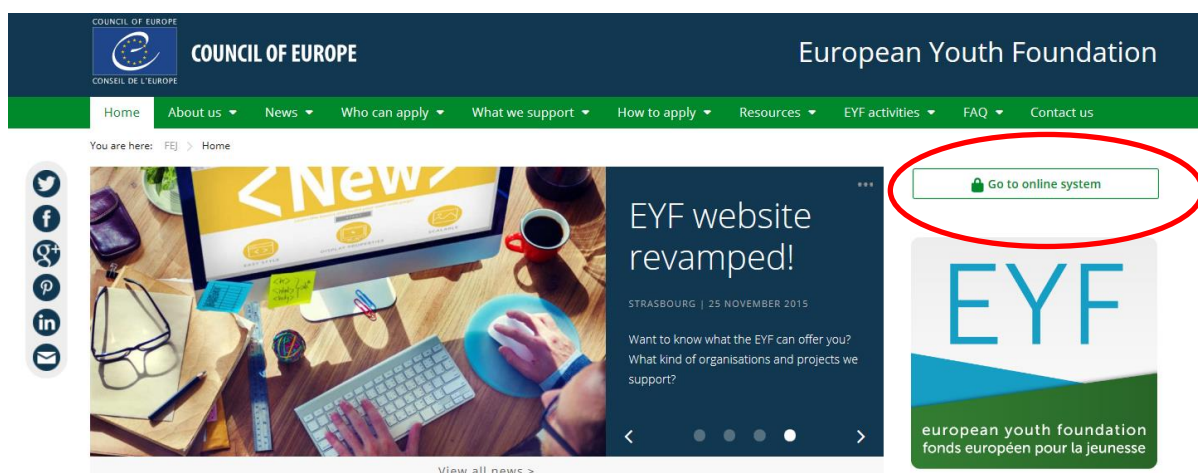


EUROPEAN YOUTH FOUNDATION

Guidelines for registration in the EYF Online System

1. How to access the registration form

From the EYF website <http://eyf.coe.int>, go to the online system.



My NGO was registered in the old EYF system (before 2013) > go to page 2.

My NGO is not yet registered with the EYF > go to page 3.

N.B. A Word version of the registration form is available on the [Forms and guidelines page](#) of the website.

i. *My NGO was registered in the old EYF system (before 2013)*

Click on “Login”



- ✓ To log on to the new online system you will use your organisation’s **email address** (not your registration number) and the **password** you used to access the old EYF system.



Do not click on “Connect with SSO”

When you click on “Login, you will arrive at the page “General information”, which has partly been filled in with details from your old form. **Go to page 4.**

ii. *My NGO is not yet registered with the EYF*

- ✓ Click on the blue button “NGO” and afterwards on “New NGO request”.



- ✓ Before accessing the registration form you are asked to answer 6 preliminary questions concerning your organisation, which you can answer by ticking “yes” or “no” only. Answer these questions to the best of your knowledge and click on the button “Confirm your answers”.

The screenshot shows the 'Registration request' form on the Council of Europe European Youth Foundation website. The header is the same as the previous image. The main content area is titled 'Registration request' and contains a section labeled 'Preliminary questions' with a question mark icon, which is circled in red. A red arrow points to this section from the right. Below the section title, there are six questions, each followed by 'Yes' and 'No' radio button options:

- My organisation is non-profit-making and non-governmental.
- My organisation has its own statutes.
- My organisation runs activities for young people (15-30).
- It is young people who take the decisions on our programme of activities.
- Members of my organisation are aged between 15 and 30.
- Our work is in line with the values and priorities of the Council of Europe.

At the bottom right of the form, there is a yellow button with a checkmark icon and the text 'Confirm your answers'.

In order to continue you must answer all 6 questions. You can still carry on and fill in the rest of the form even if you answer all questions in the negative, but it is quite certain your registration will not be accepted.

iii. How to fill in the registration form

- ✓ After answering the preliminary questions you will directly reach the first tab of the registration form with the title “General Information”.


