

SUPERSCHOOLS

USER MANUAL FOR REGISTERING AND APPLYING

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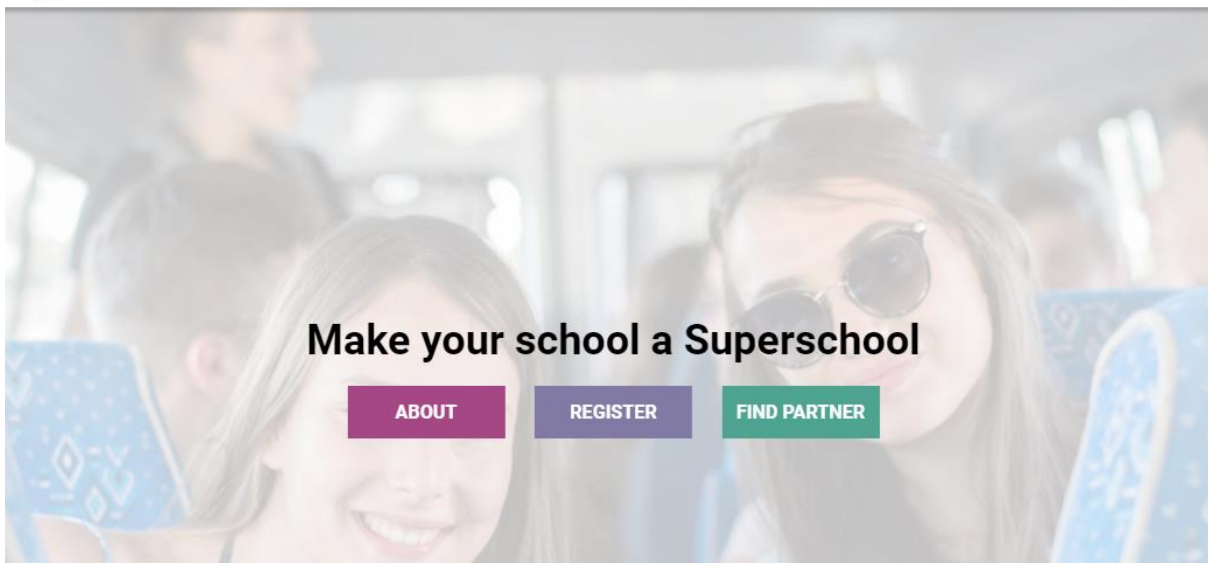


1. Superschools.net home

The first part introduces you to the user profile and interface.

You can access the website through following link:

<https://superschools.net/>





About

Superschools is a RYCO programme for school exchanges in WB6 with the objectives to support the peacebuilding and reconciliation process and intercultural learning and dialogue among schools, students and their communities. The programme is part of a multi donor project "Western Balkans School Exchange Scheme" co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) together with the Regional Youth Cooperation Office (RYCO). The project contributes to the overall objective of increasing skills and knowledge of young people in the Western Balkans by enhancing education systems and promoting cooperation in the region, through establishing a regional school exchange scheme.

[READ MORE](#)

Register and find your ideal partner

[REGISTER](#)

Find partner

In order to participate in the Superschools exchange scheme, each school has to find another school to form a partnership and jointly apply online with an exchange idea.

The location of the school and the fields of interest are used as filters in order to facilitate partner matching.

[FIND PARTNER](#)



2. Register to Superschools.net

Click the 'Register' button in the top of your screen:




About Register Call Documents Find partner Contact



It will bring you to our registration form which you need to fill. Please, do not forget that fields marked with an * are required:

Registration

Fields marked with an * are mandatory



Confirmation of School Registration*

UPLOAD

*Upload a document proving the school's registration in the local administration.

