

## Registration in the new Online System of the EYF

### Your NGO is already registered in the current EYF database

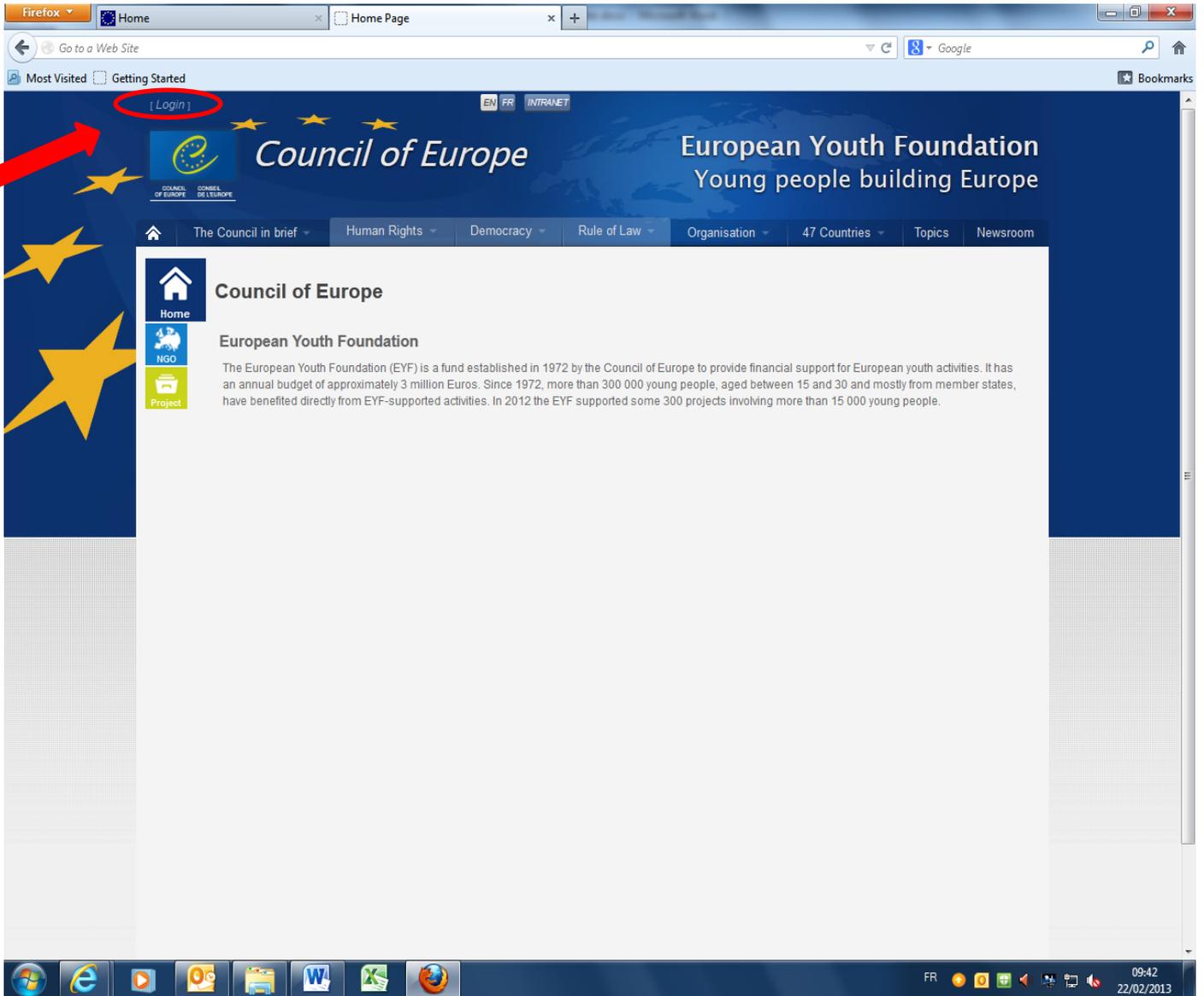
#### I. How to access the registration form

- ✓ 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".

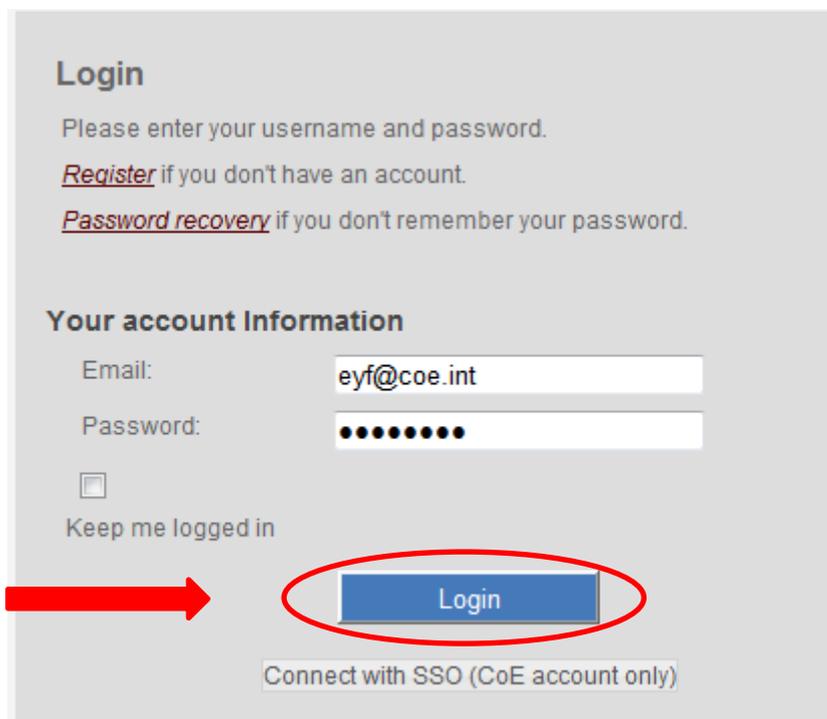
The screenshot shows a web browser window displaying the Council of Europe Democracy website. The page features a navigation menu with the following items: Home, About us, Grants, Resources, FAQ, and Login. The 'Login' link is circled in red, and a red arrow points to it from the right. Below the navigation menu, there is a banner for the 'EUROPEAN YOUTH FOUNDATION' with the text 'ONLINE SYSTEM' and 'SYSTÈME EN LIGNE' next to a green octagonal sign that says 'GO!'. Below the banner, there is a section titled 'APPLICATION AND REGISTRATION SYSTEM NOW LAUNCHED' with a message to 'Dear friends,' and a paragraph explaining that the online registration and application system has been delayed due to technical difficulties and is now up and running. The page also includes a calendar for May 2013 and a section titled 'EYF AS SEEN BY YOUTH' with a video player.

