



JA
ENTERPRISE
Without Borders®

EwB PLATFORM

Administration Guide for JA student companies

www.jaewb.org

 JA Worldwide®

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INTRODUCTION

Enterprise without Borders® (EwB) is designed to give students running JA companies the opportunity to create cross-border international joint-ventures as part of their JA-YE experience.

Through a website – Enterprise without Borders® (EwB) Platform, schools and teachers can register for participation and schools and students can upload their EwB Site and company profiles and enter an entrepreneurial 'dating game'. EwB is about sharing good ideas; projects, selling each others' products in each others' markets; reducing costs by sourcing certain services or product components from other countries; and visiting each other's markets.

The EwB Platform presents the activities of the registered EwB Sites and student companies operating in different countries. On the EwB Platform you can familiarize yourselves with their activities, projects, products and services. You can also search for partners you can communicate and trade with.

The EwB Platform operates as a web-shop. The products and services of the companies registered on the portal can all be viewed there. Visitors can browse through them all and then contact the companies. The registered companies can create product and service catalogues, and also present the company, its activities and members on a separate page.

EwB Sites and student companies can create EwB Joint-ventures and register them on the EwB Platform.

Updated EwB Platform

- Open for all JA countries now
- New EwB Platform works with EwB Sites now – enables registration of the EwB Sites by JA Staff, teachers /schools and linking them with other sites available
- Social media involved, interactive map, E-mentoring tool for students/teachers/volunteers and many others.

EWB SITE

An EwB Site is the main element of the EwB program. It refers to the location where the EwB student companies will take place. For example, one EwB Site could plan to have more than one student company (such as a school, community, area).

- An EwB Site can be registered by a school coordinator, teacher, JA volunteer or JA staff person
- An EwB Site has its own profile providing information about location, country, language, general information and requirements for partnerships with other EwB Sites
- The partnering of EwB Sites with other EwB Sites is done with the help of the area JA coordinator for EwB
- After two EwB Sites are partnered, the EwB joint ventures can begin to create their profiles.

ROLES IN EWB

JA Coordinators

Each JA organisation wanting to participate in this programme needs to have **an JA area coordinator**.

- The JA coordinator has “administrator access” to the EwB platform and is responsible for assisting participating teachers/volunteers/students and approving their EwB Site registrations.
- The JA coordinator helps to partner their EwB Sites with other EwB Sites in other areas by communicating with other coordinators.
- The JA coordinator is responsible for supporting the EwB Sites (teachers, volunteers, JA staff and EwB companies) as they move through their EwB experience, answering any questions and troubleshooting.

EwB Teachers

- Teachers are often the “driving engine” for partnering EwB Sites and connecting their students with their peers at the other EwB Site. With the support of their area coordinator they can register an EwB Site and support students to create their EwB Company Profile.
- Teachers have their own personal accounts linked to their EwB Site and EwB Companies.

Business Volunteers

- Business volunteers serve as coaches and mentors to EwB Companies. Obviously, a JA Company Program volunteer can also be a EwB Company volunteer.
- The difference between being a Company Program volunteer and an EwB Company volunteer is that the students need more coaching in the cooperation with their peers at the other EwB Site. This can relate to their shyness about communicating across borders, possibly in a foreign language, or technical issues as they sort out import-export of products, financial issues etc.
- EwB Company volunteers can coach their students online using the EwB E-Mentoring tool. This makes it possible for volunteers to be located at a distance—maybe even another country!—and still be able to volunteer

EwB Student Company

- The EwB Company is a joint-venture of at least 2 student companies. The first task for two partnered EwB Sites is for the students to create an EwB joint-venture Company. Each EwB joint venture company creates its profile on the EwB platform which includes a description of its joint activity, products, services...
- The EwB Company can also create additional joint-ventures with other EwB companies in EwB network.
- Through the EwB Platform, students can access a variety of online tools for their EwB activities (on-line study materials, E-mentoring tool, social media, internal communicator, registration for events) and collect points for their online activities

