



Placement Administration and Support System (PASS)

User Guide

System Version 2.0 – 26 August 2019 (v16)

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1 Introduction

Welcome to the European Solidarity Corps Placement Administration and Support System (PASS).

This system is designed to make it easier for the representatives of authorised organisations like you to search for European Solidarity Corps potential participants for their projects, make contact with them, send offer to them and issue certificates of participations.

Representatives of organisations that have been **awarded with a Quality Label (ESC52)**, accredited under **Erasmus+ Volunteering (KA110)** have access to this system to search for potential participants, contact potential participants and send offers to them and issue certificates of participations. Also, representatives of organisations which **have successfully applied** to one of the **funding programmes that support the European Solidarity Corps** will be given access to PASS.

NOTE: Representatives of organisations that have been awarded with a **Quality Label** or accredited under Erasmus+ Volunteering (**KA110**) are the **Contact Person and Legal Representative linked to the accreditation of the organisation** and not to the project.

The first version of PASS was launched at the beginning of March 2017. A series of upgrades have been made until now and other are planned during the rest of 2019 to add new features to the tool.

This user manual will be kept up-to-date with these changes, so please make sure you are using the most up to date version.

The most up-to-date version of this manual is always available from the technical support page of the European Solidarity Corps website: <http://europa.eu/youth/solidarity/technical-support-public>

2 Overview of process

The Placement Administration and Support System is designed to let you search for and make contact with European Solidarity Corps participants, send them offers for various available activities and finally issue certificates of participation.

After you have logged in (see page 4), the following are the key steps to follow in the process:



Search for participants, and make contact with them (see page 9)

Use the search screen to find potential participants for your project.



Contact individual potential participants and discuss the project (activities) with them (see page 15)

For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the activity that is available.



Send an offer to a potential participant and get them to accept or decline it (see page 23)

When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The **offers expire 15 days** after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

A series of upgrades are planned during 2019 to add a lot of new features to the tool. This user manual will be kept up to date with these changes, so please make sure you are using the most up to date version of this document, available from:

<http://europa.eu/youth/solidarity/technical-support-public>

3 Before you start...

To help make the most out of using PASS, it would be useful to do the following before you first log in:

- The Contact Person and Legal Representative which are linked to the accreditation (Erasmus+ Volunteering or Quality Label) are provided with access to PASS and not the contact persons/project managers of the project. To access PASS you have to use the email address mentioned in the accreditation.
- If you will access PASS for the first time, please note that you have to create an EU Login account (formally known as ECAS) for the email address mentioned in the accreditation of organisation
- Have a good understanding about the project that you want to fill. In particular, the search will give you better results if you know the following information:
 - The start and end dates of the activity (placement);
 - How long the activity (placement) will last (between 2 and 12 months);
 - The knowledge and experience that you want participants to have;
 - The country where the activity will happen;
 - Any countries which you are specifically searching for potential participants from. This is particularly relevant if you are trying to find a potential participants for a Erasmus+ activity, and need to ensure they come from countries where you already have a relationship with “*sending organisations*”;
- Be ready to give the potential participants that you contact information about the planned project, and what they will be offered, for instance for accommodation, travel, insurance cover, training, etc.

Having all of this available before you start to use the system will help you to more easily find the potential participants that are best suited for your particular activities (your project deals with).

4 Logging in

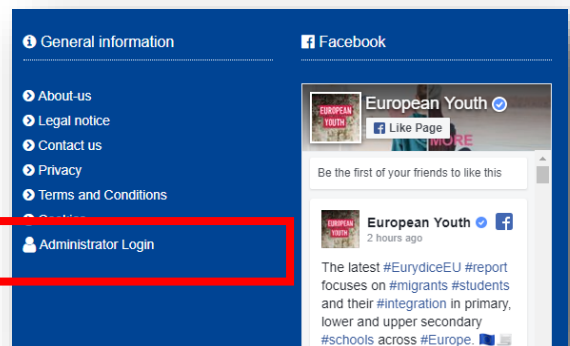
The Placement Administration and Support System (PASS) requires users to authenticate themselves via the European Commission’s secure EU Login system (formerly called ECAS).

After authentication through EU Login, you can only get access to PASS if the email address linked with your EU Login account is one of the email addresses officially (linked emails of the Contact Person and Legal Representative linked to the accreditation) to your organisation in PASS.

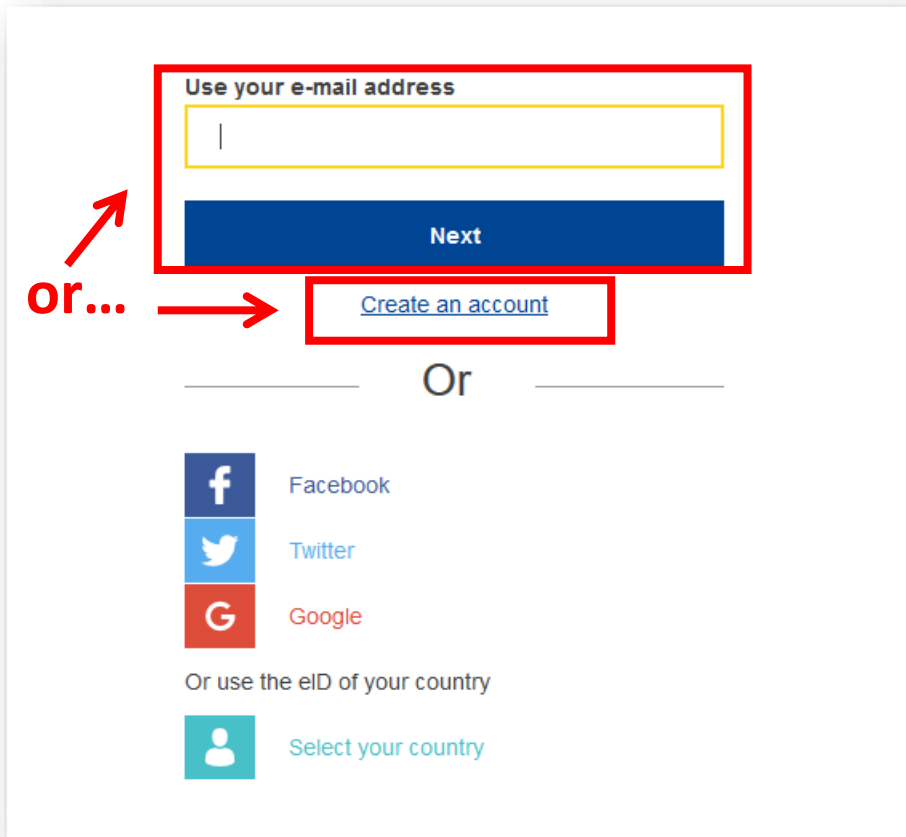
- **Organisations holding a Quality Label (ESC52) and the ones accredited under Erasmus+ Volunteering (KA110):** *The official email addresses are those of the two persons detailed in the original application for Quality Label or Erasmus+ Volunteering (former called EVS) accreditation – the Legal Representative and the Contact Person.* If these need to be updated, for instance because someone leaves and is replaced, please contact the Erasmus+ National Agency in your country, and ask them to update these contact details in your accreditation. These updates will automatically feed through to PASS.
- **Organisations which have successfully applied to one of the funding programmes that support the European Solidarity Corps:** When an organisation is approved to run an European Solidarity Corps project, the Directorate-General overseeing the funding programme informs the PASS administrators that the organisation and the email addresses of its nominated representatives should get access to PASS. If these nominated representatives need to be changed, the organisation should contact the Directorate-General responsible for the funding programme, and ask them to inform the PASS administrators of the changes.

Starting the login process

To login in to PASS, go to the European Solidarity Corps main page: <http://europa.eu/youth/solidarity> and click on "Administrator login" at the **bottom** of the page.



This opens the **EU Login** authentication screen, as shown. Use the email address of your existing EU Login / ECAS account, or if you do not have one, then we recommend that you use the "Create an account" button – you will be asked to verify your email address as part of the set up process.



After you have completed the EU Login authentication process, you will be automatically redirected back to the European Youth Portal.

5 System selection

After you have authenticated via EU Login, you will be presented with the "System selection" screen, as shown below.

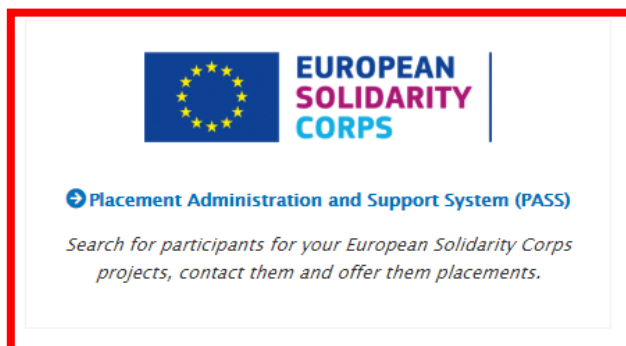
If you represent an organisation that holds a **Quality Label**, or one that runs projects **funding by programmes that support the European Solidarity Corps**, or represent an organisation which is accredited under **Erasmus+ Volunteering (KA110)**, will see only the option to go to the **European Solidarity Corps – Placemen Administration and Support System (PASS)**.

Note: The 'Volunteering Database' ribbon has been removed, this because all the organisation have the possibility to advertise opportunities via PASS.



✓ You are logged in.

Thank you for logging in. Please choose which system you would like to use from the following options:

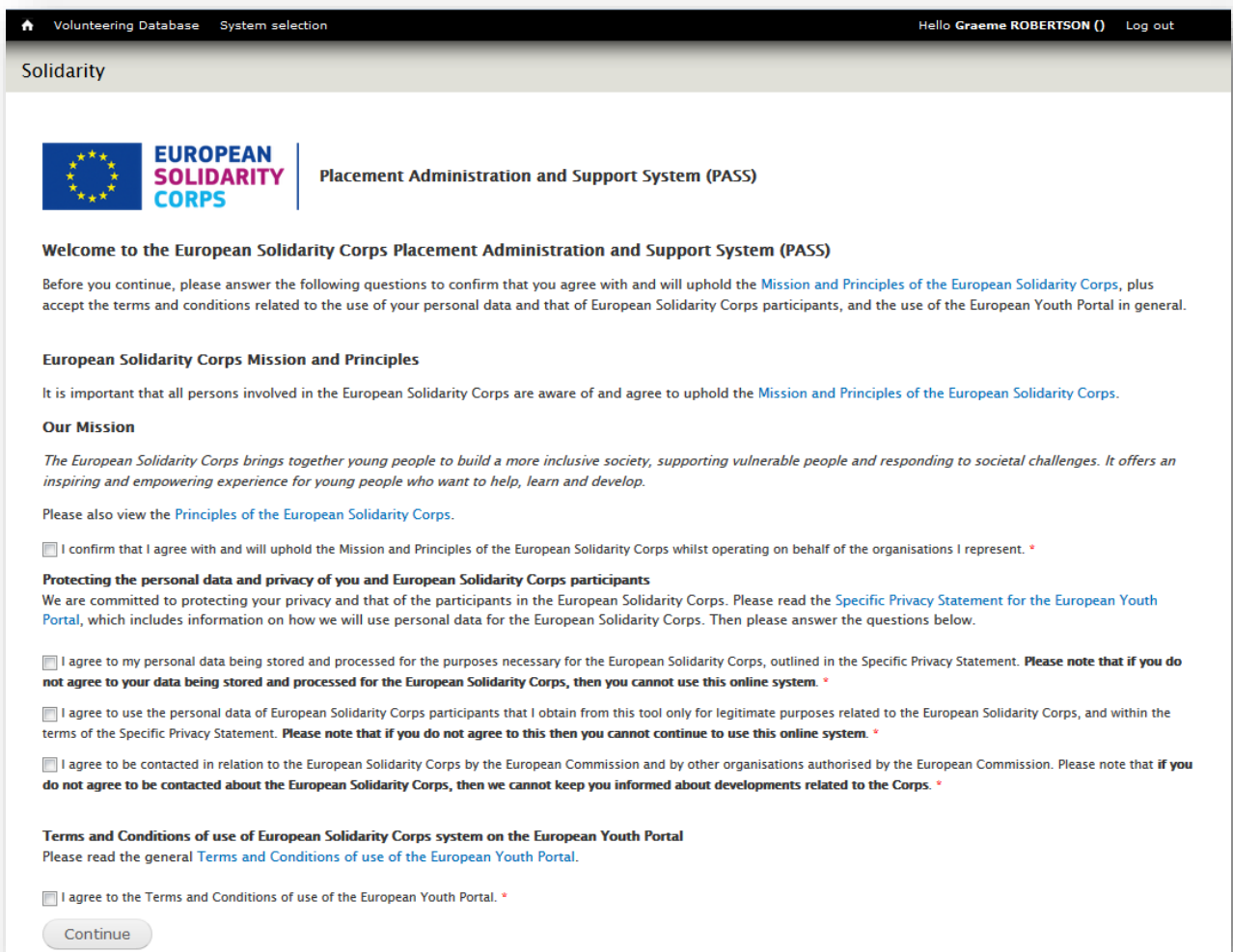


6 Welcome screen

When you enter PASS for the very first time, you will be presented with the Welcome screen below.

In order to continue to the rest of PASS, you must tick to confirm that you accept the Mission and Principles of the European Solidarity Corps, and various other statements related to the use and protection of your personal data and that of the young people you find through the system.

You will only be asked to complete this page once. Press "Continue" at the bottom of the screen to move to the next page.



The screenshot shows the 'Solidarity' page of the PASS system. At the top, there is a navigation bar with 'Volunteering Database', 'System selection', and a user profile for 'Hello Graeme ROBERTSON ()' with a 'Log out' link. Below the navigation bar, the page title 'Solidarity' is displayed. The main content area features the European Solidarity Corps logo and the text 'Placement Administration and Support System (PASS)'. A welcome message follows, stating 'Welcome to the European Solidarity Corps Placement Administration and Support System (PASS)'. Below this, there are several sections of text and checkboxes for user agreement:

- European Solidarity Corps Mission and Principles**: A paragraph explaining the importance of upholding the mission and principles.
- Our Mission**: A paragraph describing the mission of the European Solidarity Corps.
- Protecting the personal data and privacy of you and European Solidarity Corps participants**: A paragraph explaining the commitment to privacy and the need to read the Specific Privacy Statement.
- Terms and Conditions of use of European Solidarity Corps system on the European Youth Portal**: A paragraph explaining the need to read the general Terms and Conditions of use of the European Youth Portal.

Each section is followed by a checkbox and a confirmation statement. At the bottom of the page, there is a 'Continue' button.

7 Organisation selection

After completing the authentication process, and the Welcome screen (for first-users only) you come to the screen where you can start to use the system.

If you are authorised to administer more than one organisation, then you will see all of the organisations listed here.

From here you can:

1. Search for potential participants Step 1
 2. Contact them via the Search results screen Step 2
 3. Send potential participants an offer for an activity Step 3
 4. Access the list with offers you have sent and corresponding status
 5. Issue certificates of participation (*Note that you will see this option only if you have sent at least one offer.*)
 6. Manage opportunities, e.g. Advertise, Update, or Remove
 7. Access the list with the applications received for the opportunities advertised by you
 8. Access the list with Contact requests you have sent and corresponding status
- You can also:
9. Access the most up-to-date version of this User Guide and details for additional support.

System selection
Log out

Thank you for logging into European Solidarity Corps Placement Administration and Support System (PASS).
 This system is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.
[Download the PASS User Guide](#) 9

The following are the key steps to follow in the process:

Step 1

Search for participants, and make contact with them

Use the search screen to find potential participants for your placements.

Step 2

Contact individual participants and discuss the placement with them

For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the placement that is available.

Step 3

Send an offer to the participant and get them to accept or decline it

When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The offers expire 15 days after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|---|
| Test Organisation Alpha | <div style="display: flex; justify-content: space-around; align-items: center; gap: 10px;"> 1 & 2 Search and Contact</div> <div style="display: flex; justify-content: space-around; align-items: center; gap: 10px;"> 3 Send an offer Offers Certificates Manage opportunities Applications Contacts list </div> |

1 & 2
3
4
5
6
7
8



8 Search for participants

This is where you can start to find participants for your placements.

There are two options: either fill in the search criteria using details of the proposed placement, or search for a specific participant using their unique Participant Reference Number (this is now visible to participants when they log in to their profile.)

Option 1: search using details of the proposed placement

To get the best search results, before you start please check when and where the placement will take place, and other characteristics of the placement.

Once you know this information, complete the search criteria as follows:
(see screen shot on page 11)

1. Funding Programme

You will see a list with all the funding programmes your organisation receives funds for the projects it runs. You should then select the funding programme linked to the project you are searching young people for. E.g. European Solidarity Corps / Volunteering, or Erasmus + Volunteering, etc.

2. Placement type

You must choose whether you are searching for participants who are interested in volunteering or occupational placements. The placement type list is associated to each funding programme. Hence, you will have the possibility to search only for a specific strand.

3. Earliest start date / latest end date / duration

When participants register, they are asked to specify when they are available, in terms of the start date and end date of the period, and the maximum number of months that they are available during this time. This gives participants the flexibility to say, for instance, that they are available for a maximum period of three months during a six month period.

To provide the best results, try to be as precise as possible with the dates and duration. However, if this is not certain, then enter the earliest date that the placement will start, and the latest date that it will end, and the maximum length of the project (in months) between these dates.

The search will then show all participants who are available during the period of the placement, and who have said that they can do a project of the duration. The search results will also show participants whose availability is just outside the placement start and end dates.

Example: a participant gives a period of availability from 01/07/2019 to 31/12/2019, for a maximum of 4 months.

If the placement is for 3 months from 01/08/2019 to 31/10/2019, then the participant will be shown in the search results. But, if the placement is for 5 months, between 01/08/2019 and 31/12/2019, then the participant will not be shown, because their maximum duration is only 4 months.

4. Placement country

Enter the country where the placement will take place. Only participants who have selected that country will appear in the search results.

