IBU

DEVELOPMENT INFO DAY 2024

27 MARCH 2024

ONLINE VIA ZOOM

04 IBU SCOPE 2.0

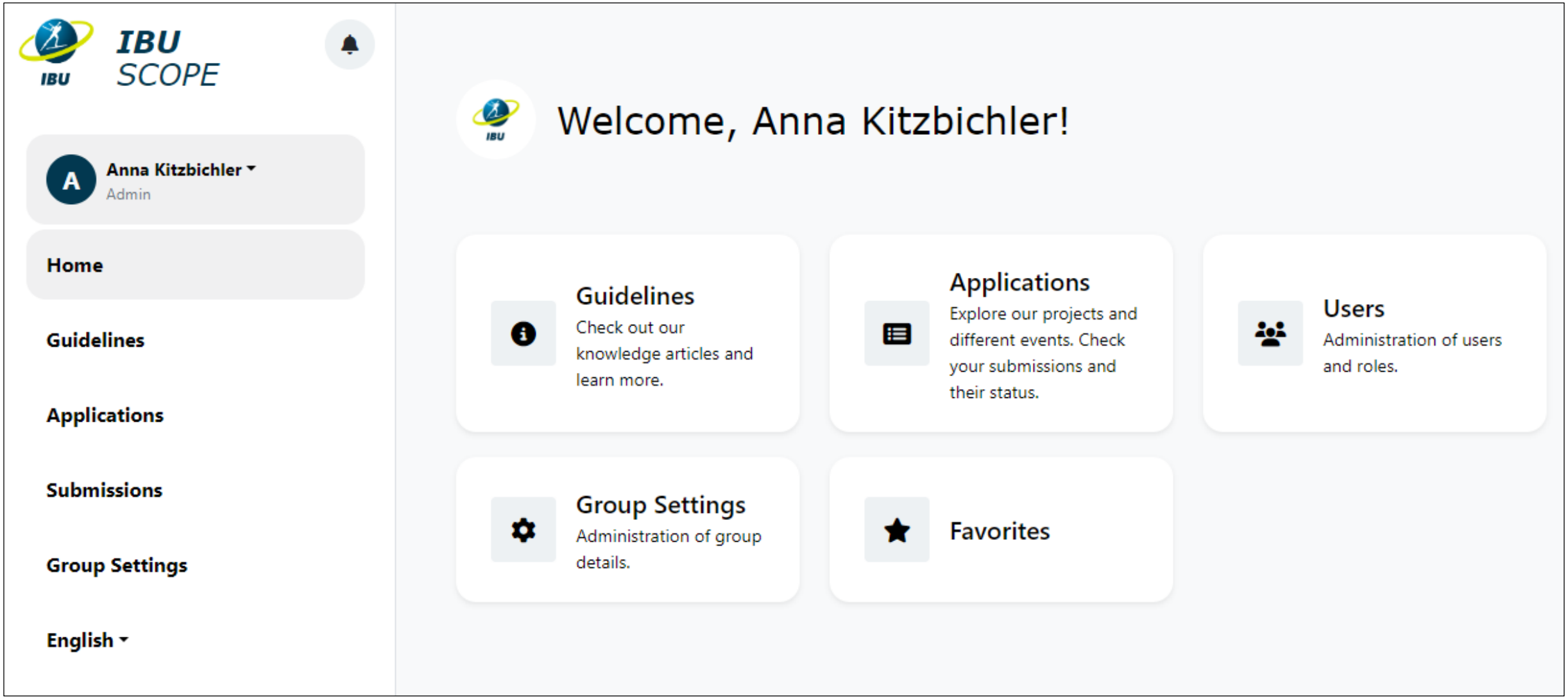
IBU SCOPE WORKSHOP

Sign up to the new system

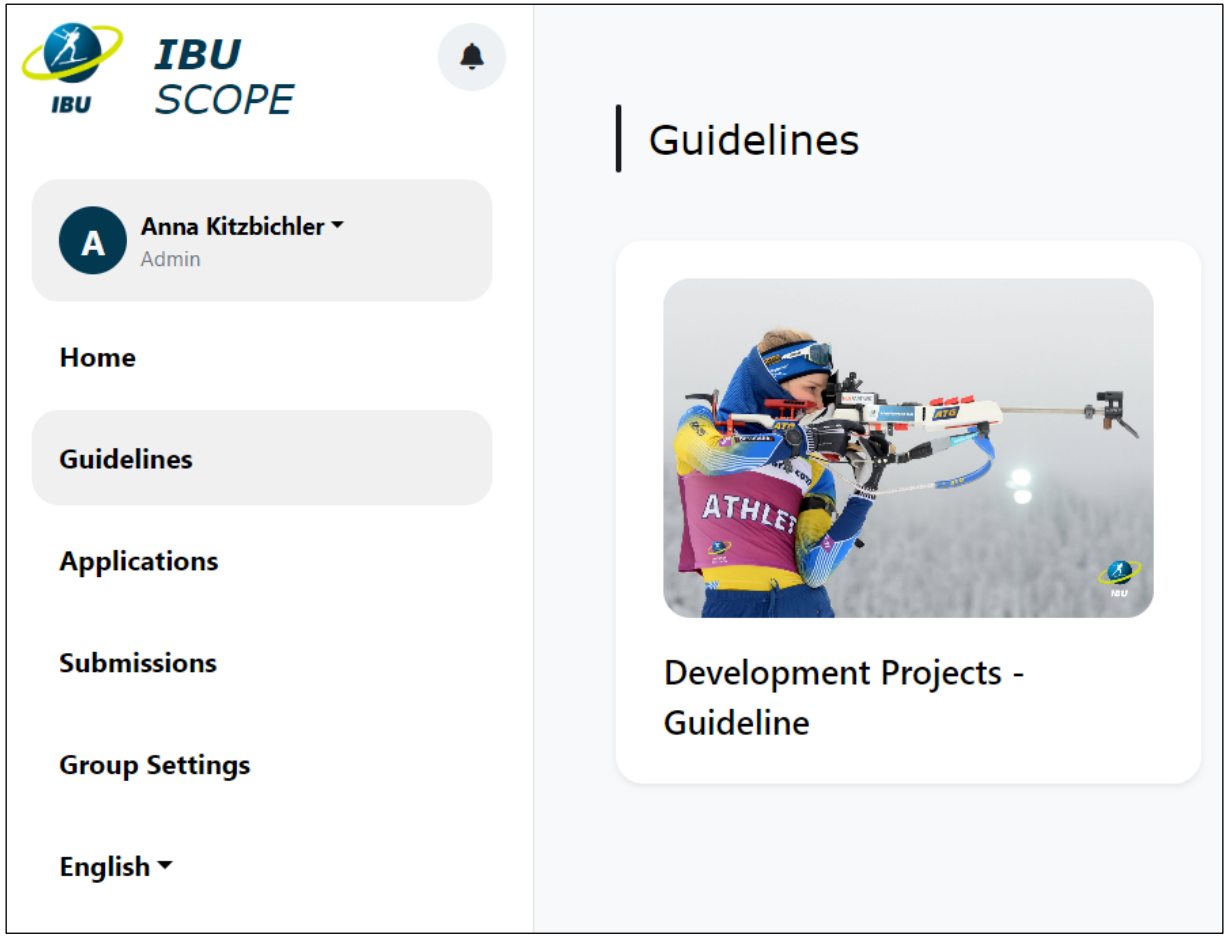
- Send the **name** and **email address** of the **ADMIN** to anna.kitzbichler@ibu.at
- 1 Admin per NF
- You receive an email with an invitation code
- Follow the link to activate your account and register for the new platform

