

The logo for Norfolk young farmers features the word "Norfolk" in a large, white, sans-serif font. The letter "o" is replaced by a stylized white flower or atom symbol with the letters "YFC" inside. Below "Norfolk", the words "young farmers" are written in a smaller, red, lowercase sans-serif font.

Norfolk
young farmers

*Do More, Be More with
Norfolk YFC*

How to use SILO
The Membership Database

How to use Silo



Objectives

By the end of the session you will be able to: -

- 🌀 Understand the levels of access and the level of access you have;
- 🌀 Understand the stages each membership goes through;
- 🌀 View both applications & membership of your club;
- 🌀 Export reports with information needed for that report;
- 🌀 View, add or change club officer roles;
- 🌀 And know what support is available to you.

Silo Club Users – GDPR Training

<https://learning.nfyfc.org.uk>



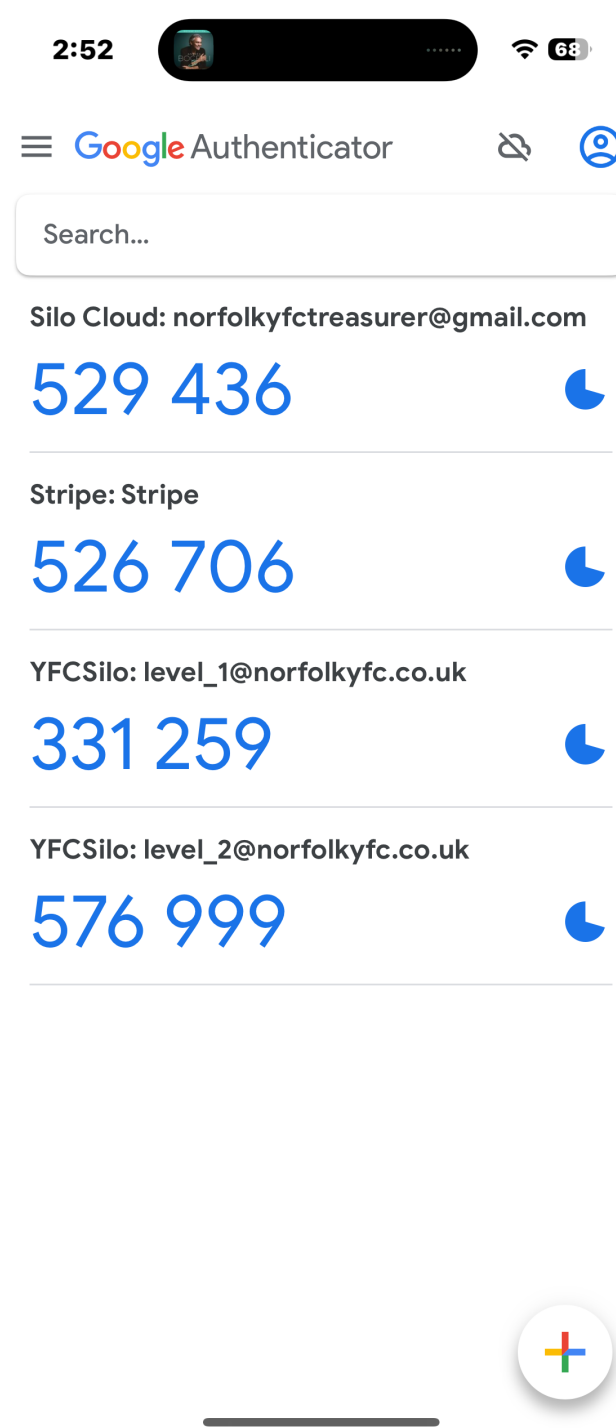
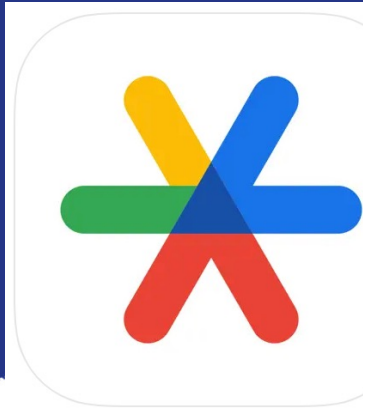
Silo

Data Protection Training

Silo User Details

Google Authen

Apple



Login details for your NFYFC Silo account

Dear Silo user,

Please find below the login details for your NFYFC Silo account.

Your system generated password is [Redacted]

If you need to reset your password, please click [here](#).

Setting Up Google Authenticator

If your account is set up to use two-factor authentication, you will need to download the Google Authenticator app to your smartphone - this is a free app available for both iOS and Android. Once downloaded, you should select to add an account using a QR code, and scan the QR code displayed below.

Here is your google authentication smart code



Useful Links: [Google Authenticator Setup](#) and [Google Authenticator Reset](#)

[Log In To Silo](#)

Best Wishes,

The NFYFC IT Team

What access do you have to SILO?

Level 1 – able to view applications, registered members, export reports and view & add club roles.

Level 2 – able to view applications, registered members, export reports, view & add club roles and move applications from waitPay to Complete.

Level 3 – able to view applications, registered members, export reports, view & add club roles, move applications from waitPay to Complete, process applications at all stages, and edit & delete applications.

Level 1 – Club Chairs, Vices & Secretaries

Level 2 – Club Treasurers & Countrysiders Leaders

Level 3 – County Office & Top Table



What are the different stages?

Under 18 Members

Register – The member or parent is still in the initial part of the form, some required information is missing.

Parental – The application has been started, but not completed. They have entered the ICE details and then application is held. County office will then check the Legal Guardian's email address. When they are satisfied that the details are correct, the application will move to the next stage.

ParentalAuth – The Legal Guardian has been emailed a link to complete the rest of the application. No action can be taken until this is received back.

Partial – The application is somewhere between adding contact details, agreeing to the YFC Code of Conduct and submitting the application.

Moderation – Form submitted, County Office will check the application contains all information needed and that the photograph is suitable.

WaitPay – Member notified that their application is accepted and they can now pay the club or County.

Complete – Member has paid the appropriate levy and membership is issued.

Over 18 Members



Register – The application has been started, but not completed. They are somewhere between entering the ICE details and entering their contact information.

Full – The application is somewhere between adding contact details, agreeing to the YFC Code of Conduct and submitting the application.

Moderation – Form submitted, County Office will check the application contains all information needed and that the photograph is suitable.

WaitPay – Member notified that their application is accepted and they can now pay the club or County.

Complete – Member has paid the appropriate levy and membership is issued.

Support

Where can you go for help with Silo;

- ❁ Norfolk FYFC – 01603 213688, membership@norfolkyfc.co.uk, contact Top Table
- ❁ NFYFC – nfyfc.it@nfyfc.org.uk, www.nfyfc.org.uk/silo-club-user-guide-introduction

Time for questions



Recap

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Please scan the QR Code or click the link in the Teams Chat to complete the evaluation form

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