



Supported by
the Italian National Agency
Erasmus + Strategic Partnership

the I'VE System

USERS' GUIDE

for organizations

**How to organize Post Camp Events
with non-formal methodologies
and tested tools to recognize
volunteers' competences through
peer support and mobile devices.**

May 2016

Version 1.0

Credits

Compagnons Bâisseurs Belgique (Belgium) - Output Leader

Lunaria (Italy)

Alliance of European Voluntary Service Organizations

ISIS GmbH (Germany)

Finnish Youth Research Society (Finland)

Better World IWO (South Korea)

Vive Mexico (Mexico)

CSV Net (Italy)

Voluntary Service Serbia –YRS (Serbia)

INEX - Sdruzeni dobrovolnych aktivit (Czech Republic)

Solidarités Jeunesses (France)

COCAT (Catalunya, Spain)

GSM (Turkey)

Movement SFERA (Russia)

Alternative-V (Ukraine)

Allianssi (Finland)



This Users' Guide is licensed under Creative Commons 3.0, not commercial

To contact the project coordinator:

Mr Marcello Mariuzzo, mariuzzo@lunaria.org

[Lunaria](#)

www.ive-experienced.eu



Index

1. Introduction.....	3
2. The I'VE Timeline.....	5
3. Involving the Volunteers.....	8
4. Preparing the Facilitator(s).....	16
5. The Post Camp Event.....	18
6. The Online Management Platform....	23
7. The I'VE App.....	31



1. Introduction

This Users' Guide is part of the documentation related to the so-called I'VE System. The system is built around a curriculum and a set of tools to empower volunteers and organizations in the recognition of the workcamp experience.

This Users' Guide is meant to provide those responsible in managing the Workcamp Programme and organizing the Post Camp Event with technical information and suggestions to fully exploit the System tools and to prepare the volunteers who are going to take part in PCEs with the I'VE session.

The I'VE System allows **Sending Organizations** to organize **Post Camp Events** (PCEs) and allow volunteers to:

- **share and evaluate** their experiences;
- detect the learning happened in the workcamp;
- see their **competences** development recognized.

The organizations that will adopt the system **will benefit** in many ways:

- The System is fully **documented** and easy to use.
- It allows to **involve returning volunteers'** groups of different sizes (from 12 to 30, but with some adaptations the group can be smaller or bigger) on a sustainable way.
- To **support volunteers** in being aware about the competences, through the experience of a meaningful PCE;
- The digital tools included into the System allow to produce by few clicks **Certificates** for the volunteers who take part in the PCE.



The I'VE System is also a tool to **empower the organizations** at different levels:

- A stronger involvement for the returning volunteers;
- A better recognition of the impact of the workcamps towards stakeholders and donors.

The System is based on the results of two researches to define the competencies developed in workcamps and possible methods of validation, including the collection of comments, opinions and suggestions from volunteers, camp leaders, workcamps organizers and other relevant stakeholders.

The System **was tested in 2015** by 12 organizations of the **Alliance of European Voluntary Service Organizations** thanks to an Erasmus+ project: **“I'VE – I Have Experienced”**. The test was a **real success**, and allowed the partnership to refine some parts of the System according to the valuable comments and suggestions of the piloting volunteers, facilitators and organizers.

The use of the whole System, or of any part of it, is free of charge.



2. The I'VE Timeline

While the I'VE session lasts around 7 hours, a fruitful adoption of the I'VE system requires attention and some preparatory steps all along the year.

Here below, you will find an ideal timeline for those organizations who integrate the I'VE system in the pedagogical process for their volunteers.

This timeline is developed on the acknowledgment that, worldwide, a majority of workcamps, and therefore of volunteering experiences, take place during the months of July and August. It assumes consequently that the post-camps events (PCE) are organized between the months of September and December. According to its public and its peak season periods, one organization is obviously welcome to move this PCE to a more appropriate period for its volunteers. The most important is that the PCE gathers a relevant group of volunteers (between 12 and 30) a short time after their workcamp experience.



BEFORE YOUR “SEASON” STARTS



January-February-March

The adoption of I'VE goals and methodology must be a project clearly sustained by an organization. The staff in charge of workcamps, the campleaders, the active volunteers have to be aware of the system and motivated to trigger the challenge of a better recognition of the competences acquired in workcamps. The post-camp event (PCE) should be anticipated well in advance. It is important to foresee who will run it and when. It is also important to find how to fund this meeting and to support the volunteers to join it.

In this regard, the post-camp event needs to be subscribed as a part of the annual plan of action and budget of the organization.





WHEN YOU ARE PROMOTING THE WORKCAMPS



February to June

On the website of the organization, during info sessions in festivals, in schools, ..., in order to promote the workcamps: a space should be dedicated to emphasize that the workcamps are part of a life-long learning process, the I'VE system should be advertised as an opportunity for learning assessment offered to all your volunteers.



WHEN YOU CONFIRM A PLACEMENT OR WHEN YOU SEND THE PROJECT INFO SHEETS



April-June

Advertise your post-camp event!

It is very important that your volunteers know they will be invited to meet after the camp and to assess their experience.
They should be able to block a date in their agenda.



8 WEEKS BEFORE YOUR POST-CAMP EVENT



August-October

It's time for implementation. In a usual to-do list, we will find the following elements:

- Send invitations and reminders for the PCE to the volunteers.
- Proceed with [s1] the registration process.
- Enter the participants' data into the The Online Management Platform or import



their VEFs (see part “5.3 Enrolling the Participants”).