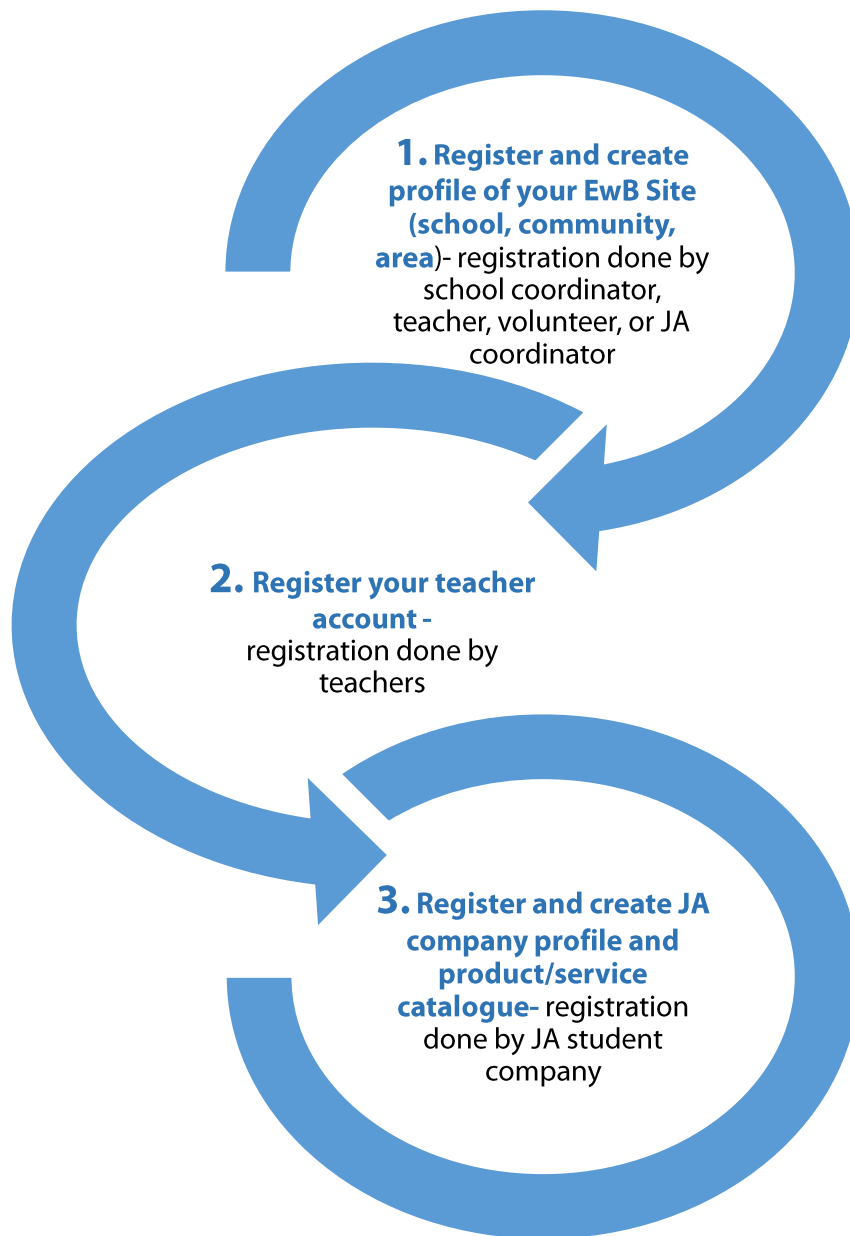
GENERAL OVERVIEW OF EwB PLATFORM

The screenshot shows the JA Enterprise Without Borders EwB Platform website. At the top, there is a navigation bar with links for Login, Register, Home, Countries, Contact, News, Calendar, and Search. Below the navigation bar is a banner with the JA Enterprise Without Borders logo and a virtual map of Europe with numbered callouts 1-10. A horizontal menu below the banner contains links for About EwB, EwB Sites, Companies Profiles, Products and Services, EwB Joint-Ventures, Partners and Sponsors, Projects Info, and Events and Competitions, with callouts 11-18. The main content area is titled 'Welcome to EwB' and includes a welcome message, a paragraph about the program, and a virtual map of Europe with callout 3. Below the map is a 'Register or Login' section with callouts 1 and 2. The 'Register' section has callout 1 and the 'Login to your account' section has callout 2. Below the registration and login forms are sections for 'Global Sponsors' (with callout 16) and 'Partners and Projects' (with callout 16). The 'Global Sponsors' section lists FedEx and MetLife Foundation. The 'Partners and Projects' section lists TMF, J.P.Morgan, ERT, and GLOBAL PROJECT. On the right side of the page, there are sections for 'EwB News', 'Newest EwB Sites', 'Requests for partnering', and 'Newest Companies profiles'. The 'EwB News' section has callout 4, 'Newest EwB Sites' has callout 5, 'Requests for partnering' has callout 6, and 'Newest Companies profiles' has callout 7. At the bottom of the page, there is a 'Subscribe to EwB Brief' section with callout 19 and a 'Subscribe' button with callout 20.