Link:
https://scope.ibu.at/en-US/

IBU Scope 2.0 - Home

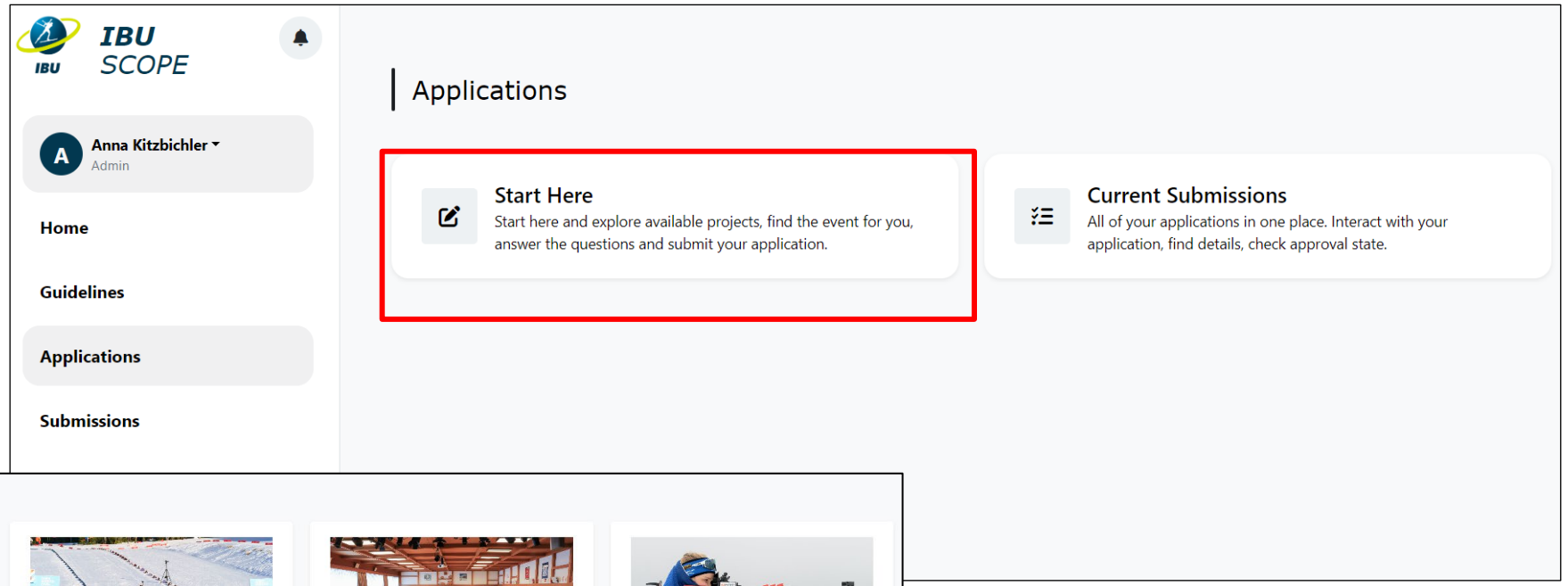


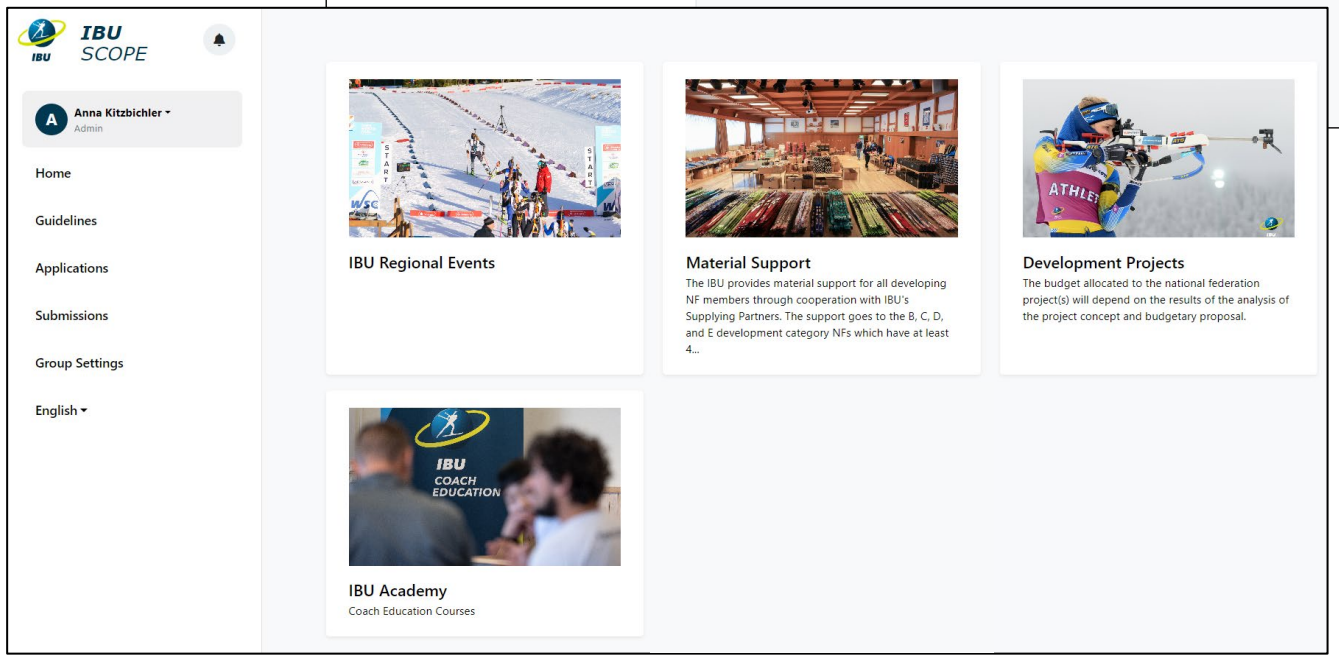
Guidelines

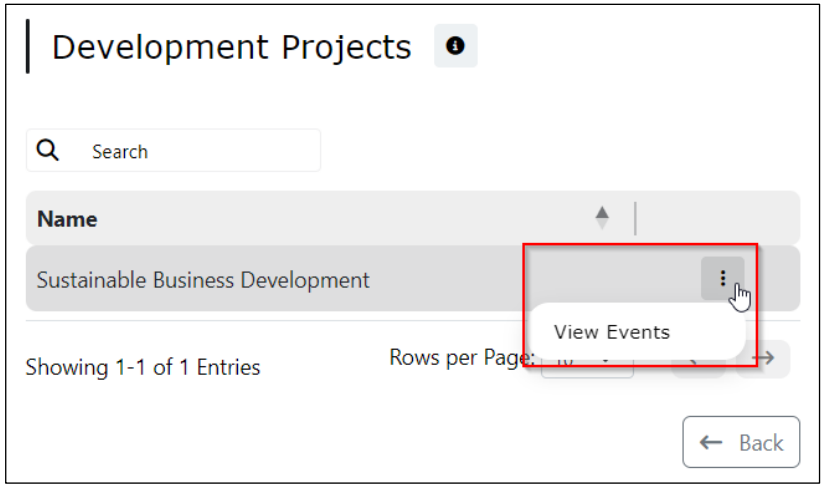


- Check the Guidelines for different types of projects

Applications