03/05/2013 European Youth Foundation

- ✓ 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 registration form for an NGO in the EYF system. The form is titled "General information" and is in "Draft" status. The form fields include:

- 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:

The form is annotated with red circles and arrows highlighting the "General information" tab, the "(Draft)" status, and the "Home" button.

- ✓ 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.



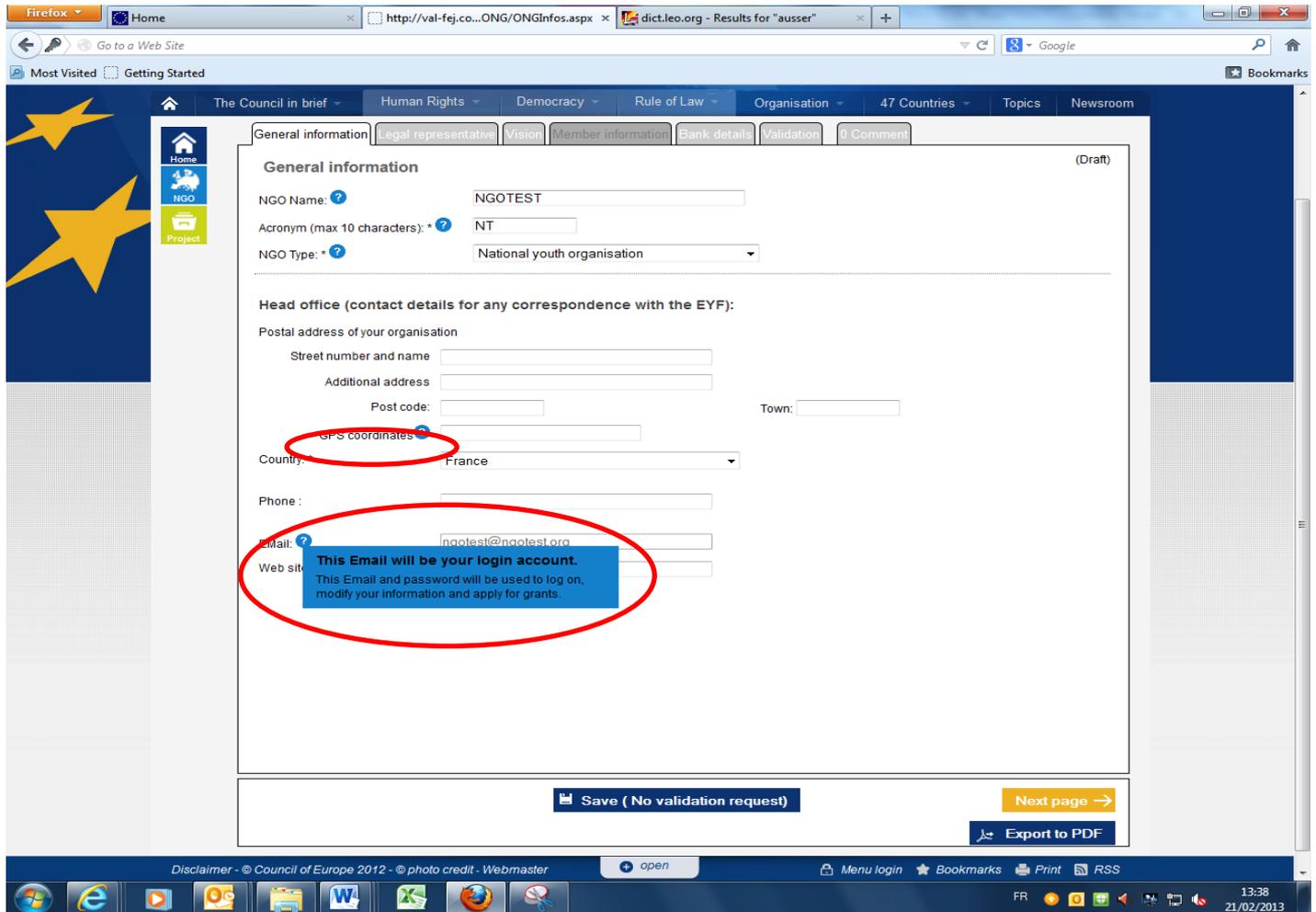
You can modify all data apart from the Email address and the password at this stage as this information is your login and you will be contacted through this email address in case of questions concerning the registration process. However after the validation of your registration form you can change this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

The screenshot shows the 'General information' tab of the registration form. The form is in a 'Draft' state. The 'Country' field is highlighted with a red circle and a red arrow pointing to it. The form includes 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'.

- ✓ 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

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Firefox, Home, <http://val-fej.co...ONG/ONGInfos.aspx>, [dict.leo.org](http://dict.leo.org) - Results for "ausser"
- Navigation:** Home, Most Visited, Getting Started, Bookmarks
- Header:** The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, Newsroom
- Form Sections:** General information, legal representative, Vision, Member information, Bank details, Validation, Comment
- Form Fields:**
  - NGO Name: NGOTEST
  - Acronym (max 10 characters): NT
  - NGO Type: National youth organisation (selected and circled in red)
  - Head office (contact details for): [Redacted]
  - Postal address of your organisation: [Redacted]
  - Street number and name: [Redacted]
  - Additional address: [Redacted]
  - Post code: [Redacted] Town: [Redacted]
  - GPS coordinates: [Redacted]
  - Country: France
  - Phone: [Redacted]
  - Email: ngotest@ngotest.org
  - Web site: [Redacted]
- Buttons:** Save (No validation request), Next page, Export to PDF
- Footer:** Disclaimer - © Council of Europe 2012 - © photo credit - Webmaster, Menu login, Bookmarks, Print, RSS, 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 shows the 'General information' tab of a registration form. The form is titled 'General information' and is marked as '(Draft)'. It contains the following fields and options:

- 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: [input field]
    - Additional address: [input field]
    - Post code: [input field]
    - Town: [input field]
    - GPS coordinates: [input field]
  - Country: \* France
  - Phone: [input field]
  - Email: ngotest@ngotest.org
  - Web site: [input field]

At the bottom of the form, there are three buttons: 'Save (No validation request)', 'Next page ->', and 'Export to PDF'. The 'Save' and 'Next page' buttons are circled in red.

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".

