



INDEX

SERVAS YOUTH POLICY----- 4

Summary

The purpose of this article is to express the policies of Servas Youth. It's aim is to clarify why it's so important for youth to be part of Servas and which is it's place in the organization; what Servas can offer to young people and why should they choose it. How Servas can be more accessible to Young people and lastly some practical ideas.

GUIDELINES FOR YOUTH LOCAL CONTACT ----- 8

Summary

This document expresses the rules to establish a local Servas Youth contact. It is purpose is to clarify the aim of the Local Servas Youth, describe its job (skills, character, profile and role) and its own purpose.

SERVAS YOUTH EVENTS -----11

Summary

Description of the Servas Youth events. The purpose of this document is to detail the activities necessary to prepare before the events (communication, finance, agenda, information, local activities), during its development (beginning, welcoming and introduction, day-to-day work, finalizing) and after it's finished (minutes, evaluation, reports, audits, etc.). It also contains comments about the plenary, forms of communication and publicity, suggestions for the Servas Youth Website and a concise explanation about SYLE.



SERVAS YOUTH LANGUAGE EXPERIENCE -----18

Summary

Description and explanation of SYLE (Servas Youth Language Experience). The purpose of its document is to explain the aim of SYLE, who takes part, the procedure, the profile of the Young traveler, the profile of the coordinator of the hosting team, the conditions, the financing, the agenda and final suggestions.

APPLICATION FORM -----24

Summary

This paper is the form for the SYLE solicitor (Servas Youth Language Experience). Its purpose is to know the personal data, languages, Servas experience and personal observations of the individual that wants to do a SYLE.

LETTER OF COMMITMENT FROM THE TRAVELLER / ORGANIZATIONAL TEAM ----27

Summary

Letter of commitment of travellers and organizational team. The objective is to become clear about the obligations of each part involved.

TRAVELLER REPORT -----28

Summary

This is a report of what the beneficiary of the SYLE has to do after said program is finished. Its purpose is to know the persons conclusions of the program after the SYLE experience.



LOCAL TEAM LEADER REPORT -----29

Summary

This report is the one that has to be filled by the chief of the local team after the SYLE is finished. Its aim is to get to know their conclusions after the SYLE is finished.

EDITOR MANUAL -----30

Summary

The editor's Manual to the Servas Youth Website. The purpose of the document is to have on paper the instructions for: uploading photos. Adding subcategories, editing articles, adding charts, create polls, adding the polls results, adding archives to download, adding news to the homepage, editing information about Servas Youth to the homepage and editing information about Servas Youth to the homepage and editing events.



SERVAS YOUTH POLICY

1. Why we need young people in Servas? What is their place in Servas?

- The only way to keep Servas alive is to put new blood in its veins and to benefit from the energy of young people.
- Youth is not a question of age: every Servas traveler is young by definition (© Pablo Chufeni).
- Youth means the courage to make visits, to open our heart to others, to keep our door always open for others and maybe to make changes in our life.
- Servas Youth can be a bridge between different Servas groups as well as between Servas and other organizations with similar goals.
- Servas Youth can also be a possibility to create bridges for peace and open up dialogue in conflict areas.
- Servas needs to count on young energy to put projects for peace into action.

2. What can Servas offer to young people? Why should they choose Servas?

- Discovering new cultures and meeting people of all nations and all ages (As the security in Servas is very high, thanks to the interview process, it is possible for everyone to open doors to Servas travelers).
- Finding people who share the same interests, no matter how unusual they may seem, and making new friends around the world.
- Servas can offer special experiences – SYLE, hosts who may open up relevant opportunities in their communities, other activities shared with young people at local level and in other countries.

SERVAS YOUTH PROCEDURES



- Servas offers an opportunity for young people to express themselves – participating in national and international events and activities or organizing them themselves.
- Servas can be more than a host and traveler organization with rigid rules, but an organization where there is a place for everyone who is interested in meeting other people, sharing with them and promoting peace through that human experience.
- Servas can promote creative possibilities for the young people already in the organization in order to show what we can do for the “people from outside”.
- Through Servas, young people can feel themselves useful and important to society as they contribute to develop peaceful activities at local and international levels.
- Focusing on Servas principles – work/ study/ travel –, young travelers may join communitary, artistic or social activities during longer stays with hosts, properly prepared for in advance as an example of “Practical Peace” (©Ann Greenough).

