration form cannot be submitted.



You can modify all data apart from the Email address and the password at this stage as this information is your login and you will be contacted through this email address in case of questions concerning the registration process. However after the validation of your registration form you can change this information. To do so please follow the procedure in chapter III.

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General informationLegal representativeVisionMember informationBank detailsValidation0 Comment

General information (Draft)

NGO Name: ? NGOTEST

Acronym (max 10 characters): * ? NT

NGO Type: * ? National youth organisation

Head office (contact details for any correspondence with the EYF):

Postal address of your organisation

Street number and name

Additional address

Post code: Town:

GPS coordinates ?


Country: * France

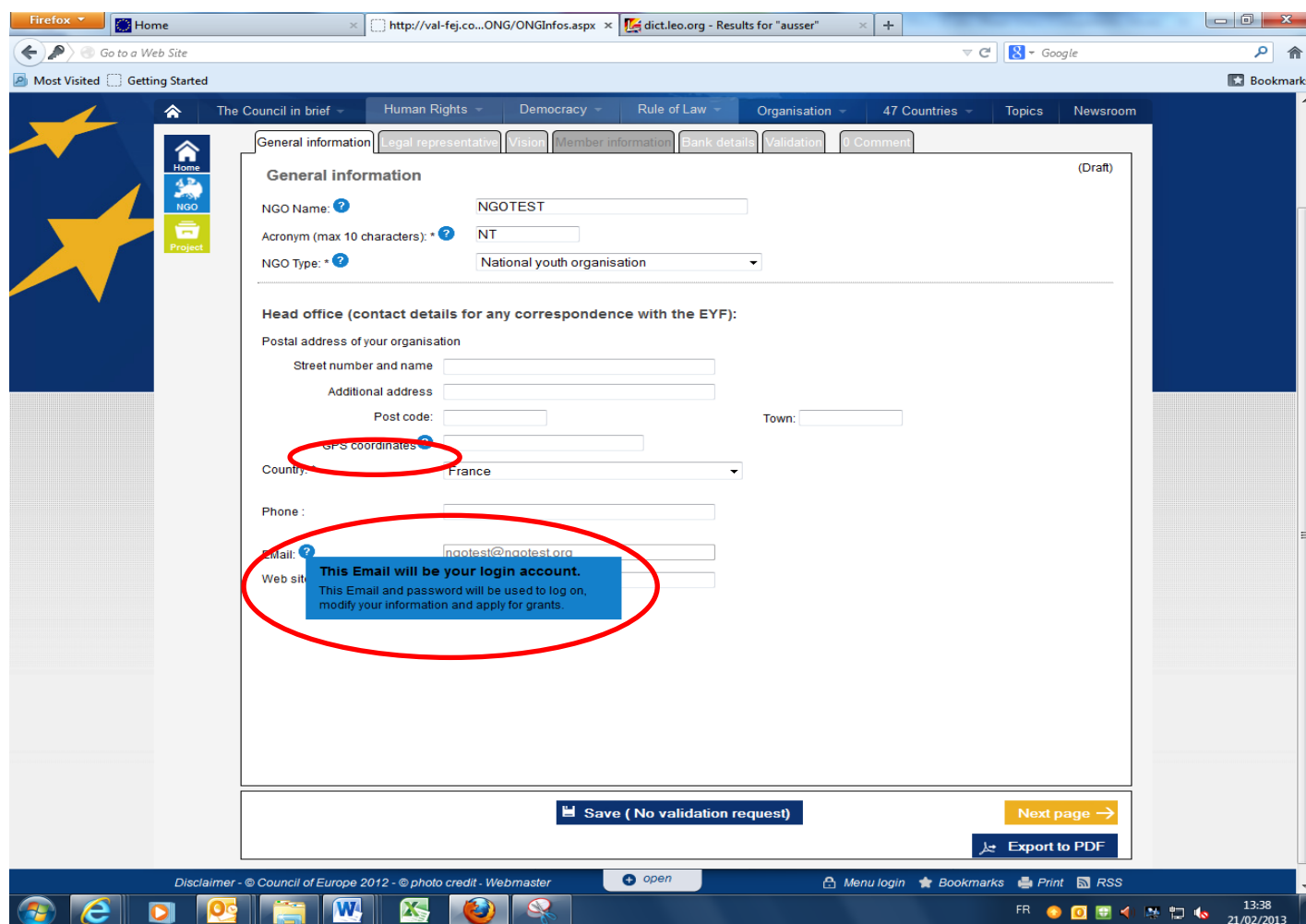
Phone :

Email: ? ngotest@ngotest.org


Web site:

Save (No validation request)Next page →Export to PDF

- ✓ If you do not understand which information is required in certain sections move the cursor over the question mark  and a short explanation will appear next to it.



- ✓ Provide your GPS coordinates as this information will feed the map on the homepage of the EYF. To do so follow the [instructions](#).

 Verify if the type of organisation (field “NGO Type”) which is indicated for your organisation is still correct as this might have changed.