- Have one (or more) prep-meeting(s) with the PCE facilitators
- If they are not experienced yet, train the facilitators according to I’VE methodology (see Handbook for Facilitators and the Toolkit).
- Decide if the I’VE session will be run with or without the application for mobile device.
- Send a detailed infosheet to the volunteers, with clear instructions about how to prepare for the I’VE session.



THE POST-CAMP EVENT



September-December

One full day is needed to implement the I’VE session.
It can be one part of a longer PCE or represent the single piece of your whole PCE.



AFTER THE POST-CAMP EVENT



September-December

A few days after the PCE, the I’VE certificates can be sent individually to the participants. It is also the opportunity to thank them for their participation and to invite them to get more involved in your organization (they are all potential future campleaders or, why not, I’VE facilitators...).

Once this is done, it is already time to... look to the next season, finalize an annual plan of action, fix a budget, anticipate a PCE.



3. Involving the Volunteers

A workcamp represents an extraordinary life experience, an actual citizen commitment and a unique opportunity for meeting and sharing with people from different countries, cultures and backgrounds.

I'VE has no other aim than to equip the volunteers for the “after the workcamp, after the experience”. It is important to encourage their participation in this follow-up.

Two points of attention need to be addressed in this regard:

- The PCE has to be **properly advertised**, well subscribed as “a-place-to-be” irremediably linked to the workcamp experience.
- The **volunteers need to be prepared** to attend the I'VE session and to be acquainted with the concept of competences.

The organization will therefore be cautious to maintain a good communication flow and to deliver relevant information at a good time.



Recommended communication plan



Step	What	When
1	Mail to the accepted outgoing volunteers inviting them to participate at the PCE and to assess their competences upon their return	Before the volunteers' departure
2	Mail to the volunteers, inviting them to the PCE, including -date and time of the PCE. Ask them for: - the confirmation of participation - their basic data if the VEF is not xml Alliance compliant - bringing their smartphone, if available	After the workcamp
3	Collect the data of the confirmed participants and insert them to the I'VE Online Management Platform.	2 weeks before the PCE
4	The system sends a confirmation to the participants of the PCE with: - Event infosheet - QR code for the app - Their username and pin	1 week/4 days before the PCE



Samples of messages and info-sheet

At step 4, the I'VE online management platform can send directly to the volunteers a confirmation message and the PCE infosheet.

The tool allows the organizations to personalize the body of the message, so it is possible to adapt it to your own taste and to translate it into national languages, if needed.

Here are samples of the email and the infosheet that can be sent.

Body message – template



Dear volunteer,

If you are reading this document, it means that you decided to join our Post Camp Event and that you are going to experience the I'VE assessment process and methods.

It is also very possible that, now that you read this 1st sentence, two questions are popping out your mind still:

I'VE, what is that?

Assessment process and methods, are you kidding me ???

The attached infosheet is made to answer these questions.

It aims to help you to prepare yourself to the post-camp event, to present you what is the I'VE system and to make you familiar with its objectives, background and general philosophy.

We hope you will find it useful.

We are very keen to meet you at the post-camp event and to share this day together.

See you soon,

Your IVS organization team



The PCE infosheet- template

PRACTICAL INFORMATION

- Place
- Date
- Meeting point
- Phone contact
- How to get to the venue?
- Financial conditions (including eventual financial support for traveling to the PCE)

PARTICIPANTS LIST WITH PHONE AND EMAIL CONTACTS (if allowed by your participants)

+ mention to organize themselves for a car-sharing if they wish

PCE SCHEDULE AND AGENDA

I'VE- A SUMMARY - Its general Presentation

“I’VE” for “I HAVE EXPERIENCED”. As participant in a workcamp, you have lived through a unique experience. You have shared your life with people from different countries and backgrounds. You have volunteered and interacted with a local community. You have discovered a country, a region, a small place in a big world. You have done things that you usually do not do in your everyday life. You have learned. You have... experienced.

“I’VE” has the ambition to propose an effective set of tools to recognize and validate these volunteering experiences. It invites you to assess and to share your workcamp experience with other young volunteers who have joined similar projects. It permits you to receive their feedback about your “workcamp story” and to give them your opinion about theirs. It also offers you a certificate stating your learning experience.

I’VE – the recipe – Its methods

Concretely, the I’VE method suggests that you to take part in different interactive workshops. By expressing yourself, by using the game as a way of learning, by exchanging ideas and opinions with other young people and enriching each other, you will be invited to envisage your workcamp, with a focus on the aspect of the competences you gained and developed.

With your workcamp participation, maybe you brought some positive changes in the world (in terms of human rights, of sustainable ways of live, of intercultural understanding, of peace building...). But, maybe and most likely, the workcamp has also changed yourself. I’VE wishes to support you in putting words on these changes.



CHECKLIST – WHAT YOU NEED TO PREPARE BEFORE THE PCE :

1. TWO PHOTOS (good old paper ones. Not in electronic version)

The 1st photograph will represent a challenge you had to face during workcamp.

The 2nd photograph will represent a learning outcome you had due to the workcamp experience.

These pictures may come from your own photo-album. You may also find them in a magazine or on Internet.