3. How can we make Servas more accessible to young people?

- Find a way to listen to young people and try to understand their way of thinking, ideas and expectations.
- Try to make things less formal, less complicated, less bureaucratic.
- Look for new members in universities, volunteer groups, social networks.
- Incorporate into Servas Youth groups that already exist and could share the Servas values (YMCA, NGOs related to United Nations, Esperantists, artistic or sporting groups, young musicians, Rotary Club etc.)

SERVAS YOUTH PROCEDURES



- Promote SYLE and other activities.
- Establish Servas online as a virtual social network open only to those who have been successfully interviewed. It could be a kind of “Servas Facebook” where it would be easy to make a search for shared interests, see photos and exchange direct messages.
- If it is possible, try to find physical space for Servas youth groups – some room (hall, palace, cave, hut) that could serve as a gathering place and center of activities.

4. Some practical ideas.

- Try to activate our collaboration with the UN, specially through UN Volunteer groups, Unicef and Unesco.
- Collaborate with volunteer organizations and NGOs, establishing an active partnership.
- Establish “welcome groups” formed by young day hosts in different towns around the world, so they can feel useful. This would be a concrete possibility of participation for young members and, as a consequence, for them to promote their home cities as well.
- Establish a link between older hosts and young day hosts, putting together experience and ability to speak a foreign language.
- Encourage local, national and cross-border activities (these can be anything useful or interesting to do together – from picking mushrooms, aiding a Servas member to paint the house to international artistic groups or festivals).

SERVAS YOUTH PROCEDURES



- Servas is a family-friendly organization. Children could provide one more link for Servas families. And young people can also organize educational activities to integrate them into the first steps of Servas spirit.
- Promote, when possible, the link between Servas Youth and traditional communities at local and international levels (e.g. Turkish project “Live with us, share with us” run by Mehmet Ates in Antakya during 2009; possibility to know the Arhuaca community in Valledupar surroundings with Colombian Arhuaco Javier Solís, an indigenous member of Servas Colombia).
- Develop “Practical Peace” projects as a tangible way in which hosts and travelers can make small but positive contributions to peace in their communities.
- Capture the courageous and energetic spirit of young group to run sustainable peaceful projects in conflict zones where Servas is present, such as Israel and Palestine, India and Pakistan, Colombia and Ecuador, as “seeds of peace”.
- Establish a “Talent Bank” based on abilities, interests and backgrounds in order to put together young people with similar skills, e.g. videomakers, doctors, singers and musicians, lawyers... Those groups would be able to develop projects at local and international level. (“Servas professionals without borders”, ©Maria Fernanda Vomero).



GUIDELINES FOR YOUTH LOCAL CONTACT

Communication

- To make link on Servas Youth website with names/emails/photos of Youth Local Contact and NS of each country.
- To share information about projects held in each country to provide ideas and information to other countries. We suggest this be done quarterly during the last five days of February, June and October.
- To formally/informally update the SYC and YD officer at the same intervals and to request them to filter information and select relevant items for SI newsletter editor and the website moderator.
- To act as intermediary between SYLE participants, NS, SYC, YD officer, SYLE team coordinator and Host Country Servas members.
- To be mentored by at least one member of a Servas group who will help the YLC fulfill his/her responsibilities.

Job Description

1. Skills

- Language: basic fluency in spoken/written English (*It may be necessary for the YLC to have a mentor to help him/her).
- Computer: access and Internet; basic computing skills, ie. Microsoft Office package, Windows, etc.
- Organization: ability to make all arrangements for/between groups of people.
- Communicative abilities: listening, analyzing, explaining, etc.



2. Character Profile

- To have interpersonal skills: open-minded, positive, patient, responsible.
- To be motivated and pro-active.
- To be committed to all aspects of the job description.

3. Role

- To act as a facilitator and leadership model.
- To fulfill obligations related to the guidelines of the YLC position.
- To establish working team when/where necessary.