- 1 Login to individual accounts - EwB Sites, companies, teacher accounts and volunteer accounts
- 2 Registration to individual accounts - EwB Sites, companies, teacher accounts and volunteer accounts
- 3 Virtual map featuring EwB Sites and companies in individual countries/regions
- 4 Any time you click on the top banner with the EwB logo or Home button, the platform navigates you back to the Home page
- 5 General geographical and economic information about countries participating in the EwB program
- 6 Contact list of all JA National Coordinators
- 7 Latest news from EwB network
- 8 Calendar of events organized within the EwB network. The events are added to the calendar by national coordinators. The events in calendar are
- 9 Search tool with filters
- 10 Links to social media connected with EwB
- 11 General information about EwB Program
- 12 EwB Sites already registered on the Platform are sorted by country - number in brackets indicates the number of registered EwB Site under each country
- 13 JA Companies with full profile already registered on the Platform are sorted by country - number in brackets indicates the number of registered EwB companies under each country
- 14 JA Companies are sorted by product or service - number in brackets indicates the number of EwB companies producing/providing particular product or service
- 15 EwB Joint-Ventures already registered. EwB Joint-Ventures can be viewed by different filters
- 16 Sponsors and partners supporting the EwB program with links to the websites
- 17 Description of the individual projects running under EwB program with the list of JA companies
- 18 Events and competition within EwB program, including the list of the participating companies and detail information
- 19 Site map with links to all parts of EwB Platform
- 20 EwB Brief (on-line newsletter) archive and subscription

REGISTRATION PROCESS

The new EwB Platform works with the internal database that connects teacher and companies account with individual EwB sites. It is important to follow up this order in registration:



Volunteer registration can be done anytime during this cycle as the volunteer accounts are not connected directly with EwB Sites and not necessarily connected to JA Companies. Linking the volunteers with JA Companies can be done anytime during the academic year.

Registration of JA Student Company

Through the Company account, a JA Student company can create its public company profile, product and service catalogues, and has access to the materials and links sections, internal communicator tool, to Search for Partner tool and also can register and create the EwB Joint-Ventures with other JA companies registered on EwB Platform.

Step 1

Your company account is linked with EwB Site and teacher account – so before registering your JA Company please check if your EwB Site (school) and your teacher has already been registered. If not, please ask you teacher to make the necessary registrations.

Step 2

Register or Login

Register

EwB Site

Company

Teacher

Volunteer

Create Account

Login to your account

Email

Password

EwB Site Company Teacher Volunteer

Login

▶ [Forgot password? Click here to recover.](#)

Step 3

Complete the registration form. Follow up instructions in the form.

1. Fields marked with * are mandatory fields and must be completed
2. Your contact e-mail address must be valid e-mail (the system will require your e-mail validation)
3. In the description please provide a full information about your company, your business idea and the plans for joint-venturing with other companies



Company registration

In order to register your JA company to Enterprise without Borders program, please fill in the form below. Please follow the instructions closely.

Company Info

Company Name *

The company name availability will be checked before saving.

Country *

EWB site *

Contact e-mail *

The email address you fill in will be your company's user name when you login.

Website

Facebook Profile

Please enter the full path for your page starting with http://...

Authentication password

Password *

Confirm Password *

Coordinators

Teacher *

Volunteer *

Students *

The number of students in JA Company

Description

We would like to export our toys to other countries. So we are looking for a partner company that would help us do a market research and offer our toys for sell.

