Registration in the new Online System of the EYF

Your NGO is not yet registered in the current EYF database

I. How to access the registration form

✓ Click on “login”.

![Image of login interface]

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.
Then you click in the menu on the left hand side 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”.

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.
II. 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 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.

- Fill in the form to the best of your knowledge. 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.

Provide your GPS coordinates as this information will feed the map on the homepage of the EYF. For this reason follow the instructions.
Please indicate the correct type of organisation for your organisation in the field “NGO Type”. Make sure you fit into one of the following categories and choose this in the drop down menu:

<table>
<thead>
<tr>
<th>Type of organisation</th>
<th>Eligibility criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>International youth NGO</td>
<td>Members/branches in at least 7 Council of Europe member states (main office/seat and 7 other countries)</td>
</tr>
<tr>
<td>International network of youth NGOs</td>
<td>At least 7 youth NGOs in 7 different countries (applicant organisation + 6 NGOs of 6 other countries)</td>
</tr>
<tr>
<td>Regional network of youth NGOs</td>
<td>Present in at least 4 and not more than 6 countries (applicant NGO + 3 to 5 NGOs in other member countries)</td>
</tr>
<tr>
<td>National youth NGO</td>
<td>Based in Council of Europe member state at national level</td>
</tr>
<tr>
<td>Local youth NGO</td>
<td>Based in Council of Europe member state at local level</td>
</tr>
</tbody>
</table>
After completing the information of the tab you must click on the button "Next page" at the bottom of the page on the right hand side.

Complete all subsequent tabs by following the same procedure.
In the tab "Legal representative" you indicate the details for one or two people who will be in contact with the EYF and who can legally commit the organisation.
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”.

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”.

**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):

* 

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

- International youth organisation

- 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 “Next page” 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

✓ To get back to the registration form you must login to the online system again. Click on “login” at the top of the main page on the left hand side.
✓ Insert your Email and Login password, which you indicated in the registration form and then you click on the blue button “login” to be connected with the new online system.
After submitting your registration form the status of your NGO changes into “New”. This you will see when you login to the online system again, the status changed at the top of the form on the right hand side.

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 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!**
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”.

In the tab “Comment” you can see in the green box which further information is required from 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.
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).

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.

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”.

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.