5. Country of residence

If you need to recruit participants from a particular country (for instance if you have a particular "sending" partner organisation) then specify the country here. Only participants from that country will be shown in the search results.

6. Has a C.V.

If it is important that participants have a CV, than tick this box.

7. Has volunteering motivation (for the occupational strand, the 'Has occupational motivation' label will be displayed)

Specify if the participants should have a volunteering/occupational motivation.

8. Placement topics (choose up to 3)

All placements should contribute to at least one of the themes of the European Solidarity Corps. Please specify which topics your placement covers. You can choose whether the results show participants who have shown an interest in all of the placement topics you specify, or alternatively who have an interest in at least one of them.

9. Knowledge and experience (choose up to 5)

Specify the skills that you require participants to have for your placement. Again, you can choose whether the results show participants who have all of the knowledge and experience that you have specified, or alternatively who have at least one of them.

10. Languages (choose up to 3)

If it is important that participants can speak a particular language, specify it here. Here you can also choose whether the results show participants who have all of the languages that you have specified, or alternatively who have at least one of them.

Option 2 – search using the Participant Reference Number

11. If you know the unique reference number of the participant, you can enter it here to directly see the details of that participant.

See screenshot on next page.

Search screen:

Please enter the details about the placement that you want to fill, or search directly using the Participant's Reference Number. The more data you provide, the better the matches will be. Press the "Search" button to find potential participants.

[Back](#)

Searching on behalf of: **TEST ORGANISATION ALPHA**

for a placement funded by: * Erasmus+ Volunteering

2 Placement type *
volunteering

6 Has a C.V.

7 Has volunteering motivation

1 Earliest start date

3 Latest end date *

4 Duration (months) *

5 Placement country *
- Select -

5 Country of residence
- None -

8 Placement topics *
Choose up to 3
- None -

Show participants who match all [+ Add](#)

Show participants who match at least one

9 Knowledge and experience
Choose up to 5
- None -

Show participants who match all [+ Add](#)

Show participants who match at least one

10 Languages
Choose up to 3
- None -

Show participants who match all [+ Add](#)

Show participants who match at least one

[Search](#)

11 Participant reference number *

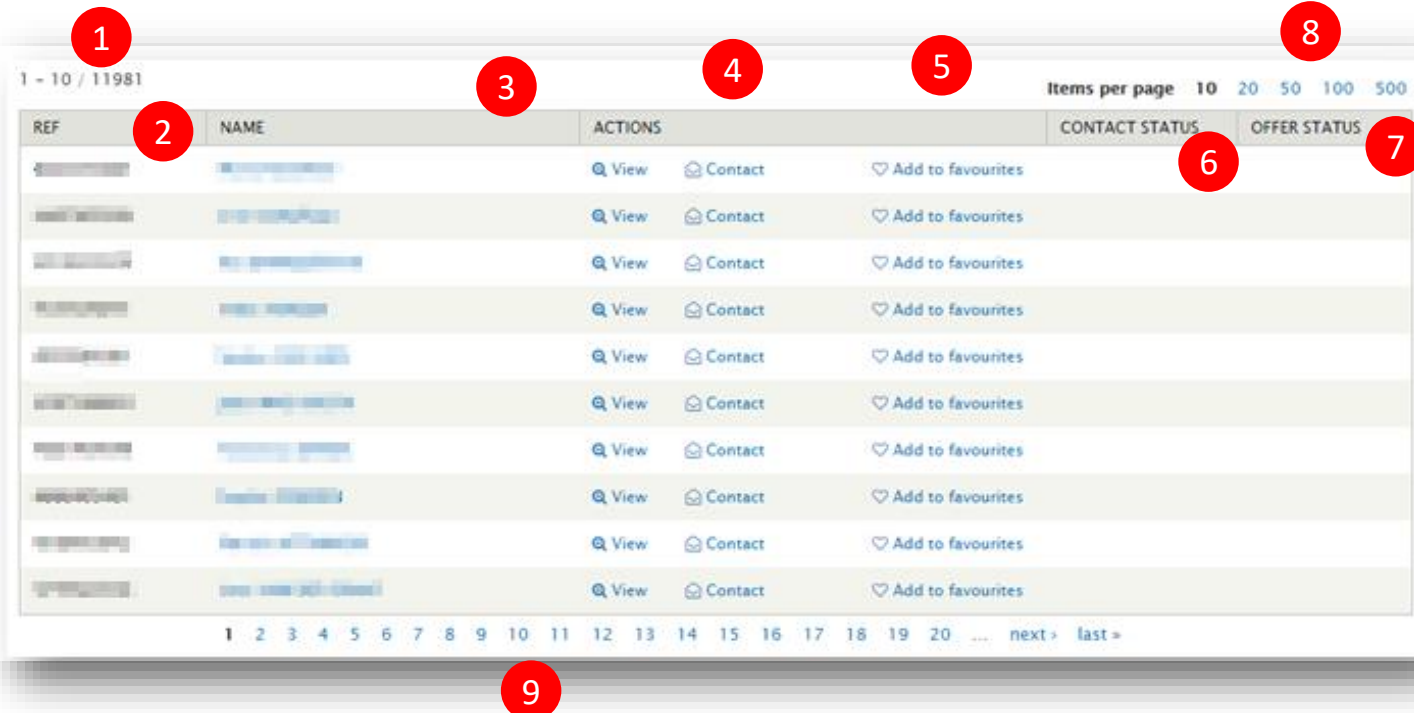
[Search](#)

Search results

After you press "search" you will be presented with a list of participants that match the criteria you have specified, with the best matches shown at the top of the list. Note that the search results will not display the participants that have done a long term Erasmus+ Volunteering activity (former known as EVS).

In the example below you can:

- 1) See the total number of participants that match the search criteria (this screenshot shows that you are viewing participants ranked 1 to 10 out of a total of 90 results.).
- 2) See the Participant Reference Number of the participants (PRN); **the length can be 10 or 16 digits number.**
- 3) See their names and click on their name (or View) to see their full user profile.
- 4) Make first contact with the participant.
- 5) Identify the participant as a "favourite" (in future releases there will be a separate screen showing all of the participants listed as favourites by your organisation.)
- 6) See the contact status and the date when the status has been changed (e.g. Contact sent – 20/04/2017 10:13).
- 7) See the offer status and the date when the status has been changed (e.g. Offer sent – 25/04/2017 12:34).
- 8) Change the number of participants shown in one screen.
- 9) Move between different pages of results.



The screenshot shows a table of search results with the following elements highlighted by red circles with numbers:

- 1**: Total number of results (1 - 10 / 11981)
- 2**: Participant Reference Number (REF)
- 3**: Participant Name
- 4**: Actions (View, Contact)
- 5**: Add to favourites button
- 6**: Contact Status
- 7**: Offer Status
- 8**: Items per page selector (10, 20, 50, 100, 500)
- 9**: Page navigation (1-20, next, last)

| REF | NAME | ACTIONS | CONTACT STATUS | OFFER STATUS |
|------------|------------------|--------------|---------------------------------|-------------------------------|
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |
| 1234567890 | Participant Name | View Contact | Contact sent - 20/04/2017 10:13 | Offer sent - 25/04/2017 12:34 |

Participant details

The next page shows the participant details screen.

Here you can see most of the information that the participant has submitted in their profile.

To help protect the privacy of the participant, this page does not show their contact details. If you want to contact them, you must use the "Contact" button displayed on the participant's profile page (1) or the one beside the participant on the results page. (This will be explained more in the next section.)

If the participant has uploaded their CV, you will be able to download and view it.

Participants are free to enter free text in whichever language they choose. To help you better understand what they have written, beside each free text field is a "Translate" button (2). When you click on it, it will open a Google Translate screen pre-filled with the text from the field. Please specify your language in the Google Translate.

[Back](#)
 Contact

1

| Participant Reference Number | [REDACTED] | | | | | | | | | |
|---|---|---------------------------|----------|-------|---------|----------|-------------------|----------|--------------------|--------|
| Name | [REDACTED] | | | | | | | | | |
| Gender | Male | | | | | | | | | |
| Date of birth | 23/08/1989 | | | | | | | | | |
| Country of residence | Belgium | | | | | | | | | |
| Nationality | Dutch | | | | | | | | | |
| Preferred contact language | English | | | | | | | | | |
| Summary of education and employment experience | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris pretium hendrerit purus sit amet finibus. Morbi non placerat nunc. Vestibulum justo quam, semper ac semper a, lacinia vel ante. Mauris consequat urna eget ipsum interdum, ut tempor velit dignissim. Mauris et mattis leo. Ut vel elit ultrices, pretium est ac, interdum nisl. Duis malesuada consequat lectus. Nam viverra rutrum nulla et congue. Suspendisse ut eleifend diam. Cras nec neque sit amet justo pretium sagittis. Nunc sit amet accumsan lacus. Morbi vitae blandit massa. Integer laoreet nisl sed quam faucibus posuere. Donec consectetur consectetur odio ut dictum. Duis ut ultricies mi. Duis tempus vestibulum egestas. Pellentesque dolor erat, imperdiet eu dui sit amet, tempus porta est. Donec vestibulum diam nunc, at blandit n | Translate | | | | | | | | |
| Additional information about yourself | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris pretium hendrerit purus sit amet finibus. Morbi non placerat nunc. Vestibulum justo quam, semper ac semper a, lacinia vel ante. Mauris consequat urna eget ipsum interdum, ut tempor velit dignissim. Mauris et mattis leo. Ut vel elit ultrices, pretium est ac, interdum nisl. Duis malesuada consequat lectus. | Translate | | | | | | | | |
| Languages | <table border="1"> <thead> <tr> <th>LANGUAGE</th> <th>LEVEL</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>advanced</td> </tr> <tr> <td>French (Français)</td> <td>advanced</td> </tr> <tr> <td>Dutch (Nederlands)</td> <td>native</td> </tr> </tbody> </table> | | LANGUAGE | LEVEL | English | advanced | French (Français) | advanced | Dutch (Nederlands) | native |
| LANGUAGE | LEVEL | | | | | | | | | |
| English | advanced | | | | | | | | | |
| French (Français) | advanced | | | | | | | | | |
| Dutch (Nederlands) | native | | | | | | | | | |
| Availability | I am available at any time for European Solidarity Corps projects. | | | | | | | | | |
| Kinds of European Solidarity Corps projects interested in | <ul style="list-style-type: none"> Social challenges Reception and integration of refugees and migrants Citizenship and democratic participation Disaster prevention and recovery Environment and natural protection Health and wellbeing Education and training Employment and entrepreneurship Creativity and culture Physical education and sport | | | | | | | | | |
| Stated experience and knowledge | <ul style="list-style-type: none"> Working with children/young people Working with disabled people Working with migrants | | | | | | | | | |
| European Voluntary Service (EVS) experience | No | | | | | | | | | |
| Countries I want to volunteer in | Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Denmark, Estonia, Greece, Spain, Finland, France, Croatia, Hungary, Ireland, Iceland, Italy, Liechtenstein, Lithuania, Luxembourg, Latvia, Former Yugoslav Republic of Macedonia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia, Turkey, United Kingdom | | | | | | | | | |
| Summary of previous volunteering experience | no | Translate | | | | | | | | |
| Motivation to volunteer with the European Solidarity Corps | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris pretium hendrerit purus sit amet finibus. Morbi non placerat nunc. Vestibulum justo quam, semper ac semper a, lacinia vel ante. Mauris consequat urna eget ipsum interdum, ut tempor velit dignissim. Mauris et mattis leo. Ut vel elit ultrices, pretium est ac, interdum nisl. Duis malesuada consequat lectus. | Translate | | | | | | | | |
| Uploaded CV | View CV | | | | | | | | | |

2



9 Contact participants

When you have reviewed the results, the next step is to make first contact with the participant. This process is necessary to protect the privacy of the participant.

To make contact, click on the "Contact" button displayed on the participant's profile page or the button beside the participant in the search results screen. The "Send contact to Participant [PRN]" page will be displayed, allowing you to:



Send contact to Participant 6011570926

Additional information for the participant (optional)

1

2

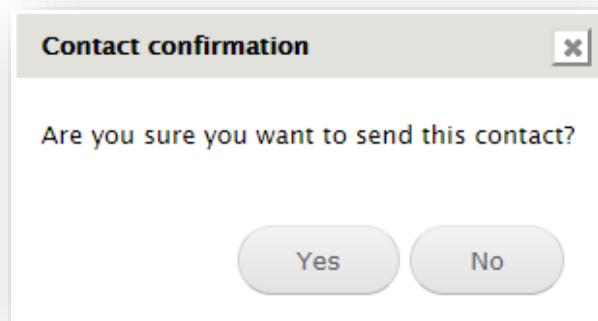
5

4

3

The participant will be contacted in English. Click [here](#) to preview the e-mail in English

1. Write additional information for the participant (this will be sent to the participant together with the generic information from the system).
2. Preview the contact request message. You will see how the email that will be sent to the participant will look like (it will include the information you added, if any, and the generic one)
3. Preview the message (email) in the contact language that the participant specified in his/her profile (e.g. German).
4. Cancel the sending of the contact request, in this case no email will be sent to the participant
5. Send a contact request to the participant by clicking on the "Send" button. You will then see a pop-up button asking you to confirm that you wish to make contact with the participant.




As soon as you confirm, an email, a SMS message (only if the participant specified a mobile phone number and if he/she wants to receive SMS notifications) and a notification European Solidarity Corps mobile app in the will be sent to the participant advising them that your organisation wishes to contact them (see next page for a copy of the email that is sent). It will be sent in the contact language that the participant specified in their profile. At the bottom of the email will be two buttons, "Accept contact" and "Decline contact". The participant have to click on one of the two buttons, and login to the European Solidarity Corps to decide to make their contact details visible to you or not.

An exact copy of this email will also be sent to your email address, in English.

You will then be informed by email about the participant's decision. In case the participant clicked on "Accept contact", you will receive an email with the participant's contact details – see page 21 for a copy of the Accept email sent by the system. You can then use these details to contact the participant directly to discuss the placement and negotiate the terms of it. In case the participant declined the contact request (he/she clicked on the "Decline contact" button), you will also receive an email with the participant's contact details – see page 20 for a copy of the Decline email sent by the system.

'Contact status': After the contact email is sent to the participant, you will see that the contact status and date are updated in the participant's profile page (1) and in the search results (2). This information is updated each time you send a contact request email to the participant via PASS and when the participant answers (accept/decline).

Participant profile - Contact request sent



PARTICIPANT DETAILS

✓
A text message and email has been sent to [redacted]
1

✉ Contact

| | |
|---|---|
| Participant Reference Number | [redacted] |
| Name | London DePOT |
| Gender | Male |
| Date of birth | 23/08/1989 |
| Country of residence | Belgium |
| Nationality | Dutch |
| Preferred contact language | English |
| Summary of education and employment experience | <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et sem velit. Sed ut ullamcorper sapien. Praesent vulputate lectus purus, non dignissim urna malesuada ut. Sed varius urna quis massa convallis molestie. Aliquam laoreet enim ipsum, tincidunt eleifend dui tristique non. Aliquam tristique urna a nulla posuere, eget semper felis tempor. In ac elit sit amet mauris ornare accumsan ut accumsan neque. Ut a tortor vitae arcu imperdiet ultricies eu quis justo. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Cras congue malesuada ultrices. Nullam magna lorem, rutrum non massa eu, vestibulum facilisis risus. Nullam in pellentesque ligula. Morbi id lacinia nunc. Pellentesque in sem in tortor fringilla laoreet a ac tellus. Vivamus porta dictum</p> |
| Additional information about yourself | <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean et sem velit. Sed ut ullamcorper sapien. Praesent vulputate lectus purus, non dignissim urna malesuada ut. Sed varius urna quis massa convallis molestie. Aliquam laoreet enim ipsum, tincidunt eleifend dui tristique non. Aliquam tristique urna a nulla posuere, eget semper felis tempor. In ac elit sit amet mauris ornare accumsan ut accu</p> |

Search results - Contact request sent

1 - 1 / 1

 Items per page **2** 20 50 100 500

| REF | NAME | ACTIONS | CONTACT STATUS | OFFER STATUS |
|-----|------|--|----------------|--------------|
| | | View Contact Add to favourites Contact sent - 31/01/2018 12:30 | | |

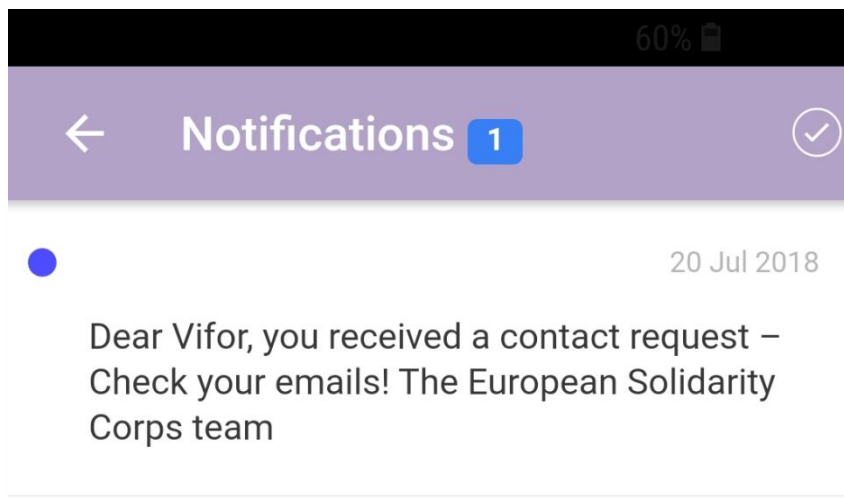
Contact request – SMS notification sent to participants

This is the English version – the SMS will be sent to participants in their preferred contact language.



Contact request – notification in the European Solidarity Corps mobile app

This is the English version – the notification will be sent to participants in their preferred contact language.



Contact request email sent to participants

This is the English language version – the actual email will be sent to the participants in their preferred contact language.



Dear [REDACTED],

We are pleased to let you know that the organisation below is looking for people for one of its placements, and wants to contact you about it. Check out the details below.