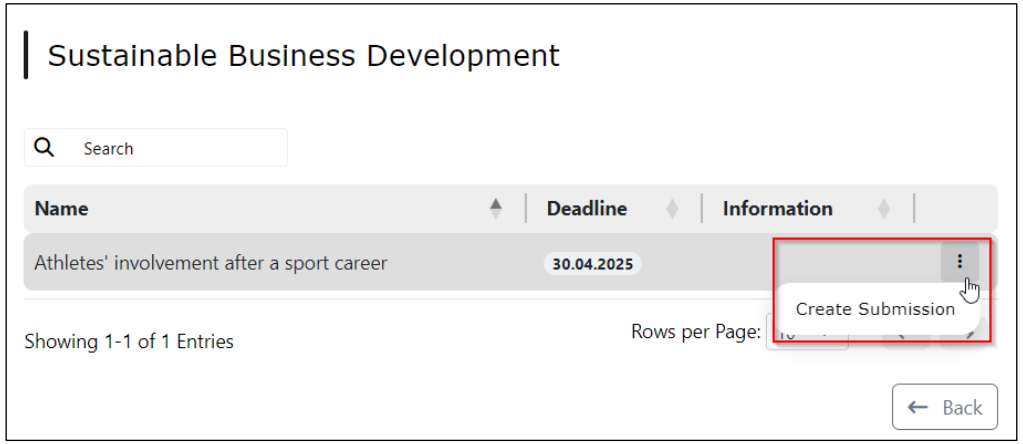


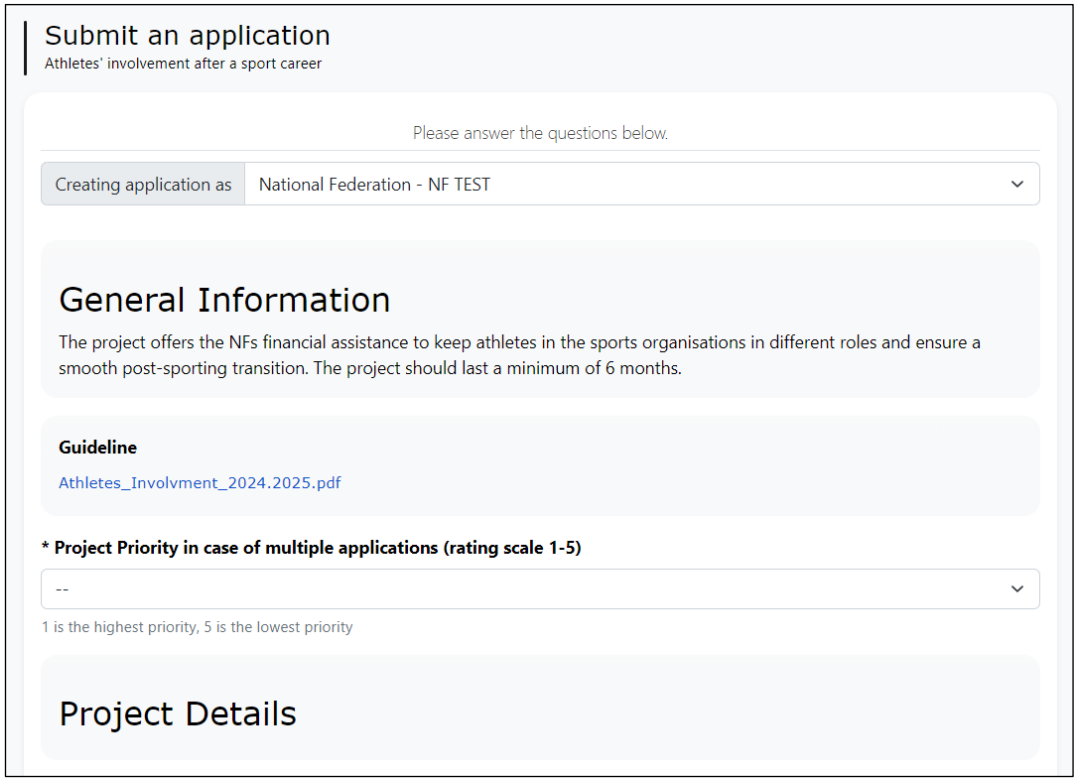




Applications – Create Submission

- Select the event you want to apply for





- Answer the questions and provide the details of the project
- Check the guidelines for more information about the project