LEGAL STATUS*

Private school

Public school

TYPE OF THE SCHOOL*

Choose school type ▾

PERSONAL*

Username*

Password*

CONTACT INFORMATION*

Official name of the school (English language)*

Official name of the school (local language)*

Address*

Postal code* City*

Phone number of the school*

email address of the school*

Choose contacting party ▾

Official person name*

Position of the contact person*

Phone number of the contact person*

Official person email*

Home address*

Social media profiles*

Choose fields of interests*:

<input type="checkbox"/> Arts and culture	<input type="checkbox"/> Crafts	<input type="checkbox"/> Civic education	<input type="checkbox"/> Communication and media
<input type="checkbox"/> Culinary	<input type="checkbox"/> Environment	<input type="checkbox"/> History	<input type="checkbox"/> IT & technology
<input type="checkbox"/> Languages	<input type="checkbox"/> Natural sciences	<input type="checkbox"/> Sports	<input type="checkbox"/> Others*

*In case you selected "others" please provide a description of your fields of interest in the "School description" section

Previous experience in youth cooperation*:

School description*:

Here, you may describe your school in terms of its fields of interest, its capacities and its activities.

SEND REGISTRATION

Detailed process:

Put the username for schools and set the password.

Registration

Fields marked with an * are mandatory

Please upload a “Confirmation of School Registration” document that proves that your institution is registered and it has permission to operate (this includes any document which was issued by your government for the purpose of identification of your educational institution and it should be stamped and signed by the respective authority). Upload a document proving the school’s registration in the local administration.

Confirmation of
School
Registration*.

UPLOAD

*Upload a document proving the school’s registration in the local administration.

LEGAL STATUS*

Private school

Public school



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You can find it here:



Confirmation of
 School
 Registration*.

UPLOAD

*Upload a document proving the school's registration in the local administration.

LEGAL STATUS*

- Private school
- Public school

INFORMATION ABOUT THE SCHOOL:

CONTACT INFORMATION:

Official name of the school (English language)*:

Contact person name*

Official name of the school (local language)*:

Position of the contact person*

Address*:

Phone number of the contact person*

Postal code*:

City*:

Contact person email*:

Phone number of the school*

e-mail address of the school*:

Web address:

Choose contracting party ▼

Social media profiles:

Follow the instructions in the fields for filling out the form with the required information about school and the assigned contact person:

INFORMATION ABOUT THE SCHOOL:

Official name of the school (English language)*:

Official name of the school (local language)*:

Address*:

Postal code*:

City*:

Phone number of the school*:

e-mail address of the school*:

Choose contracting party ▼

CONTACT INFORMATION:

Contact person name*

Position of the contact person*

Phone number of the contact person*

Contact person email*:

Web address:

Social media profiles:

Choose one or more fields of interest where in which you would like to cooperate with another school in the context of the Superschools Exchange Scheme:

Choose fields of interests*:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Arts and culture | <input type="checkbox"/> Crafts | <input type="checkbox"/> Civic education | <input type="checkbox"/> Communication and media |
| <input type="checkbox"/> Culinary | <input type="checkbox"/> Environment | <input type="checkbox"/> History | <input type="checkbox"/> IT & technology |
| <input type="checkbox"/> Languages | <input type="checkbox"/> Natural sciences | <input type="checkbox"/> Sports | <input type="checkbox"/> Others* |

**In case you selected "others" please provide a description of your fields of interest in the "School description" section*



Here you may refer to potential previous experience in youth cooperation. In the second box you may put short information about your school and details you find important for sharing.

Previous experience in youth cooperation:*

School description*:

Here, you may describe your school in terms of its fields of interest, its capacities and its activities

Fill out the register form and submit by clicking 'Send Registration' at the bottom of the form.



Within a few minutes you'll receive a registration email.

Example of a registration email:

Dear (name of the school),

Thank you for your registration.

The administrator will check your data and approve your registration. Once your registration is approved, you will receive a notification email. You will be able to search for a partner once your account has been activated.

For any information, please, contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

Once your registration is activated, you will receive a notification email.



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Example of an activation email:

Dear (name of school),

Thank you for your registration. Your user profile is now active.