2. A SMARTPHONE (with the charger), working under Android or IOS

The I'VE session is supported by a WEB application, which will accompany us during all the session and will issue your certificate. The phone will take an active role during all our PCE.

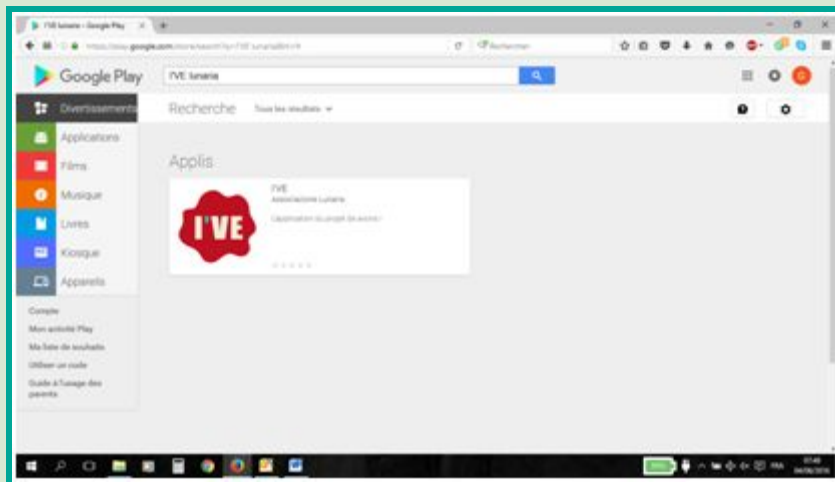
3. IF YOU DON'T HAVE A SMARTPHONE : INFORM US

We will be happy to provide you one for the duration of the post camp event.

4. DOWNLOAD THE I'VE APPLICATION ON YOUR PHONE BEFORE THE PCE

You will find it for free on Google play:


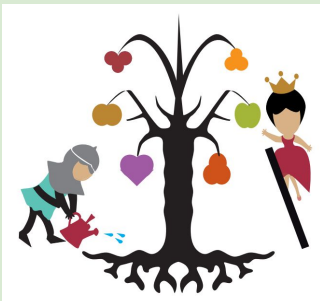

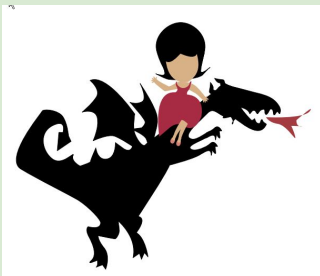
<https://play.google.com/store/apps/details?id=ive.IveApp>

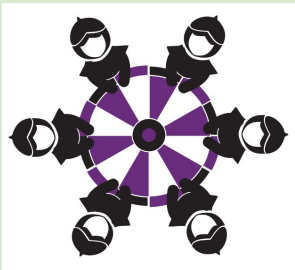
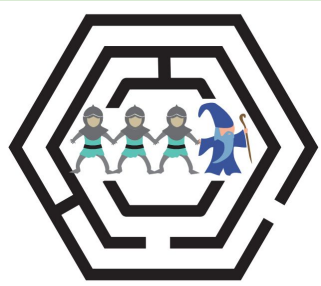
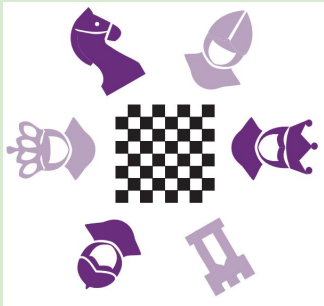
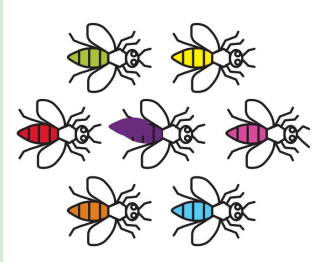





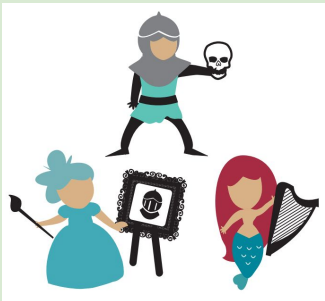

The Competences Table

Sending to the volunteers a table where the competences are introduced and briefly explained can help the process during the PCE. To print or share the table below, follow this link:

<https://drive.google.com/open?id=0ByXgwxMRSRn0NFhjdGFJRGRqd3M>

	The Competence	The Icon	The Description
Personal competences	Self-organisation/ self-management/ personal efficiency		I can plan and do what is needed to achieve the goals I have set.
	Learning to learn		I can set my learning needs and organize myself, individually or in group, to fulfill them.
	Taking responsibility / carrying out responsibility		I can take over responsibilities, and act accordingly.
	Entrepreneurship and innovation / taking initiative		I am ready to bring my ideas into action, no matter how difficult this is, and face new challenges.

Social competences	Participation / civic competences		I can form my own opinions about social issues and I find the places to share them with others.
	Leadership competences		I feel ready to guide the rest of the group responsibly, respecting and taking into account their opinions.
	Management skills / organisational skills		I can efficiently use available resources to plan something or accomplish a task, either alone or within a group.
	Teamwork / relationship competences		I trust and support the work of my team, even if we have different opinions, and I am able to cooperate in order to accomplish our common goal.
	Communication competences		I like meeting new people, I feel comfortable communicating with them and I care about their thoughts and feelings.