The screenshot shows the 'General information' tab of a registration form. The form is divided into several sections. The 'General information' section includes fields for 'NGO name: *', 'Acronym (max 10 characters): *', 'NGO Type: *', '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: *', 'Phone:', 'Email: *', 'Login Password: *', 'Confirm your password: *', and 'Web site:'. The 'Email' field is highlighted with a red box, and the 'Login Password' and 'Confirm your password' fields are also highlighted with a red box. A red arrow points to the 'Email' field, and another red arrow points to the 'Login Password' and 'Confirm your password' fields. The 'General information' tab is also highlighted with a red circle.

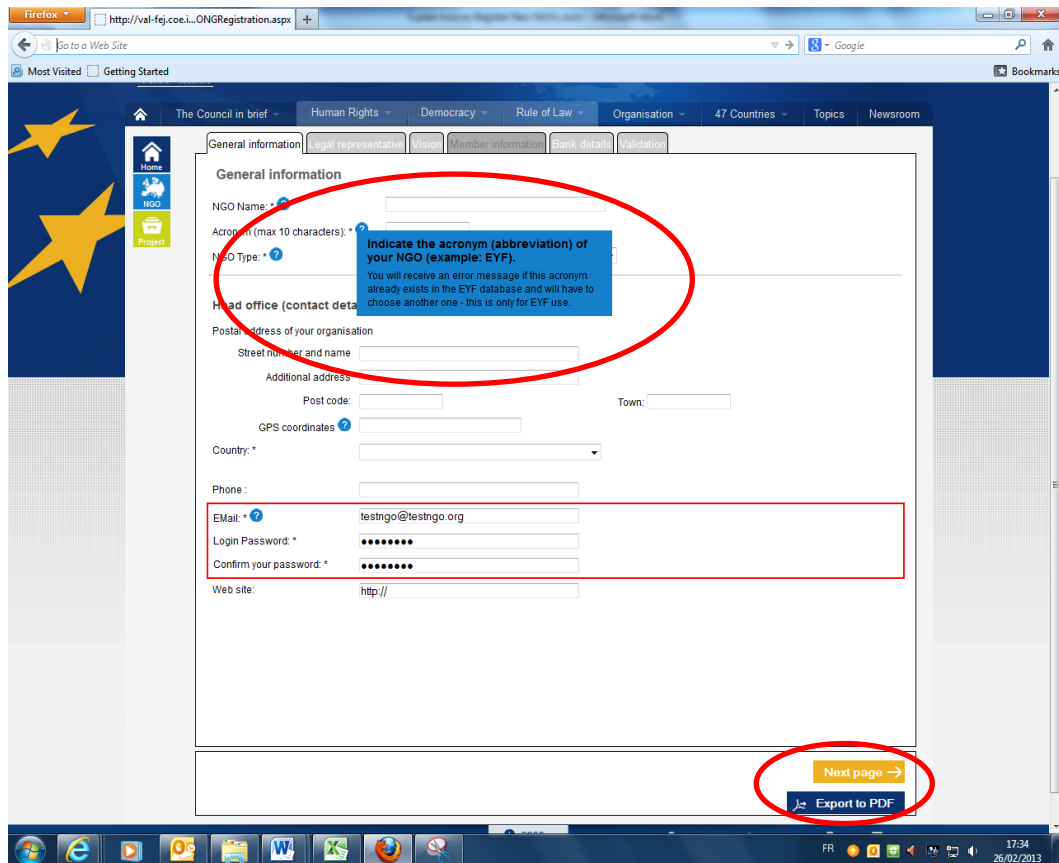


The fields “Email” and “Login Password” are essential at this stage as this email and password (which you can choose) will be your login to the online system in the future. Furthermore you will be contacted throughout the registration process through this email. **Therefore we strongly recommend you to use a general email of your organisation (i.e. `ngoname@home.org`) instead of a personalised one (i.e. `myname@home.org`).**

Each organisation can only use one email for the login.