Make sure you fit into one of the following categories and choose this in the drop down menu:

Type of organisation	Eligibility criteria
International youth NGO	Members/branches in at least 7 Council of Europe member states (main office/seat + 7 Members of 7 other countries)
International network of youth NGOs	At least 7 youth NGOs in 7 different countries (applicant organisation + 6 NGOs of other 6 countries)
Regional network of youth NGOs	Present in at least 4 and not more than 6 countries (applicant NGO + 3 to 5 NGOs in other member countries)
National youth NGO	Based in Council of Europe member state at national level
Local youth NGO	Based in Council of Europe member state at local level

Firefox Home http://val-fej.co...ONG/ONGInfos.aspx dict.leo.org - Results for "ausser" Go to a Web Site Google

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Home NGO Project

General information Legal representative Vision Member information Bank details Validation 0 Comment (Draft)

General information

NGO Name: ? NGOTEST

Acronym (max 10 characters): * ? NT

NGO Type: * ?

- National youth organisation
- International youth organisation
- International network of youth organisations
- Regional network of youth organisations
- National youth organisation
- Local youth organisation

Head office (contact details for)

Postal address of your organisation

Street number and name

Additional address

Post code: Town:

GPS coordinates ?

Country: * France

Phone :

Email: ? ngotest@ngotest.org

Web site:

Save (No validation request) Next page → Export to PDF

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FR 13:55 21/02/2013

- ✓ After completing the information in each tab you must click on the button “Save (no validation request)” at the bottom of each page otherwise your information will be lost. Then you continue by clicking on the button “Next page”.

The screenshot displays the 'General information' tab of a web form for the European Youth Foundation (EYF). The form is titled 'General information' and is marked as '(Draft)'. It contains several input fields and dropdown menus for user information. The 'NGO Name' field is filled with 'NGOTEST', the 'Acronym' with 'NT', and the 'NGO Type' dropdown is set to 'National youth organisation'. The 'Head office (contact details for any correspondence with the EYF):' section includes fields for 'Postal address of your organisation', 'Street number and name', 'Additional address', 'Post code', 'Town', 'GPS coordinates', 'Country' (set to 'France'), 'Phone', 'Email' (filled with 'ngotest@ngotest.org'), and 'Web site'. At the bottom of the form, two buttons are circled in red: 'Save (No validation request)' and 'Next page →'. An 'Export to PDF' button is also visible at the bottom right.

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General information (Draft)

NGO Name: ? NGOTEST

Acronym (max 10 characters): * ? NT

NGO Type: * ? National youth organisation ▾

Head office (contact details for any correspondence with the EYF):

Postal address of your organisation

Street number and name

Additional address

Post code: Town:

GPS coordinates ?

Country: * France ▾

Phone :

Email: ? ngotest@ngotest.org

Web site:

Save (No validation request) Next page → Export to PDF

Complete all subsequent tabs by following the same procedure.

- ✓ You will not be able to submit the registration form without attaching a copy of your **statutes** (in the original language plus a translation and/or summary in English or French) and your most recent **annual activity report** (if you do not publish an annual report, attach a detailed list of your recent youth activities). Please upload these documents in the tab "Vision".

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Vision

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Validation

Vision

Vision and mission * ?

What is the vision and mission of your organisation? Who is targeted by your activities? Which age group of people do you want to reach? Give examples of activities carried out in the past by, for and with young people.

Functioning and decision-making * ?

What is the structure of your organisation and how does it work? Do you have a legal personality? Do you have clear statutes explaining how you function (these should include name, objectives, powers, governing body, etc)? Attach a copy below. Who takes the decisions, how, how often and on what? Who are your members? If you have national branches, provide details under "Member information".

Annual report * ?

File:

•

Statutes * ?

File(s):

•

•

← Previous page

Next page →

Export to PDF

✓ The tab “Member information” is only accessible for:

- International youth organisations

The screenshot shows the 'Member information' tab selected in the top navigation bar. The left sidebar contains 'Home', 'NGO', and 'Project' buttons. The main content area has a sub-header 'Member information' with a help icon. Below it, the text reads: 'If you are a **international organisation** please provide details of your members (7 minimum, excluding head office)'. A red circle highlights the text 'international organisation'. At the bottom right, there is an 'Add member' button with a plus icon.

- International network of youth organisations

The screenshot shows the 'Member information' tab selected. The text in the main content area reads: 'If you are a **international network** please provide details of your members (6 members minimum)'. A red circle highlights the text 'international network'. The 'Add member' button is visible at the bottom right.

- Regional network of youth organisations

The screenshot shows the 'Member information' tab selected. The text in the main content area reads: 'If you are a **regional network** of youth NGOs, please provide details of your members (minimum 3, maximum 5, i.e. a maximum of 6 NGOs in total)'. A red circle highlights the text 'regional network'. The 'Add member' button is visible at the bottom right.


- ✓ If your organisation is established at international or regional level you will be asked to provide a description of each member/branch and a contact person (name, function, e-mail). In this case click on the button “Add member” at the right hand side.

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General information Legal representative Vision Member information Bank details Validation

Member information ?



