

## Turbojugend Administration in a nutshell –

### A rather technical guide for presidents and their ASSistants.

How does this work? Read carefully the following paragraphs and you will probably find the answers to your questions. Otherwise, submit them to [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net) and we will help you out. But please be aware that all Turbojugend officials will fool you at one point or another...

#### 1. How can I start a new Turbojugend (chapter)?

Please keep in mind that there are Turbojugend chapters all over the world. So please talk first to your neighboring chapters before requesting your own chapter. Then follow our guidelines on <http://www.turbojugend.org/downloads/Turbojugend-Guidelines.pdf> and contact your local Jugendwart.

#### 2. How can I retrieve my password for [www.turbojugend.net/pflege](http://www.turbojugend.net/pflege)?

Please send a request to [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net) including your warrior name and chapter. We will send your (new) password only to the email address that is registered on Turbojugend.Net. If you cannot access our email, we will require a proof of identification.

#### 3. I cannot log in [www.turbojugend.net/pflege](http://www.turbojugend.net/pflege)? It says *wrong password*.

Please send a request to [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net) describing your problem and listing your warrior name and chapter.

#### 4. How can I edit my chapter's profile?

You have to be the president of the chapter, otherwise: No way dude!

If you are the chapter's president, then you can log in [www.turbojugend.net/pflege](http://www.turbojugend.net/pflege) using your warrior name and your password. Then please follow these links:

*Chapterlist* → *Local Jugends* → search for your Jugend → edit your profile using *Edit Article* or *New Block* or *Edit New Block*. Please note that all changes need to be reviewed and thus you might have to wait for authorization.

**Never change the headline of your profile**, otherwise you will lose your chapter name and it is free for others! Example: You are the president of the chapter *Oslo* and you are changing the headline from *Oslo* into *Why can anyone order an Oslo Jacket?* or whatever – that is wrong: your chapter won't be listed as *Oslo* anymore (but as *Why can anyone order an Oslo Jacket?*).

#### 5. How can I add pictures to my chapter's profile?

Proceed like in item 4). Then use: *new block* → *edit block* or/and *select image*.

#### 6. How do I edit my (vice) president's profile?

If you are the chapter's president, then you can log in [www.turbojugend.net/pflege](http://www.turbojugend.net/pflege) using your warrior name and your password. Otherwise, please get in touch with your president. Please note that all changes need to be reviewed and thus you might have to wait for authorization.

#### 7. How do I spread news on Turbojugend.Net?

If you are the chapter's president, then you can log in [www.turbojugend.net/pflege](http://www.turbojugend.net/pflege) using your warrior name and your password. Please follow the links *Edit articles* → *News*. After you have posted your news, you have to be patient and wait until your news are approved (like every change on Turbojugend.Net).

**Right now, the news functionality is not available.**

**8. Why do I have to *wait for authorization* when changing a profile?**

We have an eye on the global Turbojugend affairs and its reputation. As a consequence, we would like to ensure that no fascist or racist comments are published on Turbojugend.Net. Thus, all profile changes have to be approved (despite the fact that 99.999...% of all changes are fine). Until the final approval, the updated profiles are *waiting for authorization*. The approval will happen in our free time; from time to time you indeed have to wait (a few days) for your authorization.

**9. How do I become member of an existing Turbojugend?**

Turbojugend is about friendship. So get in touch with your local chapter and ask the president about his or her rules for new members. It is an unspoken rule that at least their presidents list their email address on Turbojugend.Net. In case of problems, feel free to contact us via [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net).

**10. Our president decided to retire and to hand over his presidency. How can we organize this change?**

The current president has to confirm this change via mail to [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net). We are curious about his or her decision and need to know the warrior names of the current and new president as well as the chapter name.

**11. Our president is lost on a lonely island. How can we keep our chapter active?**

Please try to contact your president first, try it once more, wait a while and then try it again. If (s)he wants to retire, then see item **10**). Otherwise, please contact [jugendwart@turbojugend.net](mailto:jugendwart@turbojugend.net). Perhaps there is another way. But please note: we respect the authority of a president! Even though each chapter is part of the global Turbojugend, it is the property of the president.