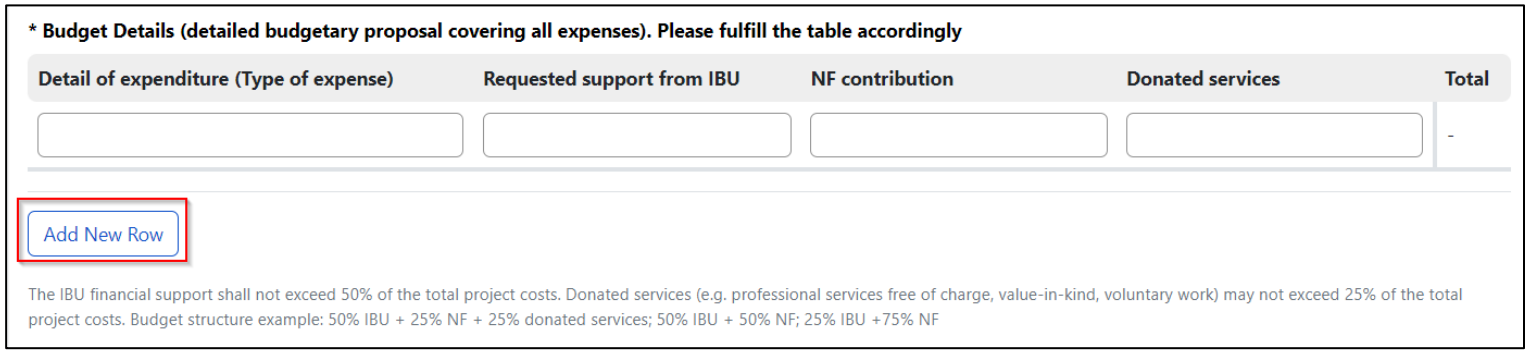
Budget Details:

- Enter the type of expenses (you can add multiple rows)
- The IBU financial support shall not exceed 50% of the total project costs. Donated services (e.g. professional services free of charge, value-in-kind, voluntary work) may not exceed 25% of the total project costs.

Example 1:
Total Project Costs: 40.000 EUR
IBU Financial Support: 20.000 EUR
NF Contribution: 10.000 EUR
Donated Services: 10.000 EUR

Example 2:
Total Project Costs: 100.000 EUR
IBU Financial Support: 25.000 EUR
NF Contribution: 75.000 EUR

Example 3:
Total Project Costs: 30.000 EUR
IBU Financial Support: 15.000 EUR
NF Contribution: 15.000 EUR



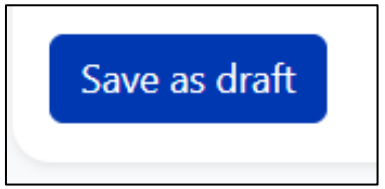
Agreement Signers:

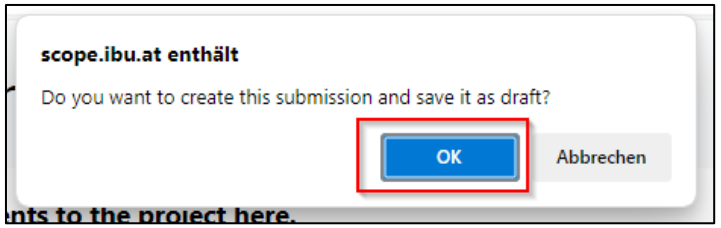
- Enter the persons who have to **sign the agreement**
- check the email address → the agreement will be sent to the email address you enter here (automatic process)

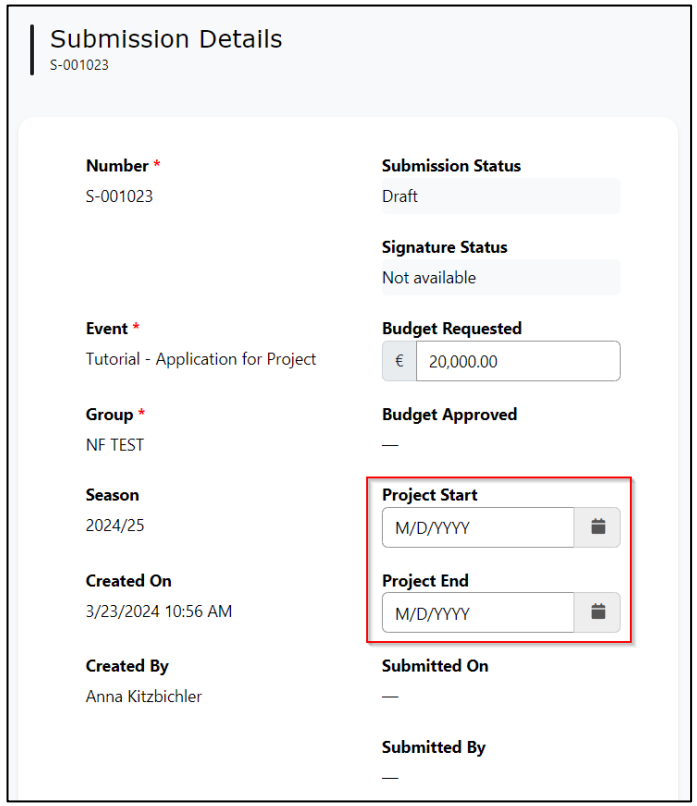
Applications – Create Submission and Submission Details