If you are a regional network of youth NGOs, please provide details of your members (minimum 3, maximum 5, i.e. a maximum of 6 NGOs in total)

 **Add member**

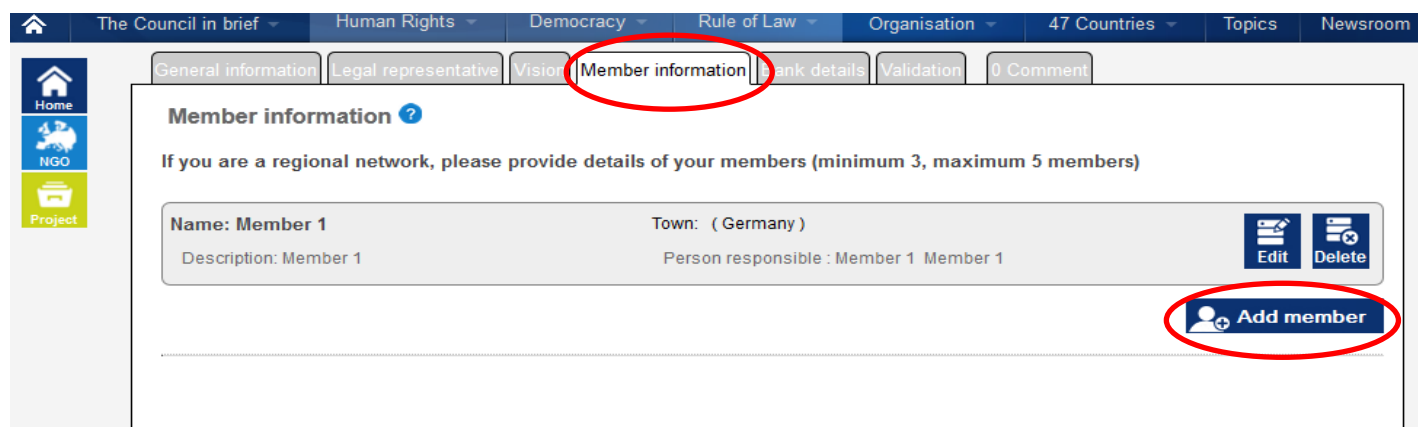
- ✓ The following page will open. Again the fields with * are obligatory and must be filled in. Complete the form and click on “Save” at the bottom of the page.

Name: *
Description: *
Postal address of your organisation
Street number and name
Additional address
Post code: Town:
Country: *
Phone :
Email: *
Web site: http://
Vision and mission *
Functioning and decision making

Person responsible
First name: *
Surname: *
Function: *
Phone:
Email: *

 **Cancel**  **Save**

- ✓ Then you will be back on the main page of the tab “Member information” and you can see the main information which you provided for each member. Click on the button “Add member” again in order to provide this information for each of your members/branches.



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General information Legal representative Vision **Member information** Bank details Validation 0 Comment

Member information ?

If you are a regional network, please provide details of your members (minimum 3, maximum 5 members)

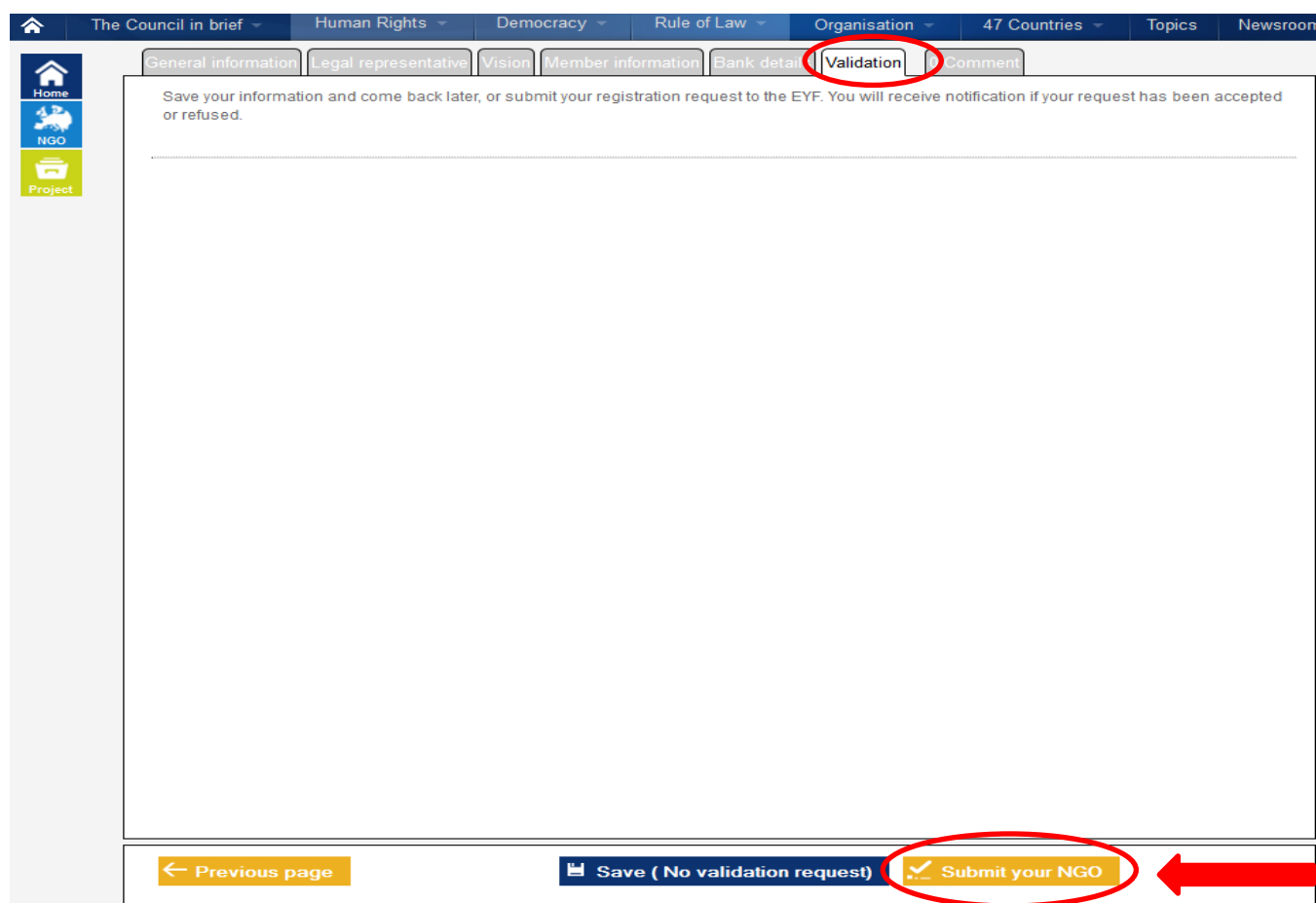
Name: Member 1 Town: (Germany)
Description: Member 1 Person responsible : Member 1 Member 1