Objectives

1. To coordinate at least one activity per year that focuses on youth interests within the national group. It can be a small get-together or a more complex activity. Some examples are:
 - Outdoor activities and Sports;
 - Music festivals;
 - Art exhibitions;
 - Celebration of local/traditional holidays;
 - Organizing special interest groups, ie. Reading, drama, cinema, photography, bird watching, etc.;
 - Excursions within the city/country;
 - Fun/Creative Stuff: pillow fights, "freeze day," Frisbee playing, dress-up days, etc.;
 - Community Service Programs: Earth Day, recycling projects, inter-generational

SERVAS YOUTH PROCEDURES



activities, NGO's, charity organizations, etc.;

- A "SYLE" activity if there is a SYLE participant in/from the particular country.
2. To develop communication within the youth members of the national group as well as with the youth groups in other Servas countries

Revised: 18 Sept 2009 Pinar, Dianne, Alejandro, Sally



SERVAS YOUTH EVENTS

An event is any type of Servas meeting from international to local. Any Servas meeting will have positive benefits for those attending and for those organising.

Pre-Event

1. Date: For large events consider min. 6 months, preferably one year e.g. international area, or national meetings. For smaller meetings adjust the date accordingly. Take into account school holidays, national holidays, seasons, other Servas events, variable cost of venue and transport.
2. Venue: Research place, public transport links, cost of the venue.
3. Finances: Set the budget, underwriting fund, estimate costs for each person with discounts e.g. for young people, children, others in need.
4. Viability: Set a deadline regarding minimum/maximum participants.

Are min. costs covered? Is there any flexibility? Is event viable?

5. Responsibilities:

First identify your coordinating committee of 3 people e.g. NS, Youth Local Contact, Treasurer, then cover all responsibility areas. Ensure that you have backup in place e.g. in case of illness, family problems...etc.

Ask for people to volunteer and get involved in any aspect of planning and running the event e.g. workshops- activities- presentations.

- **Communications**

1. Send out the initial invitation and information by e-mail at an appropriate identified time.
2. If needed, translate any material for speakers of other languages e.g. Spanish.



3. Inform people through notices, announcements. Ensure appropriate materials e.g. flip charts.
 4. Outreach to NGOs and organisations with similar goals and values.
 5. If possible coordinate local community links and joint activities; including e.g. schools, football teams etc.
 6. A) Publicise the event externally at local, national, international level e.g. websites, newspapers.
B) Publicise the event within Servas. Organise newsletters, blogs, websites e.g. pre-event, daily and post event.
- **Finance**
 1. Manage the budget.
 2. Prepare, send out and receive the pre-registration and registration forms. Decide refund and cancellation policy. Ensure some flexibility re cash flow and methods of payment. Inform people about precise procedure for above.
 3. Apply for and manage funding for e.g. young people, projects, small/new groups etc.
 4. Ensure some cash funds available to discreetly help people who have little/no personal money.
 - **Agenda**
 1. Pre-working groups for workshops + themes.
 2. Workshops and plenaries.
 3. Agenda / programme.
 4. Activities: sport, fun, parties, excursions, music etc. Try to include activities for families with children and adolescents e.g. room available for videos for chat, games, DVDs, internet, music etc.



5. Outside speakers and groups.
6. Rules of Order: (i.e. how the meeting works) and ground rules i.e. personal behaviours) in place if appropriate.
7. National presentations e.g. 15 min. for Argentina.
8. Encourage people to send in any ideas for the event beforehand.
9. Organise minute takers and/or note takers beforehand if possible.

- **Information**

1. Information about place, history, village, religion, customs, culture.
2. Prepare info packs about the conference including name tags and badge.
3. Pre-advice to attendees e.g. clothing, mosquito nets, health, personal safety, currency exchange.
4. Advice and info for families with young children or adolescents.
5. Send initial info + invitation and mention previous meetings e.g. Youth Patagonia '06
6. All meetings open to anyone of any age.
7. Mini language guide. E.g. luganda.
8. Make clear what total price does not include e.g. Istanbul, entrance fees, transportation etc.
9. Cancellation policies (see Istanbul).

- **Domestics, practical**

1. Booking: 1+team.
2. Accommodation.
3. Food: any vegetarians, vegans (seating arrangements).
4. First aid.
5. Hosting before and after the conference.



6. Meeter & greeter: care of individuals. If necessary ensure mentor for non-English speakers or newcomers.
7. Transport.
8. Technical person, equipment.
9. Job – trouble-shooter: problem solver.
10. Poster with rules + team.
11. Materials to bring by attendees e.g. banners, badges, traditional costumes, music, photos: display, presentation about your country / national group.
12. Volunteers to do workshops e.g.: conflict resolution, fair trade + tourism concerns (Dalesbridge).
13. Ideas from volunteers re art, drama etc.
14. Facilities for people with disabilities.

