

## Registration in the new Online System of the EYF

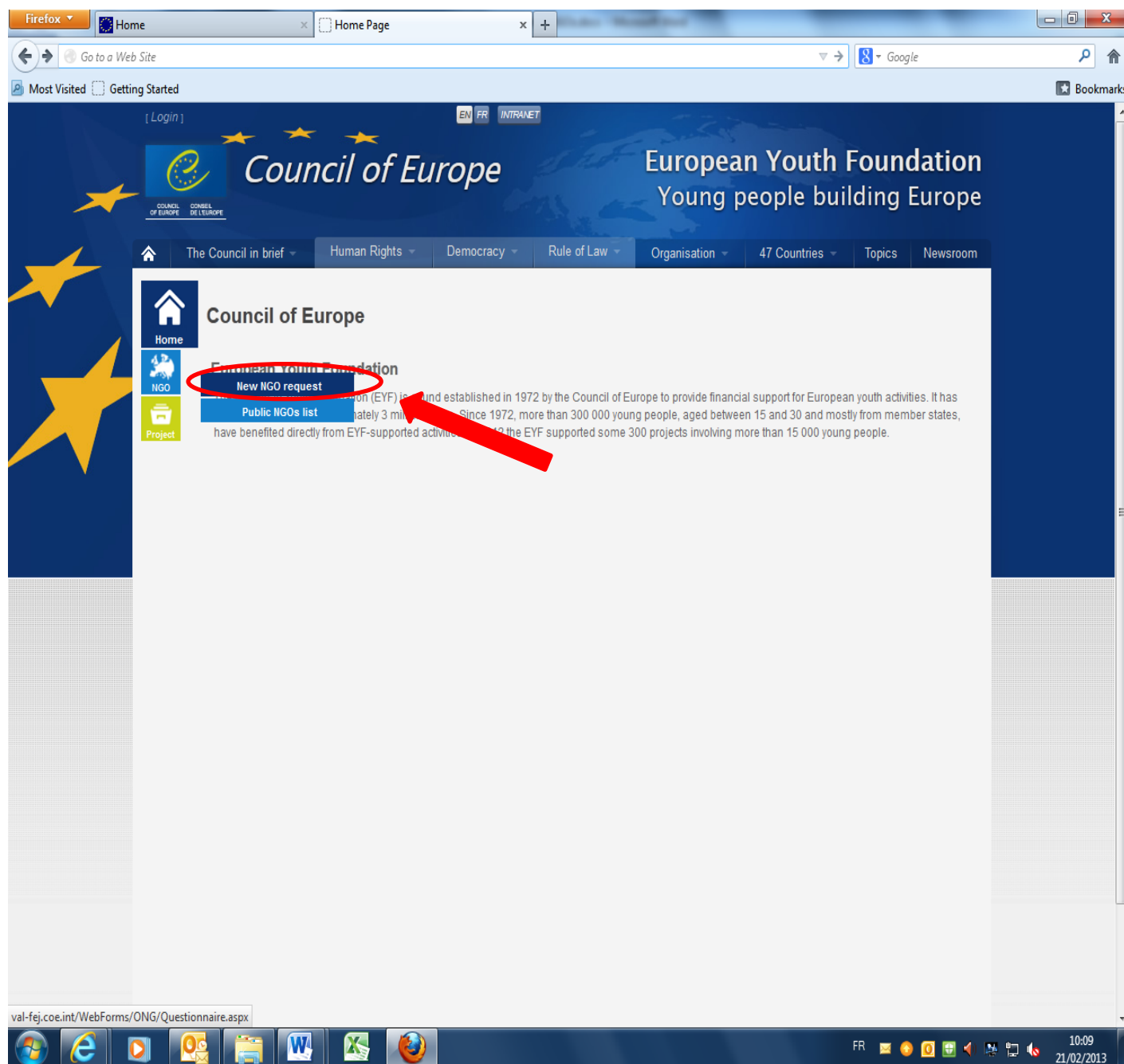
### Your NGO is not yet registered in the current EYF database

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

- ✓ Click on "login".