General information | Legal representation | **Vision** | Member information | Bank details | 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 \* ?**

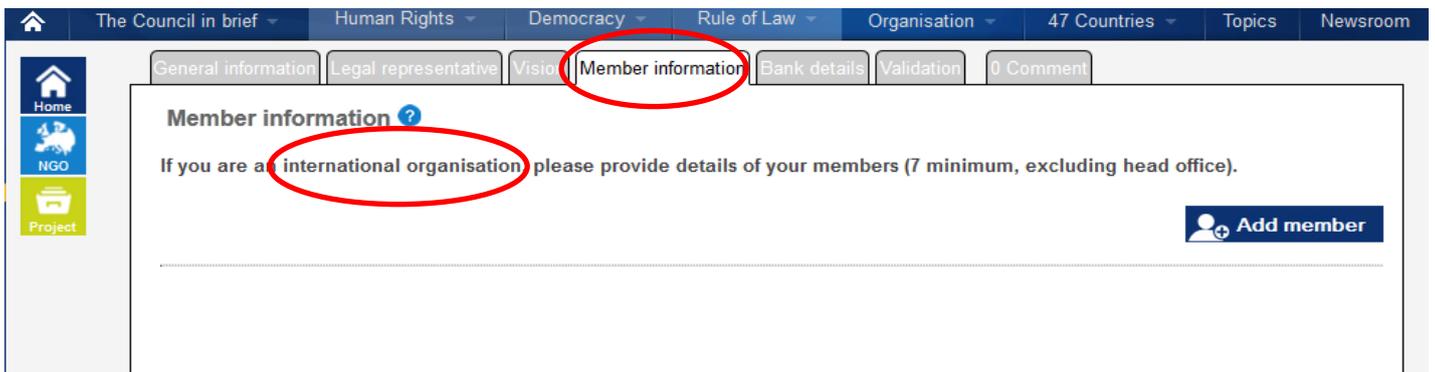
File(s):