During the Event

- **Preparation for start of Event**

1. Set the arrival time, and state who will arrive early.
2. Confirm everything in order with domestic team and venue management.
3. Arrange furniture, refreshment and welcome & registration team in place.
4. Put up preliminary notices and programme.
5. Provide clear information about the formal start time and meals.

- **Welcome and Introduction**

1. Have a named person.
2. Someone to get people into the room.
3. Domestic and practical arrangements.
4. Update people about the programme.
5. Introduce the team & responsibilities.
6. Warm-up session.



7. Session about rules of order for formal sessions: Ensure everyone understands how the meeting works and that there is no confusion.
8. Session about ground rules (rules of personal behaviour): Ensure everyone understands how the meeting works and that there is no confusion.

- **Daily jobs**

Inform about any changes and additions to the programme and the rooms/space to be used. Ensure last minutes ideas and workshops are incorporated into the programme. Be open and flexible to suggestions.

Main organiser to ensure that all jobs are being done and that those responsible are OK. Be available for advice.

Ensure minutes and notes are taken and collected.

- **Ending the meeting**

Ensure enough time for a positive ending and conclusion for evaluation, suggestions, and improvements for future meetings.

Give out evaluation sheets in plenty of time.

Ensure everyone is OK for getting away. Avoid confusion e.g. hotel check-out, keys, bus leaving time and allocation of seats etc.

Organise a final meeting with the venue manager to ensure everything in order.

Clear up and tidy team to leave venue as agreed.

Post Event

- **The minutes:** Write up, check and distribute.
- **Evaluation:** Analyse the sheets, write up and distribute to the organising team. State lessons to be learnt for future meetings.

SERVAS YOUTH PROCEDURES



- **Reports:** Write up and distribute the conference reports e.g. to the Development Committee.
Ensure reports and summaries on Servas Youth website and SI News and monthly news, national group newsletter.
- **Audit:** Ensure accounts in order and presented correctly for SI Treasurer, organising committee audit if necessary.
- **Sharing** of photos, experiences etc.

Comments – Plenary

- Mentor if appropriate.
- Archive, history, databank.
- At least one youth activity during the year.
- Where no local YC what to do?
- Need local team from different areas 5 people.
- Characteristics, values.

Events

- 3 + sources of funding Area Coordinators. Funding from different scale of meeting.
1. Youth funds, 2. DC, 3. National Groups - 1st source Buddies

Events (ctd)

Servas in new countries, focus on new members

e.g. Area Coordinators: youth input+young person to attend from each country e.g. central America meeting in Costa Rica produced report Pablo link Servas Youth
Area Events can get over problem of visa.



(Communications / Publicity): depends on event who first

- EXCO DC (Youth Coordinator, YDO).
- SI Website Youth: general link.
- Local Youth Contact, National Secretaries or Key Persons, members/ letter.
- SI News monthly.
- NGOs / Charities.

Servas Youth Website

1. Some changes on the structure to make it more attractive.
2. Including a blog - Blogs: created a blog for the reports-News -Open blog for everyone.

SYLE

Concise explanation of SYLE

- One to modify the application form, procedure.
- The profile: local leaders.
- Feedback form.
- Interview.
- Reach potential members.
- Integrate the national groups, national groups meet thanks to the SYLE member, integrating local groups.



SERVAS YOUTH LANGUAGE EXPERIENCE

Servas Youth Language Experience (SYLE) is a program designed for young Servas members to learn a language through a Servas cultural exchange during one month in a foreign country.

This experience includes language classes (formal or informal) and other activities – cultural, recreational, sportive, touristic, etc.- in an environment of fraternal daily life that ensures a rich experience of language learning and cultural exchange between the young traveller and the Servas Hosts.

Based on this intent, the host country will plan an Agenda, indicating dates and locations of: the Servas Host Families, the activities and their points of contact, as well as allocated spare time for the traveller.

Objectives

- To learn a language.
- To provide a rich cultural exchange experience to the traveller and to the Servas Hosts.

Through SYLE we also hope to strengthen the integration of national local groups, as well as to promote the participation of young people in Servas.

Participants

- Young Traveller
- Youth Contact (YC) and National Secretary (NS) of both the Local and the Host Country of the traveller.
- Convenors team in the Host Country.
- Servas Hosts, including day hosts.

SERVAS YOUTH PROCEDURES



- Non-Servas family members and friends.
- International Servas Youth team.