I agree with the Terms and Conditions

Create Account

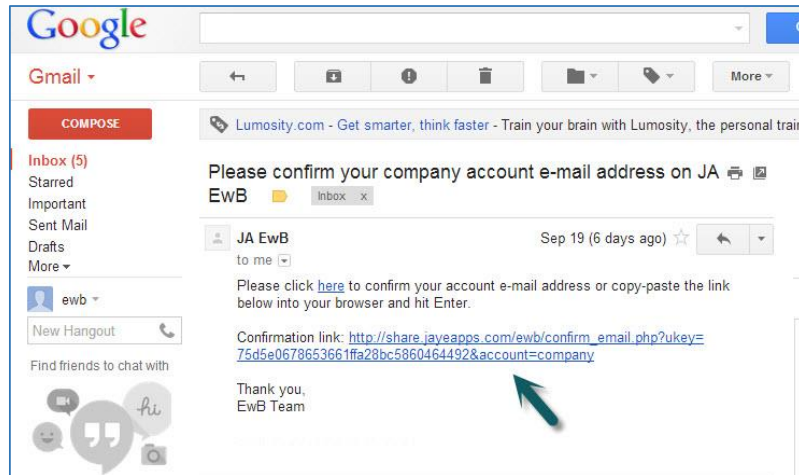
All the fields with * are mandatory.

Step 4

Confirmation of your e-mail address

Your registration has been successfully completed and the information sent to your JA national coordinator. Your account will be activated as soon as your registration has been approved, which normally takes up to **three work-days**.

First you will receive a request for confirmation of your e-mail address.



Once you confirm your e-mail account (instructions will be included in the validation e-mail) you will receive a final e-mail confirmation from your national coordinator.



Please check also your Junk E-mail folder just in case the confirmation email got delivered there instead of your inbox. If so, select the confirmation message and click Not Junk, which will allow future messages to get through.

Step 4

You can login to your company account.

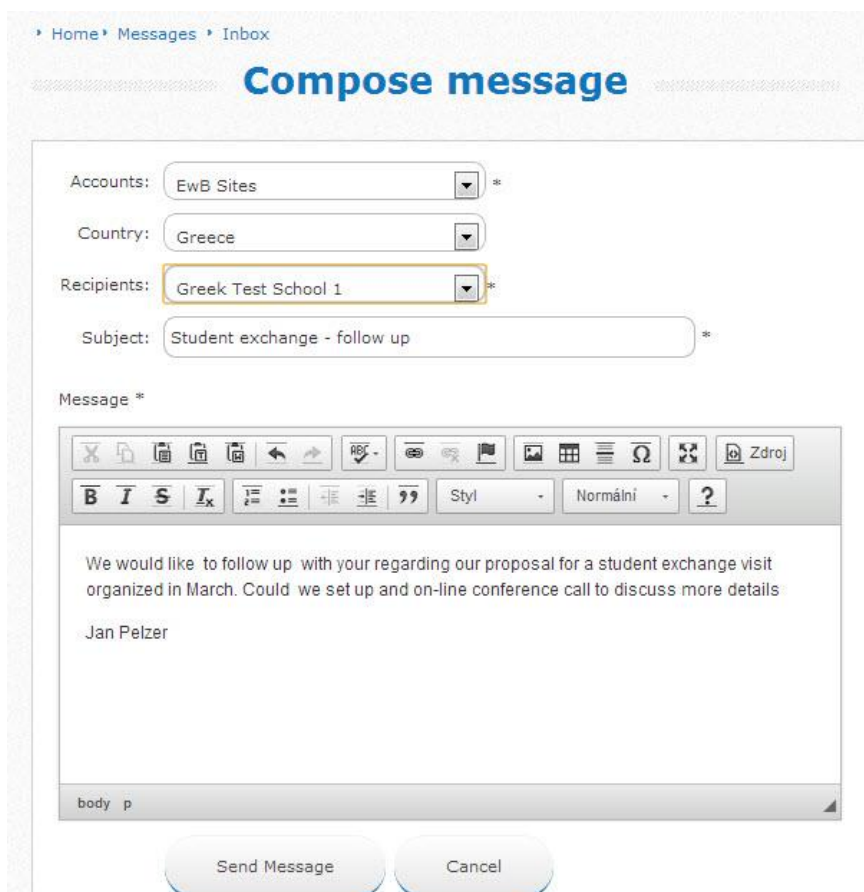


COMMUNICATION THROUGH EWB PLATFORM

EwB Platform enables to communicate through its internal communicator tool. All registered users (EwB Sites, teachers, volunteers and student companies) have access to the communicator tool through their accounts.