- 
- 

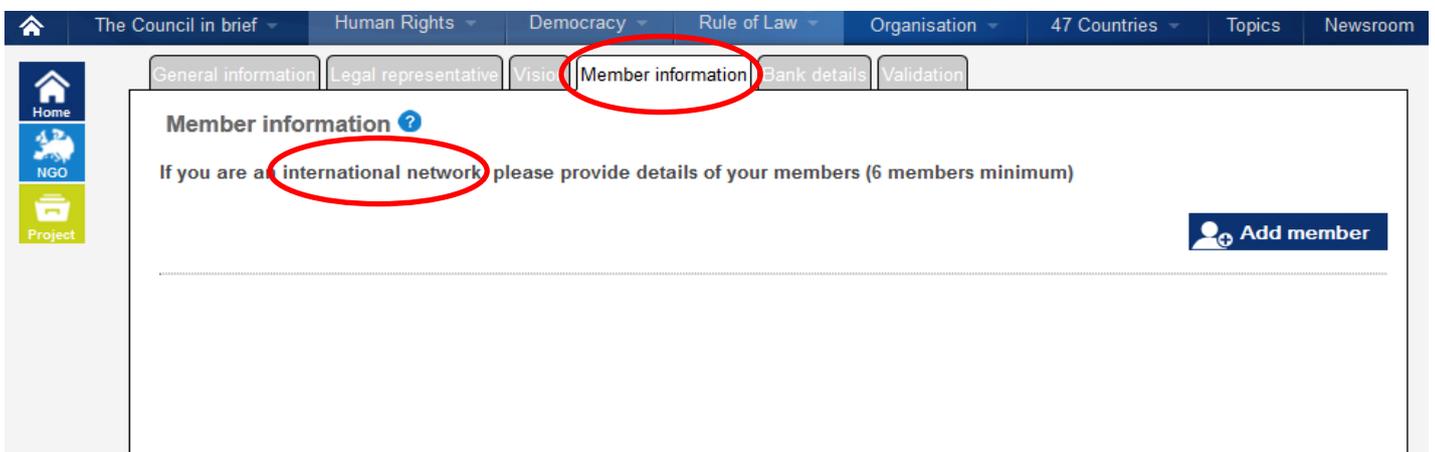
← Previous page Next page →

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

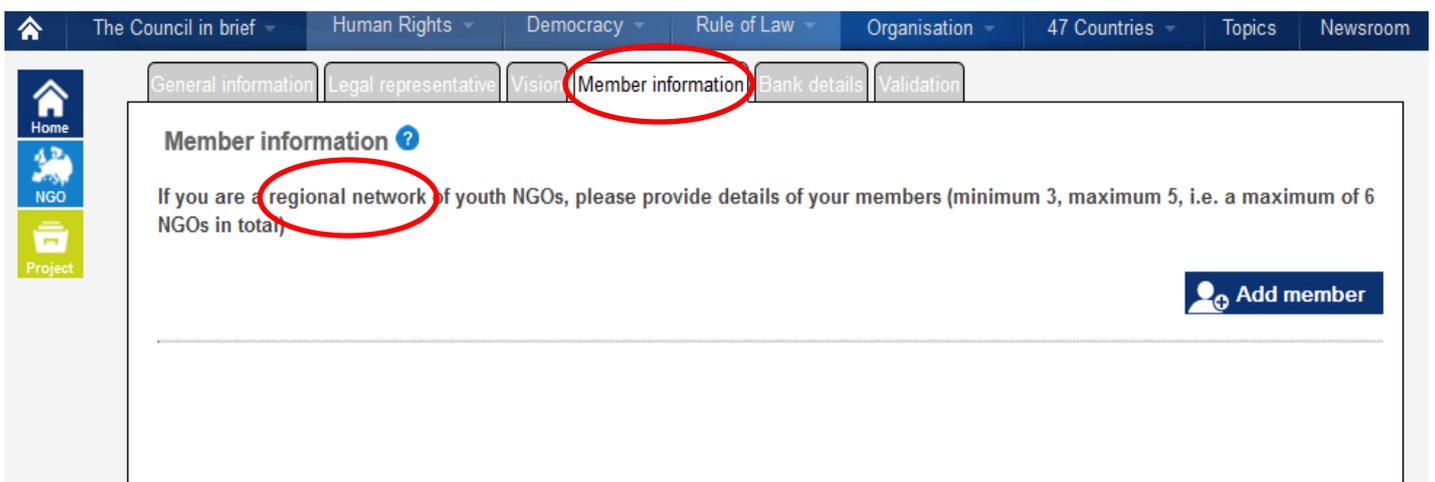
- International youth organisations



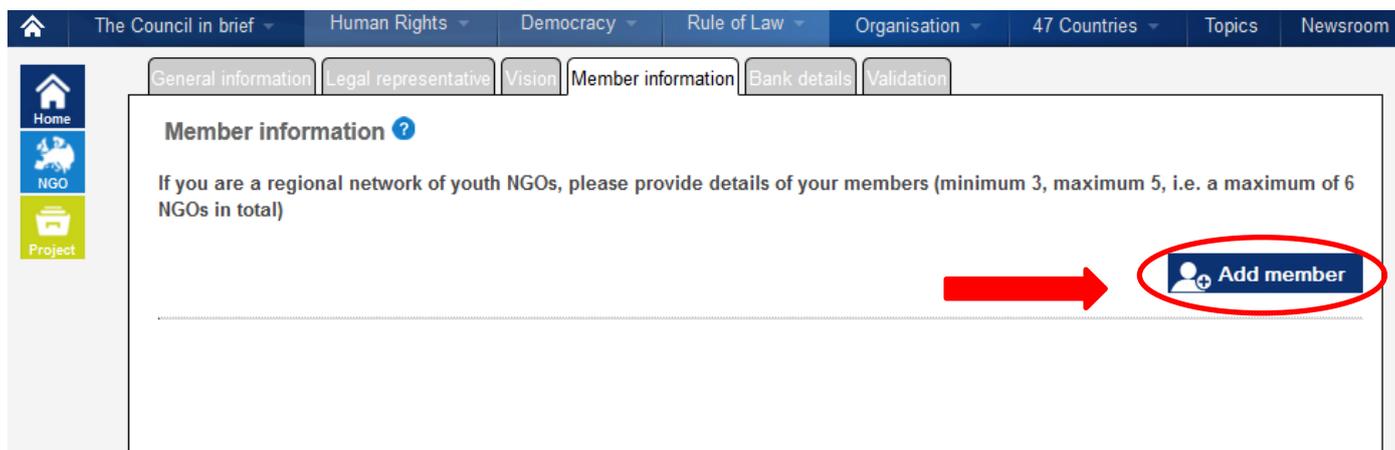
- International network of youth organisations



- Regional network of youth organisations

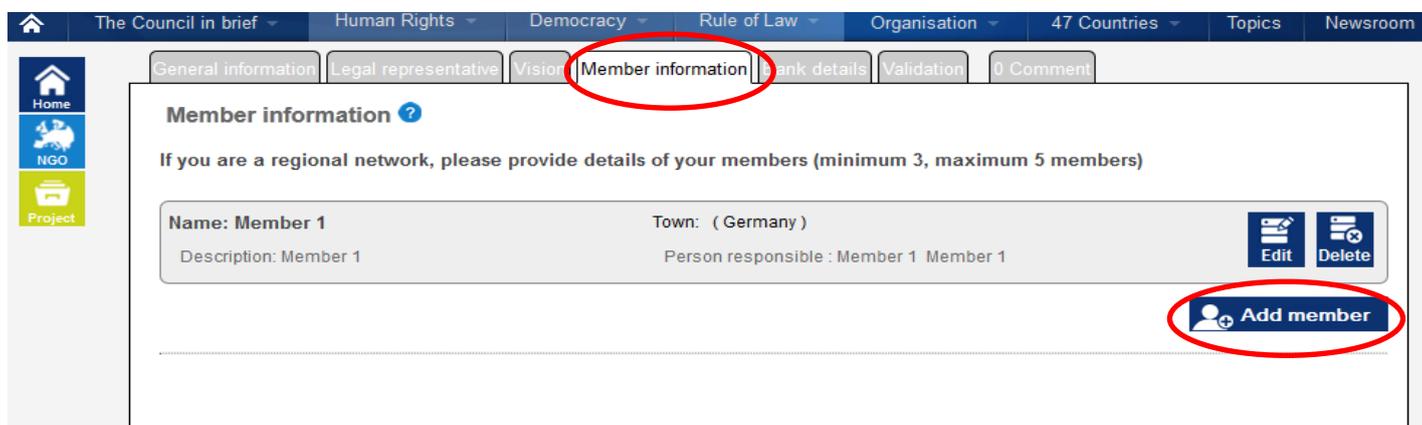


- ✓ If your organisation is established at international or regional level you will be asked to provide a description of each member/branch and a contact person (name, function, e-mail). In this case click on the button “Add member” at the right hand side.



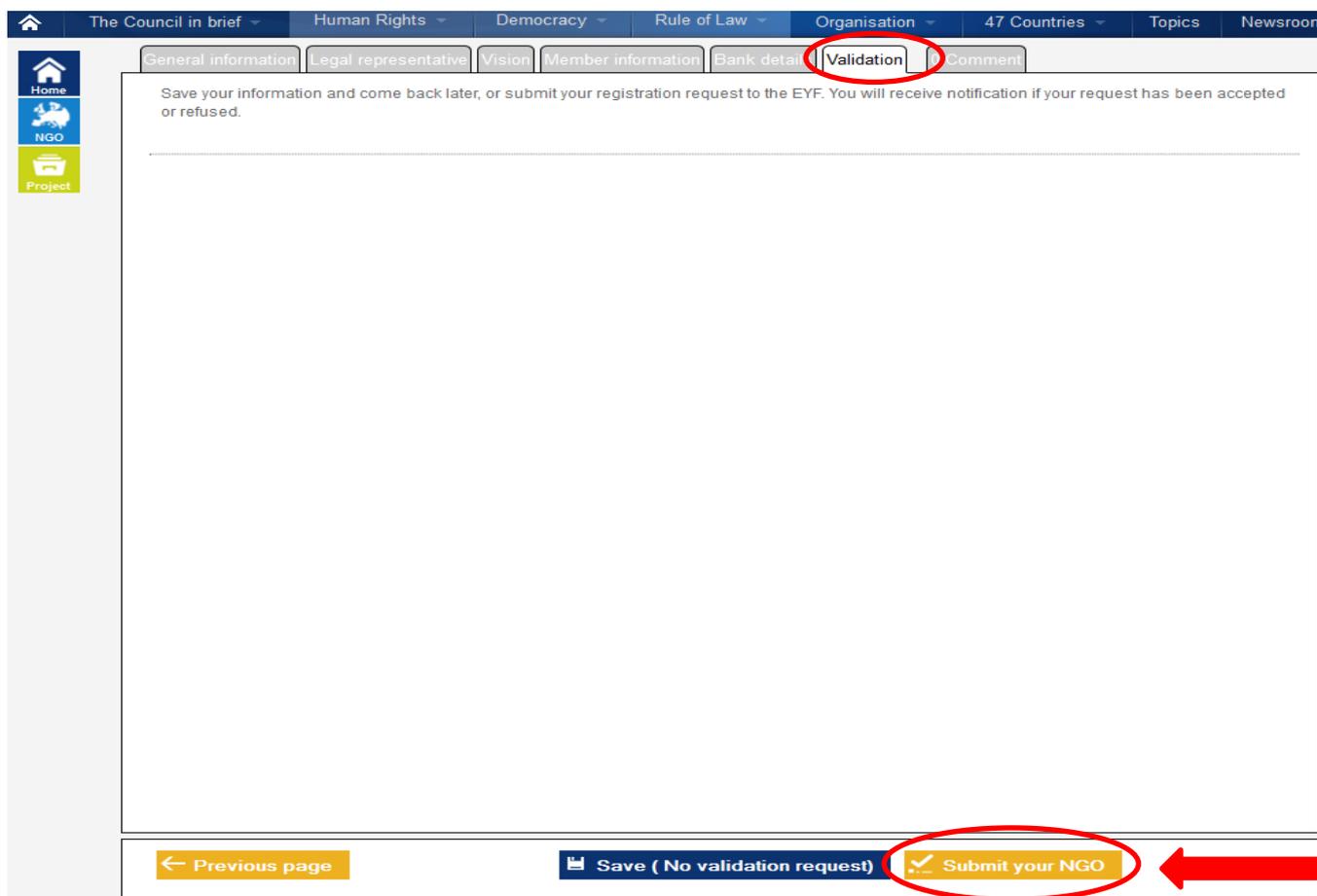
- ✓ The following page will open. Again the fields with \* are obligatory and must be filled in. Complete the form and click on “Save” at the bottom of the page.