Global & Intercultural competences	Understanding and Respecting Diversity		I am interested in meeting people with different cultural background and I respect this diversity. I always like to learn how historical developments influence communities and individuals worldwide.
	Openness and tolerance /tolerant behavior		When I meet people different from me, I try not to be influenced by my own prejudices. I do not judge and I am able to live side by side with them.
	Creative Competences		I understand and value the importance of artistic means (music, theatre, visual arts, literature) to express ideas and feelings, and I do use them to express myself.
	Foreign language skills		I can use a foreign language in oral and written form. I also understand that knowing the language is an important step in knowing a new culture.

4. Preparing the Facilitator(s)

According to the size of the group, 1, 2 or 3 facilitators and logistic support will be needed to run the I'VE session.

Within the team, the profile and level of experience of the facilitators may differ; the tasks can be shared, according to their abilities, but, one facilitator at least should have developed a specific expertise in assessment and recognition of learning experiences, thanks to the preparation as by the I'VE “Handbook for Facilitators”.

Ideally the facilitators should be experienced in workcamp life, as camp leaders or volunteers: this will help them when moderating the discussion and supporting the participants to link the workcamp experience to a pedagogical dimension and learning dynamics. They can be staff, volunteers, supporting trainers: the I'VE system tests have confirmed that the PCE can be run by any of these profiles.

The Facilitators should commit with the following responsibilities, these should be clearly discussed and agreed during a meeting with the organizers:

1. Prepare themselves by studying the Toolkit and the Handbook;
2. Get acquainted with the competences included into the I'VE system
3. Test the APP, in the case of its use, before the PCE to get acquainted with it
4. Prepare or coordinate the PCE materials, following the Checklist
5. Run the PCE according to the Agenda
6. Report his/her evaluation and feedbacks to the organizers

The facilitators team needs to be able to:

1. Facilitate a group of 12 to 30 people
2. Clearly explain the concept of competence and the different competences assessed with I'VE



3. Ensure that the participants are welcomed, helped and feel comfortable with the process and the results.

The handbook for facilitators and the I'VE Tool kit will provide them with all necessary information to perform these tasks.



5. The Post Camp Event

Here the most important TO DOs when planning, preparing and organizing the PCE.



Why a Post Camp Event?

As mentioned in the ALLIANCE guidebook, the post camp events offer the volunteers the opportunity to meet others returning from workcamps and to share their experience. It is an important chance for organizations to develop and deepen the relationships with the volunteers and to bring them more closely into the life of the organization. The kind of information and feedback volunteers can provide straight after their experiences can provide a valuable resource for informing and preparing future volunteers. A post camp event is also an excellent opportunity for the recruitment of next year's camp leaders.

The location

As for any camp, an important factor for deciding the location of your PCE will be its accessibility. Your volunteers should be able to join it easily by public transportation means.

According to the scope of your organization and your country, you may organize several PCEs in different regions. What is important is that all your outgoing volunteers have the possibility to join the event after having participated in the workcamps.



Time needed

Seven hours are needed to run the entire I'VE session, coffee breaks and lunch included.

It means that one day is enough for a PCE that strictly focuses on I'VE and the recognition of competences acquired in workcamps.

Obviously, you can decide to organize a longer PCE, from 2 or more days, and to reserve some time within the whole activity for the I'VE session. Indeed, in such case, you should need less hours for running a session, as the initial names and ice-breaking games could be included in another part of your program.

A minimum of 4 up to 5 hours should however, in all cases, be dedicated to I'VE.

Working space needed

A meeting room for 15 up to 35 people, with enough space to allow the participants to make one big circle or to sit around 3 different tables, will offer you a comfortable environment for running the session.

In case your PCE lasts one day, it is not needed to foresee a venue with lodging facilities. Obviously, such facilities can still be an asset, s for those volunteers who do not live close to the location.



Material needed

- ❑ QR code for the APP, Printed QR codes for each participant
- ❑ Extra mobile phones (Android) and chargers
- ❑ For the facilitator use: Tablet/large phone with the APP installed and Computer for the Online Management Platform
- ❑ Extra printed photos representing learnings and challenges for the “Photo Appointment” activity - <https://goo.gl/5R4Yxr>
- ❑ A1 flip-chart with two sides (for Photo Appointment: Challenges and Learning outcomes) to take note during the presentations
- ❑ 3 tables
- ❑ Chairs accordingly to the number of participants
- ❑ Snacks for the World Cafe of Competences
- ❑ 6 flip-charts (3 A1 with the name of each workcamp dimension and 3 for World Cafe Competence Poster)
- ❑ Printed Competences Cards in A3 to be used as posters for the competences presentation (1 poster for each competence)
- ❑ The I'VE competences examples sheet for the facilitator introduction (<https://goo.gl/5R4Yxr>)
- ❑ The I'VE Competences Cards (3 cards for each competence) for the World Café Competence Poster
- ❑ I'VE Competences Cards to be given to the participants at the end of the event according to the competences gained - > 13 competences cards * num participants
- ❑ 20 Markers in different colours
- ❑ Glue
- ❑ 20 Pens
- ❑ Scissors



Extra materials needed in case of adjustments:

- ❑ A4 copies of the Human Bingo questions (1 per participant)
- ❑ 1 big flipchart divided in two columns for the “Should I stay Should I go” activity
- ❑ 2 bowls for the “Should I stay Should I go” activity
- ❑ post it in two colours for the “Should I stay Should I go” activity
- ❑ 3 copies of World Cafe Guided Questions
- ❑ The I'VE Competences Cards for the clockwork endorsement: in the version 3, each participant should have at least 8 copies of each competence (since there are 8 questions) -> for example if there are 20 participants: 13 competences * 8 questions * 20 participants = 2080 cards in total (160 cards of each competence; that would mean we would need to stamp 18 sheets for each competence)
- ❑ One Peer Endorsement Sheet and a pen for each participant

Budget – funding your PCE

As usual with such matter, no magic trick exists for funding a PCE.