The screenshot shows a web browser window displaying the Council of Europe Democracy website. The browser's address bar shows the URL 'http://www.coe.int/About...'. The website header includes the Council of Europe logo and the word 'Democracy'. A navigation menu at the top lists various topics, including 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. Below this, a green navigation bar contains links for '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. The main content area features a large 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, a section titled 'APPLICATION AND REGISTRATION SYSTEM NOW LAUNCHED' contains a message from the EYF, stating that the online registration and application system is now up and running after technical difficulties. The message encourages users to register, apply, or update their NGO's information. A calendar for May 2013 is visible on the right side of the page, and a section titled 'EYF AS SEEN BY YOUTH' is at the bottom right. The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Word, and Excel. The system clock in the bottom right corner indicates the time is 14:03 on 14/05/2013.

- ✓ 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”.

The screenshot shows a web browser window with the URL <http://val-fej.coe.int/G/Questionnaire.aspx>. The page is the 'Registration request' form for the European Youth Foundation. It features the Council of Europe logo and the tagline 'Young people building Europe'. The form includes a sidebar with 'Home', 'NGO', and 'Project' options. The main content area is titled 'Preliminary questions' and contains six questions, each with 'Yes' and 'No' radio button options. A red circle highlights the 'Confirm your answers' button at the bottom, with a red arrow pointing to it from the right. The browser's address bar and taskbar are visible at the top and bottom of the window.

Registration request

Preliminary questions ?

My organisation is non-profit-making and non-governmental. ☐ Yes ☐ No

My organisation has its own statutes. ☐ Yes ☐ No

My organisation runs activities for young people (15-30). ☐ Yes ☐ No

It is young people who take the decisions on our programme of activities. ☐ Yes ☐ No

Members of my organisation are aged between 15 and 30. ☐ Yes ☐ No

Our work is in line with the values and priorities of the Council of Europe. ☐ Yes ☐ No

☒ 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 screenshot shows the 'General information' tab of the EYF registration form. The 'General information' tab is highlighted with a red circle and a red arrow points to it from the left sidebar. The form contains the following fields:

- 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: \* (highlighted with a red circle)
  - Phone :
- Email: \* ? (testngo@testngo.org)
- Login Password: \* (masked with dots)
- Confirm your password: \* (masked with dots)
- Web site: http://