- ✓ 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.



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”.



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 interface. At the top, there is a navigation bar with links like 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this is a tabbed interface with 'General information' selected. The 'General information' section includes 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 this is the 'Head office (contact details for any correspondence with the EYF):' section, which contains 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 top right of the form area, the status '(New)' is displayed and circled in red, with a red arrow pointing to it. 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”.



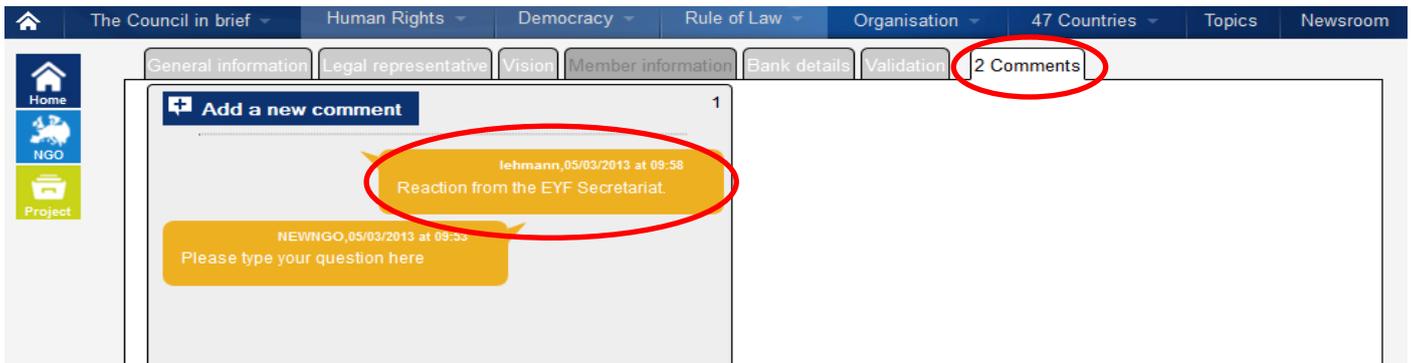
- ✓ Write your comment or question in the box which opens and then you click on the button “Add your Comment”.



- ✓ 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**

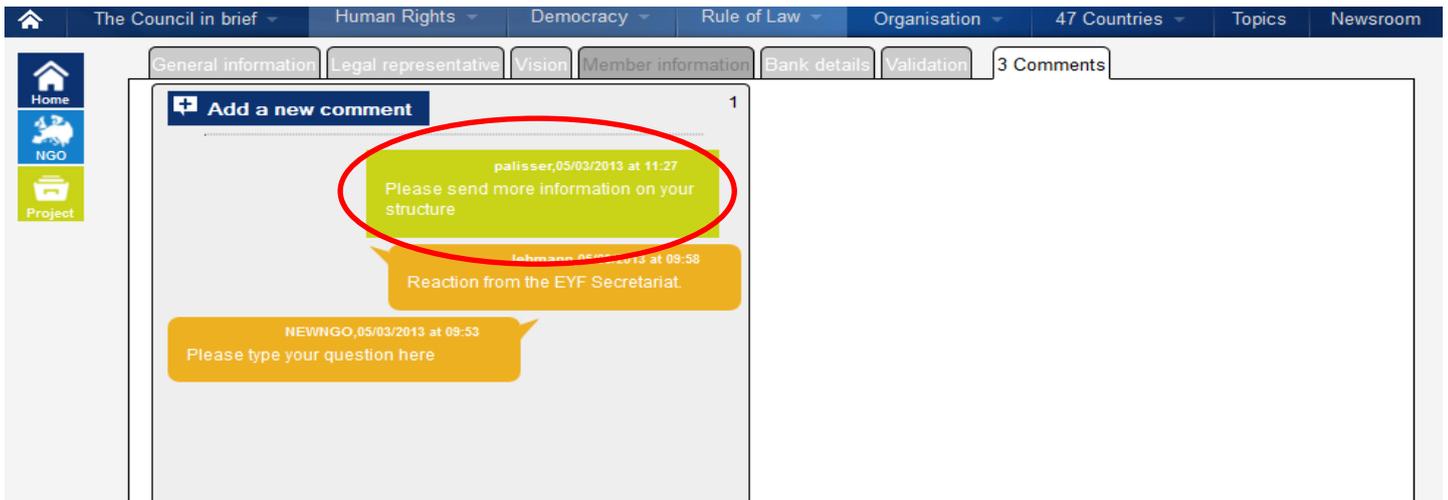
- ✓ On the other hand, if during this period **the EYF needs more information** about your organisation you will be informed about this by e-mail and you will be able to access your form.
- ✓ In this case you should login to the registration form again (use your e-mail address and the password which 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, and a red arrow points to it. The form contains the following fields:

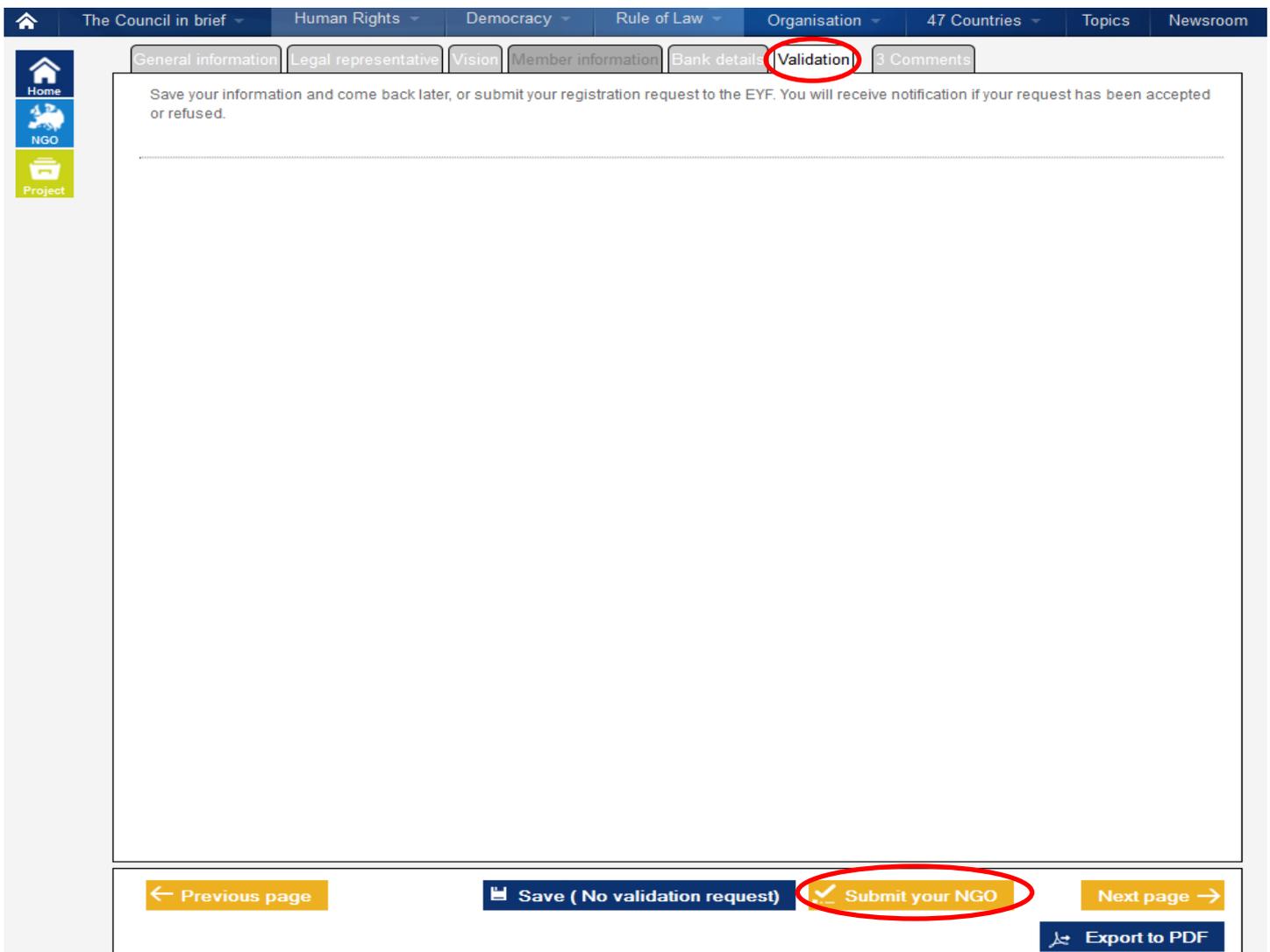
- NGO Name: NEWNGO
- Acronym (max 10 characters): NNO
- NGO Type: National youth organisation
- Head office (contact details for any correspondence with the EYF):
  - Postal address of your organisation
    - Street number and name: [input field]
    - Post code: [input field]
    - Town: [input field]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

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

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



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”.