The way to ensure its budget will vary according to each organization's reality and its access to potential grants.

In its most common shape, the Post Camp Event is a national meeting offered to the outgoing volunteers of an organization and does not imply transnational mobility. This feature means that the support of the ERASMUS+ program for youth mobility does generally not apply for the event.

Eventually, an organization will succeed to generate local, regional or national grants to finance the activity. The same may come from private funding sources, such as foundations or corporate programs implemented as part of the corporate social responsibility of companies.



The fact that, by focusing on the assessment of learning experience and the recognition of competences, I'VE also supports young people's integration into the labour market may foster to search for possible funders and should be reminded.

If external funding are lacking, the PCE can also easily be self-funded by :

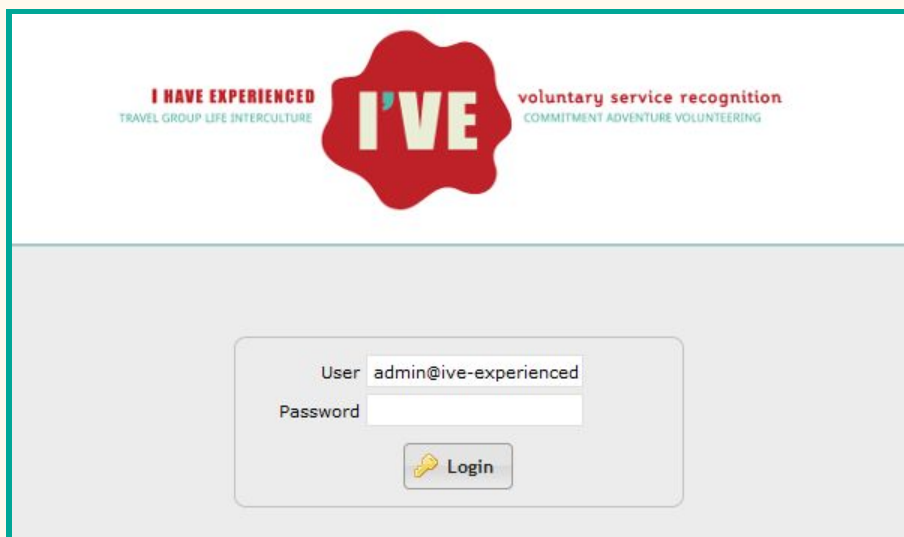
- charging the PCE costs in the initial registration fee paid by the outgoing volunteers of the organization.
- asking for a participation fee from participants of the PCE

6. The Online Management Platform

The I'VE system applied to Post Camp Events allows organizations to manage participants data in order to:

- Prepare the participants for the upcoming PCEs;
- Use the I'VE APP to run the different sessions of the PCE programme;
- Produce the Certificates of Workcamp participation and Competence Recognition.

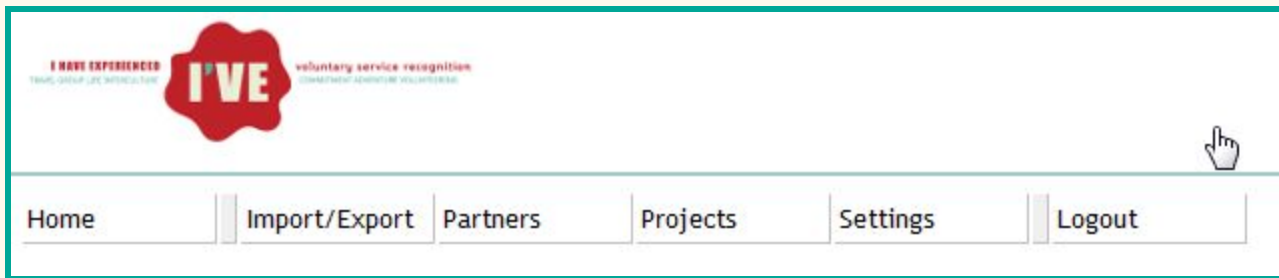
If your organization is keen to use these features you should ask to Lunaria for the I'VE Online Platform account. This request will be elaborated and you will soon receive the **link to your own Management Platform** with the credentials to access.



The screenshot shows the login interface of the I'VE Online Management Platform. At the top, there is a header with the text "I HAVE EXPERIENCED" on the left, a central red circular logo with "I'VE" in white, and "voluntary service recognition" on the right. Below the header, there is a light gray rectangular area containing a login form. The form has two input fields: "User" with the text "admin@ive-experienced" and "Password" with a white input box. Below these fields is a "Login" button with a yellow key icon.