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

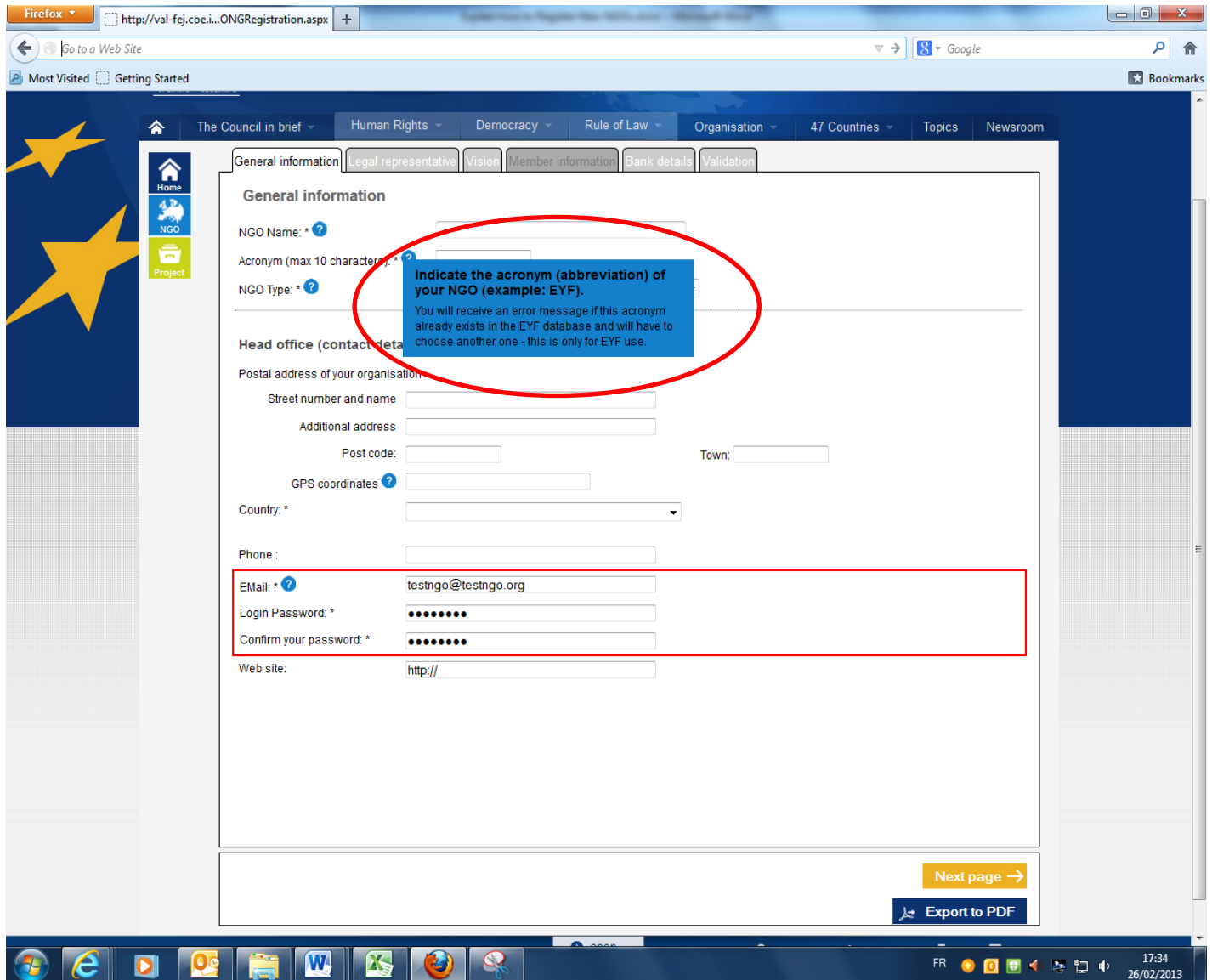



The fields “Email” and “Login Password” are essential at this stage as this email and password (which you can choose) will be your login to the online system in the future. Furthermore you will be contacted throughout the registration process through this email. **Therefore we strongly recommend you 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.



Firefox  http://val-fej.coe.int/ONGRegistration.aspx

Go to a Web Site  Google


Most Visited Getting Started Bookmarks


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


Home NGO Project

General information Legal representative Vision Member information Bank details Validation

**General information**

NGO Name: \* 

Acronym (max 10 characters): \*  **Indicate the acronym (abbreviation) of your NGO (example: EYF).**  
You will receive an error message if this acronym already exists in the EYF database and will have to choose another one - this is only for EYF use.

NGO Type: \* 


**Head office (contact details)**

Postal address of your organisation

Street number and name


Additional address

Post code: Town:

GPS coordinates 

Country: \*


Phone:

Email: \*  testngo@testngo.org

Login Password: \* .....

Confirm your password: \* .....

Web site: http://

Next page 

Export to PDF

FR 17:34 26/02/2013

- ✓ 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:

| Type of organisation                | Eligibility criteria  |
|-------------------------------------|---|
| International youth NGO             | Members/branches in at least 7 Council of Europe member states (main office/seat and 7 other countries)     |
| International network of youth NGOs | At least 7 youth NGOs in 7 different countries (applicant organisation + 6 NGOs of 6 other 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

Go to a Web Site

Most Visited Getting Started

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 0 Comment

General information (Draft)

NGO Name: ? NGOTEST

Acronym (max 10 characters): \* ? NT

NGO Type: \* ?

Head office (contact details for)

Postal address of your organisation

Street number and name

Additional address

Post code:

GPS coordinates ?

Country: \* France

Phone :

Email: ? ngotest@ngotest.org

Web site:

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

Disclaimer - © Council of Europe 2012 - © photo credit - Webmaster open Menu login Bookmarks Print RSS

FR 13:55 21/02/2013

- ✓ 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.