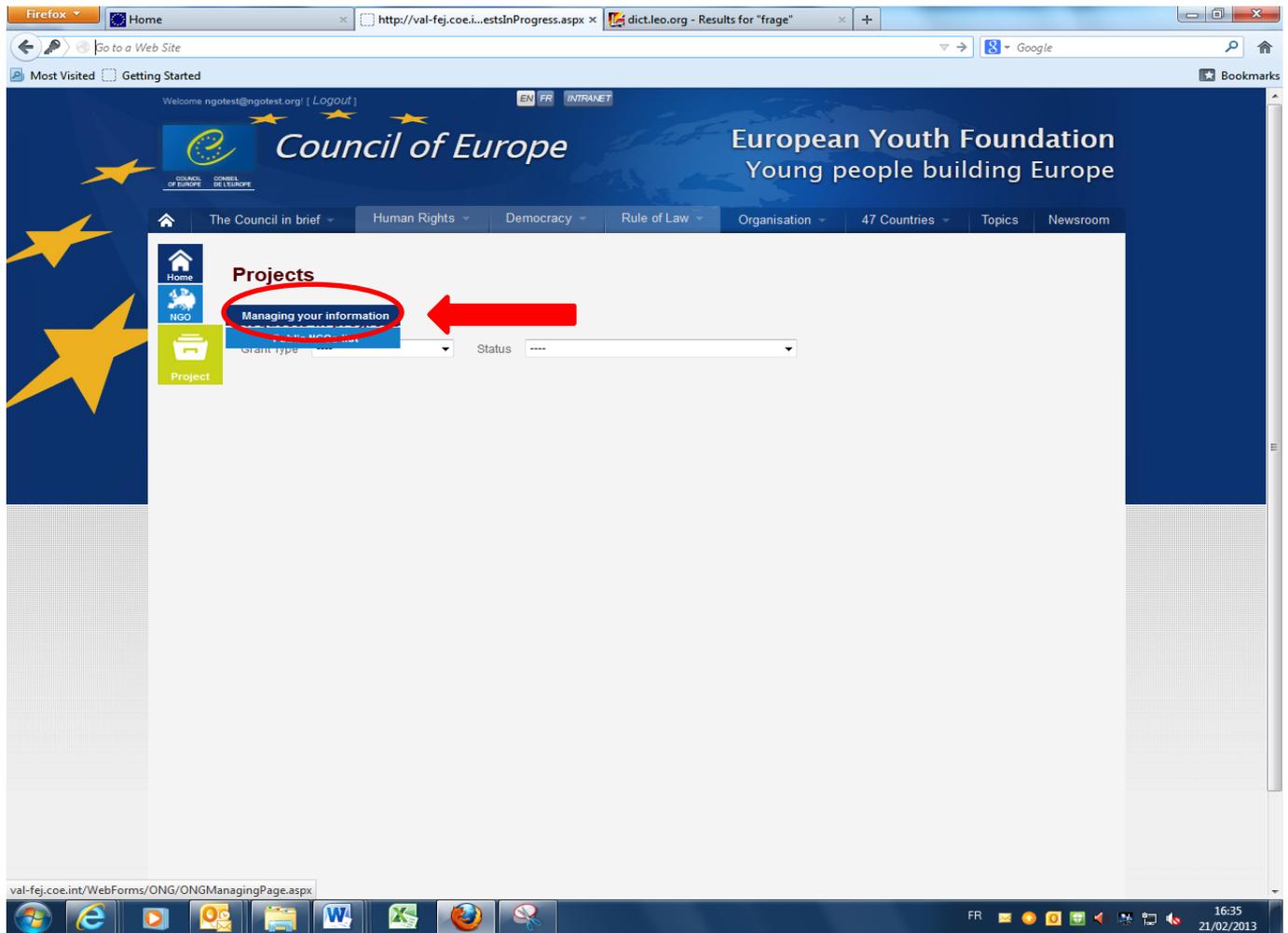


After submitting your NGO again the Status changes back to “New”.

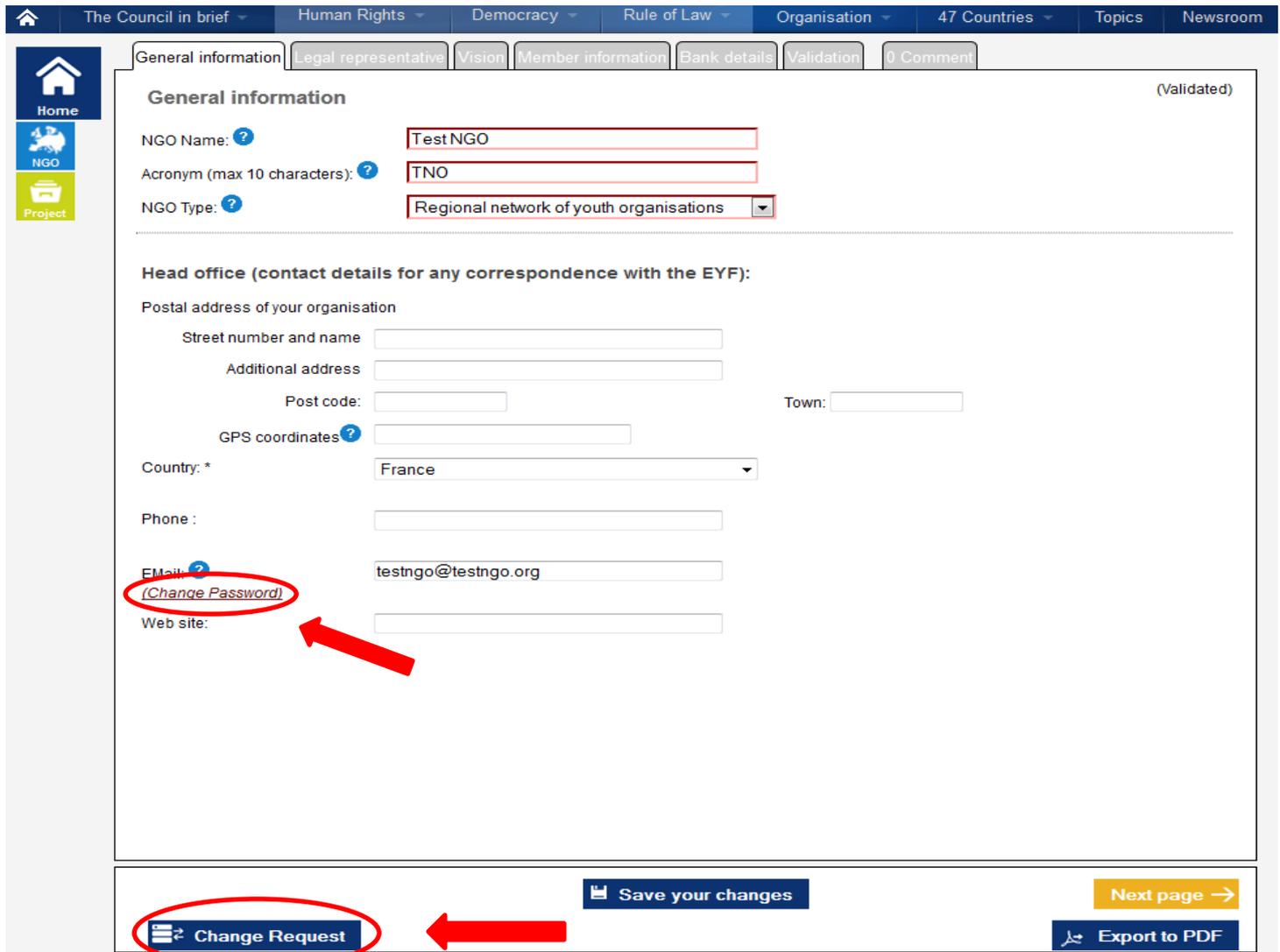
- ✓ If your registration is not accepted, you will receive a message explaining why.

**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.

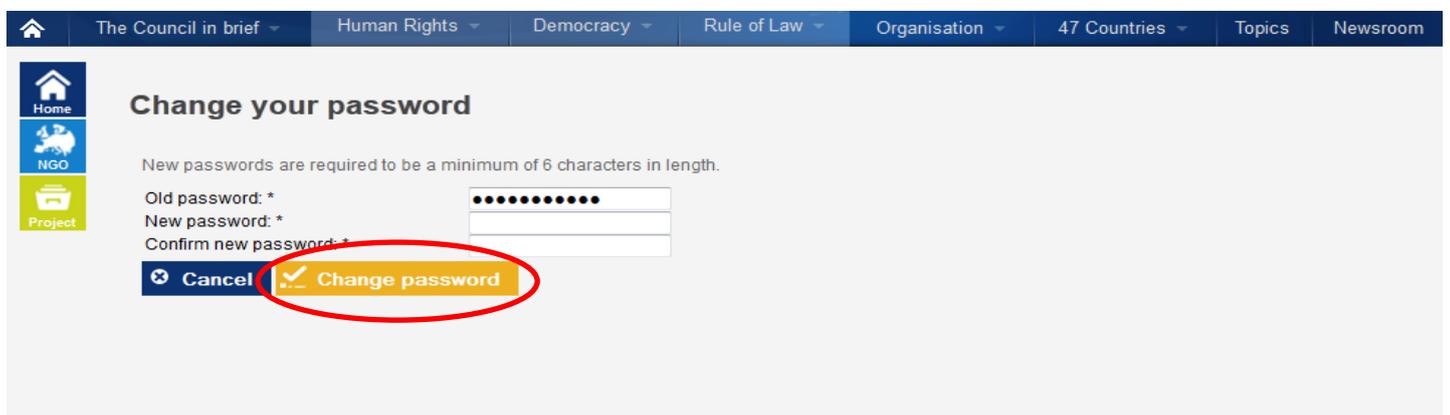


 The first thing which essentially must be done is to modify your provisional password. First you must click on the button “Change request” at the bottom of the page and then you click on “Change Password” below Email.