Procedure

1. Application: Applicant for traveller and applicant for organizing team must communicate interest in participating in the SYLE to the Youth Contact / National Secretary of their countries.
2. Enrolment: Applicant must complete an application form and Letter of Agreement and send both to the Youth Contact / NS who will arrange an interview.
3. Initiating SYLE: Once an application is approved, the Servas Letter of Introduction (LOI) is sent. Communication between the traveller and the organizing team of the host country begins, in order to create a program customized to the expectations and interests of both parties.
4. SYLE's development: A four week stay in the host country will follow, based on the accepted Agenda. During this time, it is important to keep communication open among all participants of the SYLE experience and to be flexible if changes are needed.
5. SYLE's Conclusion: Once the SYLE experience has ended, both participants must send an evaluation report to the Youth Contacts or NS in their respective countries. The traveller must advise the YC/NS of his return home and must arrange to make a presentation about his SYLE experience to his National Group.

Young traveller's profile

- Between 18 and 35 years old.

SERVAS YOUTH PROCEDURES



- Active participation in Servas. If Servas is non-existent or fragile in his country, his potentiality as a future Servas Member will be considered.
- Necessary skills to communicate in the host country's language.
- Empathetic, open-minded attitude toward different cultural experiences.
- Willingness and ability to interact constantly with a large number of people for a month.

Host country's Convenor Team's Profile

- Interest in being involved in Servas Youth
- Responsibility to:

Coordinate and confirm the stay of the traveller with all hosts.

Organize and guarantee the development of the activities proposed in the SYLE Agenda.

Keep continuous communication with all SYLE participants (hosts, traveller, language facilitators, activities organizers, etc.)

- Experience as a Servas Host or Traveller.
- Dynamism, patience, commitment, capacity and ability to communicate with all SYLE participants (via e-mail or phone).

Conditions

- Valid Servas Letter of Introduction (LOI).
- Ability to afford all financial aspects of travelling, paperwork, visas, transportation and personal expenses.
- SYLE commitment Letter of Agreement.



- Travel insurance.

Funding

There is no funding from Servas International to cover any SYLE costs of any participants.

The traveller must be able to afford all travelling expenses, visas, transportation and personal expenses. The cost of all activities proposed in his/her program must be discussed and agreed upon by the traveller and the convenors team prior to travel.

The same criteria apply as for Servas Hosting. Therefore, hosts will provide hospitality and breakfast. The National Group and its hosts need to establish and agree amongst themselves how other important amenities, such as meals, public transportation expenses, entrance fees, language courses and costs for other activities will be provided. Likewise, the National Group of the traveller's home country should agree on how it will assist the traveller with economic help.

Agenda

The Agenda is the most important tool for the development of the SYLE experience. The organizing team prepares an Agenda based on the traveller's interests and the available resources.

The Agenda must include any formal or informal language classes. It is suggested to plan the language classes according to the actual level of the traveller. The frequency, modality and provided material for the classes depend on both resources and considerations of the organizing team.

Classes can be given by volunteers or through an institution. It is equally important that the hosts collaborate in the learning process of the traveller (e.g.: correcting most frequent errors).



The Agenda can also include touristic, cultural, recreational, sports or any other activities aimed at enriching the learning-teaching experience and cultural exchange of both traveller and hosts. It is suggested the Agenda contain a rich variety of activities and also provide ample free time for the traveller.

Suggestions

IMPORTANT for everyone: To clarify and agree upon expectations and policies for sharing the household during the traveller's visit (such as house rules for being in/out, when shared activities will take place, use of appliances and facilities, etc.) immediately upon arrival at the home.

- For the organizing team:

To appreciate the good will of the hosts and confirm they understand what is expected of them, especially regarding time and interest in sharing experiences with the traveller.

To provide basic information about: weather, transportation, cultural activities and places of interest in their community/country.

- For the traveler:

To read SYLE experiences of other travellers on the Servas Youth website and to communicate any concerns or queries.

To be well-informed about: customs, traditions, weather, climate, clothing and places of interest in the host country.

To be prepared with information on how to consult the embassy or consulate of their home country in case of an unexpected event.

To bring information to share about their home country and its culture, traditions, festivals, history, geographical data, and music along with photos or friends and family, etc.

SERVAS YOUTH PROCEDURES



To bring souvenirs, such as traditional and/or homemade items as gifts for Servas Hosts and/or others in appreciation for hospitality and kindness.