The screenshot displays the EYF registration interface. At the top, a navigation bar contains links: Home, The Council in brief, Human Rights, Democracy, Rule of Law, Organisation, 47 Countries, Topics, and Newsroom. Below this, a sidebar on the left offers 'Home', 'NGO', and 'Project' options. The main content area is titled 'General information' and contains several sections:

- General information:** Fields for 'NGO Name' (Test NGO), 'Acronym (max 10 characters)' (TN), and 'NGO Type' (National youth organisation).
- Head office (contact details for any correspondence with the EYF):** Fields for 'Postal address of your organisation', including 'Street number and name', 'Post code', 'Town', 'GPS coordinates', and 'Country' (France).
- Contact details:** Fields for 'Phone', 'Email' (testngo@testngo.org), 'Login Password', 'Confirm your password', and 'Web site' (http://).

A red rectangular box highlights the 'Email', 'Login Password', and 'Confirm your password' fields. A red arrow points from the bottom right of the form area to the 'Next page →' button, which is also circled in red. Below the 'Next page' button is an 'Export to PDF' button.

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.

[Home](#)  
[NGO](#)  
[Project](#)

[The Council in brief](#) [Human Rights](#) [Democracy](#) [Rule of Law](#) [Organisation](#) [47 Countries](#) [Topics](#) [Newsroom](#)

[General information](#) **[Legal representative](#)** [Mission](#) [Member information](#) [Bank details](#) [Validation](#)

**Legal representative (one required, 2 maximum):** [?](#)

|               |                      |             |                      |
|---------------|----------------------|-------------|----------------------|
| First name: * | <input type="text"/> | First name: | <input type="text"/> |
| Surname: *    | <input type="text"/> | Surname:    | <input type="text"/> |
| Function: *   | <input type="text"/> | Function:   | <input type="text"/> |
| Phone:        | <input type="text"/> | Phone:      | <input type="text"/> |
| Mobile :      | <input type="text"/> | Mobile :    | <input type="text"/> |
| EMail: *      | <input type="text"/> | EMail:      | <input type="text"/> |

[← Previous page](#)[Next page →](#)[Export to PDF](#)



- ✓ 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".

Home

NGO

Project

General information

Legal representative

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 \* ?

Browse...

Upload

File:

.

Statutes \* ?

Browse...

Upload

File(s):

.

.

← Previous page

Next page →

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

- International youth organisation

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 an international organisation, please provide details of your members (7 minimum, excluding head office)'. A red circle highlights the phrase 'international organisation'. At the bottom right of the main content area 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 an international network, please provide details of your members (6 members)'. A red circle highlights the phrase '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 phrase '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.

The screenshot shows the 'Member information' tab selected. The page title is 'Member information' with a help icon. Below it, the text 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)'. On the right side, there is a red arrow pointing to a button labeled 'Add member' which is circled in red. The left sidebar contains navigation links: Home, NGO, and Project.

- ✓ 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.

The screenshot shows the 'Add member' form. The form is divided into several sections. The first section contains fields for 'Name: \*', 'Description: \*' (with a red arrow pointing to it), 'Postal address of your organisation' (including 'Street number and name', 'Additional address', 'Post code', and 'Town'), 'Country: \*', 'Phone:', 'Email: \*', 'Web site: http://', 'Vision and mission \*', and 'Functioning and decision making'. Below this is a section titled 'Person responsible' with fields for 'First name: \*', 'Surname: \*', 'Function: \*', 'Phone:', and 'Email: \*'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save', with the 'Save' button circled in red.

- ✓ 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.

The screenshot shows the 'Member information' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'General information', 'Legal representative', 'Vision', 'Member information' (which is active and circled in red), 'Bank details', 'Validation', and '0 Comment'. The main content area is titled 'Member information' with a help icon. It contains a form for adding a member, with fields for 'Name: Member 1', 'Town: ( Germany )', 'Description: Member 1', and 'Person responsible: Member 1 Member 1'. There are 'Edit' and 'Delete' buttons for the member entry. At the bottom right of the form, there is a red circle around the 'Add member' button, which includes a plus icon.

After finishing this tab (as explained for each tab) you must click on “Next page” at the bottom of this page.

