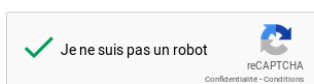


Online Registration Tool



Click 'START' to register your Language Club.

When you have submitted your club's details you will receive an email with your own unique link to the registration and assessment tools for your club.



START

Please tick the box 'I am not a robot' and click on START at the bottom left of the page to start registering your club.



CLUB REGISTRATION FORM

Club Name

CAS Colle Umberto

Location

Perugia

Country

Italia

Website

N/A

Description

The club is currently running and started early june 2018. The aim of the club was to provide additional situation of language conversation and training to a group of asylum seekers living in a reception centre very far away from the city. The learners are young men from central Africa, very annoyed by the fact that they are located very far to what they call "the life"

Club Coach Name

Corinna

Club Coach Email

corinnabartoletti@gmail.com

SUBMIT

SUBMIT

Please complete all fields, inserting N/A where you are unable to provide information. The fields 'Club Name', 'Club Coach Name', and 'Club Coach Email' must contain valid text.

Online Registration Tool



Thanks for your details, we will email your club's unique link shortly.

The message below appears when you have confirmed your registration. An email has been sent to the email address that you have provided in the field 'Club Coach Email'. Click on the link from the email to access the Online Assessment tool.



Dear WELCOME Club Coach

Click 'connect' to access your club's unique link to WELCOME's enrolment and assessment tools. Or cut and paste the address at the bottom of this page into your browser.

Keep this link handy because you will need it each time you want to use the tools.

[Connect >](#)

Thanks from the WELCOME team

*The email you have been sent contains the above message. Click on **Connect** to access the Online Assessment tool.*

Important : *Each time you want to access the Assessments Tool click on this button (URL)*

Online Registration Tool



Start Screen to access the Online tools, click on 'START' at the bottom left of the page.

The screenshot shows the 'Club Information' form in the WELCOME Online Registration Tool. The form is set against a dark blue header with the WELCOME logo and text. Below the header, there are six input fields arranged in two rows of three. The first row contains 'Club Name' (CAS Colle Umberto), 'Location' (Perugia), and 'Country' (Italia). The second row contains 'Club Coach Name' (Corinna), 'Club Coach Email' (corinnabartoletti@gmail.com), and 'Website' (N/A). Below these fields is a yellow button labeled 'Click here to modify Club information'. Underneath this is a blue box with the heading 'LEARNERS' and a message: 'To comply with the new GDPR regulations, please download and print WELCOME's Privacy Notice from Welcome Language Clubs site. Please read it to your learners and have them signed it before registering them.' Below the message is a table with three columns: 'Cert.', 'Name', and 'First Name'. At the bottom left of the form is a green button labeled 'Add a learner'.

The Online Assessment tool

This tool is divided in two parts, the first part is about the information required from your club, you can click here "Click here to modify Club information" from the yellow bar to modify these information. (see below)

Online Registration Tool



CLUB REGISTRATION FORM

Club Name

Location

Country

Website

Description

The club is currently running and started early june 2018. The aim of the club was to provide additional situation of language conversation and training to a group of asylum seekers living in a reception centre very far away from the city. The learners are young men from central Africa, very annoyed by the fact that they are located very far to what they call "the life"

Club Coach Name

Club Coach Email

SUBMIT

And the second part is the main tool itself. This part allows you to add details about learners to the database. Click on 'Add a learner' (in green) to create a new entry.

Online Registration Tool

LEARNER ENROLMENT FORM

REF:

Family name (surname)

Given name

Sex

- Female
 Male
 Other

Age

- Under 16
 16-30
 31-60
 60+

Country of birth

First language

How long resident in this country?

- Under 3 months
 3-12 months
 1-3 years
 3-9 years
 10 years +

Contact details

Email Address

Mobile phone

Economic Status

(tick all that apply)

- Working
 Looking for work
 In education
 Looking after children
 Other (specify)
 Prefer not to say

Education

(tick all that apply)

- No formal education
 Primary school level (up to age 11)
 Secondary school level (up to age 16)
 College/FE/Sixth form level (up to 18)
 University level (aged 18 +)

[HOME](#) [SUBMIT](#)

*Please fill in all fields on the form. All fields are required but the fields 'Family Name', 'Email Address' and 'Mobile Phone' can be anonymised (GDPR)
Click on 'Submit' at the bottom left to confirm, else click on 'Home' to return to the Tools Menu without confirming.*

Online Registration Tool



Club Name	Location	Country
CAS Colle Umberto	Perugia	Italia
Club Coach Name	Club Coach Email	Website
Corinna	corinnabartoletti@gmail.com	N/A

[Click here to modify Club information](#)

LEARNERS

To comply with the new GDPR regulations, please download and print WELCOME's Privacy Notice from [Welcome Language Clubs site](#). Please read it to your learners and have them signed it **before** registering them.