Please note that this request will expire after 15 days, so do not delay in responding to this. If the organisation does not hear from you soon, then they may contact someone else from the Corps.

For your security, we do not make your personal contact information, such as your email address, telephone numbers and physical address, visible to an organisation without your explicit permission.

Therefore, if you would like to speak to this organisation about a placement, please click on the "Accept" button below, and we will make your contact details available to them.

Or, if you do not wish to be contacted by the organisation, then please let them know by clicking on the "Decline" button instead.

Good luck! We hope that you and the organisation are able to work something out.

Very best wishes

European Solidarity Corps

ADDITIONAL INFORMATION FROM THE ORGANISATION

Dear [REDACTED],

We are pleased to let you know that we are looking for people for one of our placements, and we would like to get in touch with you so we can provide you more information. Meanwhile please check out the details below.

ORGANISATION DETAILS

Name: [REDACTED]

Address: [REDACTED]

Website: [REDACTED]

Accept contact

Decline contact

Email sent to organisations when a contact is accepted



Dear **[redacted]**

We are delighted to inform you that the participant below has accepted your contact through the European Solidarity Corps.

You will find the participant's contact information below.

We hope that you and the participant have a great experience through the European Solidarity Corps!

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Full name: **[redacted]**

E-mail: **[redacted]**

Participant Reference Number: **[redacted]**



You have received this because your email address has been used to register with the European Solidarity Corps. To stop receiving contact requests or placement offers from authorised organisations, please login to your [European Solidarity Corps profile](#) and either set your profile to be invisible to searching organisations, or change your contact permissions to stop receiving any communications about the Corps.

Email sent to organisations when a contact is declined



Dear **[Organisation Name]**

We are sorry to inform you that the participant below has declined your contact through the European Solidarity Corps.

You may wish to contact someone else from the pool of European Solidarity Corps participants.

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Full name: **[Redacted]**

Participant Reference Number: **[Redacted]**



You have received this because your email address has been used to register with the European Solidarity Corps. To stop

10 View the list with contact requests and their status

Note that the 'Contacts list' option (1) will be displayed in the table on the homepage of PASS only if you have sent at least one contact request to a participant.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|--|
| Test Organisation Alpha | 1 2 Search and Contact 3 Send an offer Offers Certificates 1 Contacts list |

Click on the 'Contacts list' option to view the list with all contact requests sent so far and corresponding status.

The information is structured in:

- Filter section, that allows you to search by PRN (1) and Participant last name (2) and filter the information based on the status (3) of contact requests (sent, accepted, declined);
- Overview/ summary of the status of the contact requests sent so far as total numbers (4) section : Sent contacts(not answered), Accepted contacts and Declined contacts.
- Detailed information about each contact request sent (5) section: Date contact sent, PRN, Participant name, Contact status, Date contact accepted/declined.

Back

Viewing contacts of: **TEST ORGANISATION ALPHA**

PRN 1

Participant last name 2

Contact status 3

- All - ▼

Filter
Clear

| TYPE | AMOUNT |
|------------------------------|--|
| Sent contacts (not answered) | 4 34 |
| Accepted contacts | 4 |
| Declined Contacts | 1 |

| DATE CONTACT SENT | PRN | PARTICIPANT NAME | CONTACT STATUS | DATE CONTACT ACCEPTED / DECLINED |
|-----------------------|------------|------------------|----------------|----------------------------------|
| 15/10/2018 17:06 CEST | 9876543210 | Participant A | Accepted | 15/10/2018 17:08 CEST |
| 20/09/2018 17:55 CEST | 9876543210 | Participant B | Accepted | 20/09/2018 17:57 CEST |
| 20/09/2018 17:45 CEST | 9876543210 | Participant C | Accepted | 20/09/2018 17:45 CEST |
| 14/09/2018 16:55 CEST | 9876543210 | Participant D | Sent | |
| 14/09/2018 16:06 CEST | 9876543210 | Participant E | Accepted | 14/09/2018 16:07 CEST |



11 Send an offer for an activity

After you have come to an agreement with the participant about the placement, you must make an offer to them through PASS.

This final step is very important because:

- It is part of the process to trigger the payment of funds for placements;
- It may, in the future, unlock special features for the participant, such as access to special training

The sending of the offer is split in 5 steps process (4 steps for the projects run under other funding programmes that support the European Solidarity Corps). The system guides you through each step:

- 1. Registrant and funding programme:** specify the PRN of the potential participant and the funding programme
- 2. Project information:** specify the Action and Activity type
- 3. Offer information:** specify the dates of the of the activity, topics, short description of the activity/project
- 4. Location:** specify the organisation, country, city (including the address)where the activity will take place
- 5. Review and send the offer:** review the information you have filled in and send the offer to the potential participant

The potential participant will receive an email in their preferred contact language informing them that your organisation has made them an offer - see page 46 for a copy of the email. At the bottom of the email will be two buttons, "Accept offer" and "Decline offer". The potential participant has to click on one of the two buttons, and login to the European Solidarity Corps to confirm their choice. (This is for security reasons.) You will receive a copy of this email in English.

You will then be informed by email about the decision - see pages 47 and 48 for copies of the Accept and Decline emails sent by the system.

The offer is technically limited to **15 days**, after which time the unique codes that link the participant to the offer will no longer work. Also, the offer is linked specifically to the participant, and they cannot share it with anyone else.

If the participant declines the offer, or does not respond within 15 days, you can either send them a new offer or send an offer to a different participant.

After the offer is sent to the participant, the 'Offer status' and the according date is updated in the search results (1). This is updated when the user accepts/declines the offer or when the offer expires.

| REF | NAME | ACTIONS | CONTACT STATUS | OFFER STATUS |
|------------|--------------|--|-------------------------------------|-----------------------------------|
| 6011570926 | Vifor BERNIE | View Contact Add to favourites | Contact accepted - 15/10/2018 17:08 | Offer Accepted - 28/03/2019 08:40 |

I. Send offer for European Solidarity Corps funded projects (Volunteering, Traineeship or Jobs):

NOTE:

- You can send offer only for an approved grant (project). The information about the project, such as Project code, Action, Action type are automatically retrieved from the Mobility Tool+, so you do not need to enter them manually. **Mobility Tool user guide:**
<https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=321987301>
- After, a young person accepts the offer you sent, his/her data will be made available to be retrieved in the Mobility Tool and you will have the possibility to link them to the right project & activity (you will have to click on the 'Retrieve from 'YP' link. Please consult the Mobility Tool guide, so you find all the information on how to work with it.

Please note that offers accepted cannot be deleted in PASS. If a volunteer accepted an offer, but later on he/she doesn't want to take part in the activity, the system doesn't offer the possibility to withdraw the offer accepted. For ESC11, ESC13, and ESC21 - in Mobility Tool (MT+) - you should not link the participant that 'withdrawn' an offer accepted to the project. The information will remain in MT+ in such called temporary list, and we will process it later on.

The sending of the offer is split in 5 steps process. You will be guided by the system through each step.

1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

1. Registrant and funding programme

The system will automatically display a list with all your approved project funded under European Solidarity Corps. If you don't have yet one, the system will not allow you to send any offer.

Example: the organisation holds a Quality Label for Volunteering, Traineeship and Jobs, have applied for a grant agreement, but it is not approved yet (project not approved yet).

1 Registrant and funding programme — 2 Project information

Personal reference number *

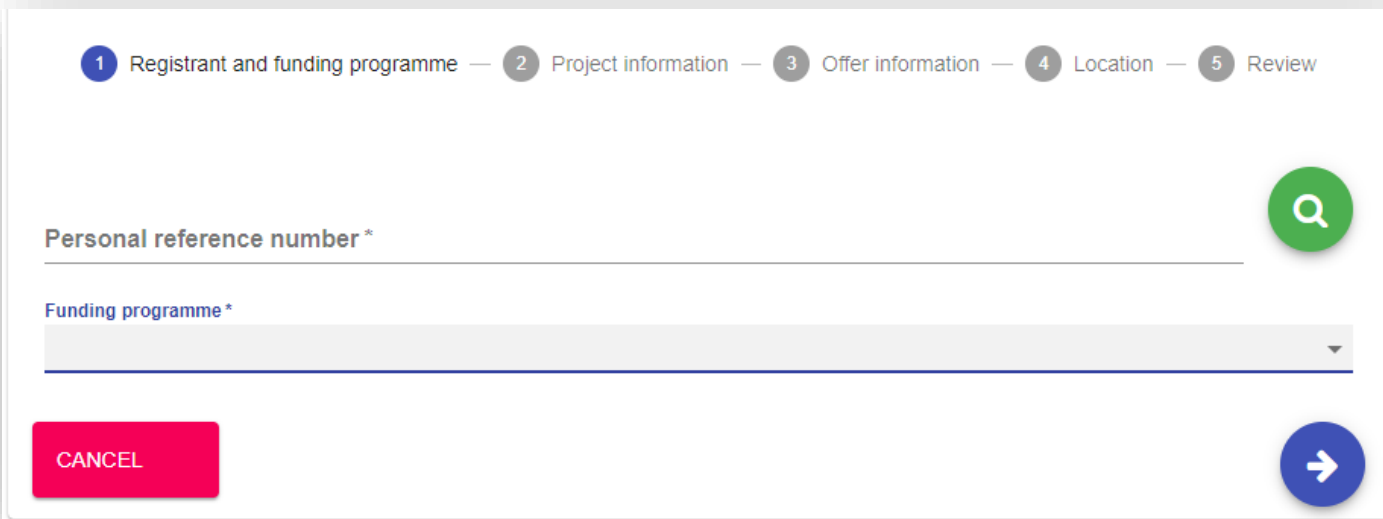
None

European Solidarity Corps / Volunteering ⚠ There is no approved ESC project linked with your organisation.

European Solidarity Corps / Traineeship ⚠ There is no approved ESC project linked with your organisation.

European Solidarity Corps / Job ⚠ There is no approved ESC project linked with your organisation.

If your project have been approved (grant approved), you have the possibility to send offer to the potential participants:



1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

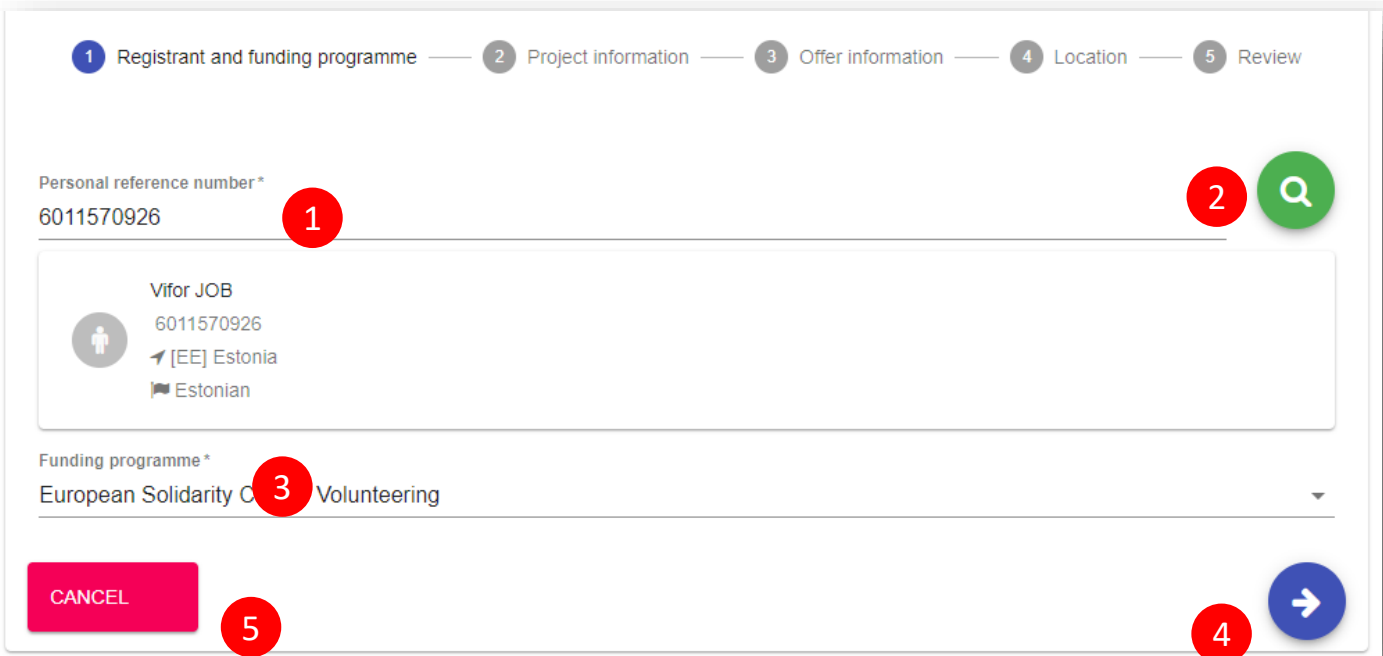
Personal reference number *

Funding programme *

CANCEL

- Type the PRN in the 'Personal reference number' (1) box and press 'Search' button and the basic information of the registered candidate (such as full name, PRN, country of residence and nationality) will be displayed
- Select the funding programme (3) under which the project runs (possible values *European Solidarity Corps/ Volunteering, European Solidarity Corps/Jobs, European Solidarity Corps/Traineeship*)

Example: Potential participant data and funding programme



1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

Personal reference number *

6011570926

Vifor JOB
6011570926
[EE] Estonia
Estonian

Funding programme *

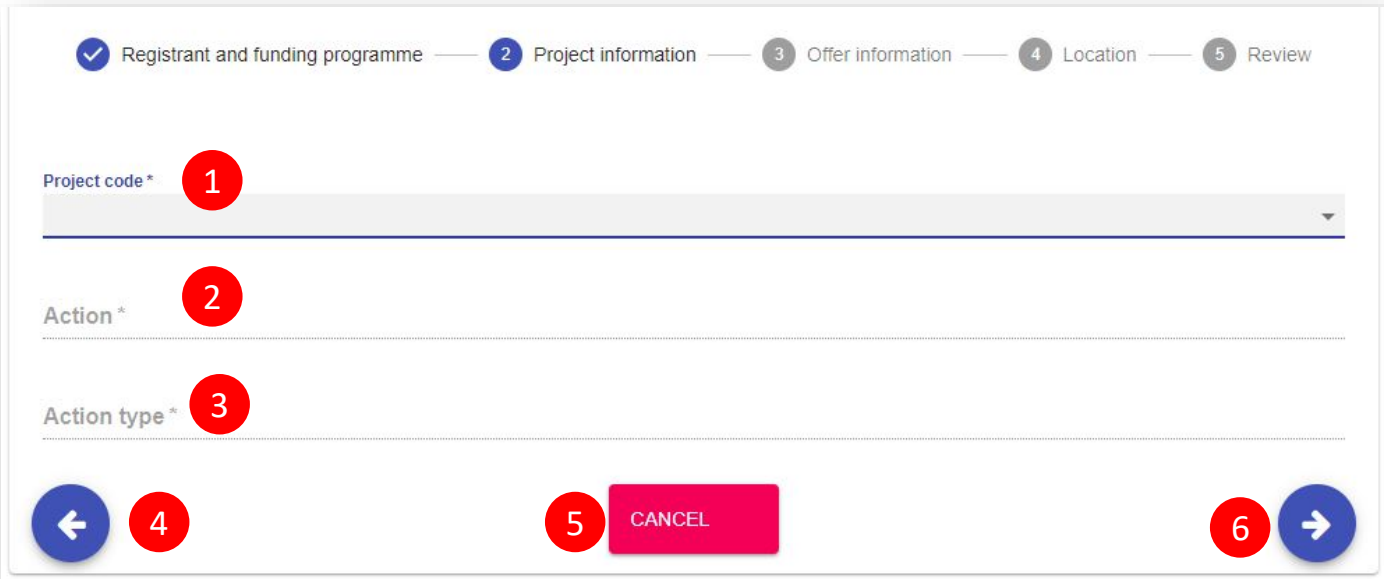
European Solidarity Corps Volunteering

CANCEL

- Click on the 'Next' (4) button to go to the next step ('Project information'), or on
- The 'Cancel' (5) to cancel the sending of the offer

2. Project information:

In this step you have to specify a project and the Action and Action type linked to the project.