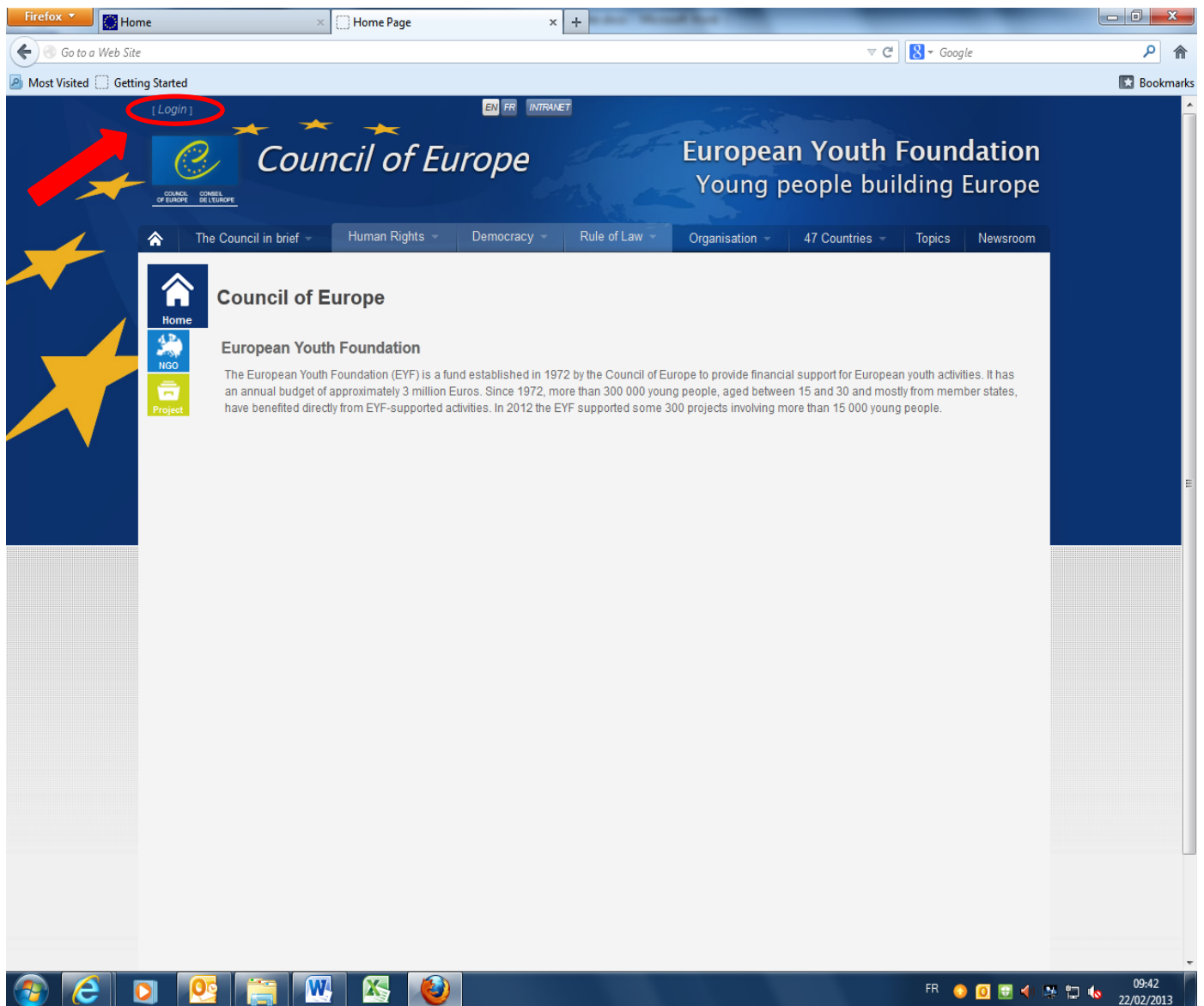
- ✓ After completing the registration form you click on “Submit your NGO” at the bottom of the tab “Validation”.

The screenshot shows the 'Validation' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'General information', 'Legal representative', 'Vision', 'Member information', 'Bank details', 'Validation' (which is active), and '0 Comment'. The main content area contains a message: '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 page, there are three buttons: 'Previous page', 'Save ( No validation request)', and 'Submit your NGO' (which is circled in red). A large red arrow points to the 'Submit your NGO' button.