6.1 The Main menu features



Home

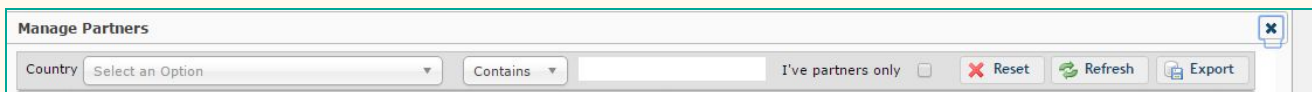
Takes you back to the home page.

Import/Export

Allows you to import or export projects to be used when filling in or importing I'VE VEFs. You can use a standard [Alliance/ADIH PEF/XML](#) file for import: click on Load an XML/ZIP File, select a file on your PC, then  click on

Partners

Allows you to edit the list of partners you work with. You can view, edit and filter partners by using the controls at the top of the window that appears after you have clicked on the Partners menu option:



If you want to add a new partner, just click on the corresponding button, located at the bottom-right of the Partners window, and fill in the appropriate info.



Projects

Used to view, search and edit the projects (workcamps) in I'VE. You can view, edit and filter partners by using the controls at the top of the window that appears after you have clicked on the Projects menu option. Projects can be added in I'VE either by importing a PEF file (see above) or manually entering project information after having clicked on “New project” in this window.

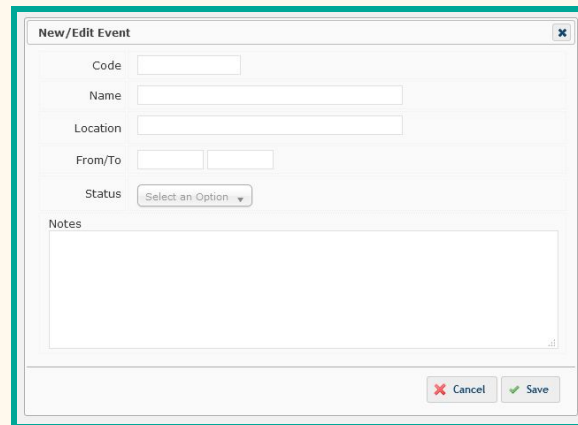
Settings

Contains various settings for the I'VE web management tool. You can usually leave most of these alone, but feel free, if you wish, to change the templates used for sending e-mail notifications to PCE participants. The templates contain hash-prefixed “tags” (e.g. “#app_login_barcode”) that the I'VE web management tool expands into barcodes, links and other types of information (e.g. the name of the participant) when sending a notification. You can freely edit the text of the template, but you should take care in ensuring that these tags are left untouched.



6.2 Creating your first Post Camp Event

When you are ready to enrol your participants you log in with your User ID and Password. When logged you can create a new Event (→ click on the “**New Event**” button). You can edit the Event description, by filling the form:

A screenshot of a web form titled "New/Edit Event". The form contains several input fields: "Code", "Name", "Location", "From/To" (with two sub-fields), "Status" (a dropdown menu showing "Select an Option"), and a large "Notes" text area. At the bottom right of the form are two buttons: "Cancel" with a red 'X' icon and "Save" with a green checkmark icon.

Of course it's up to you to assign a code for your use.

Now you can start managing your first I'VE Post Camp Event, using the toolbar on the right.



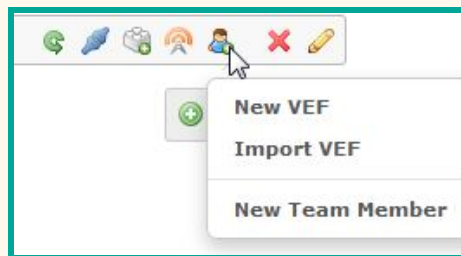
6.3 Enrolling the participants

The Post Camp Event is made of:

- one or more Team members (aka the Facilitators);
- the Participants (the returned volunteers).

To enrol them → click on the “person icon” and choose between:

- New VEF = to fill the VEF form with the participants data and his/her workcamp;
- Import VEF = if you have his/her VEF in .xml format
- New Team Member = to add the Facilitator



This is needed to create the I'VE APP accounts for participants and facilitators and manage the certification process.

New VEF (Volunteer Exchange Form)

Filling a new VEF requires that you have the original one, to extract the personal data. When adding the workcamp experienced by the volunteer you will access the workcamps database (the Alliance PEF).



→ If the camp is missing you should upload it through the “import/export” tool (when you have the workcamp description in xml) or by adding it from the “projects” tool (→ main menu).

Import VEF

This is the fastest way: you can import the volunteer VEF in xml. In this case, if the workcamp is missing you should follow the same as above. When imported you should assign the proper workcamps, if the VEF contains more choices.

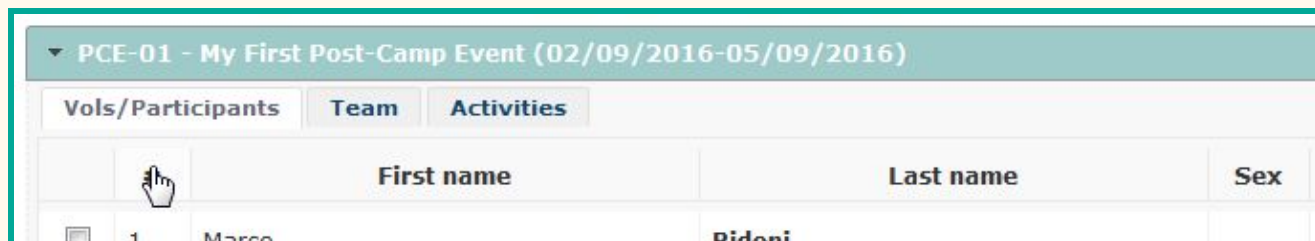
New Team Member

To create the group is needed to include few information of the Facilitators who will run the PCE (name, last name, email, telephone).