To send letters of thanks and appreciation to all the Servas hosts, YC/NS of both host and local country and any other people who helped to make the SYLE experience possible.



APPLICATION FORM

SYLE – Servas Youth Languages Experience

PERSONAL DATA

Name:

Gender:

Date and Place of birth:

Age:

Address:

Country of residence:

Telephone Number:

ID/Passport Number:

In case of emergency contact:

LANGUAGES

Native language:

Languages spoken:

(1 – Basic, 2 – Conversational, 3 – Fluent)

SERVAS YOUTH PROCEDURES



Language in which you wish to do the SYLE:

SERVAS EXPERIENCE

Since when have you been a member of Servas and what experiences have you had?

Have you had any previous SYLE experiences? What kind?

Why are you interested in participating in a SYLE?

Do you have any interests or particular activity that you would like to develop during your SYLE?

How could your participation in the SYLE contribute to the development of Servas Youth in your country?

PERSONAL OBSERVATIONS

Can you afford all the costs of your trip, visa, transport to the host country and personal expenses?

SERVAS YOUTH PROCEDURES



Do you need any sort of special food diet?

Do you have any medical condition that requires a particular medicine or special treatment?

Asthmatic: No:_ Yes:_ Allergies: No:_ Yes:_ If yes, please explain

TELL US ABOUT YOUR LIFE (INTERESTS, EDUCATION, HOBBIES, WORK, EXPECTATIONS, AMONGST OTHERS):



LETTER OF COMMITMENT FROM THE TRAVELLER / ORGANIZATIONAL TEAM

I, _____ commit myself as traveller/ organizational team to:

- Make an effort to acquire the foreign language, **before and after the trip**, using my skills and abilities to give 100% to the SYLE as a language experience (traveler).
- Communicate my interests to the organizing team of my SYLE **before the trip** (traveler). Take into account the interests of the traveler to organize the schedule and inform him/her if there are additional costs for the proposed activities (organizing team).
- Keep an open mind; be understanding and flexible about the proposals or unexpected situations which may occur on the schedule.
- Prepare a report about my SYLE experience and send it to the CJ/NS of my country **on my return** (traveler).
- Make a presentation about my SYLE experience before the National Group / CJ / NS of my country **on my return** (traveler)

Signed in _____, on _____ of _____ .

Signature



TRAVELLER REPORT

1. Tell us about you and Servas (Why are you in Servas? What is your role in Servas?)

2. What did you expect before doing a SYLE and were your expectations met?

3. Tell us about your SYLE host group. How was the internal organisation of the programme? How was their hospitality?

4. Is there any practical advice you could share with future SYLE travellers?

5. Could you organise a SYLE in your own town? If not, what other youth activities would you be willing to organise to promote Servas in your country?

6. Please add anything else you want to say and include pictures of your SYLE.

SERVAS YOUTH PROCEDURES



LOCAL TEAM LEADER REPORT

1. Tell us about you and Servas (Why are you in Servas? What is your role in Servas?)
2. What did you expect before hosting a SYLE and were your expectations met?
3. Tell us about your local group. How was your experience of organising a SYLE?
4. Are there any “lessons learnt” that you could share with future local team leaders?
5. Would you like to organize another SYLE in your town?
6. Please add anything else you want to say and include pictures of your SYLE.



SERVAS YOUTH WEBSITE

EDITOR MANUAL

- **Adding photos**

2. From the “Content” menu on the left side, choose “Photos”.
3. Click on “Add photo” on the top.
4. Create the name of the album.
5. Choose date when the pictures were taken (you can choose only one day for the whole album).
6. How many pictures you want to add (up to 10 at once).
7. To add picture click on “Browse” and choose a photo from your computer.

A screenshot of the photo upload interface. At the top, there is a dropdown menu labeled "Number of Images:" with the number "6" selected. Below this, there are two rows for image uploads. Each row has a text input field for the image name, a "Browse..." button, and a "Posible ampliar:" section with radio buttons for "Sí" (selected) and "No".

8. If you want the picture to be accessible in the original format (recommended), not only in small format, “Posible ampliar” should be set to “Sí”.
9. Go to “After save” and choose “back to the list”.
10. Choose “Save” to create an album and add your photos.