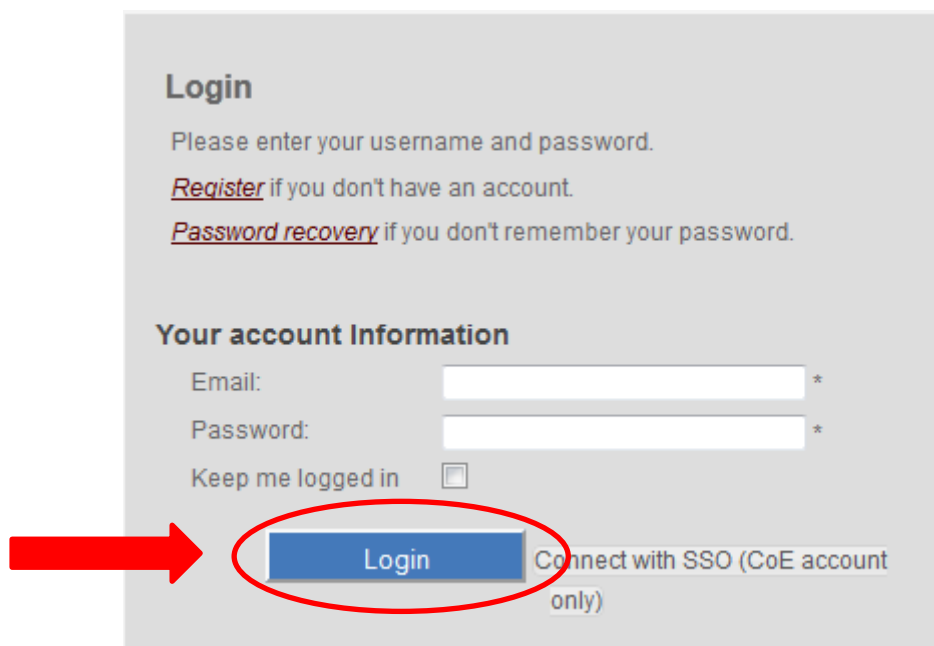
You will receive error messages if any of the obligatory fields have not been filled in.

### 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



**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.

**STATUS: NEW**

- ✓ 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.

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

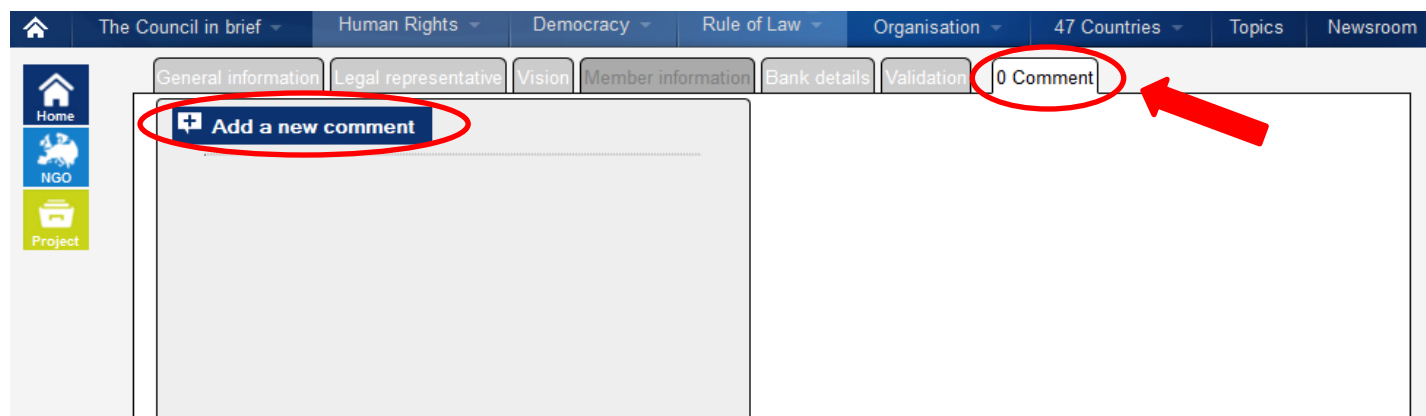
- General information**
  - NGO Name:
  - Acronym (max 10 characters):
  - NGO Type:
- Head office (contact details for any correspondence with the EYF):**
  - Postal address of your organisation
    - Street number and name:
    - Additional address:
    - Post code:
    - Town:
    - GPS coordinates:
  - Country: \*
  - Phone:
  - Email:
  - Web site:

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

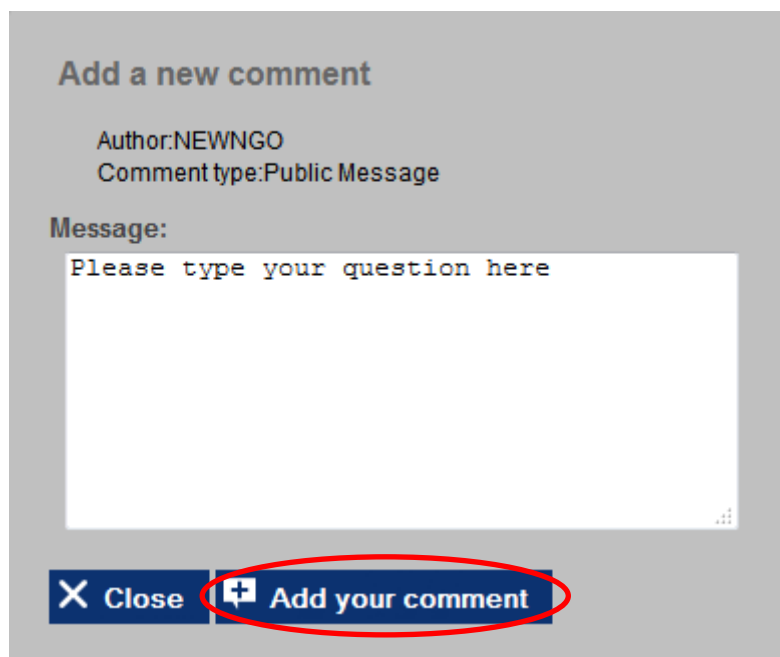
You cannot modify anything on the form until the EYF Secretariat has validated your registration or given you access to the form again by asking for further information.

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 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!**

**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 includes 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 :
  - EEmail: new@new.org
  - Web site:

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

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

The screenshot shows the EYF website 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' tab is also visible. A comment from 'palisser, 05/03/2013 at 11:27' is highlighted with a red circle, stating 'Please send more information on your structure'. Below it, a comment from 'Lehmann, 05/03/2013 at 09:58' says 'Reaction from the EYF Secretariat.' At the bottom, a comment from 'NEWNGO, 05/03/2013 at 09:53' says '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”.