Through the communicator tool, you can send messages to all registered users. You can create and send your message to other particular account (EwB Site, teacher, company, volunteer, JA national coordinator) or mass e-mail to the accounts from all or particular country.



All messages sent through the internal communicator tool are sent also to the contact e-mail mailboxes - so the recipients do not need to check the messages only from EwB Platform.

Please check and clean your **Messages** section regularly.

JA COMPANY ACCOUNT

Account Settings:

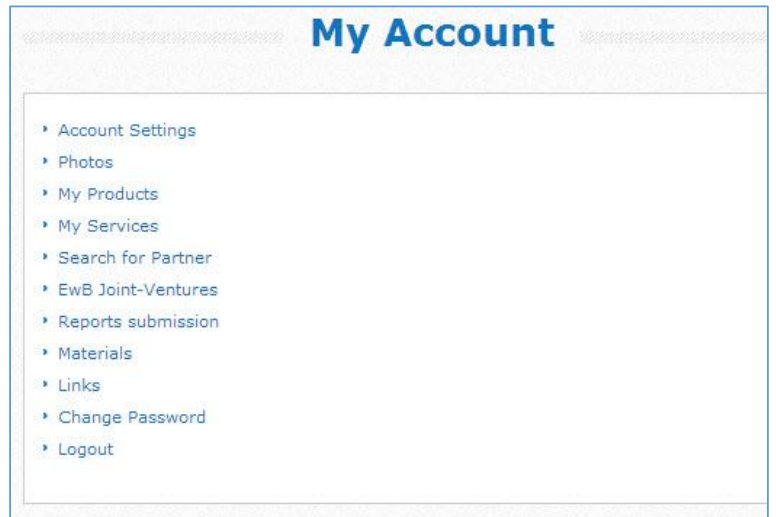
- Upload the logo or illustrating photo representing your JA company and update your profile info, volunteer info and other details

Photos

- Upload more photos to your company profile (accepted formats jpeg, jpg, gif and png)

Search for Partner

- Search among other JA Companies for your potential Joint-Venture partner according several criteria and send a partnership proposal



My Products

- Create the product catalogue – see more info in Product & Service Catalogue

My Services

- Create the service catalogue – see more info in Product & Service Catalogue

EwB Joint-Ventures

- Register and create profile of your EwB Joint-Venture with your partner JA companies

Reports

- In this section JA Student companies will be able to submit their EwB Joint-Venture reports (*this section is not active yet and will be finalized in October*)

Materials

- Study materials for the Enterprise without Borders program, website administration guides, report templates, materials for volunteer and other useful information. These materials are accessible for all registered accounts (EwB Sites, teachers, volunteers and student companies. All materials are frequently updated

Links

- Useful links to tutorials videos, various websites, which can help the student companies to enhance the EwB learning experience. This section is regularly updated