Create Submission

- Save as draft
- Pop-up → click OK



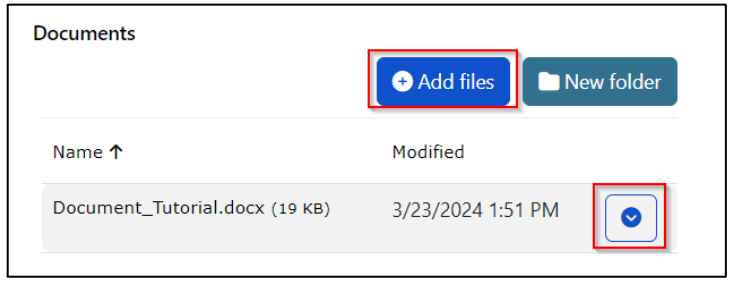


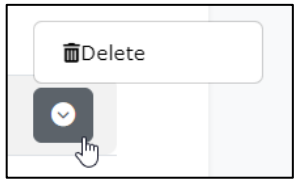


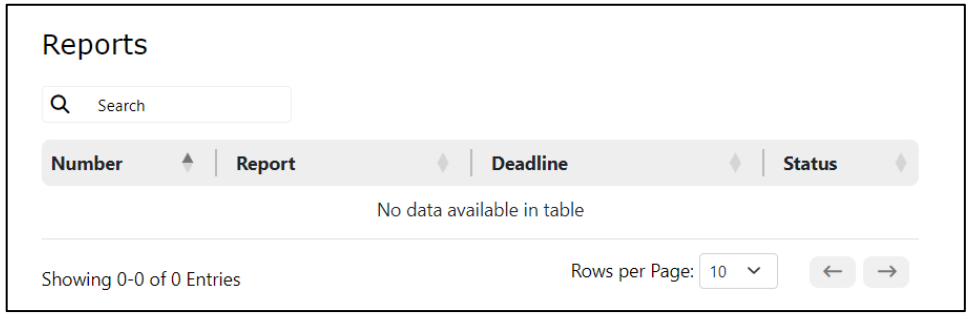
Overview of Submission Details

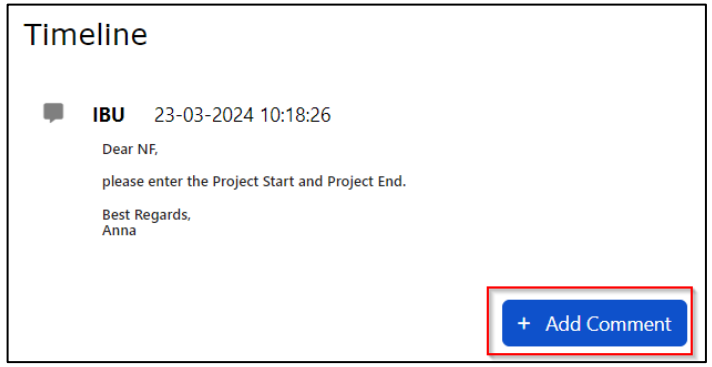
- Enter the **Project Start** and **Project End** Date
- Save Changes!

Applications – Submission Details









Documents

- Overview of all documents of this project
- Upload new files by clicking “Add files”
- Delete files by clicking on “Delete”

Submission

- When you edit something → SAVE CHANGES!
- Click on EDIT QUESTIONS to view and edit your answers to the questions
- Click on SUBMIT when your application is ready

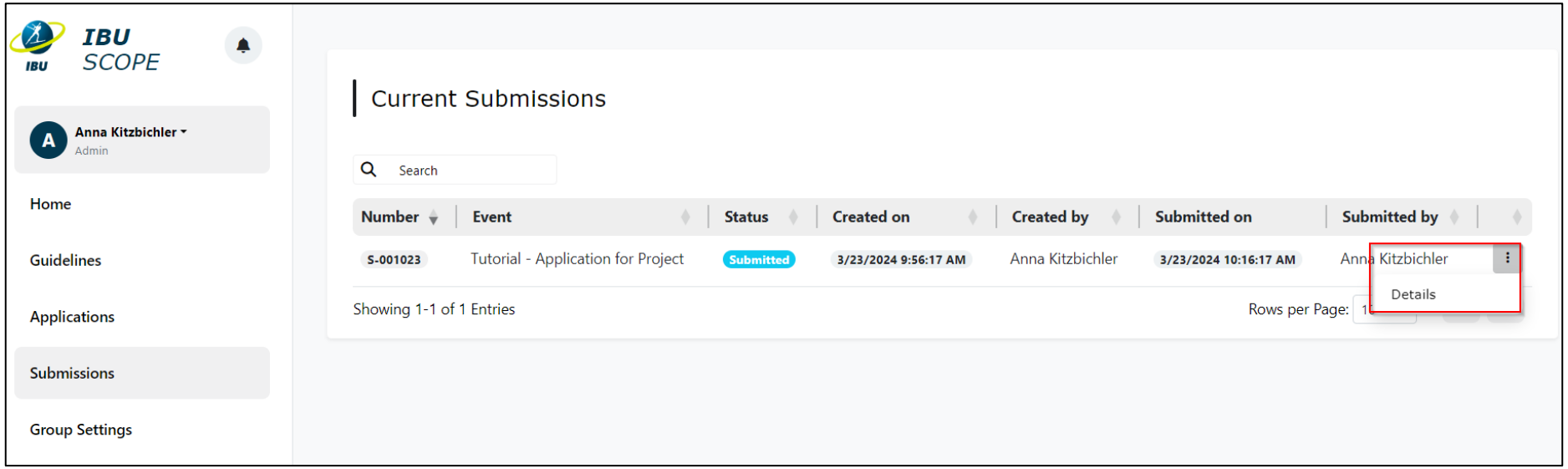
Reports

- Here you can submit the reports (after the end of your project)