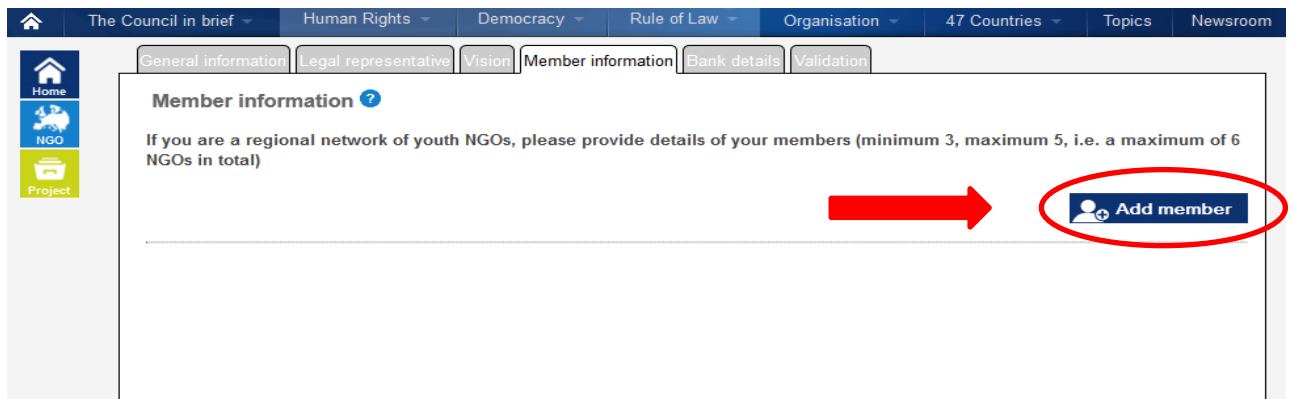
- ✓ The fields with * are obligatory, meaning these fields must be filled in otherwise the registration form cannot be submitted to the EYF.

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



- ✓ Your [GPS coordinates](#) are needed to feed the map on the EYF website.
- ✓ After completing the information of each tab you must click on the button “Next page” at the bottom of the page on the right hand side.
- ✓ 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”.
- ✓ The tab “Member information” is only accessible for:
 - International youth organisations
 - International networks of youth organisations
 - Regional networks of youth organisations

- ✓ 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” on the right-hand side.



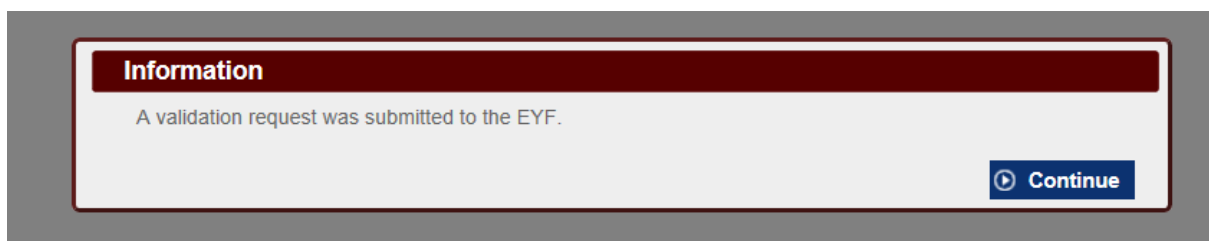
The screenshot shows a web application interface with a top navigation bar containing links like 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this is a sidebar with 'Home', 'NGO', and 'Project' icons. The main content area has several tabs: 'General information', 'Legal representative', 'Vision', 'Member information' (which is selected), 'Bank details', and 'Validation'. The 'Member information' tab contains a text prompt: '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)'. To the right of this text is a red arrow pointing to a blue button labeled 'Add member' with a person icon, which is circled in red.

- ✓ Fill in a page for each member (the fields with * are obligatory) and click on “Save” at the bottom of the page.
- ✓ After completing the registration form, click on “Submit your NGO” at the bottom of the tab “Validation”.