Progress bar: 1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

Project code * 1

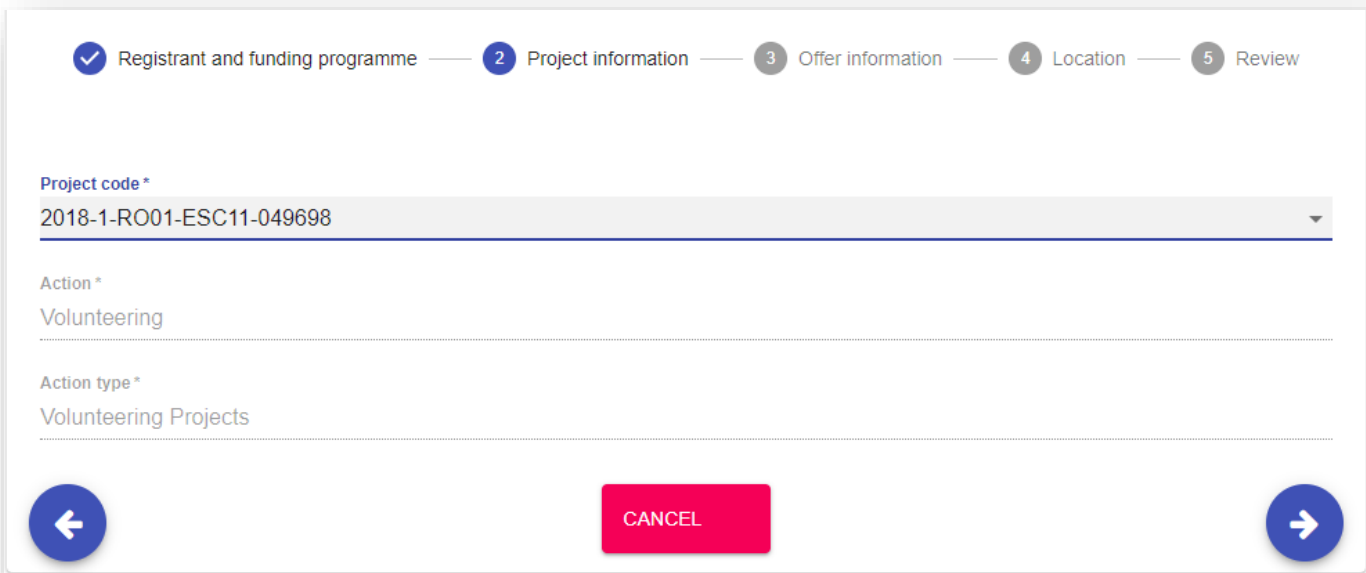
Action * 2

Action type * 3

4 (Back button) 5 (CANCEL button) 6 (Next button)

- Select a project code from the 'Project code list' (1) (note that the list contains only the codes of approved projects)
- The system will automatically provide the associated Action(2) and Action type (3);

Example: Project code selected and the Action and Action type fields filled in with information



Progress bar: 1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

Project code *
2018-1-RO01-ESC11-049698

Action *
Volunteering

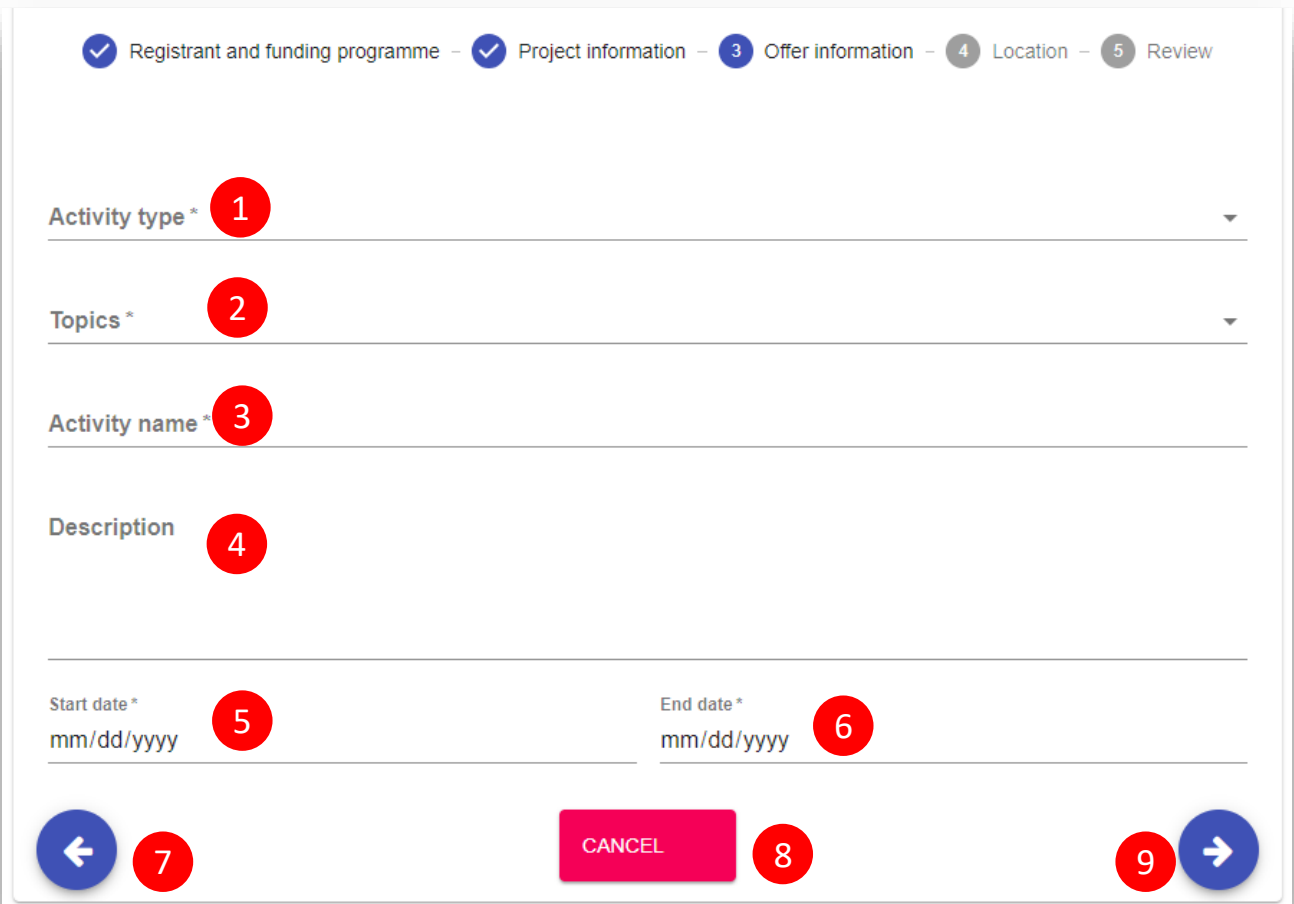
Action type *
Volunteering Projects

Back button (4) CANCEL button (5) Next button (6)

- Click on the 'Next' (6) button to go to the next step ('Offer information'), or on
- The 'Back' (4) to go to the previous section ('Registrant and funding programme'), or on
- The 'Cancel' (5) to cancel the sending of the offer

3. Offer information:

In this step you should specify the activity type (e.g. Individual Volunteering), the topics and the type some more details that will help the potential participant to understand the scope of the activity he/she is offered.



Registrant and funding programme –
 Project information –
 3 Offer information –
 4 Location –
 5 Review

Activity type* **1**

Topics* **2**

Activity name* **3**

Description **4**

Start date* **5** End date* **6**
 mm/dd/yyyy mm/dd/yyyy

7 **8** **9**

- Activity type (1): select the type of the activity (e.g. Individual Volunteering)
- Topics (2): you have to select at least one topic (maximum 3) for the activity you send the offer;
- Activity name (3): provide a title for the offer you will send
- Description (4): we recommend you to provide more information about the project/activity the potential participant is will be involved
- Start date & End date (5 & 6): select the start date and end date for the activity in which the participant will take part

Example: offer information (Activity type, Topics, Activity name, Description, Start/End date)

✓ Registrant and funding programme – ✓ Project information – 3 Offer information – 4 Location – 5 Review

Activity type*
Individual Volunteering

Topics*
Climate action, environment and nature protection
Disaster prevention, preparedness and recovery
Employability and entrepreneurship

Activity name*
Demo - activity

Description
Demo - here you need to provide more information about the activity/project

Start date* 02/02/2019 End date* 04/30/2019

← CANCEL →

- Click on the 'Next' (9) button to go to the next section ('Location'), or on
- The 'Back' (7) to go to the previous section ('Project information'), or on
- The 'Cancel' (8) to cancel the sending of the offer

4. Location

In this section you have to provide the information about the place where the activity will take place, such as organisation name and address (country, city, country).

Note: Check first if the organisation name is already in the system. So, type the organisation name or its PIC number in the **'Search an organisation or create a new one'** filed.

Registrant and funding programme — Project information — Offer information — **4** Location — 5 Review

1



Search an organisation or create a new one

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

2 Organisation name* **3** Organisation street*

4 Organisation city* **5** Organisation zip code*

6 Country*

7  **8** CANCEL **9** 

If you find the organisation name, then the system will automatically filled in the address of the organisation (e.g. City, street, zip code, country).

If you don't find the organisation name, then:

- Type the organisation name in the **'Search an organisation or create a new one'** (1) filed
- Type the details address of the organisation in the fields
 - Organisation name (2)
 - Organisation street (3)
 - Organisation city (4)
 - Organisation zip code (5)
 - Country (6)
- Click on the 'Next' (9) button to go to the next step ('Review'), or on
- The 'Back' (7) to go to the previous section ('Offer information'), or on
- The 'Cancel' (8) to cancel the sending of the offer

Example – create new organisation

✓ Registrant and funding programme — ✓ Project information — ✓ Offer information — **4** Location — 5 Review

Search an organisation or create a new one
test organisation b]

- (Create a new **organisation:**) test organisation b

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name *
test organisation b

Organisation street *

Organisation city *

Organisation zip code *

Country *

← CANCEL →

Example – fields filled in – an existing organisation

✓ Registrant and funding programme — ✓ Project information — ✓ Offer information — **4** Location — 5 Review

Search an organisation or create a new one
Test organisation Beta

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name *
Test organisation Beta

Organisation street *
Industri vagen

Organisation city *
Solna

Organisation zip code *
10000

Country *
[SE] Sweden

← CANCEL →


4. Review (the information)

In this step you can review the information you have filled in and in case you have missed something and you want to update you can do it by clicking on 'Previous' button.

- If all the information is correct (1) , you can send the offer to the potential participant by clicking on the 'Send' (4) button.
- By clicking on the 'Cancel' (3) button will close the current page, and no offer will be sent
- By clicking on the 'Previous' (2) button will close to go to the previous section ('Location')

✓ Registrant and funding programme —
 ✓ Project information —
 ✓ Offer information —
 ✓ Location —
 5 Review

Registrant



Vifor JOB

6011570926

📍 [EE] Estonia

🇪🇺 Estonian

1

| | |
|--------------------------|---|
| Funding programme | European Solidarity Corps / Volunteering |
| Project | |
| Project code | 2018-1-RO01-ESC11-049698 |
| Action | Volunteering |
| Action type | Volunteering Projects |
| Activity | |
| Activity type | Individual Volunteering |
| Topics | Climate action, environment and nature protection Disaster prevention, preparedness and recovery Employability and entrepreneurship |
| Activity name | Demo - activity |
| Description | Demo - here you need provide more information about the activity/project |
| Starting | 2019-02-01 |
| Ending | 2019-04-30 |
| Location | |
| Name | Test organisation Beta |
| Street | Industri vagen |
| Postal Code | 10000 |
| City | Solna |
| Country | [SE] Sweden |

←

2

3

CANCEL

4

SEND ✓

II. Send offer for Erasmus+ Volunteering funded projects


The sending of the offer is split in 5 steps process. You will be guided by the system through each step

1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review


1. Registrant and funding programme

- Type the PRN in the 'Personal reference number' (1) box and press 'Search' (2) button and the basic information of the registered candidate (such as full name, PRN, country of residence and nationality) will be displayed
- For 'Funding programme' (3), select 'Erasmus+ Volunteering' option

1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review


Personal reference number* **1** **2** 

Funding programme* **3**

CANCEL **4** **5** 

Example: Potential participant data and funding programme


1 Registrant and funding programme — 2 Project information — 3 Offer information — 4 Location — 5 Review

Personal reference number* 

6011570926

Vifor JOB
6011570926
[EE] Estonia
Estonian

Funding programme*
Erasmus+ Volunteering

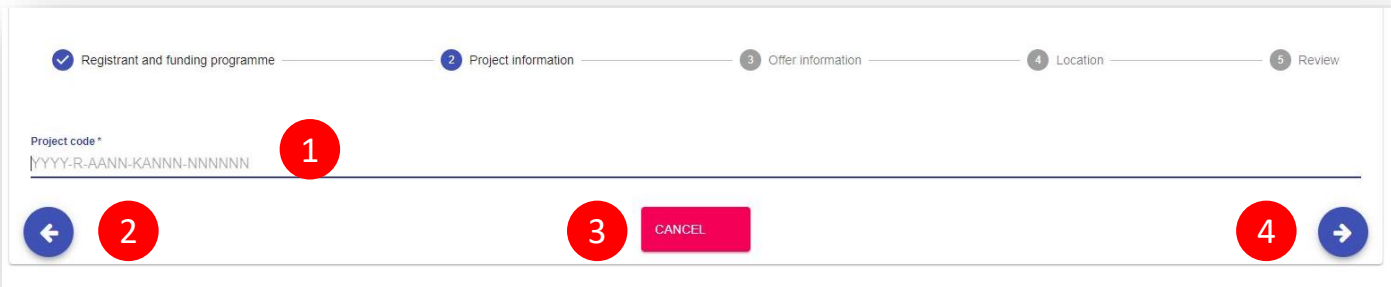
CANCEL 

- Click on the 'Next' (5) button to go to the next step ('Project information'), or on
- The 'Cancel' (4) to cancel the sending of the offer

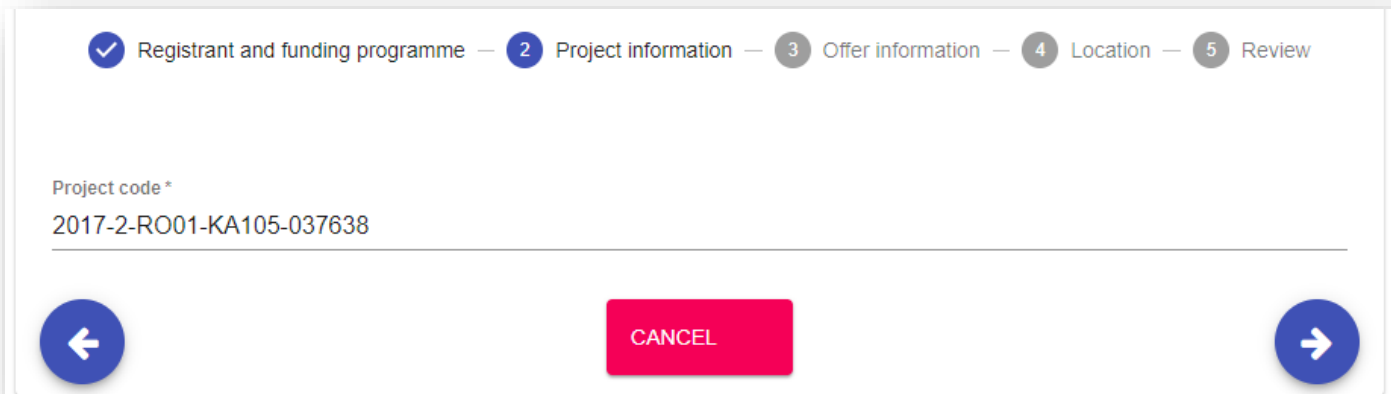
2. Project information:

In this step you have to specify the project code ('Project code' field) for which you want to send the offer. The format of the project code should be **YYYY-R-AANN-KANNN-NNNNNN** (1)

Please note that the system will validate if the format of the project code is correct or not.



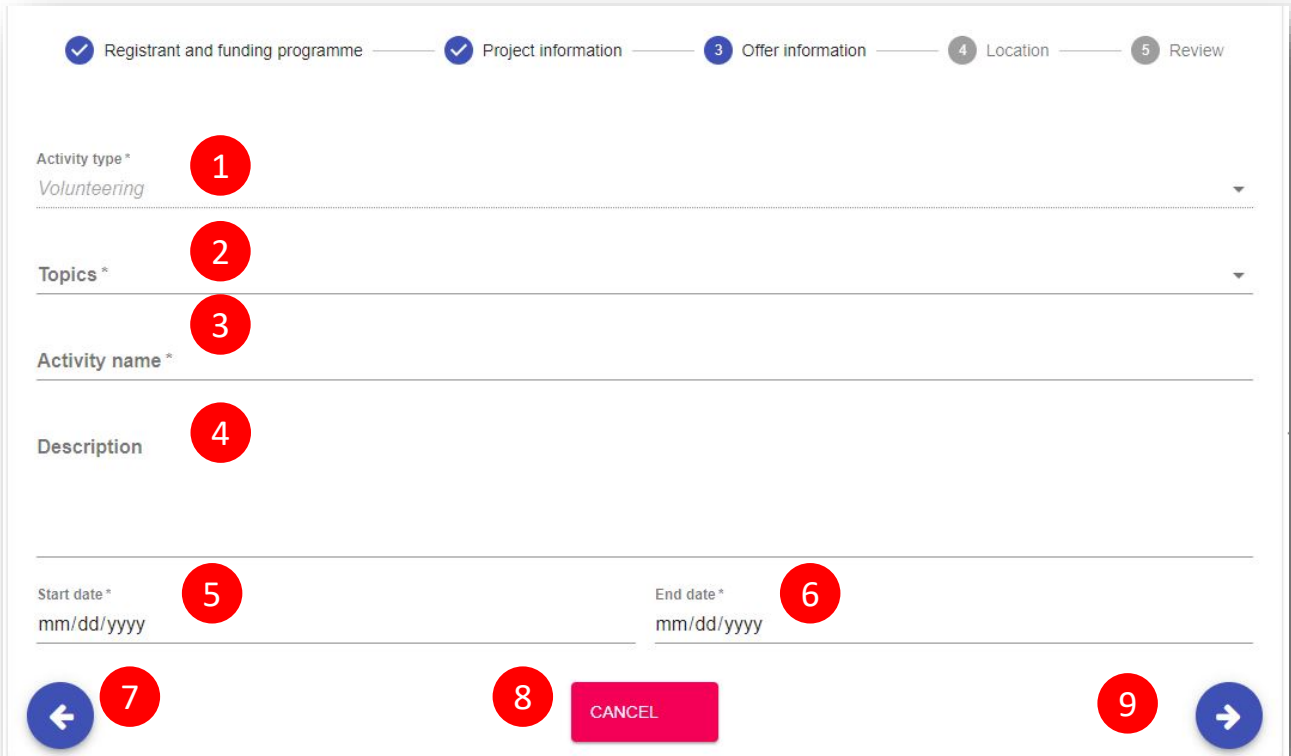
Example: project code filled in



- Click on the 'Next' (4) button to go to the next step ('Offer information'), or on
- The 'Back' (2) to go to the previous section ('Registrant and funding programme'), or on
- The 'Cancel' (3) to cancel the sending of the offer