Edit Delete

Add member

After finishing this tab (as explained for each tab) you must click on “Save (No validation request)” at the bottom of this page.

- ✓ After completing the registration form you click on “Submit your NGO” at the bottom of the tab “Validation”.



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The Council in brief Human Rights Democracy Rule of Law Organisation 47 Countries Topics Newsroom

General information Legal representative Vision Member information Bank details **Validation** Comment

Save your information and come back later, or submit your registration request to the EYF. You will receive notification if your request has been accepted or refused.

← Previous page Save (No validation request) **Submit your NGO**

You will receive error messages if any of the obligatory fields have not been filled in.

III. After submitting your registration form to the EYF

STATUS: NEW

- ✓ After submitting your registration form the status of your NGO changes to “New”. If you login to the system again you can see this change of status at the top of the form on the right hand side.

The screenshot shows the EYF registration form with the 'General information' tab selected. The status '(New)' is circled in red at the top right, with a red arrow pointing to it. The form contains the following fields:

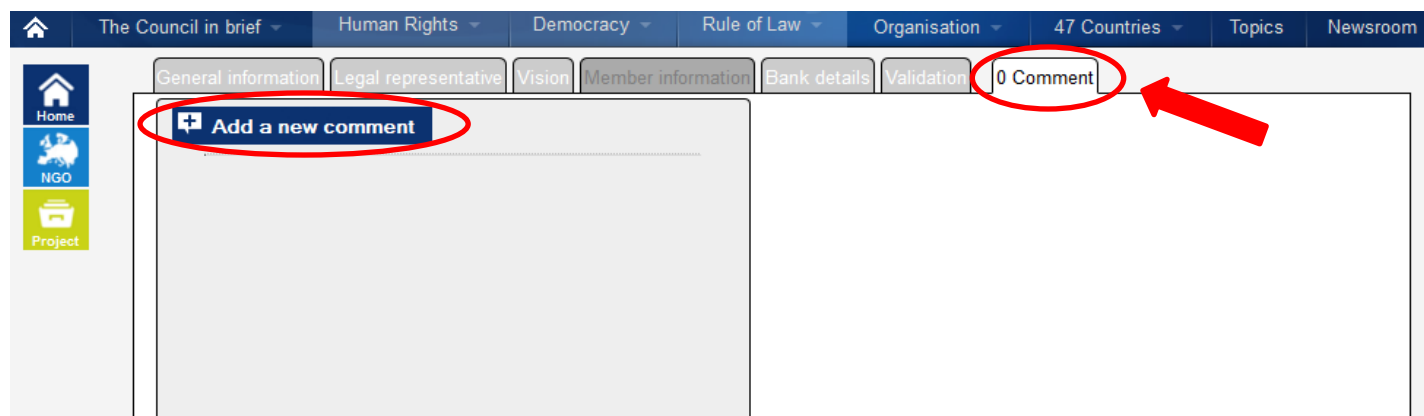
- NGO Name: NGOTEST
- Acronym (max 10 characters): NT
- NGO Type: Regional network of youth organisations
- Head office (contact details for any correspondence with the EYF):
 - Postal address of your organisation:
 - Street number and name
 - Additional address
 - Post code:
 - Town:
 - GPS coordinates
 - Country: * France
 - Phone :
 - Email: ngotest@ngotest.org
 - Web site:

At the bottom right, there are two buttons: 'Next page →' and 'Export to PDF'.