Change Password

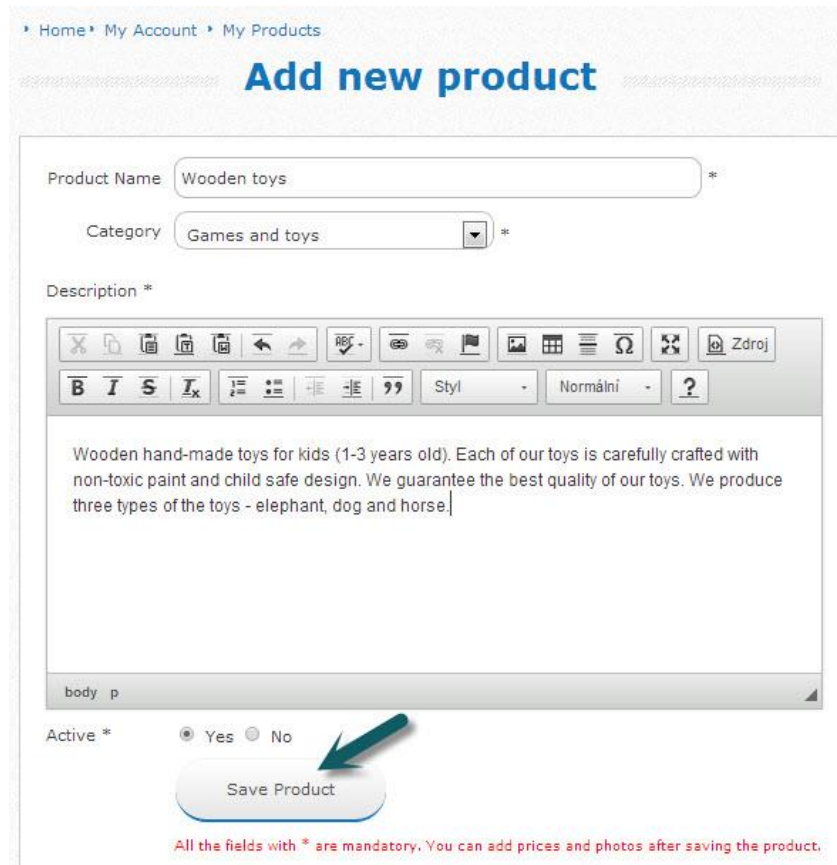
- Change your company password

PRODUCT AND SERVICE CATALOGUES

JA Companies can create catalogues of their products and services under the Company profile. The technical procedure of creating a Product or Services catalogue is the same. This Step-By-Step guide describes the procedure of creating a **Product Catalogue**.

Step 1

In the section **My Products** in your company account click on **Add new product**



Home > My Account > My Products

Add new product

Product Name *

Category *

Description *

Wooden hand-made toys for kids (1-3 years old). Each of our toys is carefully crafted with non-toxic paint and child safe design. We guarantee the best quality of our toys. We produce three types of the toys - elephant, dog and horse.

body p

Active * Yes No

[Save Product](#)

All the fields with * are mandatory. You can add prices and photos after saving the product.

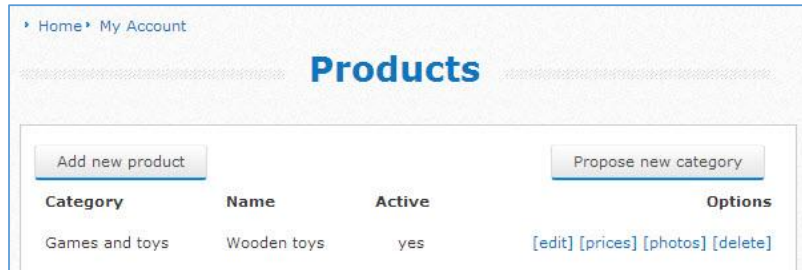


If you didn't find the category appropriate for your product, click on "**Propose new category**" to suggest a new category. Until your National Coordinator approves it, you can register your product under "**Other ...**" category and modify it later."