Timeline

- Communication with IBU
- You can reply or text through ADD COMMENT

Submissions



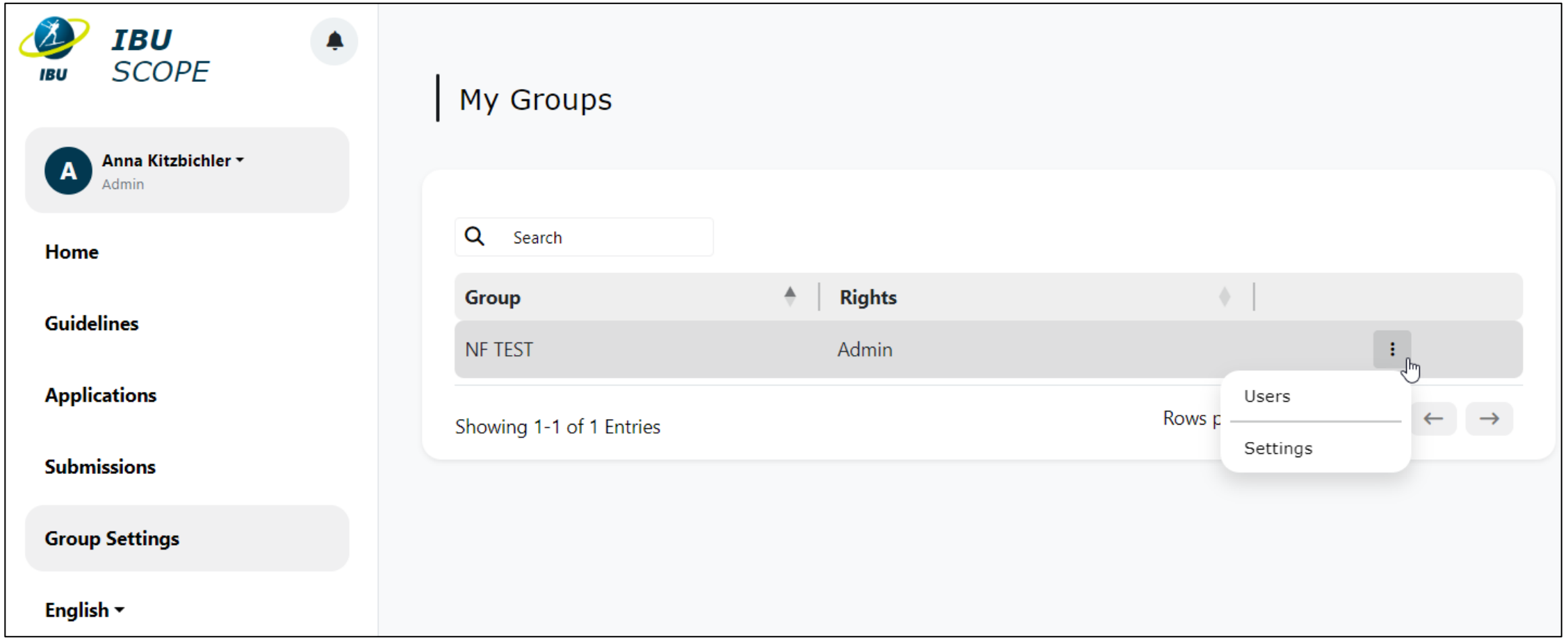
Current Submissions

- Check the status of your current submissions
- View the submission details

Status:

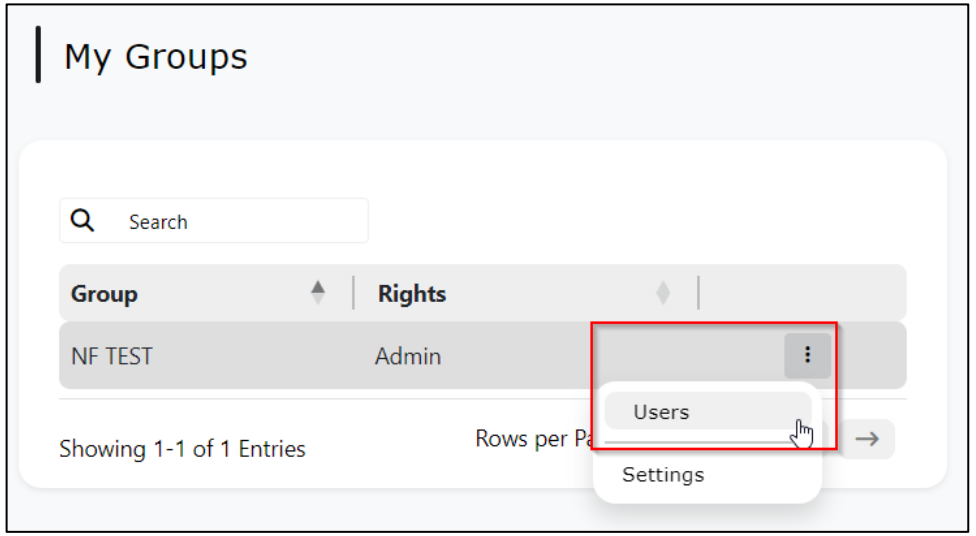
- **Draft** (you still need to submit the application)
- Submitted
- In review
- On hold
- Accepted
- **Accepted, waiting for reports** (IBU accepted the project; after the Project ends you need to submit the report)
- Accepted, reports submitted
- Rejected