If you added 10 photos and want to add more, or you want to add photos to an existing album:

- Choose “Agregar imagenes” from the icons list on the right side, next to the album





name that you want add the photos to.

- Choose how many pictures you want to add.
- Choose the photos from the computer like before.

If you want to change the name of the folder, choose “Editar” (paper and pencil icon) from the icons list on the right.

To delete a folder (all photos in this folder will be deleted to) choose “Eliminar” (bin icon).

- **Adding subcategories**

To add some news to the “News” section or an event in the “Events” section you need to create a new subcategory.

3. Choose “Sub Categories” from the menu on the left side.
4. Choose “Add subcategory” at the top.
5. Type a name for this subcategory (It will be displayed in the subcategories list when you click on category name).
6. Choose a category (“CID”) for this subcategory.
7. Type link (preferably the same as subcategory name, remember that there can be only one link with the same name).
8. Type a title for this subcategory (this title will displayed on the website).
9. Type the article that you want to be displayed on the website after clicking on the subcategory.
10. If you want to add images to illustrate the article, choose a number of images you want to add (no more than 10) and you'll be asked to choose their location on your computer.



11. If you want to add any files to your article (only doc and pdf documents are allowed) choose a number of documents you want to add (no more than 10) and you'll be asked to choose their location on your computer.
12. Choose "Save" to save your article.

- **Editing articles**

4. To edit the article you need to choose the one that you want to edit from the subcategories list.
5. From the icons list on the right side of the articles name choose "Editor", as in picture below:



6. To delete the article click on the bin icon next to it. You'll be asked to confirm that, after deleting it you will not be able to recover it.





7. To add images to click on “Agregar imagenes”, choose a number of images you want to add (no more than 10) and you'll be asked to choose their location on your computer.
8. To add any files to your article (only doc and pdf documents are allowed) choose a number of documents you want to add (no more than 10) and you'll be asked to choose their location on your computer.



- **Adding templates**

If you'd like to add an article to an existing subcategory, for example report from a SYLE in your city, you need to create a new template.

1. Choose “Templates” from the menu on the left side.
2. Choose “Add template” at the top.
3. Choose from the list a name of subcategory to which you want add an article.
4. Type a name, link, title, and the article you want to add.
5. You can add images, files, edit or remove the article, in the same way as a subcategory.



6. Click on “Save” to create a template and save the article.

- **Creating a survey**

1. Choose “Survey questions” from the menu on left side.

2. Choose “Add Survey question” at the top.

3. Type a question.

4. If you want your question to be visible among others (questions are changing each time you refresh the page), “Enabled” option should be set to “Si”, as on the picture below:

A screenshot of a web interface for creating survey questions. At the top, there is a tab labeled "Survey questions" with a right-pointing arrow. Below the tab, there are two rows of input fields. The first row is labeled "Question:" and contains a text input field with the placeholder text "Survey question". The second row is labeled "Enabled:" and contains a dropdown menu with "Si" selected and a downward-pointing arrow.

5. Click on “Save” to create a poll.

- **Adding responses to the survey**

1. Click on the magnifying glass icon on the right side of the survey to which you want to add responses.



2. Click on “Add survey response” below the question.



3. Type a response.
4. Choose the corresponding question from the list.
5. In order field you need to specify in what order you'd like the responses to appear on the website. For example, if you'll type there number "1", this answer will be the first on the list.
6. Click on "Save" to add the response.
7. To add more responses to the survey go back to point 1.
8. You can edit & delete responses using the icons on the rights side of the created answers.

- **Adding files to download area**

1. Choose "Downloads" from the menu on the left side.
2. Type a title, you can write also an article.
3. Choose a category for the download.
4. Choose how many file you want to add.
5. Choose file location on your computer.
6. Type a description for the file.
7. Click "Save".

- **Adding news to the home page**

Remember that there may be only to article at the same time displayed on the main site.

1. Choose "News down" from the "Content" list on the left side.
2. Click "Add new down" at the top.

SERVAS YOUTH PROCEDURES



3. Add the article in the same way as it is explained under “Adding articles”.

- **Editing information about Servas Youth on the home page**

1. Choose “Home” from the “Content” list on the left side.
2. Choose “Editar” icon on the right side of the article name.



3. When you finish editing article, click on “Save”.

- **Editing event box (in the top-left)**

1. Choose “Event” from the “Content” list on the left side.
2. Choose “Editar” icon on right side of the title.



3. Click on “Save”.