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

- ✓ If your registration form has been submitted correctly, the following message will appear on the screen:



The screenshot shows a message box with a dark red header labeled 'Information'. Below the header, the text reads: 'A validation request was submitted to the EYF.' In the bottom right corner of the message box is a blue button with a white play icon and the text 'Continue'.

iv. After submitting your registration form to the EYF

- ✓ Your registration form has the status “New”.

The screenshot shows the EYF registration form with several tabs: General information, Legal representative, Vision, Member information, Bank details, Validation, and 0 Comment. A red arrow points to the '0 Comment' tab. Below the tabs, the submission date is 30/10/2015. The 'General information' section is active, showing fields for NGO Name (I Love the EYF), Acronym (max 20 characters) (ILTEYF), and NGO Type (Local youth organisation). The status '(New)' is circled in red.

- ✓ 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 if **you have any questions** you can add a comment if necessary.
- ✓ Click on “Add a new Comment” in the tab “Comment”.

The screenshot shows the EYF registration form with the '0 Comment' tab selected. A red arrow points to the '0 Comment' tab. Below the tabs, a red circle highlights the 'Add a new comment' button. The left sidebar shows icons for Home, NGO, and Project.

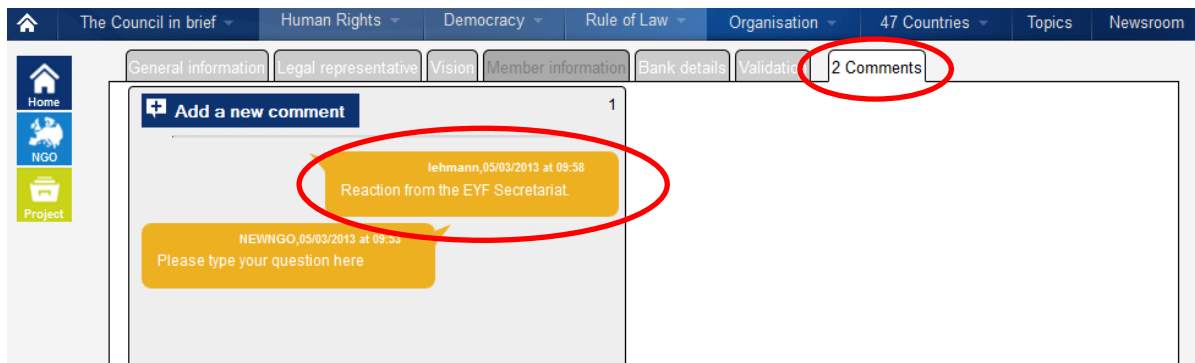
- ✓ Write your comment or question in the box which opens and then you click on the button “Add your Comment”.

The screenshot shows the 'Add a new comment' dialog box. It contains the following information: Author: NEWNGO, Comment type: Public Message, and a message box with the text 'Please type your question here'. At the bottom, there are two buttons: 'Close' and 'Add your comment'. The 'Add your comment' button is circled in red.

- ✓ 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 open your form from the NGO menu, 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”.



Allow 15 days for your registration request to be processed. **The more detailed and complete your form is, the quicker it will be dealt with!**

- ✓ **If 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”

General information | Legal representative | Vision | Member information | Bank details | Validation | 3 Comments

General information

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:

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

(Resubmit)

- ✓ In the tab "Comment" you can see in the green box which further information is required from the EYF.

General information | Legal representative | Vision | Member information | Bank details | Validation | 3 Comments

Add a new comment

1

palisser,05/03/2013 at 11:27
Please send more information on your structure

lehmann,05/03/2013 at 09:58
Reaction from the EYF Secretariat.

NEWNGO,05/03/2013 at 09:53
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".