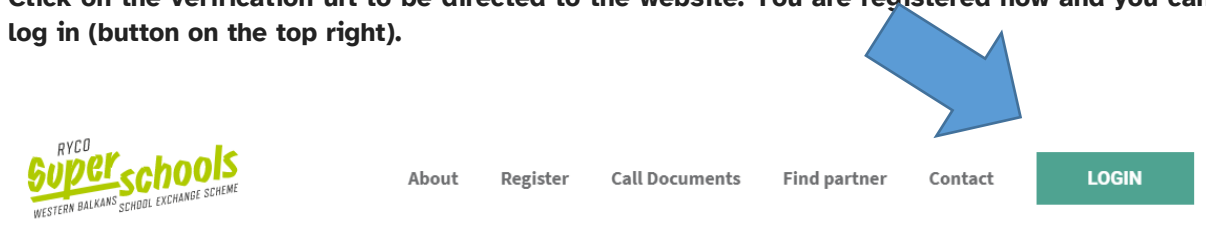
Please, log in to search and find a partner school and apply online.

For any information please contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

Click on the verification url to be directed to the website. You are registered now and you can log in (button on the top right).



3. User profile

SCHOOL PROFILE

Find partner Find ideal partner for your next school project supported by RYCO. Manage your school profile in easy way



Username or e-mail

Password

remember me [Forgot password?](#)

Sign In [Doesn't have an account? Sign up now](#)





In the case that you have forgotten your password, click “Forgot password” and it will bring you to the form below:

Please enter your username or email address. You will receive an email message with instructions on how to reset your password.

Username or Email Address

GET NEW PASSWORD

Log in

— Go to Superschools

Example of a Password Reset email:

You have requested a password reset for the following account:

Site Name: Superschools

Username: (name)

If this was by mistake, ignore this email..

To reset your password, visit the following address:

https://superschools.net/inapp/?action=rp&key=AI7ueKwG1bpJ8v9vW2nE&login=jj&wp_lang=en_US

This password reset request originated from the IP address xxx.xxx.xxx.xxx.

4. Find partner school

Click the ‘Find partner’ button in the top right corner of your screen:





It will bring you to our Find partner form and do not forget that fields marked with an * are required.

City Fields of interests Partner status





Once a school finds the matching school, the school may send a partnership request along with a short description.



Private school
Secondary Vocational School
of construction and tiffin
preparation

School description:

Secondary Vocational School of construction and tiffin preparation

Test 2
Test 2
120476917
70315
Kocaeli

Test 2
Test 2
muherem.cankurtulak@ryco.org

Fields of interests:

- Crafts
- IT & technology
- Others*
- Sports



PARTNERSHIP REQUEST

The sign below stands for schools that are already in a partnership with another school.



You cannot send a request to those schools.

The school receiving the request may either accept or reject it.

Before accepting a partnership request, the two schools are highly encouraged to communicate with each other (email addresses and telephone contacts will be visible for each other) so as to discuss their exchange ideas and ensure a productive partnership.

When you send a partner request on behalf of your school, the school will get an email:

Dear (Receiving school name),

'Sender school name' wants to be your partner in RYCO's Superschools Exchange programme.

Please, log in to your profile and reply to the request.

For any information please contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

If the requested school accepts your request, you will get an email:

Dear (the school who sent the request name),



(The school who accepted the request name) has accepted your partnership request. You may now collaborate on the Superschools Exchange idea and apply together online.

For any information please contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

If the requested school declines your request, you will get an email:

Dear (the school who sent the request name),

(The school who rejected the request name) has rejected your partnership request.

Please, log in to the Superschools platform to find another partner school.

For any information please contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

Each school will have the possibility to send a partnership request to only one school from another Western Balkans Contracting Parties. A school reserves the right to withdraw a partnership request that has not been accepted by the other school. Once a partnership is confirmed, the two partners will be able to start the filling of the joint application form. The users cannot be logged to the application form at the same time and cannot edit at the same time the application.