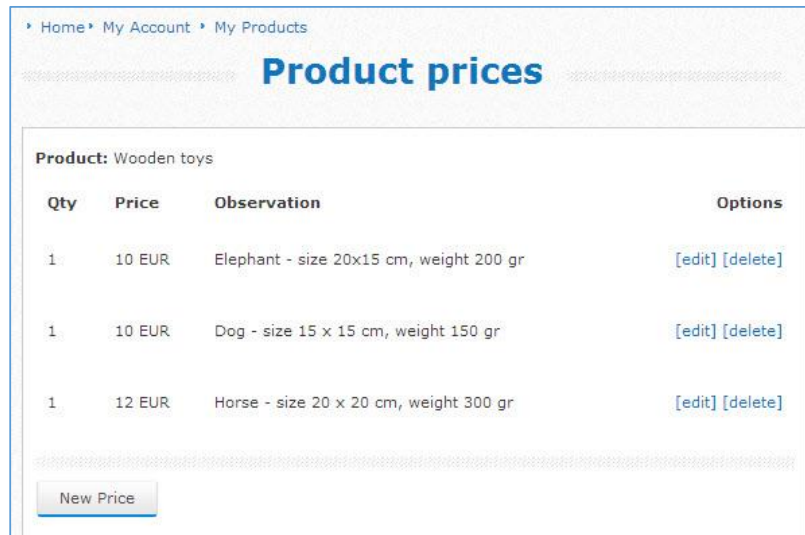
Step 2

Edit information about your product

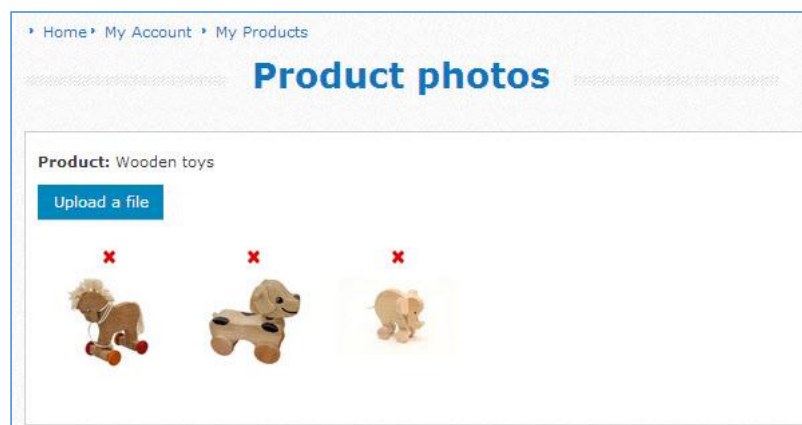
Your product was added to your catalogue. In this way you can add as many products as you need. The products will appear sorted by category.



If you registered, by mistake, your product under incorrect category, you can change it by clicking the "Edit" button. You can add multiple prices by clicking on "Prices" link



or you can add multiple photos or delete them by clicking on the "Photos" link.



You can remove a product by clicking on "Delete" link.

Step 4

Check the final look of your product catalogue

Wooden toys

Company: [Success](#)


EwB site: [Gymnazium J. Palacha](#)

Country: Czech Republic

Description:

Wooden hand-made toys for kids (1-3 years old). Each of our toys is carefully crafted with non-toxic paint and child safe design. We guarantee the best quality of our toys. We produce three types of the toys - elephant, dog and horse.

Photos



Prices

10 EUR	Observation:
Qty: 1	Elephant - size 20x15 cm, weight 200 gr
10 EUR	Observation:
Qty: 1	Dog - size 15 x 15 cm, weight 150 gr
12 EUR	Observation:
Qty: 1	Horse - size 20 x 20 cm, weight 300 gr

[Suggest a partnership](#) [Contact Us](#)

To create a Service catalogue – follow up the above steps - the process is the same as for Product catalogue.

EWB JOINT-VENTURE BETWEEN JA COMPANIES

Once the student companies agree with their partner companies on all details for their EwB Joint-Venture, the Joint-Venture can be registered on EwB Platform. The registered EwB Joint-Venture must be approved by both (all) partner companies and by both (all) teachers.

The enclosed document provides you with a definition of EwB Joint-Venture and description of various models which can be implemented in your international co-operation.

[EwB Joint-Ventures – definition and tips](#) (click on the link to download the document)

Step 1

One of the partner student company registers and creates profile of the Joint-Venture through its Company account - section **My Joint-Ventures**:

1. Click on Register a new Joint-Venture
1. Complete the form – add description and purpose of the Joint-Venture

Home Account My Joint-Ventures

Register a new Joint-Venture

Register a new Joint Venture company by filling the form below.

Name *

Purpose Purpose of the joint-venture:
 *

Description Description of co-operation:
 *

Website

Please enter the full name for your pages starting with http://...

Register

1. Add members (partners) companies to this EwB Joint-Venture

Success JV 2013-09-25 16:42:15

Description: Success company will prepare a design of the web shop portal and Greek company will be responsible for order processing and communication with clients.

Purpose: Within this joint-venture we will be working on the development and design of the webshop page, where both our partner companies could sell their products. The webshop should be launched in mid December as a part of our both companies websites.