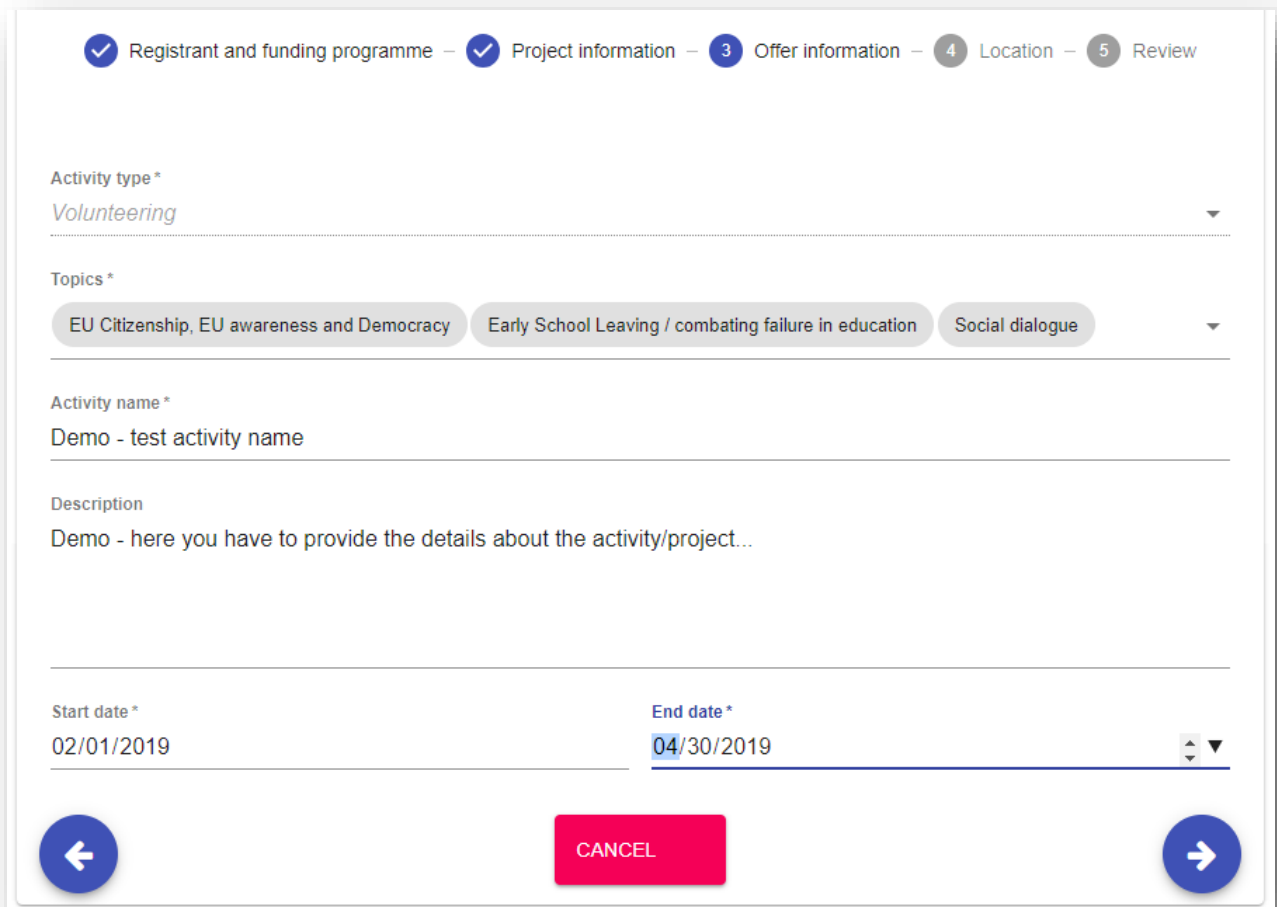
3. Offer information:

In this step you should specify information about offer such as the activity type (it will be always 'Volunteering'), the topics and the type some more details that will help the potential participant to understand the scope of the activity he/she is offered.



- Activity type (1): select the type of the activity (e.g. Individual Volunteering)
- Topics (2): you have to select at least one topic (maximum 3) for the activity you send the offer;
- Activity name (3): provide a title for the offer you will send
- Description (4): we recommend you to provide more information about the project/activity the potential participant will be involved
- Start date & End date (5 & 6): select the start date and end date for the activity the participant will take part

Example: offer information (Activity type, Topics, Activity name, Description, Start/End date)



✓ Registrant and funding programme – ✓ Project information – 3 Offer information – 4 Location – 5 Review

Activity type *
Volunteering

Topics *
EU Citizenship, EU awareness and Democracy Early School Leaving / combating failure in education Social dialogue

Activity name *
Demo - test activity name

Description
Demo - here you have to provide the details about the activity/project...

Start date * 02/01/2019 End date * 04/30/2019

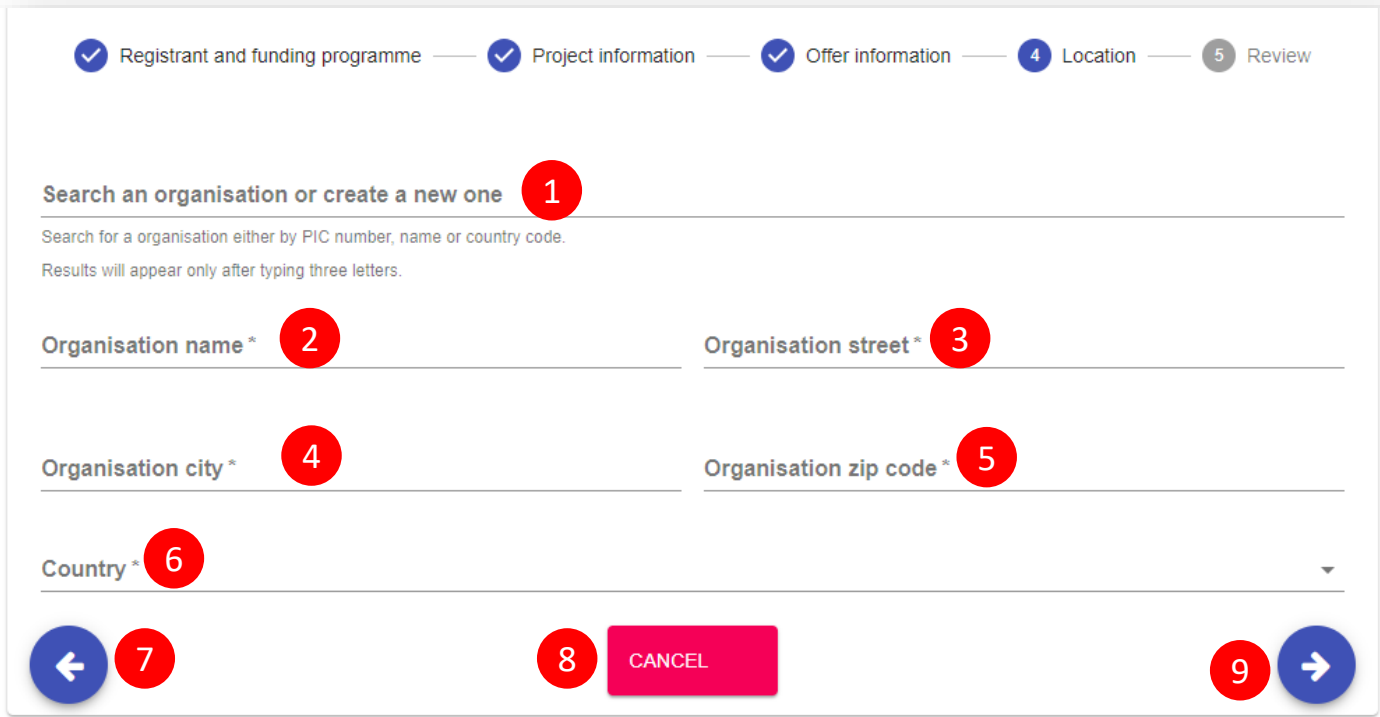
← CANCEL →

- Click on the 'Next' (9) button to go to the next section ('Location'), or on
- The 'Back' (8) to go to the previous section ('Project information'), or on
- The 'Cancel' (7) to cancel the sending of the offer

4. Location

In this section you have to provide the information about the place where the activity will take place, such as organisation name and address (country, city, country).

Note: Check first if the organisation name is already in the system. So, type the organisation name or its PIC number in the **'Search an organisation or create a new one'** filed.



Registrant and funding programme — Project information — Offer information — **4** Location — 5 Review

Search an organisation or create a new one **1**

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name* **2** Organisation street* **3**

Organisation city* **4** Organisation zip code* **5**

Country* **6**

7 **8** CANCEL **9**

If you find the organisation name, then the system will automatically filled in the address of the organisation (e.g. City, street, zip code, country).

If you don't find the organisation name, then:

- Type the organisation name in the **'Search an organisation or create a new one'** (1) filed
- Type the details address of the organisation in the fields
 - Organisation name (2)
 - Organisation street (3)
 - Organisation city (4)
 - Organisation zip code (5)
 - Country (6)
- Click on the 'Next' (9) button to go to the next step ('Review'), or on
- The 'Back' (7) to go to the previous section ('Location'), or on
- The 'Cancel' (8) to cancel the sending of the offer

Example – create new organisation

✓ Registrant and funding programme — ✓ Project information — ✓ Offer information — 4 Location — 5 Review

Search an organisation or create a new one
test organisation b]

- (Create a new **organisation:**) test organisation b

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name*
test organisation b

Organisation street*

Organisation city*

Organisation zip code*

Country*
▼

← CANCEL →

Example – fields filled in – an existing organisation

✓ Registrant and funding programme — ✓ Project information — ✓ Offer information — 4 Location — 5 Review

Search an organisation or create a new one
Test organisation Beta

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name*
Test organisation Beta

Organisation street*
Industri vagen

Organisation city*
Solna

Organisation zip code*
10000

Country*
[SE] Sweden ▼

← CANCEL →

4. Review (the information)

This step you can review the information you have filled in and in case you have missed something and you want to update you can do it by clicking on 'Previous' button.

- If all the information is correct (1) , you can send the offer to the potential participant by clicking on the 'Send' button (4).
- By clicking on the 'Cancel' (3) button will close the current page, and no offer will be sent
- By clicking on the 'Previous' (2) button will close to go to the previous section ('Location')

✓ Registrant and funding programme –
 ✓ Project information –
 ✓ Offer information –
 ✓ Location –
 5 Review

Registrant


 Vifor JOB
 6011570926
 ↗ [EE] Estonia
 🇪🇺 Estonian

1

Funding programme Erasmus+ Volunteering

Project

Project code 2017-2-RO01-KA105-037638

Activity

Activity type Volunteering

Topics

- EU Citizenship, EU awareness and Democracy
- Early School Leaving / combating failure in education
- Social dialogue

Activity name Demo – test activity name

Description Demo – here you have to provide the details about the activity/project...

Starting 2019-02-01

Ending 2019-04-30

Location

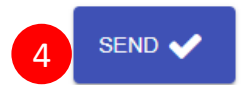
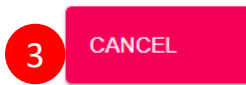
Name Test organisation Beta

Street Industri vagen

Postal Code 10000

City Solna

Country [SE] Sweden

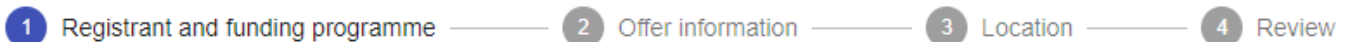


III. Send offer for projects funded by the programmes that support the European Solidarity Corps

The organisations are already linked to the Funding Programme under they run the project:

- [EU programme for Employment and Social Innovation \(EaSI\)](#)
- [LIFE programme](#)
- [European Agricultural Fund for Rural Development](#)
- [Europe for Citizens programme](#)
- [Asylum, Migration and Integration Fund \(AMIF\)](#)
- [Interreg Volunteer Youth](#)
- [EU Health programme](#)

The sending of the offer is split in 4 steps process. You will be guided by the system through each step



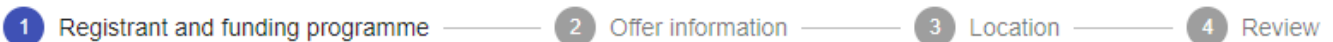
1. **Registrant and funding programme:** specify the PRN of the potential participant and the funding programme
2. **Offer information:** specify the dates of the of the activity, topics, short description of the activity/project
3. **Location:** specify the organisation, country, city (including the address)where the activity will take place
4. **Review and send the offer:** review the information you have filled in and send the offer to the potential participant

III. Send offer for projects funded by the programmes that support the European Solidarity Corps

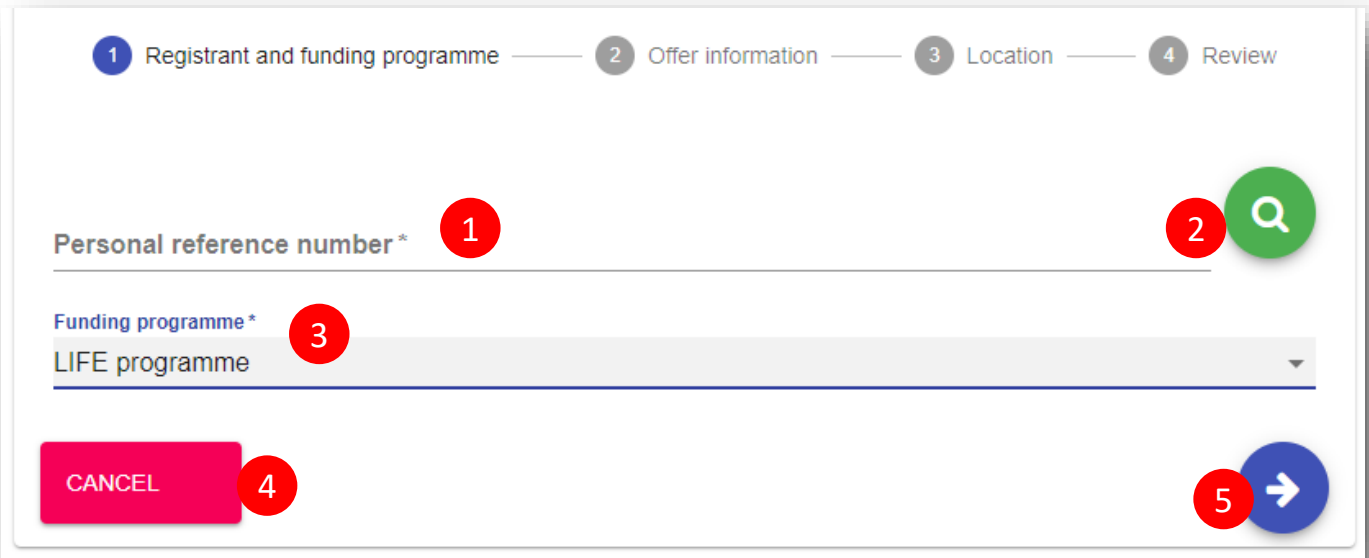
The organisations are already linked to the Funding Programme under they run the project:

- [EU programme for Employment and Social Innovation \(EaSI\)](#)
- [LIFE programme](#)
- [European Agricultural Fund for Rural Development](#)
- [Europe for Citizens programme](#)
- [Asylum, Migration and Integration Fund \(AMIF\)](#)
- [Interreg Volunteer Youth](#)
- [EU Health programme](#)

The sending of the offer is split in 4 steps process. You will be guided by the system through each step



1. **Registrant and funding programme:** specify the PRN of the potential participant and the funding programme
2. **Offer information:** specify the dates of the of the activity, topics, short description of the activity/project
3. **Location:** specify the organisation, country, city (including the address)where the activity will take place
4. **Review and send the offer:** review the information you have filled in and send the offer to the potential participant



1 Registrant and funding programme — 2 Offer information — 3 Location — 4 Review

Personal reference number* 1

2

Funding programme* 3

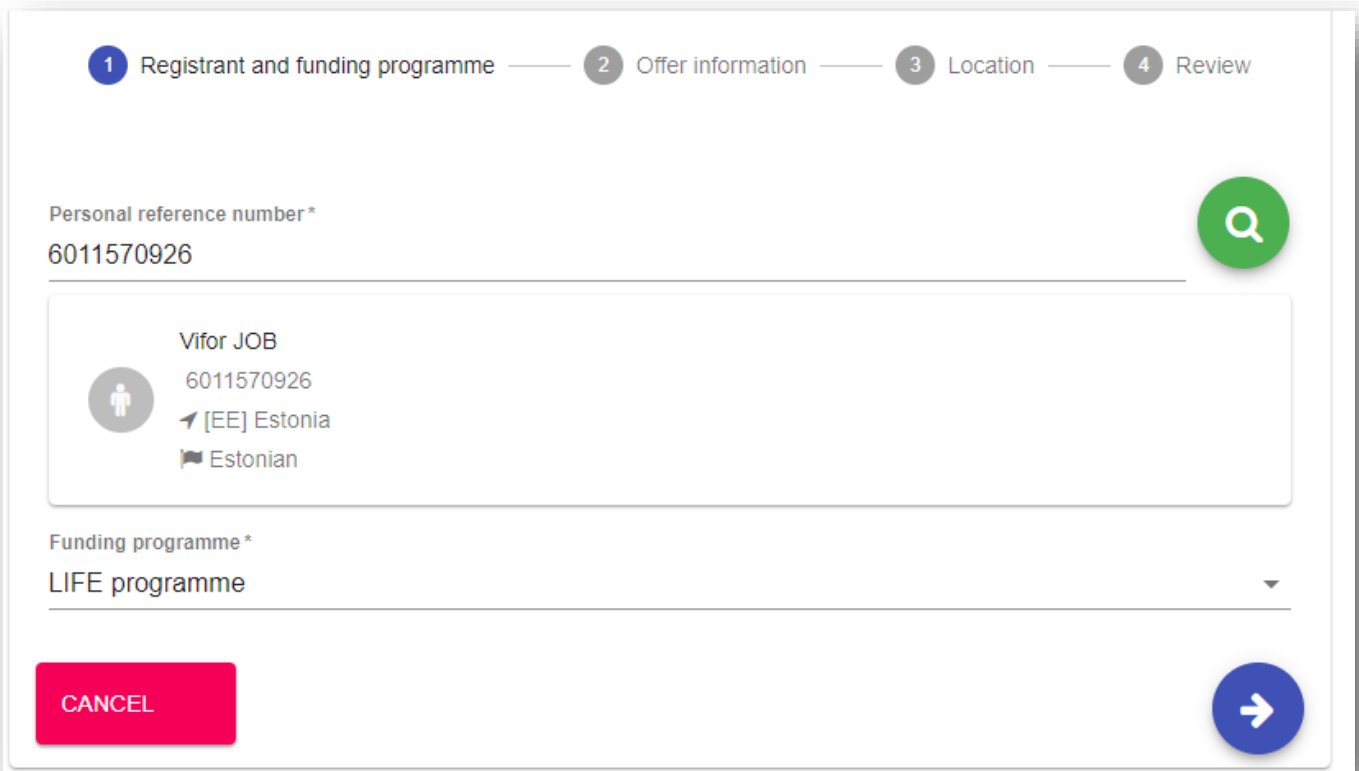
LIFE programme

CANCEL 4

5

- Type the PRN in the 'Personal reference number' (1) box and press 'Search' button (2) and the basic information of the registered candidate (such as full name, PRN, country of residence and nationality) will be displayed
- Select the funding programme (3) under which the project runs (e.g. LIFE programme)