After you have established a school partnership, you may collaborate on the Superschools Exchange idea and apply together online. The application process will be completed through the platform by filling the joint application form where both schools will shortly explain their joint idea for two-way exchange.

You are partner with school

[VIEW PROJECT](#)



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BASIC INFORMATION OF THE SCHOOL EXCHANGE PROPOSAL

A. YOUR SCHOOL EXCHANGE IDEA

1. Please describe your idea for the school exchanges.

[In this section, we are interested in overall intention and your idea for each exchange, the locations they are planned to be implemented and the indicative timeline.]

2. What is the local context that you and your co-applicant are in? How are young people in your environment affected by it? How will these exchanges address the challenges and opportunities for young people in your local communities?

[In this section, we are interested in better understanding the local reality of the partners and participants in terms of reconciliation, intercultural cooperation, and youth inclusion. We would also like to see where the youth participating in the exchange comes from and what are their surrounding social conditions.]

3. Please describe how students will be included in the design and the implementation of school exchange activities?

[Please explain how students will be involved in the process of problem definition and the activities design and how they will be included in the implementation.]



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4. Who are the potential participants you want to bring together with this exchange and why? Will the exchanges include marginalised and unprivileged youth? If so, please outline which marginalised and unprivileged groups will be targeted and how you plan to reach and select them?

[Here we want to know who your target groups are and why you think it is important that they are included in the school exchanges and interact together. What are the identified needs of the target group? Also, please describe how you plan to reach them and conduct the selection process and if you plan to engage youth from the most excluded groups such as: young people with disabilities, marginalised groups based on race, ethnicity (such as Roma, Ashkali, Egyptians, etc.), religious identity, gender and sexual orientation, or youth with fewer opportunities (youth from rural/remote areas, youth with unprivileged educational and/or economic backgrounds, etc.), youth without parental care and youth exposed to conflict.]

B. YOUR PARTNERSHIP

1. How was the partnership between your schools developed? What are the challenges you are trying to address relevant for both partner schools? Have you collaborated within the same partnership before? If yes, explain when and how.

[Here, we would like to know why you chose to work together in this exchange and why is your partnership relevant to address the issues and reach the objectives identified in your exchange idea and also if you have any previous experience working together.]

C. LEARNING OUTCOMES

1. What do you hope to learn/ achieve from these school exchanges and how do you intend to use them to benefit your local communities?

[We also wish to know if and how you plan to develop your capacities and provide your target group with similar opportunities. We are interested to hear how we can best support you during the implementation.]

Last edited by [redacted] school

[BACK](#)



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After the confirmation of partnership, both partners will get an email:

Dear (both partners),

This email is to inform you that your partnership has been approved by both schools.

You may log in to start drafting your application online. Only one partner can access the application form each time. The other partner may access and edit once the other has left the application form.

For any information please contact us via email: superschools@rycowb.org

Kind Regards,

The Superschools Team

Co-applicants are encouraged to have an active and equal role in answering the questions. The application can be submitted only after both partners have confirmed their agreement online.

After schools finish the content of application, they will get an email:

Dear (partner school name),

(Partner school name) wishes to submit the Exchange proposal to RYCO.
Please log in in order to approve or reject the submission.

Kind Regards,

The Superschools Team

In the case that a school hasn't agreed to send the application, a partner school will get an email:

Dear (The school who approved the proposal name),

(The school who did not approve the proposal name) has not agreed to send the application form to RYCO. Please contact the Superschools team via email to the superschools@rycowb.org, in order to define the next steps.

Kind Regards,

The Superschools Team

5. Confirmation

After successful submission of application, both partners will get an email:

Dear (both partners),

This email is to inform you that your application for the Superschools Exchange programme has been successfully submitted to RYCO.



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giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH





WESTERN BALKANS SCHOOL
EXCHANGE SCHEME

Kind Regards,

The Superschools Team

For technical support, you can contact us at: superschools@rycowb.org



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