The screenshot shows the EYF NGO profile page. The top navigation bar includes: Home, The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, Newsroom. The main content area is titled "General information" and includes fields for: NGO Name (Test NGO), Acronym (TNO), and NGO Type (Regional network of youth organisations). Below this is the "Head office" section with fields for postal address, street name, additional address, post code, town, GPS coordinates, country (France), phone, email (testngo@testngo.org), and web site. A red circle highlights the "(Change Password)" link next to the email field, with a red arrow pointing to it. At the bottom of the page, a red circle highlights the "Change Request" button, with a red arrow pointing to it. Other buttons include "Save your changes", "Next page", and "Export to PDF".

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



The screenshot shows the "Change your password" page. The top navigation bar is the same as the previous page. The main content area is titled "Change your password" and includes a note: "New passwords are required to be a minimum of 6 characters in length." Below this are three input fields: "Old password: \*", "New password: \*", and "Confirm new password: \*". At the bottom, there are two buttons: "Cancel" and "Change password". The "Change password" button is circled in red.

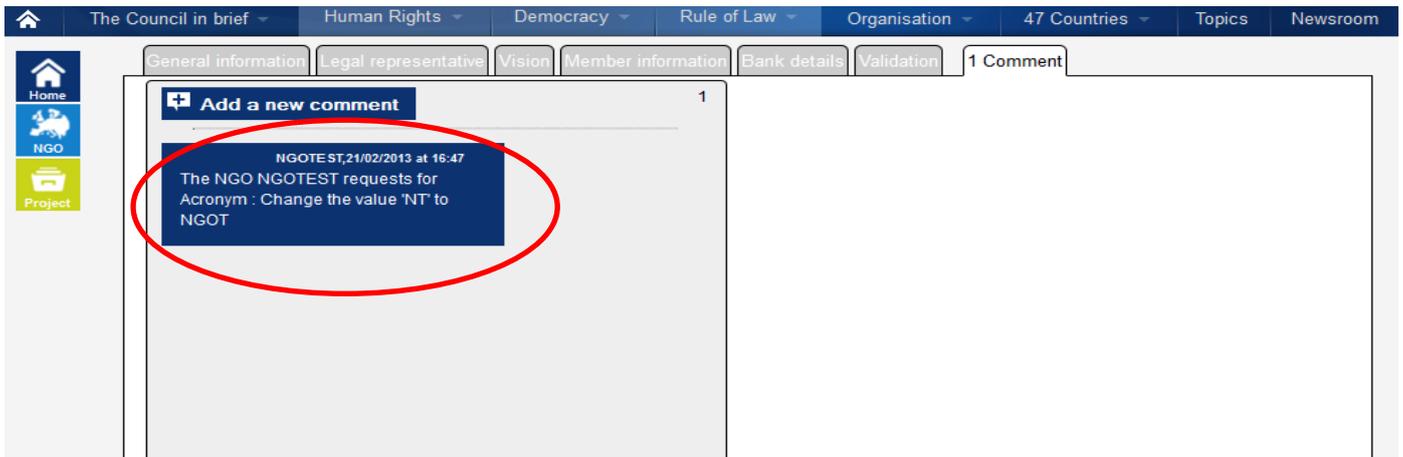
- ✓ If you wish to modify any information which was provided in the registration form **after the validation of your organisation** you must click on the button “Change request” at the bottom of the page (this button you can find at the bottom of each tab).
- ✓ At this stage you are free to change the 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 'General information' tab of the EYF registration form. The form is titled 'General information' and includes a '(Validated)' status indicator in the top right corner. The form fields are as follows:

- 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: [Empty]
    - Additional address: [Empty]
    - Post code: [Empty]
    - Town: [Empty]
  - GPS coordinates: [Empty]
  - Country:** France
  - Phone: [Empty]
  - E-Mail: ngotest@ngotest.org
  - Web site: [Empty]

Red annotations highlight the 'Country' field and the 'Save your changes' button. A red arrow points from the 'Country' field to the 'Save your changes' button. The 'Save your changes' button is circled in red. A red circle also highlights the '(Validated)' status indicator in the top right corner. A red circle highlights the 'Country' field label. A red circle highlights the 'Save your changes' button. A red arrow points from the 'Country' field to the 'Save your changes' button. A red circle highlights the 'Save your changes' button. A red circle highlights the '(Validated)' status indicator in the top right corner. A red circle highlights the 'Country' field label. A red circle highlights the 'Save your changes' button. A red arrow points from the 'Country' field to the 'Save your changes' button.

- ✓ 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.



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 shows a web application interface for the European Youth Foundation (EYF). At the top, there is a navigation bar with links: Home, The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, and Newsroom. Below this is a secondary navigation bar with tabs: General information, Legal representative, Vision, Member information, Bank details, Validation, and 2 Comments. The main content area is titled 'General information' and contains the following fields:

- NGO Name: ? NGOTEST
- Acronym (max 10 characters): ? NGOTEST
- NGO Type: ? Regional network of youth organisations

Below this is a section titled 'Head office (contact details for any correspondence with the EYF):' with the following fields:

- Postal address of your organisation:
  - Street number and name: [input field]
  - If "Other" country, specify: [input field]
  - Post code: [input field] Town: [input field]
  - GPS coordinates: ? [input field]
- Country: \* France
- Phone: [input field]
- E-Mail: ? ngotest@ngotest.org
- Web site: [input field]

At the bottom right of the form, there is a yellow button labeled 'Next page →' and a blue button labeled 'Export to PDF'. At the bottom left, there is a blue button labeled 'Change Request'.

A red circle highlights the text '(Awaiting EYF Agreement)' in the top right corner of the form, and a red arrow points from the 'NGO Name' field towards this status.

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.