



# Administering groups for the Workers Youth Festival – this is how you do it!

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## 1) General information on registering groups

The registration for the festival is carried out via an online process. Participants can either register themselves or will be added by a group supervisor.

All registered participants can join or leave a group at any given time, regardless of whether they self-registered or were added by a group supervisor. „Groups“ can be whole organisations, federal/county, regional or thematic (working groups, alumni,...) associations.

We have decided to administer people as „groups“ to offer you any of the following possibilities

- Opportunity for preparing together
- Joint planning of arrival/departure and, for example choosing coach/bus routes
- People registering without an affiliation will have a peer group
- Planning accommodation capacity is made easier on the basis of groups.

Group members may come from entirely different organisations or from all sorts of regions. However, the system will initially suggest individual applicants to join groups matching one's region and organisation. Any person can only be member of one single group as we use group membership to plan for the accommodation capacity needed.

In order to join a group the approval of the group supervisor is necessary, a participant can leave a group without any further arrangements needed.

The system for registration is available under [www.workersyouthfestival.org](http://www.workersyouthfestival.org) and will automatically switch to a secure internet connection (https), so that your personal information will not be transmitted unsecured.

## 2) How do I create a group?

The quickest way for an individual group supervisor is to register themselves as a participant. In doing so, once logged in, they can create new groups and work with them. Alternatively, one can register a group without logging in, but will potentially have to wait for 2-3 days in order to be approved by the organisers. Only once this has been done, you will be able to administer existing group members, add new ones or delete cancellations.

Group supervisors do not have to participate in the festival themselves. Registering a group

follows two Steps. Firstly, you have to enter basic group information and secondly you can already enter names of group members.  
A group, which people from different organisations will be members of, should still choose one responsible organisation. So we can provide help more easily just in case anything goes wrong.

### Step 1:

[DE] Jusos in der SPD (Jusos)

Bayern

ggf. Gruppenname vergeben: KV Hinterhagltupfing

Gruppengröße \* 20 (ungefähre Anzahl)

Ich nehme selbst teil \*  ja  nein

Familienname \* Ude

Vorname \* Christian

E-Mail \* istnureine@fantasiemail.de

\* Pflichtfelder

Weiter »

### Step 2:

Hier kannst Du Eure Teilnehmenden eintragen. Noch unklare Plätze lasse einfach frei:

1.	Ude	Christian	istnureine@fantasiemail.c
2.	Meier	Monika	E-Mail[2]
3.	Mustermann	Maximilian	mm@xyz.de
4.	Familienname[4]	Vorname[4]	E-Mail[4]
5.	Familienname[5]	Vorname[5]	E-Mail[5]
6.	Familienname[6]	Vorname[6]	E-Mail[6]
7.	Familienname[7]	Vorname[7]	E-Mail[7]
8.	Familienname[8]	Vorname[8]	E-Mail[8]

Finally, do not forget to click „bindingly register group“!

### 3) How does one become responsible for an existing group?

Group supervisors can turn other people applying for membership into supervisors at any time via clicking the tool symbol. 🛠️

Group supervisors can discard another person's supervisor responsibilities at any time by clicking the stop symbol. ⏹️ One cannot discard one's own responsibility. ⏹️

A group can only be deleted, if it has no members. If you want to cancel a group, you will have to delete all members first. This will not delete the people themselves, but merely annul their group membership.

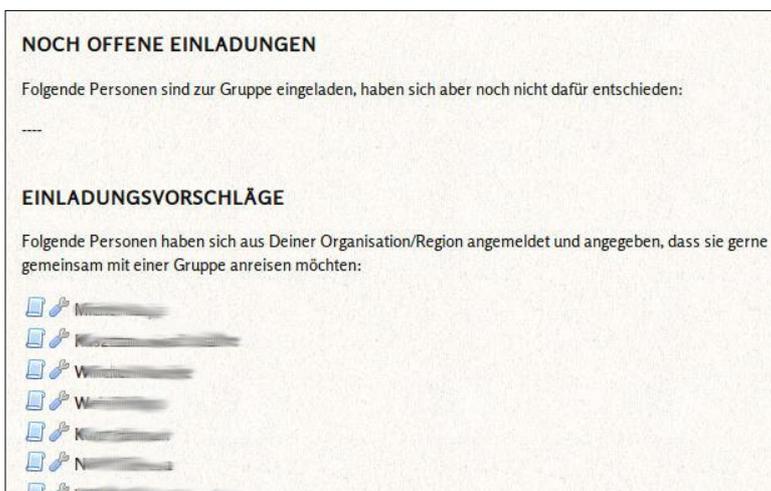
### 4) How to admit members to a group



Individual registrations or people without a group membership will automatically receive the notification "You are not member of a group." Depending on address and organisational affiliation existing groups can potentially join will be presented in different order. There are no hidden groups.

Group supervisors will be notified under "MY GROUP" if someone new wants to join. If you do not know the person, you can directly contact them by email. (We blurred out the name in the preview.)

Moreover, the system will suggest people you might want to add to your group. However, privacy protection will be respected so that you will only see members of your own organisation or from the same region as you, who aren't members of a group yet and have indicated that they would like to arrive "with a group". Due to privacy protection you will not be able to "search" for further people.



By clicking on the paper scroll 📄 you can invite these people or by using the tool icon directly turn them into group supervisors.

Note: In turning someone into a group supervisor, they will not automatically become members! These are separate processes!

Group supervisors can see and edit the information of any group member. 📄

## 5) Group administration at a glance

The screenshot shows a web interface for group management. On the left is a sidebar with navigation links: 'ÜBERSICHT', 'MEINE GRUPPEN', and 'AUSLOGGEN'. Below these are three promotional banners: 'WERDE ZELTPATIN' with a mountain icon, 'MITMACHEN' with a right-pointing arrow, and 'SOCIAL MEDIA NEWSROOM' with icons for YouTube, Twitter, Facebook, and Flickr. The main content area is titled 'MEINE GRUPPEN' and shows the user is a member of '[DE] Orga: Test'. Below this, the group name is '[DE] ORGA: TEST'. The 'VERANTWORTLICH FÜR DIESE GRUPPE' section lists two administrators: one with an '@spd.de' email and another with '@sjd-die-falken.de'. The 'MITGLIEDER IN DIESER GRUPPE' section shows two members with '@falken.de' and '@spd.de' emails, and a link to 'Neues Gruppenmitglied anmelden'. The 'BEWERBUNGEN ZUR AUFNAHME IN DIE GRUPPE' section shows one pending application from '@googlemail.com'. The 'NOCH OFFENE EINLADUNGEN' section is currently empty.

**Warning: You will be automatically logged out, if you are inactive for more than 30 minutes!**