Example – fields filled in with Personal Reference Number (PRN) and a funding programme (in this case LIFE programme)



1 Registrant and funding programme — 2 Offer information — 3 Location — 4 Review

Personal reference number*

6011570926

Vifor JOB
6011570926
[EE] Estonia
Estonian

Funding programme*

LIFE programme

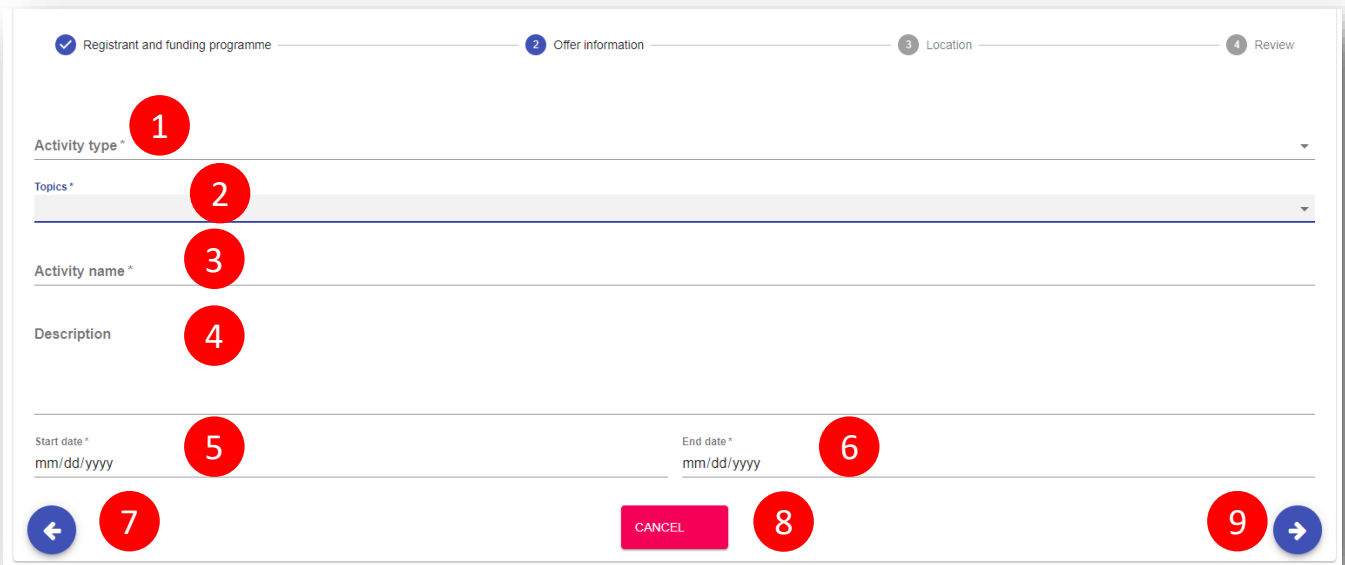
CANCEL

5

- Click on the 'Next' button (5) to go to the next step ('Offer information'), or on
- The 'Cancel' (4) to cancel the sending of the offer

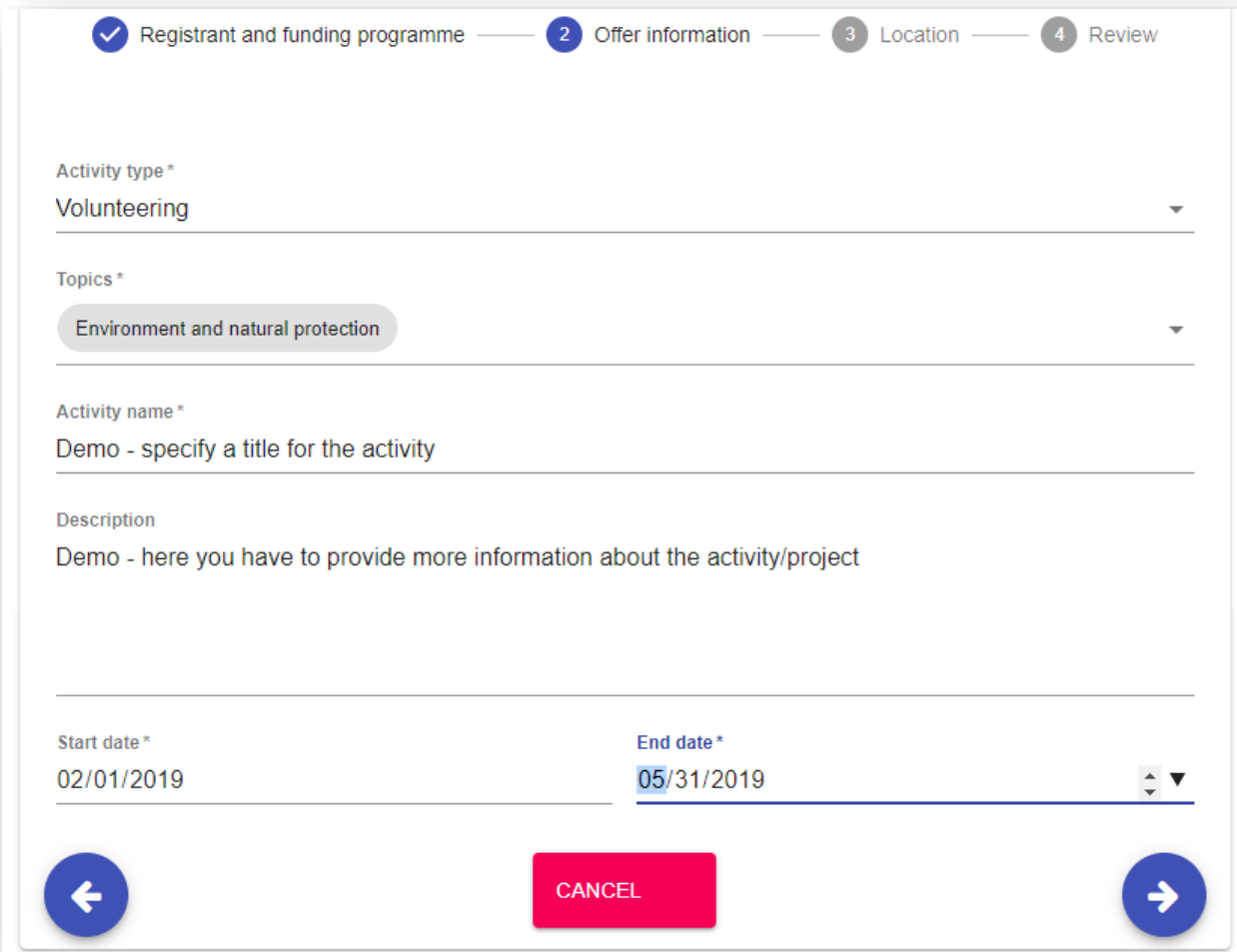
2. Offer information

In this step you should specify information about offer such as the activity type (such as ‘Volunteering’ or ‘Traineeship’ or ‘Jobs’), the topics and the type some more details that will help the potential participant to understand the scope of the activity he/she is offered.



- Activity type (1): select the type of the activity (e.g. ‘Volunteering’)
- Topics (2) : you have to select at least one topic (maximum 3) for the activity you send the offer;
- Activity name (3) : provide a title for the offer you will send
- Description (4): we recommend you to provide more information about the project/activity the potential participant is offered to and will be involved
- Start date & End date (5 & 6): select the start date and end date for the activity the participant will take part

Example: offer information (Activity type, Topics, Activity name, Description, Start/End date)



✓ Registrant and funding programme — 2 Offer information — 3 Location — 4 Review

Activity type *
Volunteering

Topics *
Environment and natural protection

Activity name *
Demo - specify a title for the activity

Description
Demo - here you have to provide more information about the activity/project

Start date * 02/01/2019 End date * 05/31/2019

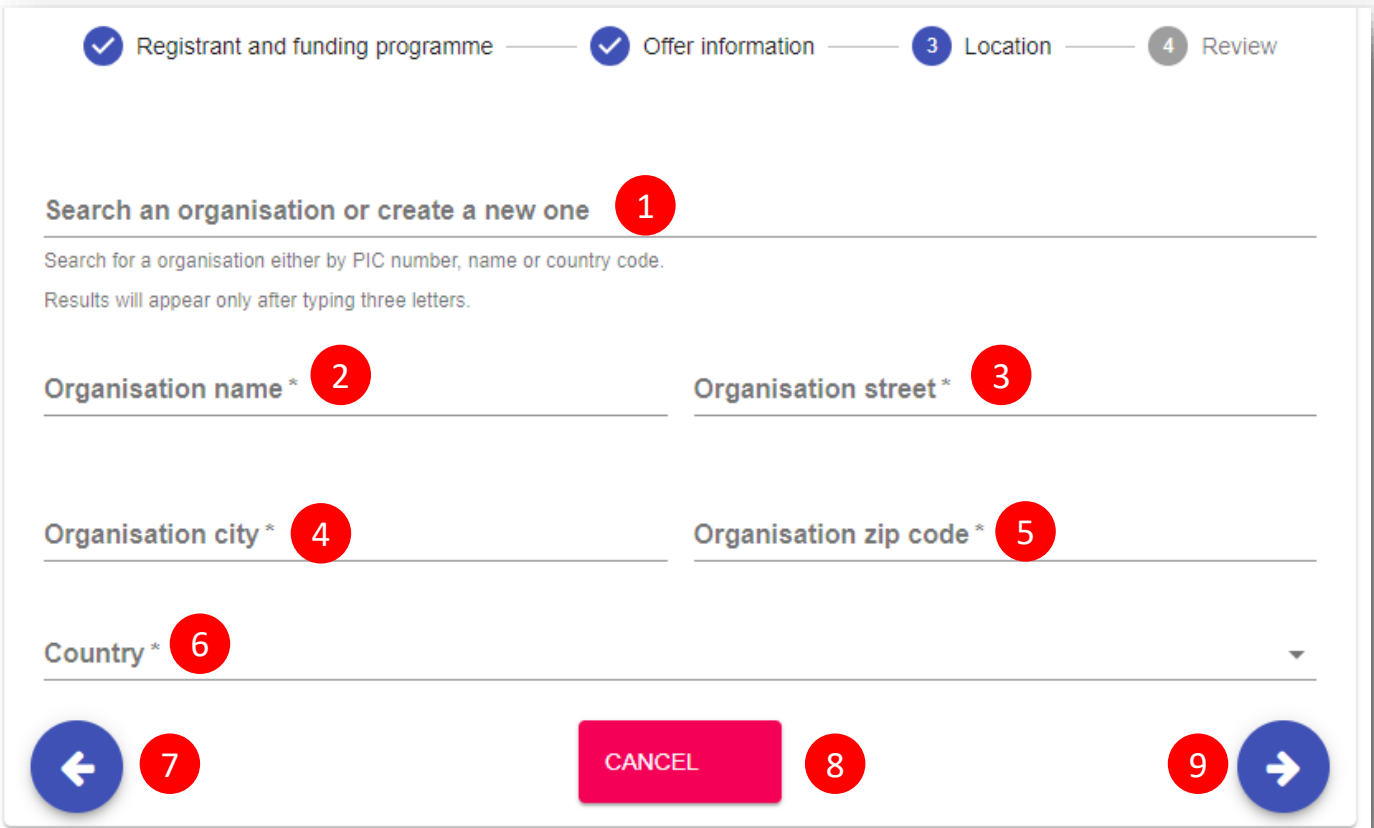
← CANCEL →

- Click on the 'Next' button (7) to go to the next section ('Location'), or on
- The 'Back' (8) to go to the previous section ('Project information'), or on
- The 'Cancel' (9) to cancel the sending of the offer

3. Location

In this section you have to provide the information about the place where the activity will take place, such as organisation name and address (country, city, country).

Note: Check first if the organisation name is already in the system. So, type the organisation name or its PIC number in the **'Search an organisation or create a new one'** (1) filed.



Registrant and funding programme ——— Offer information ——— **3** Location ——— 4 Review

Search an organisation or create a new one **1**

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name* **2** Organisation street* **3**
 Organisation city* **4** Organisation zip code* **5**
 Country* **6**

7 **8** **9**

If you find the organisation name, then the system will automatically filled in the address of the organisation (e.g. City, street, zip code, country).

If you don't find the organisation name, then:

- Type the organisation name in the **'Search an organisation or create a new one'** (1) filed
- Type the details address of the organisation in the fields
 - Organisation name (2)
 - Organisation street (3)
 - Organisation city (4)
 - Organisation zip code (5)
 - Country (6)
- Click on the 'Next' button (9) to go to the next step ('Review'), or on
- The 'Back' (7) to go to the previous section ('Offer information'), or on
- The 'Cancel' (8) to cancel the sending of the offer

Example – create new organisation:

✓ Registrant and funding programme ——— ✓ Offer information ——— 3 Location ——— 4 Review

Search an organisation or create a new one
test organisation b]

• (Create a new **organisation:**) test organisation b

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name*
test organisation b

Organisation street*

Organisation city*
Organisation zip code*

Country*

← CANCEL →

Example – fields filled in – an existing organisation:

✓ Registrant and funding programme ——— ✓ Offer information ——— 3 Location ——— 4 Review

Search an organisation or create a new one
Test organisation Beta

Search for a organisation either by PIC number, name or country code.
Results will appear only after typing three letters.

Organisation name*
Test organisation Beta

Organisation street*
Industri vagen

Organisation city*
Solna

Organisation zip code*
10000

Country*
[SE] Sweden

← CANCEL →


4. Review (the information)

This step you can review the information you have filled in and in case you have missed something and you want to update you can do it by clicking on 'Previous' button.

- If all the information is correct (1) , you can send the offer to the potential participant by clicking on the 'Send' button (4).
- By clicking on the 'Cancel' (3) button will close the current page, and no offer will be sent
- By clicking on the 'Previous' (2) button will close to go to the previous section ('Location')

✓ Registrant and funding programme
✓ Offer information
✓ Location
4 Review

Registrant



Vifor JOB

6011570926


📍 [EE] Estonia

🇪🇺 Estonian

| Funding programme | LIFE programme |
|----------------------|---|
| Activity | |
| Activity type | Volunteering |
| Topics | Environment and natural protection |
| Activity name | Demo – specify a title for the activity |
| Description | Demo – here you have to provide more information about the activity/project |
| Starting | 2019-02-01 |
| Ending | 2019-05-31 |

Location

| | |
|--------------------|------------------------|
| Name | Test organisation Beta |
| Street | Industri vagen |
| Postal Code | 10000 |
| City | Solna |
| Country | [SE] Sweden |


2


3

CANCEL

4

SEND ✓

Offer email sent to participants



Your Participant Reference Number: 6011570926

Dear [Name],

We are delighted to let you know that you have been offered a placement through the European Solidarity Corps!

Details of the offered placement are listed below – please take some time to fully consider them. Hopefully you have already been in discussions with the organisation about this placement, but if you would like more information, then contact the organisation directly via the email address below.

It is up to you whether you wish to accept or decline this offer – your decision will not affect your ability to receive other European Solidarity Corps offers in the future.

If you want to go on the placement, you must accept it by clicking on the "Accept offer" button below. Later, you will probably be asked to sign a more formal agreement setting out the precise terms and conditions related to the placement.

If you do not wish to go on this placement, please tell the organisation by clicking on the "Decline offer" button below. Whatever you decide, the organisation will be immediately informed.

Please do not delay too long before accepting or declining this offer. If the organisation does not hear from you soon, then they may contact someone else from the Corps about the placement.

Also please note that this offer will expire after 15 days from the date of this email, and the buttons below will no longer function.

We hope that you are able to accept this offer, and that you have a great experience through the European Solidarity Corps!

Very best wishes

European Solidarity Corps

ORGANISATION DETAILS

Name: [AGENCIJA ZA VEŠTAČENJE I PROMETNI VEŠTAČI ZA PROMETNO KONSALIJACIJU](#)

Address: [TRGOVAČKI PROMETNI VEŠTAČI I VEŠTAČI ZA PROMETNO KONSALIJACIJU](#)

Website: [www.veštaci.hr](#)

Contact person about this placement:

Contact email address: ve@veštaci.hr

HOST ORGANISATION DETAILS / ORGANISATION WHERE THE ACTIVITY WILL TAKE PLACE

Name: [The organisation name](#)

Address: [The organisation address](#)

ACTIVITY DETAILS

Funding programme: Erasmus+ / [European Solidarity Corps \(ESC\)](#)

Activity name: Demo activity

Project code: [The project code](#)

Description: In this section will be provided more information about the activity.



Activity type: Volunteering

From: 24/01/2019 **To:** 28/03/2019

Topic(s): Creativity and culture, Access for disadvantaged, Economic and financial affairs (incl. funding issues)

Accept offer

Decline offer

You have received this because your email address has been used to register with the European Solidarity Corps. To stop receiving contact requests or placement offers from authorised organisations, please login to your [European Solidarity Corps profile](#) and either set your profile to be invisible to searching organisations, or change your contact permissions to stop receiving any communications about the Corps.