You cannot modify anything on the form until the EYF Secretariat has validated your registration or given you access to the form again by asking for further information.

But in case **you have any questions** you can add a comment if necessary.

- ✓ In this instance you click on “Add a new Comment” in the tab “Comment”.



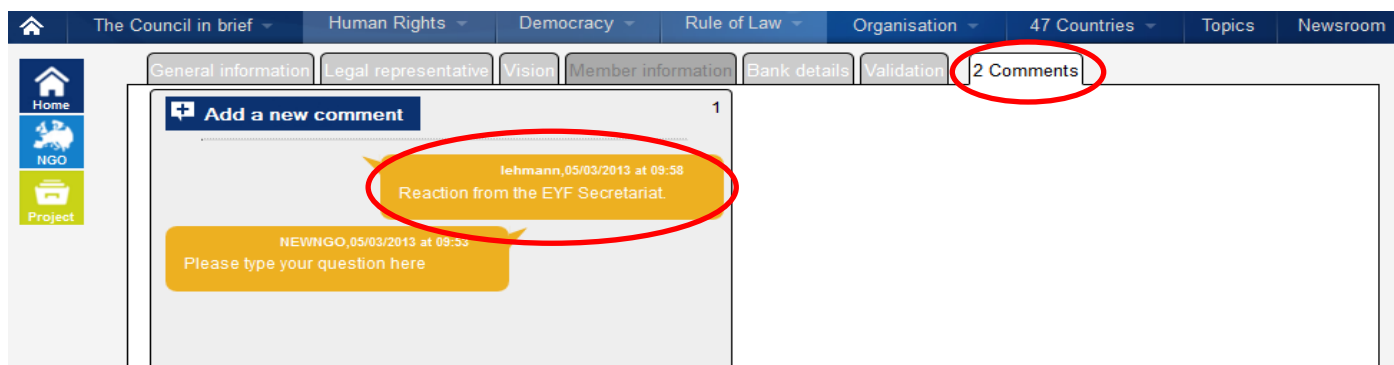
- ✓ Write your comment or question in the box which opens and then you click on the button “Add your Comment”.



- ✓ Your comments will appear in orange on the left hand side in the tab “Comment”.



- ✓ You will be informed by email when the EYF responds to your comment. If you log on to the online system again and there you can see the EYF comments in the tab “Comment” on the right hand side.



The numbers of comments in this section are counted in the tab “Comment” at the top on the right hand side of the page.

During this period of exchange the status of your organisation does not change – your organisation will remain in status “New”.

STATUS: RESUBMIT

- ✓ On the other hand, if during this period **the EYF needs more information** about your organisation you will be informed about this by e-mail and you will be able to access your form.
- ✓ In this case you should login to the registration form again (use your e-mail address and the password which you indicated in the registration form). As you can see on the right hand side of the page the status of your organisation changed into “Resubmit”

The screenshot shows the EYF registration form with the 'General information' tab selected. The status '(Resubmit)' is circled in red with an arrow pointing to it. The form contains the following fields:

- NGO Name: NEWNGO
- Acronym (max 10 characters): NNO
- NGO Type: National youth organisation
- Head office (contact details for any correspondence with the EYF):
 - Postal address of your organisation:
 - Street number and name
 - Post code
 - Town
 - GPS coordinates
 - Country: France
 - If "Other" country, specify:
 - Phone:
 - Email: new@new.org
 - Web site:

At the bottom of the form, there are two buttons: 'Save (No validation request)' and 'Next page →'. There is also an 'Export to PDF' button.

- ✓ In the tab “Comment” you can see in the green box what further information is required by the EYF.

The screenshot shows the EYF portal interface. The top navigation bar includes links for 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. On the left, there are icons for 'Home', 'NGO', and 'Project'. The main content area has tabs for 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and '3 Comments'. The 'Validation' tab is active, and the '3 Comments' sub-tab is selected. A comment box titled 'Add a new comment' is visible. Below it, there are three comments: a green one from 'palisser,05/03/2013 at 11:27' saying 'Please send more information on your structure', an orange one from 'lehmann,05/03/2013 at 09:58' saying 'Reaction from the EYF Secretariat.', and an orange one from 'NEWNGO,05/03/2013 at 09:53' saying 'Please type your question here'.

In Status “Resubmit” the form is open again and you are able to modify the requested sections. After finalising the modifications you click on the button “Submit your NGO” at the bottom of the tab “Validation”.