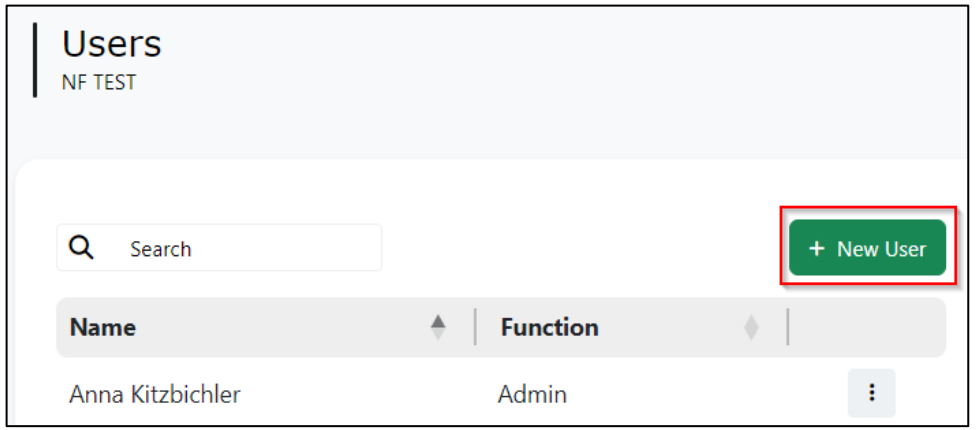
Group Settings

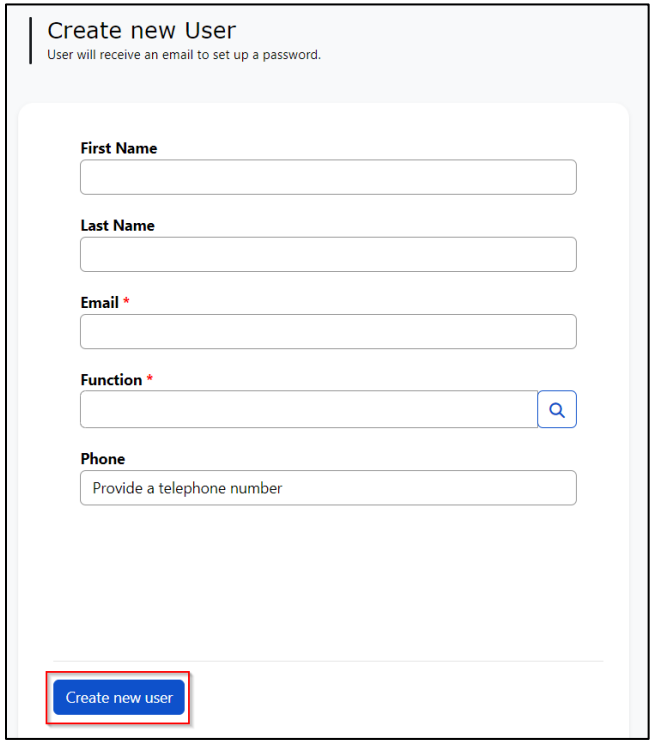


- By clicking on ⋮ you can see the **Users** or change the **Settings**

Group Settings – Create new User







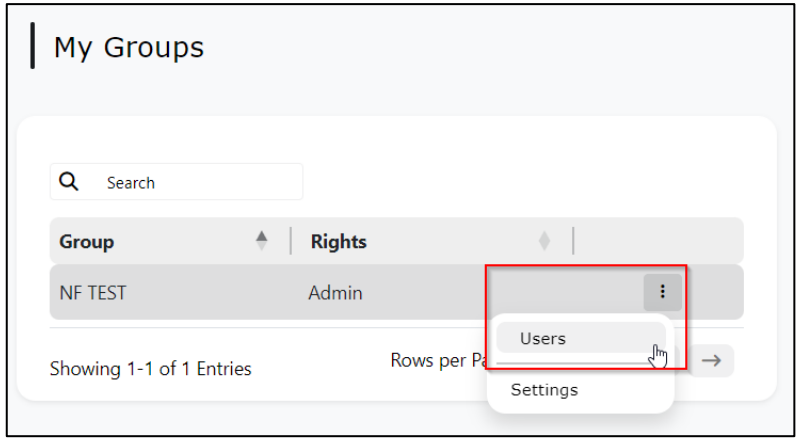
FUNCTION:

Admin:
- can create/edit/view submissions
- can create/edit/delete users
- can change group settings

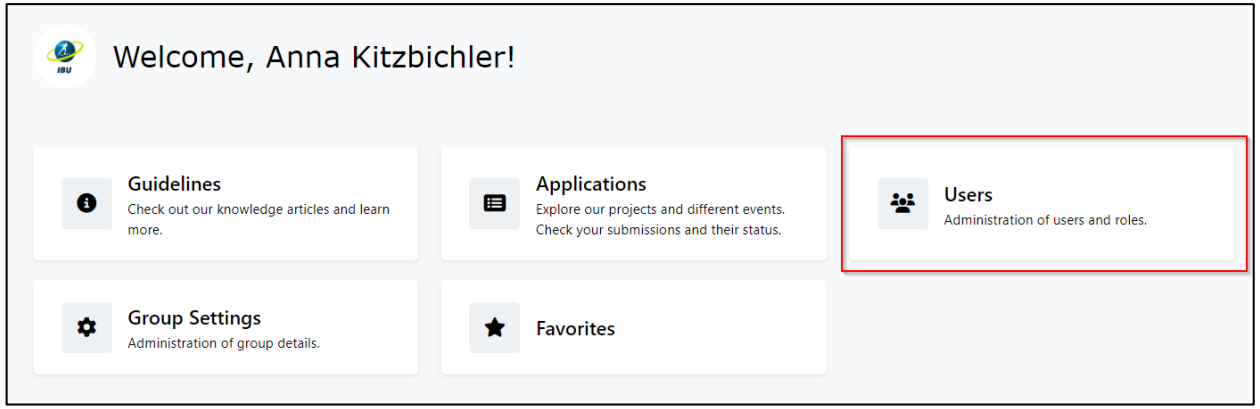
Editor:
- can create/edit/view submissions