Email sent to organisations when an offer is accepted

European Solidarity Corps – offer accepted

Offer accepted

Dear [\[organisation name\]](#),

We are delighted to inform you that the participant below has accepted your offer of a placement through the European Solidarity Corps.

Please contact the participant directly to finalise arrangements to begin the placement.

We hope that you and the participant have a great experience through the European Solidarity Corps!

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Name: [\[participant name\]](#)

Participant number: [\[participant number\]](#)

Email address: [\[participant email\]](#)

Placement details

Placement name: Demo activity

From: 24/01/2019 **To:** 28/03/2019

Topic(s): Creativity and culture, Access for disadvantaged, Economic and financial affairs (incl. funding issues)

You have received this because your email address has been used to register with the European Solidarity Corps. To stop receiving contact requests or placement offers from authorised organisations, please login to your [European Solidarity Corps profile](#) and either set your profile to be invisible to searching organisations, or change your contact permissions to stop receiving any communications about the Corps.

Email sent to organisations when an offer is declined



Offer declined

Dear **[Redacted]**

We are sorry to inform you that the participant below has declined your offer of a placement through the European Solidarity Corps.

If you wish you can get in touch with the participant again and afterwards send them a new offer.

Or you may wish to contact someone else from the pool of European Solidarity Corps participants.

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Name: **[Redacted]**

Participant Reference Number: **[Redacted]**

Email address: **[Redacted]**

Placement details

Placement name: **[Redacted]**

From: 01/08/2017 To: 19/07/2018

Address: **[Redacted]**

Topic(s): Citizenship and democratic participation

12 View the list with offers sent and their status

Note that the 'Offers' option (1) will be displayed in the table on the homepage of PASS only if you have sent at least one contact request to a participant.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|--|
| Test Organisation Alpha | 1 2 Q Search and Contact 3 + Send an offer 📄 Offers 📄 Certificates ☰ Contacts list |

1

Click on the 'Offers' option to view the list with all contact requests sent so far and corresponding status.

The information is structured in:

- Filter section, that allows you to search by PRN (1) and Participant last name (2) and filter the information based on the status of offers (sent, accepted, declined) section (3);
- Detailed information about each offer (4) section: Placement name, Participant (name), PRN, Offer sent date, offer expiration date, offer status, offer accepted/declined date, actions.
- 'Generate certificate' (5) option is available for each accepted offer, so you can issue an European Solidarity Corps certificate from this section too.

Viewing offer of: TEST ORGANISATION ALPHA

Select an accepted offer to generate a certificate

By PRN 1
 By participant last name 2
 Offer status 3

| PLACEMENT NAME | PROJECT CODE | PARTICIPANT | PRN | OFFER SENT DATE | OFFER EXPIRATION DATE | OFFER STATUS | OFFER ACCEPTED / DECLINED DATE | ACTIONS |
|-----------------------------|--------------------------|-------------|------------|------------------|-----------------------|--------------|--------------------------------|-------------------------------------|
| Demo - test activity name | 2017-2-RO01-KA105-037638 | Vifor JOB | 6011570926 | 23/01/2019 13:46 | 07/02/2019 13:46 | Sent | | |
| Demo - activity | 2018-1-RO01-ESC11-049698 | Vifor JOB | 6011570926 | 23/01/2019 10:39 | 07/02/2019 10:39 | Sent | | |
| Demo - name of the activity | 2018-1-RO01-ESC11-049698 | Vifor JOB | 6011570926 | 21/01/2019 17:34 | 05/02/2019 17:34 | Sent | | |
| Demo activity | 2016-1-RO01-KA105-035552 | Vifor JOB | 6011570926 | 21/01/2019 16:41 | 05/02/2019 16:41 | Accepted | | 📄 Generate certificate |
| Test activity | 2018-1-RO01-ESC11-049698 | Vifor JOB | 6011570926 | 17/01/2019 17:58 | 01/02/2019 17:58 | Accepted | | 📄 Generate certificate |

4

5

13 Receive participant's interest for a placement

Participants have the possibility to search and express their interest for European Solidarity Corps placement opportunities advertised by your organisation through the Volunteering Database.

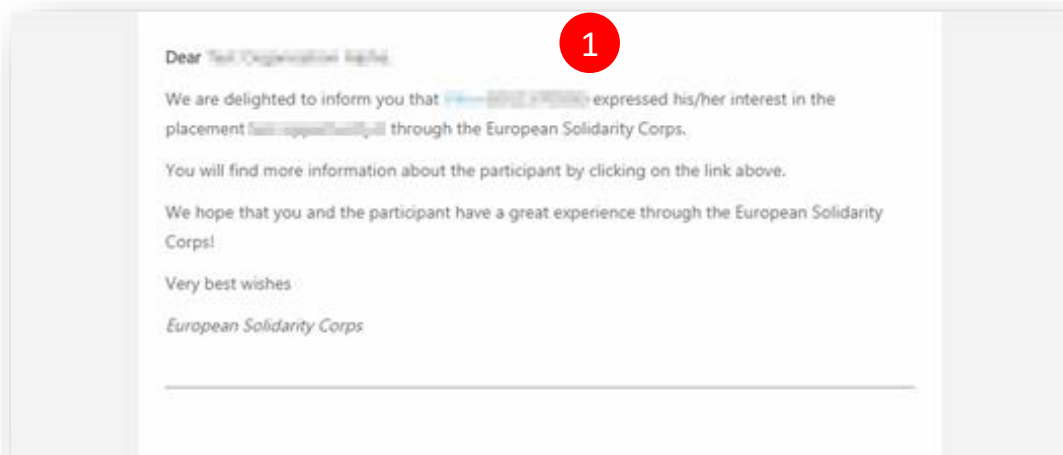
Whenever a participant expresses his/her interest for a placement, you will receive an email (in English) (1) and also you will see the information in the 'Applications' list (2).

Email sent to the organisation when a participant applies for a European Solidarity Corps placement opportunity

The email contains the participant's name (linked to his/her profile) (1), his/her Participant Reference Number and the placement name.

By clicking on the link associated to the participant's name, you will see the participant's profile, including his/her email address.

Please note that if you reply directly to the email you received, the message will not reach the participant's mailbox, but instead it will be sent to the European Solidarity Corps functional mailbox.



View the list with applications

Note that the 'Applications' option (2) will be displayed in the table on the homepage of PASS only if at least one participant has expressed his/her interest for a placement you advertised.

Thank you for logging into European Solidarity Corps Placement Administration and Support System (PASS).

This system is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.

[Download the PASS User Guide](#)

The following are the key steps to follow in the process:

Step 1
Search for participants, and make contact with them

Use the search screen to find potential participants for your placements.

Step 2
Contact individual participants and discuss the placement with them

For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the placement that is available.

Step 3
Send an offer to the participant and get them to accept or decline it

When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The offers expire 15 days after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.


| NAME | ACTIONS |
|-------------------------|---|
| Test Organisation Alpha | 1 2 Q Search and Contact 3 • Send an offer 📄 Certificates ☰ Applications |

Click on the 'Applications' option to view the list with all participants that expressed their interest for the placements you advertised (3).

Filter the information by 'PRN' (4) and 'Placement name' (5), view the participant's profile and directly contact him/her. Please note that the email address is visible at this stage, thus you can email him/her without sending a contact request.

Screen shots are on the next slide

List of applications


APPLICATIONS


⊞ Back

PRN
Placement - None -

Number of applications: 39

| PARTICIPANT | CV | PLACEMENT | MOTIVATION STATEMENT | CREATED |
|----------------------|-----|---------------------------------------|----------------------|---------------------|
| 3123dfac EDD84855 | - | ESC Research and Policy Trainee | | 19/01/2019 19:24 |
| 5d9acade B633343D | Yes | ESC Research and Policy Trainee | | 18/01/2019 14:15 |
| D4537e1e C77C9714 | Yes | ESC Communications and Events Trainee | | 29/11/2018 15:25 |
| 15958908 EA45D08D | Yes | ESC Communications and Events Trainee | | 29/11/2018 14:37 |

Participant profile (with visible email address)


PARTICIPANT DETAILS

⊞ Back

✉ Contact sent – 02/02/2018 15:51

| | |
|---|---|
| Participant Reference Number | 6011570926 |
| Name | Vifor 5E69C29D |
| Email | Vifor5E69C29D@hotmail.com |
| Gender | Male |
| Date of birth | 23/08/1989 |
| Country of residence | Belgium |
| Nationality | Dutch |
| Preferred contact language | English |
| Summary of education and employment experience | Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vehicula nisi et euismod blandit. Maecenas libero odio, posuere vitae dui in, bibendum aliquam risus. Praesent urna elit, congue at lacus vel, dignissim imperdiet est. Pellentesque felis dui, venenatis eget faucibus vel, faucibus a tortor. Nulla facilisi. Ut lobortis maximus vestibulum. Proin maximus orci magna, id scelerisque elit scelerisque eget. Pellentesque in maximus ligula, semper lacinia diam. Phasellus egestas volutpat efficitur. |

[Translate](#)

14 Issue a certificate of participation

You can issue a European Solidarity Corps certificate of participation for the participant that finalises his/her activity.

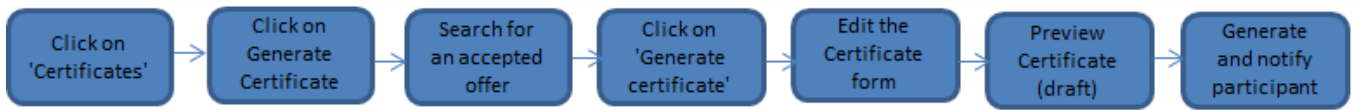
Project fund ended under European Solidarity Corps programme:

Please note that in the case of the projects funded under European Solidarity Corps programme (ESC11, ESC13, and ESC21), the issuing of the certificate of participant can be made only if the Participant report has been received (this also mean that the participant is already linked to the project). In PASS (and in MT+) it is not checked the quality of the Participant report, so only the existence is checked.

For the offers accepted for those project, the information about participant will be automatically retrieved from Mobility Tool and it cannot be changed, this because for those projects the Mobility Tool stores the accurate data about the participation.

How to issue the certificate of participation

Please see the summary of actions that need to be followed to issue the certificate (the process is similar for all project types)



Note: We recommend you to use Internet Explorer or Firefox web browsers. For Chrome you need to enable Pdf plugin.

Detailed steps to issue a certificate:

Step 1 – Access the 'Certificates' list, by clicking on the 'Certificates' option (1).

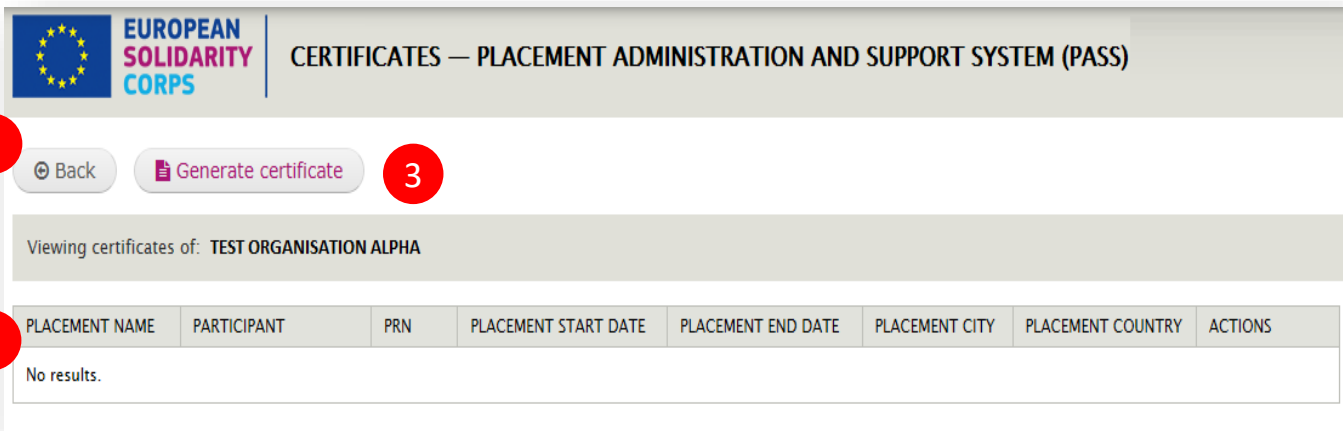
Note that the 'Certificates' option (1) will be displayed in the table on the homepage of PASS only if you have sent via PASS at least one offer.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|--|
| TEST ORGANISATION ALPHA | 1 2 Q Search and Contact 3 Send an offer Certificates 1 |

Step 2 – In the 'Certificates' list (1), you will see the information about the certificates issued so far:

- List with certificates (1): displays the 'Placement name', 'Participant', 'PRN', 'Placement start date', 'Placement end date', 'Placement city', 'Placement country', 'Actions'.
'No results' message is displayed when no certificate has been issued so far.
- 'Back' button (2): opens the homepage of PASS.
- 'Generate certificate' button (3): allows you to effectively start the creation of the certificate and opens the 'offers' list. Click on this button!



Viewing certificates of: TEST ORGANISATION ALPHA

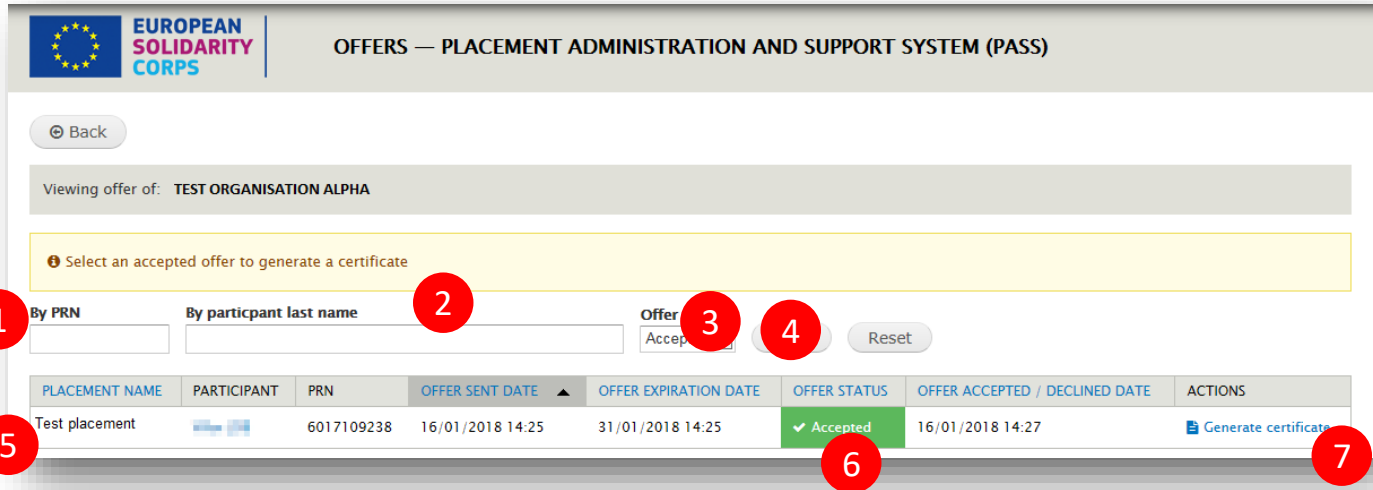
| PLACEMENT NAME | PARTICIPANT | PRN | PLACEMENT START DATE | PLACEMENT END DATE | PLACEMENT CITY | PLACEMENT COUNTRY | ACTIONS |
|----------------|-------------|-----|----------------------|--------------------|----------------|-------------------|---------|
| No results. | | | | | | | |

Step 3 – The 'Offers' list provides you with information about all offers you have sent to participants. From there you can:

- Search for the participant you want to issue the certificate for: 'By PRN' (1) or 'By participant last name' (2)

Step 3 – The 'Offers' list provides you with information about all offers you have sent to participants. From there you can:

- Search for the participant you want to issue the certificate for: 'By PRN' (1) or 'By participant last name' (2)
- Filter the information by 'Offer status' (3, 4)
- See the information about offers (5): 'Placement name', 'Participant', 'PRN', 'Offer sent date', 'Offer expiration date', 'Offer status' (6), 'Offer accepted/declined date', 'Actions' (7)
- ! The 'Generate certificate' option is displayed in the 'Actions' column only for accepted offers.**
- Once you found the participant and if he/she has an accepted offer, then click on the 'Generate certificate' (7) option displayed in the 'Actions' column.



OFFERS — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

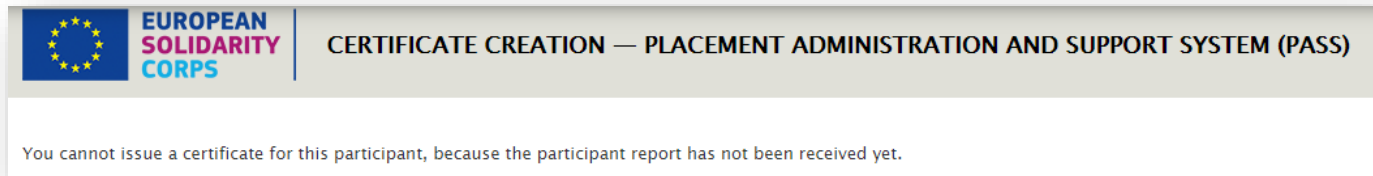
Viewing offer of: TEST ORGANISATION ALPHA

Select an accepted offer to generate a certificate

By PRN By participant last name Offer Accepted Reset

| PLACEMENT NAME | PARTICIPANT | PRN | OFFER SENT DATE | OFFER EXPIRATION DATE | OFFER STATUS | OFFER ACCEPTED / DECLINED DATE | ACTIONS |
|----------------|-------------|------------|------------------|-----------------------|--------------|--------------------------------|----------------------|
| Test placement | | 6017109238 | 16/01/2018 14:25 | 31/01/2018 14:25 | Accepted | 16/01/2018 14:27 | Generate certificate |

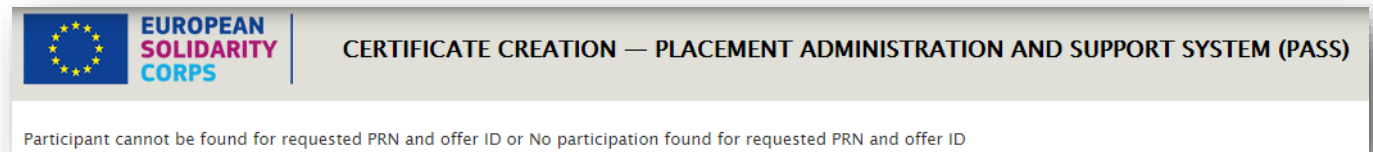
- In the case of the offers accepted send for projects funded under European Solidarity Corps programme (ESC11, ESC13, ESC21), if the Participant report is not received yet, then the 'You cannot issue a certificate for this participant, because the participant report has not been received yet' message is displayed, and you will not be able to issue the certificate of participation.