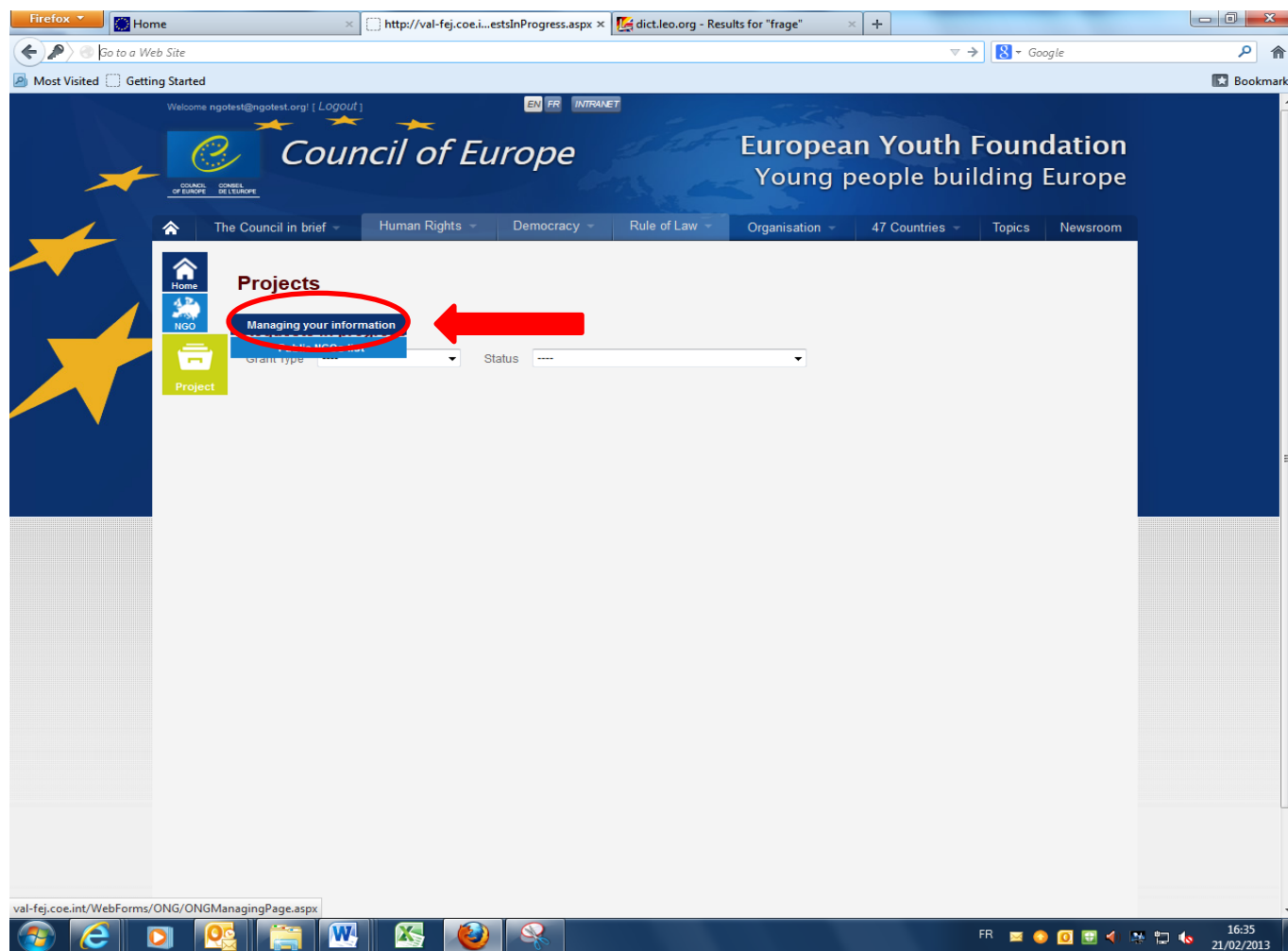
The screenshot shows the EYF portal interface with the 'Validation' tab selected. The main content area displays the text: 'Save your information and come back later, or submit your registration request to the EYF. You will receive notification if your request has been accepted or refused.' Below this text is a large empty box for additional information. At the bottom of the page, there are four buttons: 'Previous page', 'Save (No validation request)', 'Submit your NGO' (which is highlighted with a red circle), and 'Next page'. There is also an 'Export to PDF' button on the far right.


After submitting your NGO again the Status changes back to “New”.