Cert.	Name	First Name	
-	Name 1	Given Name 1	Enrolment PDF Initial Assessment Remove

[Add a learner](#)

After creating an entry, it will appear in the table of LEARNERS

For each learner you can:

- 1) Modify the information by clicking on '**Enrolment**'
- 2) Download the **PDF** (blue button below Enrolment)
- 3) Delete a learner (red button '**Remove**')
- 4) Complete the first Assessment tool (**Initial Assessment**)

Online Registration Tool



INITIAL ASSESSMENT (AT START OF COURSE ONLY)

1. Reasons for joining the language club

Tick on the scale for each reason (1: Important, 5: Not important)					Most important reason	
To help find work	1	2	3	4	5	<input checked="" type="checkbox"/>
To help/support children	1	2	3	4	5	<input type="checkbox"/>
To improve confidence to talk to other people	1	2	3	4	5	<input type="checkbox"/>
To make friends	1	2	3	4	5	<input type="checkbox"/>
To prepare for further study	1	2	3	4	5	<input type="checkbox"/>
To understand more about this country	1	2	3	4	5	<input type="checkbox"/>
Other (specify)	<input type="text"/>					

././

4. What does the learner want to do after the Language Club course?

- Further language training/certification
- Other training/study
- Volunteering
- Paid Work (specify)
- Other (specify)

Comments and other information

Does learner have any special needs/barriers to learning? e.g. hearing impairment?

Any other comments/ information?

SUBMIT

HOME SUBMIT

Please fill in all the fields on the form. Most of the fields are required (do not forget to tick 'Most important reason' and 'Most confident')

Click on 'Submit' at the bottom left to confirm else, click on 'Home' to return sur le Tools Menu without confirming.

Online Registration Tool



Club Name CAS Colle Umberto	Location Perugia	Country Italia
Club Coach Name Corinna	Club Coach Email corinnabartoletti@gmail.com	Website N/A

[Click here to modify Club information](#)

LEARNERS		
To comply with the new GDPR regulations, please download and print WELCOME's Privacy Notice from Welcome Language Clubs site . Please read it to your learners and have them signed it before registering them.		
Cert.	Name	First Name
-	Name 1	Given Name 1


Enrolment PDF Initial Assessment PDF Mid-way Assessment Remove

[Add a learner](#)

When the **'Initial Assessment'** form has been completed, the **'Mid-way Assessment'** button will appear and when the **'Mid-way Assessment'** is complete, the **'Final Assessment'** button will appear (see image below)

You can modify a specific assessment at any point by clicking on the associated button (eg to modify an initial assessment, click on **'Initial Assessment'** button). You can also download the related PDF by clicking on the blue button **PDF** found below each assessment..

Online Registration Tool



WELCOME
LANGUAGE CLUBS FOR LIFE SKILLS

Club Name	Location	Country
CAS Colle Umberto	Perugia	Italia
Club Coach Name	Club Coach Email	Website
Corinna	corinnabartoletti@gmail.com	N/A

[Click here to modify Club information](#)

LEARNERS

*To comply with the new GDPR regulations, please download and print WELCOME's Privacy Notice from [Welcome Language Clubs site](#). Please read it to your learners and have them signed it **before** registering them.*

Cert.	Name	First Name	Enrolment	Initial Assessment	Mid-way Assessment	Final Assessment	
-	Name 1	Given Name 1	PDF	PDF	PDF	PDF	Remove

[Add a learner](#)

When all the assessments for one learner are complete, the coach/club leader can download a certificate 'Welcome' from the website <https://www.welcomelanguageclubs.eu/en/language-club-toolkit/setting-up-a-language-learning-club/some-basics/registering-your-club> and fill in the learner's details before printing the certificate.