

## Instructions for registering VOPE on the IOCE database

Here is some guidance to help as you register your VOPE on the website database:

- We recommend that you first respond to the questions within the Word version of the questionnaire. When you are ready, you can then go to [www.ioce.net/en/VOPERegistration.php](http://www.ioce.net/en/VOPERegistration.php) and enter the Basic Profile Information there.
- This new IOCE VOPE online database is based on the Wild Apricot platform. Wild Apricot is an excellent membership database (used by many AEA local affiliates in America and some VOPEs elsewhere). However, it is based on *individual* memberships. For IOCE's purposes we are using it as an *institutional* (VOPE) database. Though the information you enter will be about the VOPE, it is all linked to the **Primary Contact Person** who takes responsibility for registering your VOPE. Only that Primary Contact can make any subsequent changes in your VOPE's information on the Wild Apricot website. If your VOPE wishes to name a new Primary Contact Person, the original Primary Contact person needs to change the name and email address on the Wild Apricot database. Then the new Primary Contact person can set up a new personal password.
- We do ask for names and email addresses of two additional contact persons for your VOPE, so that email messages can be sent to them as well as the Primary Contact Person.
- If you are the leader of more than one VOPE, you will need to either use a different personal email address, or slightly change your email address when registering the 2<sup>nd</sup> VOPE. (See explanation for how to do that [here.](#))
- You will see that the questions appear under the response fields. Apologies for this, but it does not appear to be customizable in Wild Apricot.
- You are invited to post announcements about upcoming events by updating the responses in the Wild Apricot fields.
- Bottom line: it is up to you (representatives of VOPEs) to update the information about your VOPE as and when there are any significant changes.

## Level of IOCE Membership

- Note that you are asked whether you are registering your VOPE as an Ordinary Member of IOCE, or as a Full (Contributing) Member. There are extra privileges that come with Full Member status, including gold star on your pin on the world map on the IOCE website, and invitation to participate in the IOCE AGM and other invitations sent just to those on the Full Member mailing list. Also, significantly, VOPEs that want to participate in IOCE/EvalPartners-funded programs such as the P2P grant-funded program are expected to be Full (Contributing) Members of IOCE.
- Instructions for submitting contributions to IOCE can be found at <http://ioce.net/how-to-apply-or-renew>
- We recognize that transferring funds internationally is difficult and expensive from many countries. While we normally expect all VOPEs to be Full (Contributing) Members prior to receiving P2P grants or subsidies to participate in the Global Evaluation Forum, we are open to discussing on a case-by-case basis the most feasible means of submitting their financial contributions to IOCE. Inquiries may be addressed to [Lynn@IOCE.net](mailto:Lynn@IOCE.net).