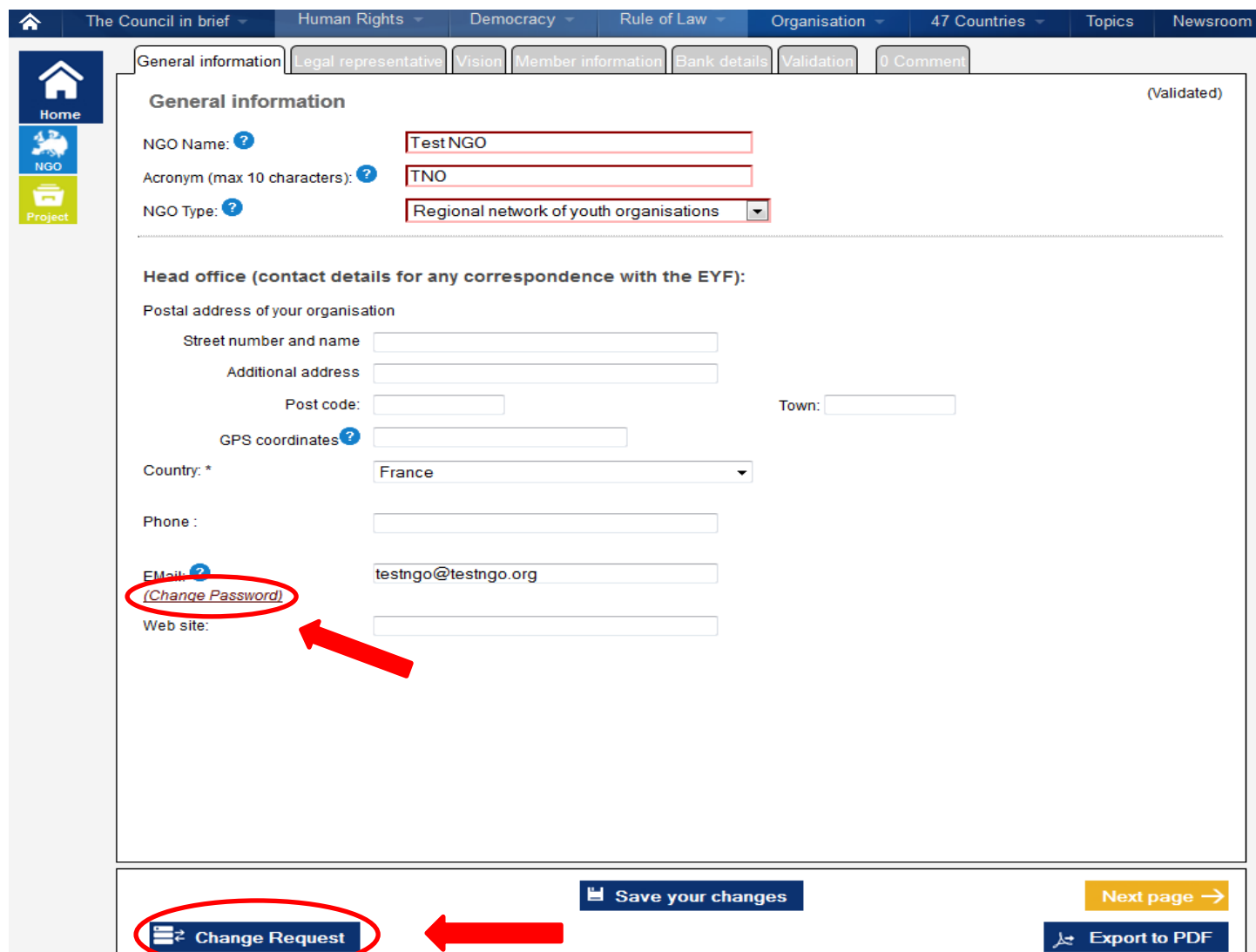
- ✓ If your registration is not accepted, you will receive a message explaining why.

STATUS: VALIDATED

- ✓ If your registration form is validated by the EYF you will receive a confirmation e-mail.
In this case please login again to your account and go back to the registration form. After logging in you can access the registration form by first clicking on the button “NGO” and then on “Managing your Information” in the menu on the left hand side.



 The first thing which essentially must be done is to modify your provisional password. First you must click on the button “Change request” at the bottom of the page and then you click on “Change Password” below Email.



General information | Legal representative | Vision | Member information | Bank details | Validation | 0 Comment

General information (Validated)

NGO Name: ? Test NGO

Acronym (max 10 characters): ? TNO

NGO Type: ? Regional network of youth organisations

Head office (contact details for any correspondence with the EYF):

Postal address of your organisation

Street number and name

Additional address

Post code: Town:

GPS coordinates ?

Country: * France

Phone :

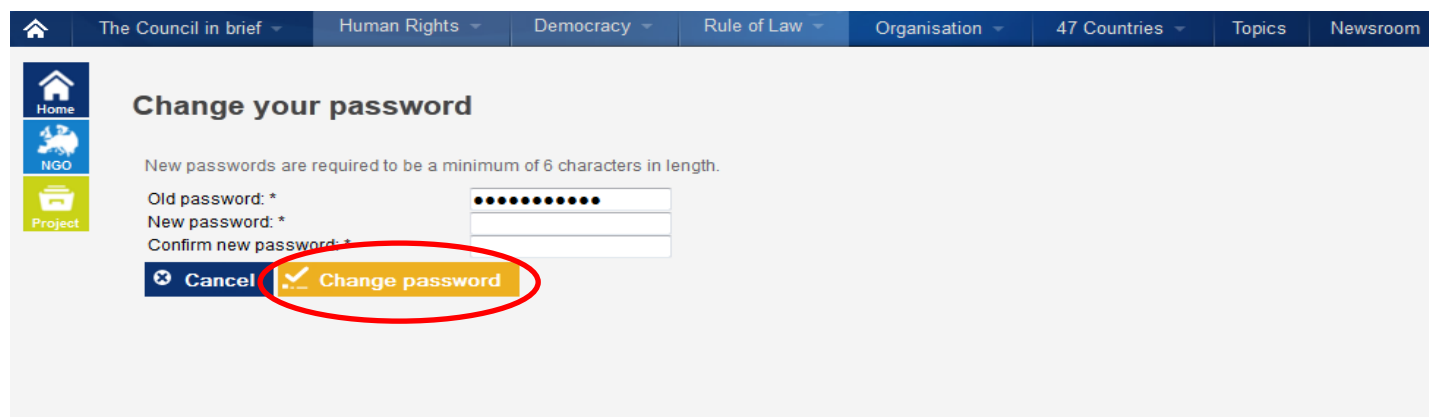
Email: ? testngo@testngo.org

(Change Password)

Web site:

Change Request **Save your changes** **Next page** **Export to PDF**

On the following page you insert and confirm your new password. Then you click on “Change password”.