6.4 Managing the PCE

When the participants are all enrolled you can have an overview of the group
→ click the arrow on the right of the PCE title.



From the list you can do several actions to manage the PCE organization.

- **Printing out the accounts codes** → click the “Print Connection Package” icon to download the PDF with the APP accounts QR codes/credentials (Usernames and PIN numbers) that will be needed when the participants will arrive at the PCE (if they didn’t log in beforehand, when the system has sent them these credentials)







→ QR codes allow - from the APP installed in the Facilitators and Participants mobile devices, to easily login into their accounts



- **Send notifications** → click on the antenna icon

When the list is expanded you can manage each volunteer’s status and work around his/her participation/certification



Conf.	Comp.	Cert.	
			

- **Confirmations:** Check if the Participants & Facilitators have already logged in and are ready for the PCE start by looking if the “Conf.” icons are green
 - **Competences:** Check if - at the end of the PCE - each volunteers competences have been assigned (gets green) and edit their list if needed → click on “Comp.” Icon
 - **Certificates** → click on the “Cert.” Icon to check and edit - when needed - the list of the endorsed competences. When edited you can download and print the Certificates: 1. The “diploma” certificate; 2. The extended document certifying the participations to the specific project and the competences endorsed.
 - **Cancel participants** → click on the trash bin icon, only if needed, of course!
-



7. The I'VE App

The I'VE system includes a brand new innovation for non-formal education: the use of mobile devices to run non formal sessions. The specifically developed APP offers several benefits:

1. The young participants showed a great interest in this new item, increasing their willingness to join the PCEs;
2. The APP helps the facilitators not having to print many paper handouts and in managing the group;
3. Through the APP the data on the competences are uploaded into the Online management tool. So the Certificates are ideally ready to be printed at the end of the PCE or later.

This chapter is very important in the case of the adoption of the APP mode to run the PCE, complementary to the Toolkit. Therefore these instructions should be noted by the Facilitators when testing the APP before the PCE.



The I'VE system is fully usable even if the organization doesn't need the APP benefits: In the Toolkit the "paper version" of each activity is well explained.

The APP can be downloaded in Play Store (for Android:

<https://play.google.com/store/apps/details?id=ive.IveApp>) and App Store (for iOS, available from August 2016).



7.1 Login and Personalization

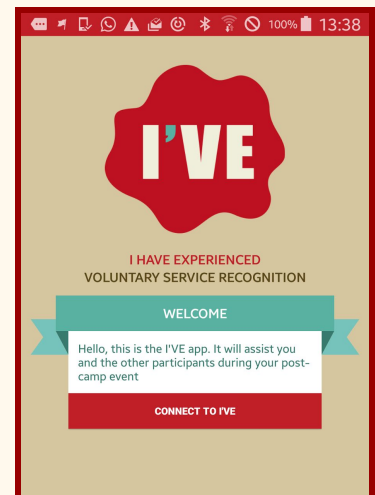
When the Facilitator and the Participants have received the Credentials (see the Online Management Tool instructions) and have installed the I'VE APP they can start to profile it and get ready for the PCE.



This step can -or should, if some didn't perform the task before- be done also during the PCE welcome session. This is why it is extremely important to bring the QR codes and credentials for the group (→ see [5.4 Managing the PCE](#))

Connect to I'VE: when you open the APP for the first time you land in the Login process.

1. Click on “Connect to I'VE”
2. Click on “Login” if you have the QR code with you; Click on “Login Manually” if you only have the credentials in writing.
3. Choose your Nickname, it is recommended to be readable (“Mark96” is OK, “tfedsr56y” is BAD)
4. Choose your Profile Picture (shoot a new one or use one from your Galleries)



The Facilitators have to login using their specific code. This way they will land in the Facilitator Mode, while the Participant will go into the regular mode. The Facilitators mode enables him or her to manage the group and the sessions.

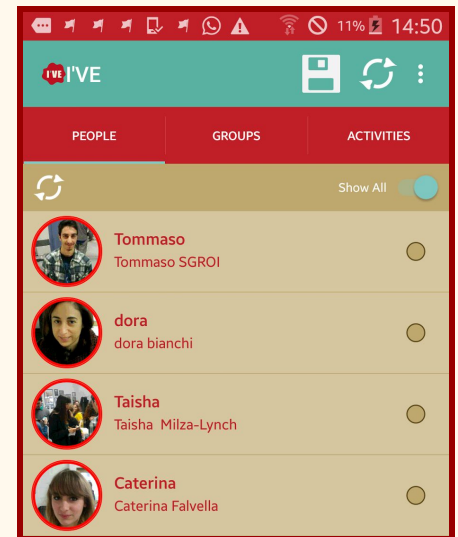


7.2 The Facilitator

When logged and profiled, the Facilitators will reach the People management page: here you have all the participants to the PCE and their status.

Important: the APP comes with two different modes, the **Networked** one, set as default, and the **Scripted** mode, that allows to run the sessions where wifi connection is unstable, weak or absent.