Viewer:
- can view submissions

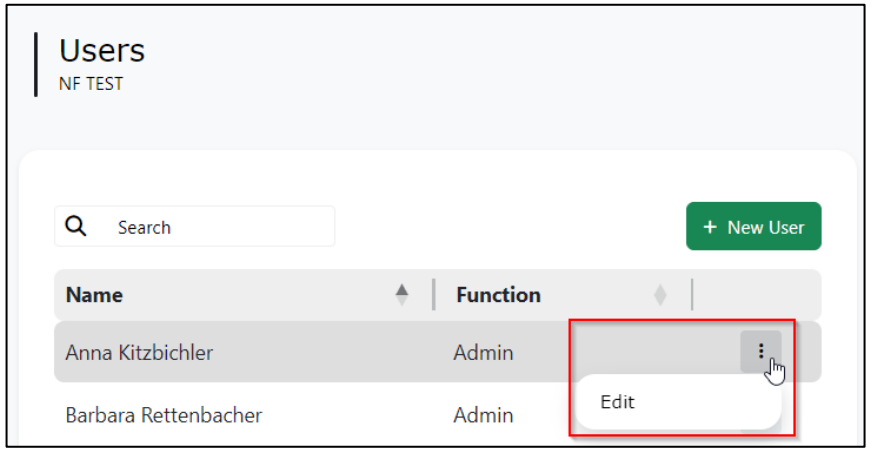
Group Settings – Edit User

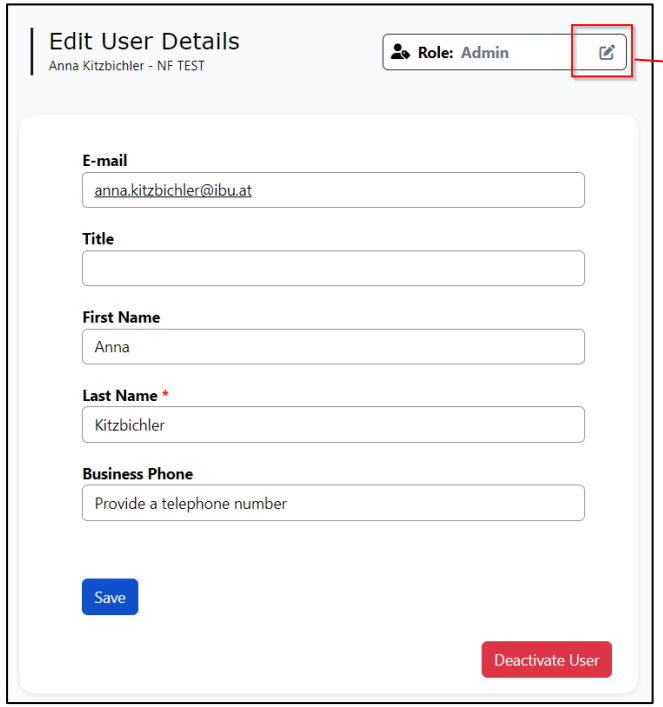


OR



You can **edit user details** and **change the user rights**

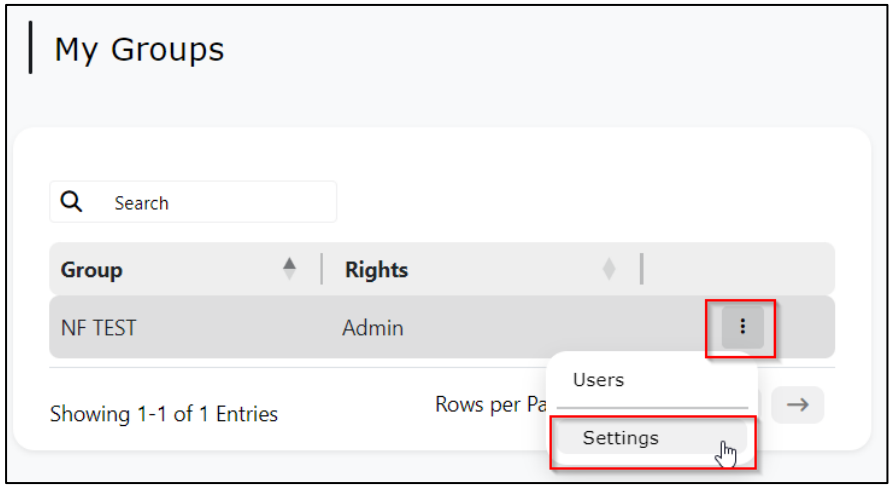




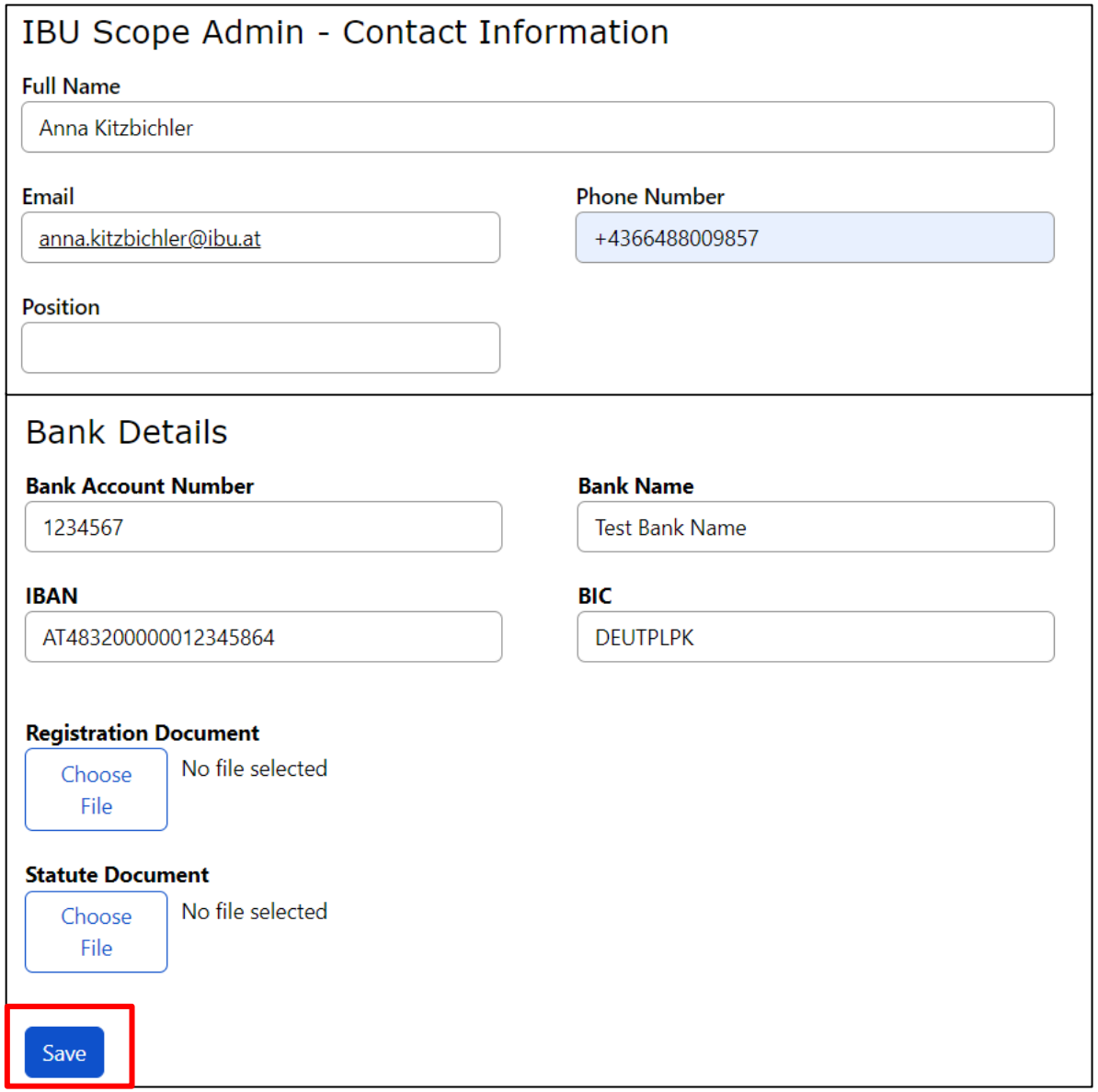
Change user rights

Group Settings - Settings

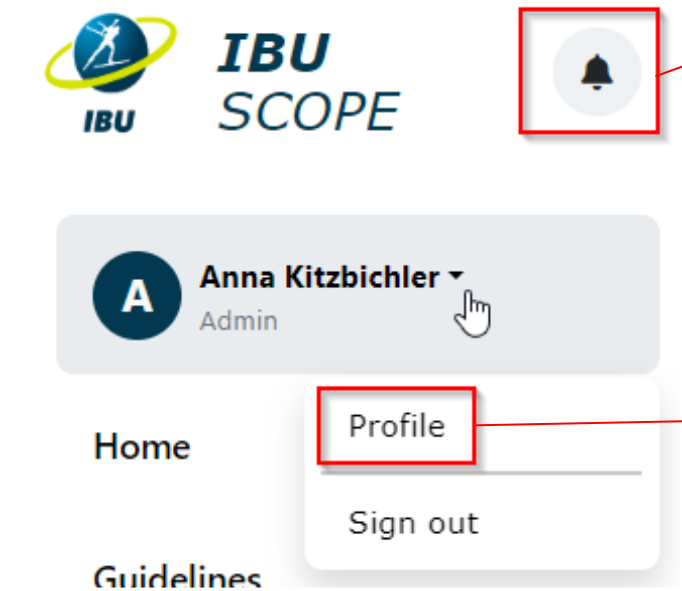
Change the settings of your group/federation



Save the changes before you go back!



Notifications & Profile



Overview of personal and group notifications

Update your profile

To Do

1. Send the **name** and **email address** of the **ADMIN** to anna.kitzbichler@ibu.at
2. You receive an email → follow the link to activate your account and register for the new platform
3. Check your Group Settings → upload the requested files (Registration and Statue Document)
4. Add users from your NF that should have access to IBU Scope 2.0
5. Apply for the projects