Change your password

New passwords are required to be a minimum of 6 characters in length.

Old password: *

New password: *

Confirm new password: *

Cancel **Change password**

- ✓ If you wish to modify any information which was provided in the registration form **after the validation of your organisation** you must click on the button “Change request” at the bottom of the page (this button you can find at the bottom of each tab).
- ✓ At this stage you are free to change the Email address (tab “General information”), if you wish to be contacted through another address, but please keep in mind that this will also be your new login.
- ✓ Once you indicated the changes in the tab you must click on “Save your changes” at the bottom of the page otherwise this information will be lost.
- ✓ Changes in the red boxes “NGO Name, Acronym, NGO Type” as well as changes in the field “Country” are subject to validation of the EYF.

The screenshot displays the EYF registration interface. At the top, a navigation bar includes links like 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a sidebar on the left contains 'Home', 'NGO', and 'Project' icons. The main content area is titled 'General information' and features a tabbed interface with 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and '2 Comments'. The 'General information' tab is active, showing fields for 'NGO Name' (filled with 'NGOTEST'), 'Acronym (max 10 characters)' (filled with 'NT'), and 'NGO Type' (a dropdown menu set to 'Regional network of youth organisations'). Below these is the 'Head office (contact details for any correspondence with the EYF):' section, which includes fields for 'Postal address of your organisation' (Street number and name, Additional address, Post code, Town), 'GPS coordinates', 'Country' (a dropdown menu set to 'France'), 'Phone', 'Email' (filled with 'ngotest@ngotest.org'), and 'Web site'. A red arrow points to the 'Country' field. At the bottom of the form, there is a 'Change Request' button, a 'Save your changes' button (circled in red), a 'Next page' button, and an 'Export to PDF' button.

General information | Legal representative | Vision | Member information | Bank details | Validation | 2 Comments

General information (Validated)

NGO Name: ? NGOTEST

Acronym (max 10 characters): ? NT

NGO Type: ? Regional network of youth organisations

Head office (contact details for any correspondence with the EYF):

Postal address of your organisation

Street number and name

Additional address

Post code: Town:

GPS coordinates ?

Country: * France

Phone :

Email: ? ngotest@ngotest.org
(Change Password)

Web site:

Change Request Save your changes Next page → Export to PDF

- ✓ You can verify in the last tab “Comment” if these specific change requests have been submitted to the EYF – if you can see a blue box there appearing on the left hand side stating your change request this means your request has been submitted and awaits validation by the EYF.

The screenshot displays the EYF website interface. At the top, a navigation bar includes links for 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a secondary navigation bar features tabs for 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and '1 Comment'. The '1 Comment' tab is active, showing a comment section with an 'Add a new comment' button. A blue comment box is visible, containing the text: 'NGOTEST, 21/02/2013 at 16:47' and 'The NGO NGOTEST requests for Acronym : Change the value 'NT' to NGOT'. This comment box is circled in red. On the left side of the page, there is a vertical menu with icons for 'Home', 'NGO', and 'Project'.

STATUS: AWAITING EYF AGREEMENT

During this period of validation by the EYF Secretariat the status of your NGO changes into "Awaiting EYF agreement".

The screenshot displays the EYF application form interface. At the top, a navigation bar includes links like 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a secondary navigation bar shows tabs for 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and '2 Comments'. The 'General information' tab is active, showing a form with the following fields: 'NGO Name' (NGOTEST), 'Acronym (max 10 characters)' (NGOTEST), 'NGO Type' (Regional network of youth organisations), 'Head office (contact details for any correspondence with the EYF):', 'Postal address of your organisation' (Street number and name, If "Other" country, specify, Post code, Town, GPS coordinates), 'Country' (France), 'Phone', 'Email' (ngotest@ngotest.org), and 'Web site'. A red arrow points to the 'Awaiting EYF Agreement' status, which is circled in red. At the bottom, there are buttons for 'Change Request' and 'Export to PDF'.

Home
NGO
Project

General information | Legal representative | Vision | Member information | Bank details | Validation | 2 Comments

General information

NGO Name: ? NGOTEST

Acronym (max 10 characters): ? NGOTEST

NGO Type: ? Regional network of youth organisations

Head office (contact details for any correspondence with the EYF):

Postal address of your organisation

Street number and name

If "Other" country, specify:

Post code: Town:

GPS coordinates ?

Country: * France

Phone :

Email: ? ngotest@ngotest.org

Web site:

Next page →

Change Request Export to PDF

Once your request is validated or rejected by the EYF you will be informed about this by e-mail. Again you will find an explanation in the tab "Comment". Pending validation by the EYF you cannot access any application forms during this time.