The Facilitators should choose one of these, clicking on the “three dots” icon, top-right of the screen.



The main differences between the two modes are:

- In the networked mode the facilitators launches the activities and group divisions from the APP;
- In the Scripted mode the participants launch the specific activities when the facilitator ask them to do so.

Both modes collect the data during the activities and send them to the Online Platform so to prepare the Certificates.

People

In “Show all” you see all those who were enrolled previously into the Online Management platform, if “Show All” is disabled you will see only those who already logged in.

Groups (Division)

The APP allows to create specific divisions in sub-groups, according to the need of some specific activity might be proposed →click on groups and set the division you need.





Activities

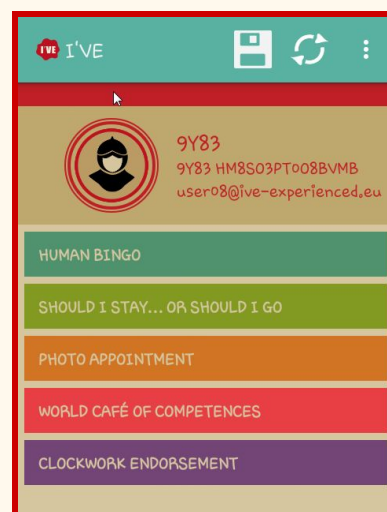
If the Networked mode is chosen the facilitator can launch the different activities according to the PCE schedule and structure.

7.3 The participant

Once the participant has installed the APP into his/her mobile and when logged (using the QR codes or the data sent previously or doing this immediately when the PCE is about to start) he/she can profile the APP with a photo and a nickname.

The APP for participants, according to the mode selected by the Facilitator (Networked or Scripted), behaves in different ways.

When in Networked mode the Participants receives the “commands” when the facilitators launches the different activities/divisions in groups. This way the participants see in their APP the different activities to be performed. When in Scripted the participants should follow the instructions said by the facilitators.



Human Bingo

The APP shows a question that the participant will ask to the others walking through the room. When the question is answered positively by one of the respondents, the participant has to tap on the question text for half second. This will make appear the list of the other participants, and the participant should select the one who answered positively, by tapping on his/her name for half second. In this case a new question appears, and so on.

Should I Stay... or should I go?

The APP will firstly proceed with a group division, the will ask the participants to write the words that represented a fear and an expectation before joining the workcamp.

The photo appointment

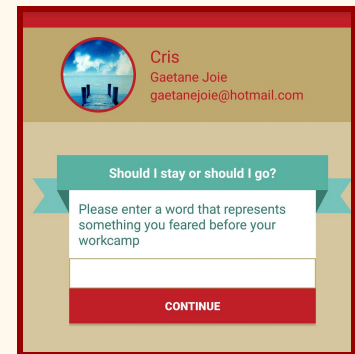
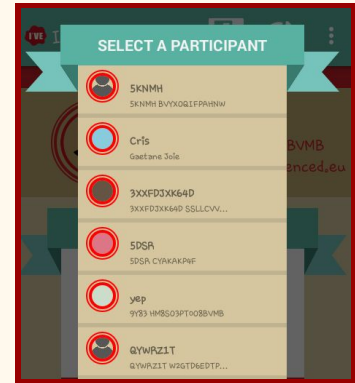
Here's only a group division.

World Cafe of Competences

The APP divides the participants in three groups: this will help the Facilitator to invite the groups to join the tables.

When the participants join the table they have to tap of half second on the animal icon to start the activities:

- some numbered banner will appear: they link (tap a banner) to the questions to be discussed
- when the first round is finished, and the Facilitators call for the rotation, the participants should tap on the last appeared question text to go to the questions of the new discussion
- the last rotation has to be done as above. When the third round finish, by clicking into the last displayed question, the APP goes into the “home page” of the activities.



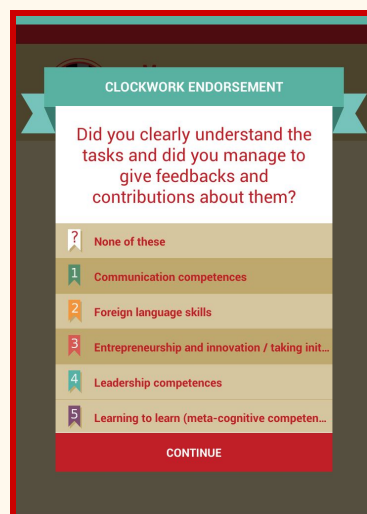
Clockwork Endorsement

The activity starts with a group division to create the two groups that will join the inner and outer circles.

Then the participants will find, after the half/second tap on the animal icon, the first question. Now they have to exchange the mobiles, so that the temporary couples can read the 2 questions displayed by the APP to each other and discuss about them. After they short discussions they will tap for half/second on the question so to choose which competences - up to three per question - were developed by the peer according to his/her answers.

The self assessment

When the clockwork endorsement activity ends, the participant can edit the result - the list of most endorsed competences - by moving up to two competences to be included in the “top five”, according to his/her self-assessment. The volunteers should know that the certificate will include 5 competences, the most developed according to the results of the clockwork endorsement and the self assessment.



I HAVE EXPERIENCED
TRAVEL GROUP LIFE INTERCULTURE



voluntary service recognition
COMMITMENT ADVENTURE VOLUNTEERING

www.ive-experienced.eu

