

WEBAPP is the system which enables the electronic application form to be produced. Those with the roles of Administrator – DYEO – CYEO – Applicant are given specific access to different parts of the process. The DYEO can follow the progress of every applicant on that district and is best placed to keep up the momentum until the AF (application form) is completed. This document is primarily for the DYEO to keep the process on track.

1	<p><b>DYEO Registration</b> – ( do this when appointed - lasts until you leave office.) DYEO opens WEBAPP in browser <a href="http://webapp.youthexchange.org.uk">webapp.youthexchange.org.uk</a> DYEO clicks on 'DYEO', leaves boxes blank, Clicks on Register. On 'Register with us': inserts personal details as per instruction. Click Register IF ACCEPTED NOW INFORM THE ADMINISTRATOR AND WAIT FOR CONFIRMATION THAT ACCESS HAS BEEN GRANTED. MAKE A NOTE OF YOUR PASSWORD BECAUSE THE SYSTEM WILL NOT RETRIEVE IT FOR YOU. Thereafter DYEO inserts email address and password and clicks on Login.</p>
2	<p><b>Student Registration</b> Students register their interest at the Youth Exchange website. The data populates into the main database. The Programme Coordinator allocates the District number to each registrant and the DYEO is notified of any new registrants to their district. The registrants' data populates the District page which the DYEO sees when logged in.</p>
3	<p>The Programme Coordinator sends the DYEO the student's contact details.</p>
4	<p>The DYEO finds a sponsor club, directs the CYEO to register on WEBAPP, then assigns the club to the applicant.</p>
5	<p><b>CYEO Registration</b> This is essentially identical to DYEO registration - click on CYEO instead. REMEMBER TO INFORM THE ADMINISTRATOR.</p>
6	<p><b>Assigning a Club to an Applicant:</b> Highlight the student's row: The right hand table lists the clubs in the district. Click on the right hand arrows to get to the relevant page and highlight the required club. Click on 'Assign Club.' The Club ID appears on the student's row.</p>
7	<p><b>Completing the Club section – page 6 and page 4</b> Under Club Signatures Names- Page 6 the DYEO enters the name of the Club President and the Club YE Officer. If he has access to the information the DYEO can also complete the Page 4 section above it. Click 'Save'. The CYEO may also complete these sections. If sections are completed separately click Get Data to retrieve any existing entry, add additional data and save.</p>
8	<p><b>Signatures on Page 6 - the CYEO</b> Once Page 6 data is in place the CYEO can download and print off page (6 –DL Page 6). This may then be taken to be signed at interviews as required.</p>

9	<p><b>Repeating Club Data the easy way.</b> Where there is a second student assigned to the same club for which the above data will be identical, in order to avoid repetition, highlight the first student's row, click 'Get Data'. The club data will appear. Now highlight next student's row and press Save. The club data will then be adopted by the second student. Repeat as necessary.</p>
10	<p><b>After interview DYEEO Updates Student's Status:</b>  Highlight the student's row: select from Accepted/Rejected/ Withdrawn: Click on Update Status.  The DYEEO then informs the Programme Coordinator and the student of the result.  If accepted the DYEEO personalises the e-booklet <b>OB3C/S</b> and sends it to the student.  Information in the e-booklet includes how to access WEBAPP and to pay the £25 Admin fee.</p>
11	<p><b>Student Input</b>  Once students' status is 'Accepted' they open the WEBAPP site and gain access to the application page by clicking on "Applicant" and inserting their Registration number and Date of Birth (YYYY-MM-DD).  There will already be data there and the student needs to check carefully that this has landed in the right place.  The student then fills in all the required applicant information, uploads the picture, saves and logs out.  It is not necessary to complete this form in one sitting. Just remember to SAVE.  ****In particular SAVE changes before adding a language****.</p>
12	<p><b>Uploading the picture:</b>  The photograph should be passport sized in colour on a light plain background. Formal full face with a smile. No sign of any parts of anyone else.</p>
13	<p>To generate the AF the DYEEO clicks on Create PDF and downloads the AF. Save.</p>
14	<p><b>Signatures on Page 6. – the DYEEO.</b>  If the CYEO has not obtained these at interview the DYEEO needs to do one of the following:  <b>Either:</b> Click on File – Print and select page 6 - Print page 6  Circulate hard copy of page 6 for signatures which is returned to the DYEEO for insertion into the AF  <b>Or:</b> email the AF to the CYEO who then prints off ONLY PAGE 6, circulates this for signatures then returns to DYEEO for his/her signature and insertion into the AF.</p>

- The Complete AF is then ready for the Placement process.

The most important task of the DYEEO is to keep the student on message towards completing the form as quickly as possible, in particular where the AF demands additional materials such as letters, photographs, reports from doctors, dentists or school etc.

The DYEEO needs to keep in close touch with the process and be able to react quickly to errors or omissions of any sort, communicating immediately to the Coordinator any technical problems.