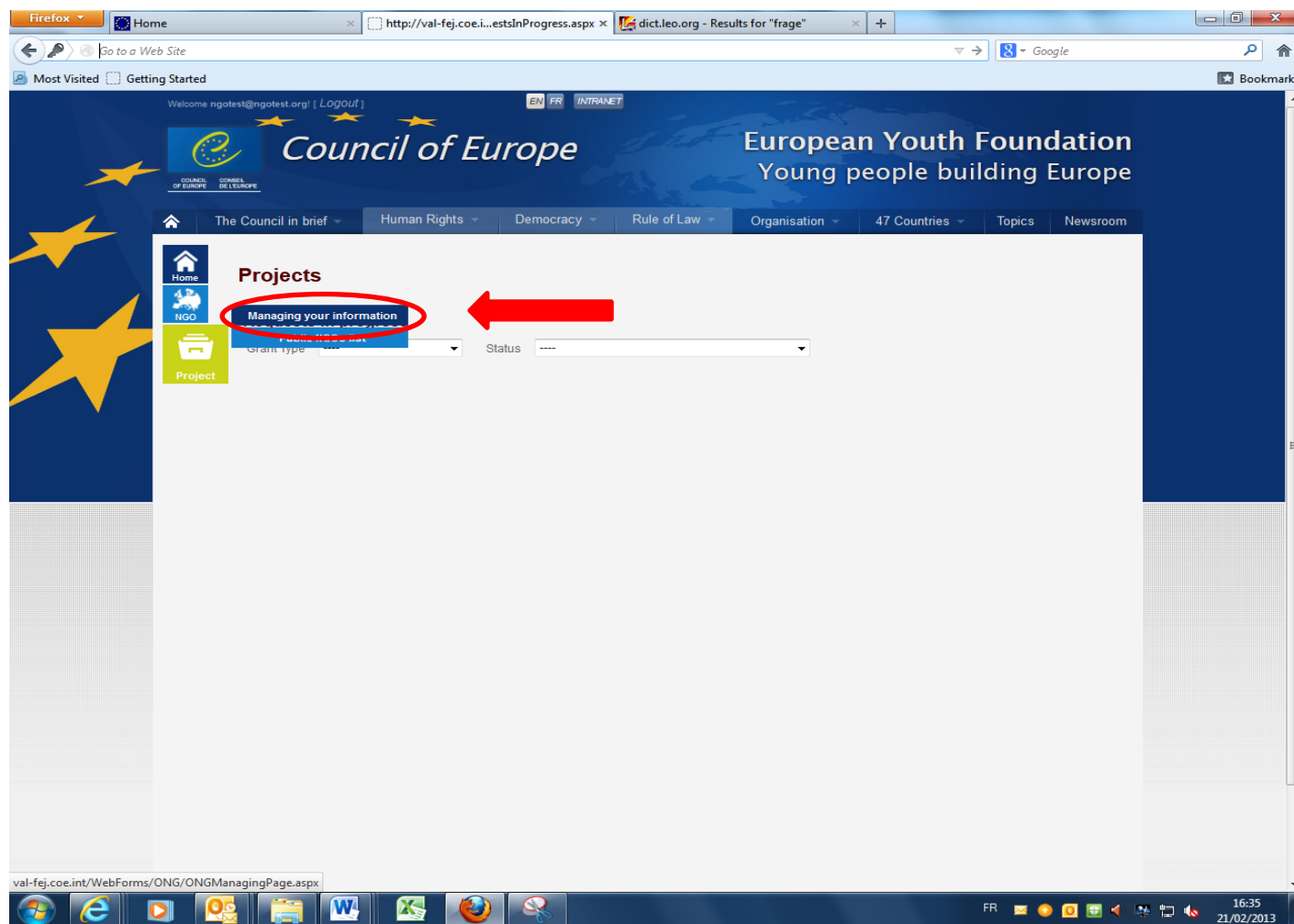
The screenshot shows the EYF website interface. The top navigation bar includes links for 'The Council in brief', 'Human Rights', 'Democracy', 'Rule of Law', 'Organisation', '47 Countries', 'Topics', and 'Newsroom'. On the left, there are icons for 'Home', 'NGO', and 'Project'. The main content area 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' tab is also visible. The main content area contains 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.' At the bottom, there are buttons for 'Previous page', 'Save (No validation request)', 'Submit your NGO' (highlighted with a red circle), 'Next page', and 'Export to PDF'.

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.



Home

NGO

Project

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

0 Comment

(Validated)

General information

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 :

E-mail: ?

testngo@testngo.org

(Change Password)

Web site:

Change Request

Save your changes

Next page →

Export to PDF

- ✓ 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.

The screenshot shows the EYF NGO profile page. The 'General information' tab is active. The 'Country' field is highlighted with a red circle and a red arrow pointing to it. The 'Save your changes' button is also highlighted with a red circle and a red arrow pointing to it. The 'Country' field is set to 'France'.

General information (Validated)

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:

E-Mail:

(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 shows the EYF NGO profile page with the 'Comment' tab active. A blue box is highlighted with a red circle, containing the text: 'NGOTEST, 21/02/2013 at 16:47 The NGO NGOTEST requests for Acronym : Change the value 'NT' to NGOT'.

General information Legal representative Vision Member information Bank details Validation 1 Comment

[Add a new comment](#)

1

NGOTEST, 21/02/2013 at 16:47

The NGO NGOTEST requests for Acronym : Change the value 'NT' to NGOT

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 for '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' (filled with 'NGOTEST'), 'Acronym (max 10 characters)' (filled with 'NGOTEST'), and 'NGO Type' (set to 'Regional network of youth organisations'). A red arrow points from the 'NGO Name' field to the status '(Awaiting EYF Agreement)' in the top right corner, which is circled in red. Below the 'General information' section, there is a 'Head office (contact details for any correspondence with the EYF):' section with fields for 'Postal address of your organisation', 'Street number and name', 'If "Other" country, specify:', '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, there are buttons for 'Change Request' and 'Export to PDF', and a 'Next page' link.

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.