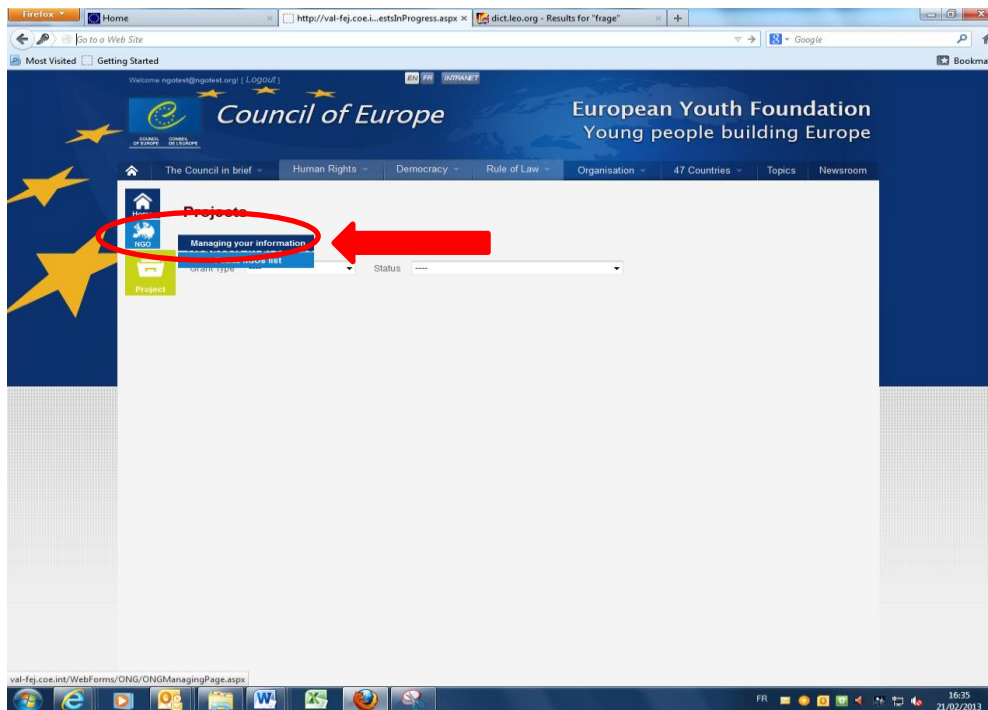
The screenshot shows a web interface for the EYF (European Youth Foundation) registration process. At the top, there is a navigation bar with links: 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a secondary navigation bar contains tabs: 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation', and 'Comments'. The 'Validation' tab is currently selected and highlighted with a red circle. The main content area is a large, empty white box with a thin border. Above this box, a message reads: '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.' At the bottom of the form, there is a row of buttons: 'Previous page' (with a left arrow), 'Save (No validation request)' (with a floppy disk icon), 'Submit your NGO' (with a checkmark icon and highlighted with a red circle), and 'Next page' (with a right arrow). Below these buttons is an 'Export to PDF' button with a printer icon.

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

- ✓ If your registration is not accepted, you will receive a message explaining why.
- ✓ If your registration form is validated by the EYF you will receive a confirmation e-mail and it will have the status **“Validated”**.
- ✓ You will now have access to the application forms in the “Projects” menu.

vi. Modifying the registration form

If you need to update the information in your registration form, log on and go to “Managing your Information” in the “NGO” menu on the left-hand side.



- ✓ Click on the button “Change request” at the bottom of the page (this button can be found at the bottom of each tab).
- ✓ 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.
- ✓ You can change your password using the “Change password” link.

A screenshot of the 'General information' form for an NGO. The form contains fields for 'NGO Name' (TestNGO), 'Acronym' (TNO), 'NGO Type' (Regional network of youth organisations), 'Head office' address, 'Phone', 'Email' (tes.ngo@testngo.org), and 'Web site'. The 'Change Request' button at the bottom left and the 'Save your changes' button at the bottom right are both circled in red. There is also a 'Next page' button and an 'Export to PDF' button.



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.

- ✓ 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.



- ✓ During this period of validation by the EYF Secretariat the status of your NGO changes into “Awaiting EYF agreement”.

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 on the validation by the EYF you cannot access any application forms during this time.