[members] [edit] [photos] [documents] ✖

Joint Venture member companies

Success JV

Add new company

Company	Country	Company	Teacher	
Success	Czech Republic	Approved	Pending	✖

Success JV

Add new company

Company	Country	Company	Teacher	
Success	Czech Republic	Approved	Pending	✖
Greek student company	Greece	Pending	Pending	✖

Step 2

All your partner student companies and teachers of the companies will receive e-mail about the pending registration of the EwB Joint-Venture and have to confirm this EwB Joint-Venture from their accounts account.

Student company confirmation

JV 2013-09-25 14:16:10

Description: Here please describe shortly how both (all partners) participate in this joint-venture - what are the partners roles and responsibilities, what is the goal, timeline of the activities and other details. You can add more documents and photos. This profile can be updated anytime - so you can add more information later once individual activities will be realized.

Purpose: Here please describe shortly what is the goal of your partnership between your EWB Sites. This profile can be updated anytime - so you can add more information later once individual activities will be realized.

ⓘ Click [HERE](#) to confirm your participation to this JOINT VENTURE.

(after confirmin the participation on the link in the pink row – the partner company will be able to edit the content of the EwB Joint-Venture profile


Teacher confirmation

Success JV			
Company	Country	Company	Teacher
Success	Czech Republic	Approved	Pending [Confirm]
Greek student company	Greece	Pending	Pending

Step 4

When all companies and their teachers confirm the EwB Joint-Venture, the EwB Joint-Venture appears in the list of other EwB Joint-Ventures on the public part of EwB Platform.

EwB Joint-Ventures



JV Name sample

Purpose of the joint-venture: This is a description of the fictive joint-venture. Here please describe shortly what is the goal of your partnership between your EWB Sites. This profile can be updated anytime - so you can add more information later once individual activities will be realized.

Description of co-operation: Here please describe shortly how both (all partners) participate in this joint-venture - what are the partners roles and responsibilities, what is the goal, timeline of the activities and other details. You can add more documents and photos. This profile can be updated anytime - so you can add more information later once individual activities will be realized.

[Details](#)



Success JV

Purpose of the joint-venture: Within this joint-venture we will be working on the development and design of the webshop page, where both our partner companies could sell their products. The webshop should be launched in mid December as a part of our both companies websites.

Description of co-operation: Success company will prepare a design Greek company will be responsible for order processing and communication with clients.

[Details](#)


.. and with full profile when opening details

Success JV

Purpose of the joint-venture:
Within this joint-venture we will be working on the development and design of the webshop page, where both our partner companies could sell their products. The webshop should be launched in mid December as a part of our both companies websites.

Description of co-operation:
Success company will prepare a design Greek company will be responsible for order processing and communication with clients.
Website: <http://www.successwebshop.cz>

Photos




Webshop


Documents

- [JV Presentation](#)
- [Business plan](#)

Student companies that form the EwB Joint-Venture company:



Greek student company
EwB site: [Greek Test School 1, Greece](#)
[Details](#)



Success
EwB site: [Gymnazium J. Palacha, Czech Republic](#)
[Details](#)



Now all partners of the EwB Joint-Venture can update, edit, add more information, photos and documents to this EwB Joint-Venture from their company accounts.

HOW TO SUCCESSFULLY USE THE EwB PLATFORM

1. Check and update regularly your EwB Site and company profiles, products and services information.
2. Visit the profiles of other EwB Sites and companies
3. Check regularly your EwB Mail account on EwB Platform.
4. Do not give up communicating with other EwB Sites and companies; if you don't get a response keep trying! You can communicate through your EwB Mail Account or through any other communication tools (Facebook, Skype, ICQ)
5. Check the NEWS, CALENDAR, MATERIALS, LINKS, EwB Facebook and EwB Youtube channel to get the new information about EwB program, events and competitions other related topics
6. Communicate with your teachers and inform them about new EwB Joint-Ventures, contacts and information you get from other companies or EwB Sites
7. Subscribe for the EwB newsletter – EwB Brief. You will get the latest information about new companies on the website, events in Europe, teachers, partners, joint-ventures etc.

We also welcome any comments on how to improve the EwB Platform.
If you have any ideas or suggestion for a change or need a technical help,
please contact the Main EwB Platform Administrator at:

ewb@ja-ye.org