CERTIFICATE CREATION — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

You cannot issue a certificate for this participant, because the participant report has not been received yet.

- If the participant is not encoded in MT+ (linked to a project), the 'Participant cannot be found for requested PRN and offer ID or No participation found for requested PRN and offer ID' message will be displayed, and you will not be able to issue the certificate of participation.



CERTIFICATE CREATION — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

Participant cannot be found for requested PRN and offer ID or No participation found for requested PRN and offer ID

Step 4 – The Certificate creation page is displayed

On this page you have the possibility to review the information already provided by the system, but you also have the option to change some of it:

- 'Participant' section (1): 'Name' and 'PRN' cannot be modified
- 'Placement' section:
 - 'Placement dates' (2), the 'Start date' and 'End date' are mandatory and they can be modified
 - 'City' (3) is mandatory and can be modified
 - 'Country' (4) cannot be modified
 - 'Strand' (5) and 'Activity type' (6) cannot be modified; (it can be modified only for occupational activities e.g. traineeship, work experience or apprenticeship)

- 'Organisation(s)' section:
 - 'Organisation in the place of the activity' (7) is mandatory and can be modified (the system helps you to find the right organisations' name (by using the search system)
 - 'Organisation issuing the certificate' (8) cannot be modified
 - 'Type of the organisation issuing the certificate' (9), please select the right option from the list (Receiving organisation, Sending organisation, Coordinating organisation)
 - ✓ Receiving organisation: in charge of hosting the volunteer(s), developing a programme of activities, providing support to participants during all the phases of the project.
 - ✓ Sending organisation: in charge of sending volunteer(s) abroad (this includes: organising practical arrangements; preparing participants before departure; providing support to participants during all the phases of the project).
 - ✓ Coordinating organisation: applying for the whole project on behalf of all the partner organisations and responsible for the overall management of the project.
 - 'City of Organisation issuing the certificate' (10) is mandatory and can be modified
 - 'Name of the person issuing the certificate' (11) is mandatory and can be modified
 - 'Role in the organisation' (12), please select the appropriate role
 - 'Signing date' (13) is mandatory and can be modified (by default it is the current date that will be displayed)

Note: please note that for the offers accepted linked to the projects funded under European Solidarity Corps programme, a participation data cannot be changed because it is retrieved from the MT+

- 'Cancel' button (15) closes the current page and displays back the 'Offers list'. No certificate will be created
- 'Preview' button (16), gives you the possibility to see how the certificate will look like. Please note that clicking on 'Preview' will not issue the certificate. You can preview the certificate, review and modify the information until you consider that the certificate is ready to be issued (this is the last step in the process). Click on 'Preview' button!

Please see the screenshot of the 'Create certificate' page on the next page.



PARTICIPANT

PRN

Name

1

PLACEMENT

PLACEMENT DATES *

Start date: *

End date: *

2

City *

3

Country

Sweden

4

Strand

Volunteering

5

Activity type *

6

ORGANISATION(S)

Organisation in the place of the activity *

7

Organisation issuing the certificate *

8

Type of organisation issuing the certificate

9

City of Organisation issuing the certificate *

10

Name of the person signing the certificate *

11

Role in the organisation *

12

SIGNING DATE *

13

15

Cancel

Preview

14

Step 5 – Preview the certificate, verify and modify the information until you consider that it is the final version

A 'Draft' watermark is displayed in the background to warn you that this is the draft version

- 'Cancel' button (1) opens back the certificate creation page. Use this button whenever you need to modify the information.
- 'Generate and notify participant' button (2), creates/generates the certificate and in the same time sends a notification to the participant informing him/her that a European Solidarity Corps certificate of participation has been issued for him/her.

Please click on the 'Generate and notify participant' button only once you have double checked that the information displayed on the certificate is right.



CERTIFICATE CREATION — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

CERTIFICATE



EUROPEAN
SOLIDARITY
CORPS

'I am particularly proud of the young Europeans serving in our new European Solidarity Corps. They are bringing European solidarity to life.'
 President of the European Commission, *Jean-Claude Juncker*

LOUISE DUPONT

has completed a European Solidarity Corps volunteering activity in the organisation **Test Organisation Alpha**, in Kiruna,
 Sweden, from **16/01/2018** to **30/06/2018**

Jelena Mägi
 Director, Test Organisation Alpha, Receiving organisation
 Kiruna, 30/06/2018



To validate the authenticity of this certificate, scan this QR Code or visit:
<https://europa.eu/youth/solidarity/validate> and enter this code:

The European Solidarity Corps brings together young people to build a more inclusive society, supporting vulnerable people and responding to societal challenges. It offers an inspiring and empowering experience for young people who want to help, learn and develop.

⚠ By clicking on "Generate and notify participant" button, the Certificate will be created and the participant will be notified by e-mail. You will not be able to edit the certificate anymore.

1

Cancel

Generate and notify participant

2

Step 6 – Final generation of the certificate and notification to the participant

Once the information is correct, the certificate can be issued by clicking on the 'Generate and notify participant' button.

This is the final step in the European Solidarity Corps certificate of participation generation process.

The participant will get a notification via email – in his/her preferred contact language – with details about how he/she can access the certificate. The certificate will be displayed in the European Solidarity Corps participant's dashboard and the participant will be able to download it from there in the language of his/her choice.

Example of email notification the participant receives:



Dear [REDACTED],

We are delighted to let you know that your European Solidarity Corps certificate of participation is now available in your participant profile!

You can download it directly from there in the language of your choice.

We hope that your European Solidarity Corps experience has reached your expectations and that you will keep being involved and active in the promotion of solidarity!

Very best wishes

European Solidarity Corps



You have received this because your email address has been used to register with the European Solidarity Corps. To stop receiving contact requests or placement offers from authorised organisations, please login to your [European Solidarity Corps profile](#) and either set your profile to be invisible to searching organisations, or change your contact permissions to stop receiving any communications about the Corps.

Information about the certificate will be displayed in the 'Certificates' list. You can also print the certificate at any time. For this you can download (1) it from the certificates' list (please see 'Actions' column) in the language you want (2).

CERTIFICATES — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

✓ Certificate created for **TEST ORGANISATION ALPHA**.

⏪ Back Generate certificate

Viewing certificates of: **TEST ORGANISATION ALPHA**

| PLACEMENT NAME | PARTICIPANT | PRN | PLACEMENT START DATE | PLACEMENT END DATE | PLACEMENT CITY | PLACEMENT COUNTRY | ACTIONS |
|----------------|-------------|------------|----------------------|--------------------|----------------|-------------------|---------------------------------------|
| Placement test | | 6017109238 | 20/01/2018 | 30/11/2018 | Kiruna | Sweden | Download for printing |

1

CERTIFICATES — PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

✓ Certificate created for **TEST ORGANISATION ALPHA**.

⏪ Back Generate certificate

Viewing certificates of: **TEST ORGANISATION ALPHA**

| PLACEMENT NAME | PARTICIPANT | PRN | PLACEMENT START DATE | PLACEMENT END DATE | PLACEMENT CITY | PLACEMENT COUNTRY | ACTIONS |
|----------------|-------------|------------|----------------------|--------------------|----------------|-------------------|---|
| Placement test | | 6017109238 | 20/01/2018 | 30/11/2018 | Kiruna | Sweden | Download for printing <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> x bg cs da de el en es et fi fr ga hr hu is it lt lv mk mt nl no pl pt ro sk sl sv tr </div> |

2

In the 'Actions' column, for each placement, you will find now information about the date and the time the certificate has been issued.

⏪ Back

Viewing offer of: **TEST ORGANISATION ALPHA**

ⓘ Select an accepted offer to generate a certificate

By PRN By participant last name Offer status: Accepted Filter Reset

| PLACEMENT NAME | PROJECT CODE | PARTICIPANT | PRN | OFFER SENT DATE | OFFER EXPIRATION DATE | OFFER STATUS | OFFER ACCEPTED / DECLINED DATE | ACTIONS |
|----------------|--------------------------|-------------|------------|------------------|-----------------------|--------------|--------------------------------|--------------------------------------|
| Demo activity | 2016-1-RO01-KA105-035552 | Vifor JOB | 6011570926 | 21/01/2019 16:41 | 05/02/2019 16:41 | Accepted | 21/01/2019 16:45 | Generate certificate |

3

Example - Final version of the certificate of participation that the participant receives electronically:

CERTIFICATE

 EUROPEAN
SOLIDARITY
CORPS

'I am particularly proud of the young Europeans serving in our new European Solidarity Corps. They are bringing European solidarity to life.'
President of the European Commission, **Jean-Claude Juncker**

.....

LOUISE DUPONT

.....

has completed a European Solidarity Corps volunteering activity in the organisation **Test Organisation Alpha**, in Kiruna,
Sweden, from **16/01/2018** to **30/06/2018**

Jelena Mägi
Director, Test Organisation Alpha, Receiving organisation
Kiruna, 30/06/2018



To validate the authenticity of this certificate, scan this QR Code or visit:
<https://europa.eu/youth/solidarity/validate> and enter this code: 2e24c9145d

The European Solidarity Corps brings together young people to build a more inclusive society, supporting vulnerable people and responding to societal challenges. It offers an inspiring and empowering experience for young people who want to help, learn and develop.

Please note that for an accepted offer you can generate only one certificate. If you encounter issues, for example if you have issued a certificate with wrong information, then please contact us by sending an email to the European Solidarity Corps functional mailbox (eu-solidarity-corps@ec.europa.eu).

15 Advertise opportunities – European Solidarity Corps

Please note that the 'Manage opportunities' option is visible in PASS for all organisations that :

- Have an Erasmus + Volunteering accreditation (KA110)
- Hold a Quality Label but had before an Erasmus + Volunteering accreditation (KA110)
- Run projects which are funded by other programmes supporting the European Solidarity Corps:
 - [EU programme for Employment and Social Innovation \(EaSI\)](#)
 - [LIFE programme](#)
 - [European Agricultural Fund for Rural Development](#)
 - [Europe for Citizens programme](#)
 - [Asylum, Migration and Integration Fund \(AMIF\)](#)
 - [Interreg Volunteer Youth](#)
 - [EU Health programme](#)

You can advertise opportunities for:

- Projects funded under Erasmus + Volunteering
- Projects funded under European Solidarity Corps programme
- Projects funded by other programmes supporting the European Solidarity Corps

How to advertise an opportunity

- Log in to PASS
- Click on the 'Manage opportunities' option (1)

System selection
Log out

Thank you for logging into European Solidarity Corps Placement Administration and Support System (PASS).
 This system is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.
[Download the PASS User Guide](#)

The following are the key steps to follow in the process:

Step 1 Search for participants, and make contact with them
 Use the search screen to find potential participants for your placements.

Step 2 Contact individual participants and discuss the placement with them
 For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the placement that is available.

Step 3 Send an offer to the participant and get them to accept or decline it
 When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The offers expire 15 days after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|--|
| Test Organisation Alpha | 1 2 Search and Contact 3 Send an offer Offers Certificates Manage opportunities Applications Contacts list |

1

Volunteering Opportunities Database: Organisations and opportunities manager

2

Test Organisation Alpha
 PIC 900000001 OUDENAARDE, BELGIUM
 2

| ID | OPPORTUNITY TITLE | TOWN/CITY | COUNTRY | APPLICATION DEADLINE | STATUS | ACTIONS |
|------|-------------------|-----------|---------|----------------------|--------|---|
| 6712 | Test placement | Brussels | Belgium | No deadline | closed | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Welcome to the Volunteering Opportunities database in the European Youth Portal!

The above table shows the organisation(s) that you are currently authorised to administer within the European Youth Portals' Volunteering Opportunities database.
 At present, only organisations which have been accredited for European Voluntary Service under the new Erasmus+ programme (since January 2014) are able to add opportunities to this system.
 If you believe you should be allowed to administer the volunteering opportunities for another organisation, please have the responsible person for that organisation contact their EVS National Agency and request that either the "Contact Person" or "Legal Representative" email address is amended to be exactly the same as your ECAS email address.
 If you represent an organisation which wants to advertise for volunteers for your EVS projects, [click here](#) for more information.
 Please note that it can take up to 24 hours for amendments to EVS records to be transferred to the European Youth Portal.
 We apologise for this inconvenience, but hope you appreciate that these measures are required to ensure the security of the system.
Help and Support: for step-by-step instructions on how to use the Volunteering Opportunities Database, as well as who to contact if you need additional help, please [click here](#).

3. Click on the 'Add opportunity' (2) button and the 'Creating an opportunity for: [your organisation]' page will be displayed.


Section 1: Project type

1. Here you have to specify if the opportunity you advertise is for a European Solidarity Corps project or for a Erasmus+ Volunteering.

You will see that if you select for the 'Funding programme' (2) the option 'European Solidarity Corps/ Volunteering', or European Solidarity Corps/ Traineeship', or 'European Solidarity Corps/ Jobs' then the option 'Tick this box if you want your volunteering opportunity to be also displayed on the European Solidarity Corps portal' box (1) is automatically ticked and you cannot untick it. This will enable young people registered in the European Solidarity Corps to search and apply for your opportunity through the system.

System selection Hello


Creating an opportunity for: Test Organisation Alpha

PROJECT TYPE 

Tick this box if you want your volunteering opportunity to be **also** displayed on the European Solidarity Corps portal
This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system
1

Funding programme *
 - Select the funding programme - 2

Example:

PROJECT TYPE 

Tick this box if you want your volunteering opportunity to be **also** displayed on the European Solidarity Corps portal
This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system
1

European Solidarity Corps topics *
 Choose some options 3

Funding programme *
 European Solidarity Corps / Volunteering 2

The list with topics (3) linked to the European Solidarity Corps programme will be enabled. Select the topics that describe the project/opportunity

NOTE: Please note that you can advertise opportunities as soon as you are awarded with a Quality Label / Erasmus+ Volunteering accreditation, so even if your project / grant agreement is not approved yet.

Section 2: European Solidarity Corps opportunity

OPPORTUNITY DETAILS

IMPORTANT – the information entered about this opportunity must be in accordance with the tasks, themes and responsibilities for which the opportunity partner organisations have received their European Voluntary Service accreditation. Failure to do so may leave organisations liable to have their EVS accreditation reviewed or even removed.

Title: *

1

70 characters remaining.
Title of the opportunity or project (70 char. max.).

Description: *

2

1000 characters remaining.
Brief details about the opportunity or project that are of interest to potential volunteers, for instance the purpose of the project, the anticipated tasks, daily routine, etc. This is not the place to give information about the different projects partners. In ENGLISH language (1000 char. max.).

Accommodation, food and transport arrangements:

600 characters remaining.
Brief details about the arrangements for accommodation, food and transport during the project. In ENGLISH language (600 char. max.).

Training during the opportunity:

600 characters remaining.
Brief details about the training that will be provided for the volunteer during the project. In ENGLISH language (600 char. max.).

1. Title

Give your opportunity a short title – something that is interesting!
(mandatory field – max 70 characters)

2. Description

This is where you can give a description of the project, its aims and objectives and the type of tasks the volunteers will be asked to carry out.

Do not use this field to talk about the skills or qualities you are looking for in the volunteers or to provide information about accommodation, training, procedures to apply, etc. – there are other fields for this information.

(mandatory field – maximum 1,000 characters)

Section 3: European Solidarity Corps Opportunity address

OPPORTUNITY ADDRESS

This information will be used to pinpoint the location of the opportunity on the map, and will be displayed to the public. Please enter at least the town/city and the country where the opportunity will take place.

1 Organisation name

200 characters remaining.
The address organisation name (200 char. max).

2 Street and house number

200 characters remaining.
Street location of the opportunity (200 char. max).

3 Town/city *

160 characters remaining.
Town / city of where the opportunity will take place (160 char. max).

4 Postal code

128 characters remaining.
Postal code of the location of the opportunity (128 char. max).

5 Country *

Country where the opportunity will take place.

1. Organisation name

In this field you can specify the name of the organisation
(non-mandatory field – maxim 200 characters)

2. Street and house number

In this field you can specify the street name and the house number.
(non-mandatory field – maxim 200 characters)

3. Town/city

Specify the town / city of where the opportunity will take place.
(mandatory field – maxim 160 characters)

4. Postal code

In this field you can specify the street name and the house number.
(non-mandatory field – maxim 128 characters)

5. Country

Specify the country where the placement will take place.
(mandatory field – maxim 160 characters)

Section 4: European Solidarity Corps opportunity dates

OPPORTUNITY DATES

Precise dates: Start: End:

Flexible dates: Number of weeks:

Between... Start: and End:

The dates that this opportunity will take place. Either precise dates, or a more flexible number of weeks between two months.

You have the choice whether to enter Precise dates or Flexible dates, depending on the nature of your project. Potential **volunteers** will be able to search for projects based on these dates.

It is not mandatory to add these dates . If you do not enter dates, then your opportunity will be listed below opportunities that do have dates.

1. Precise dates

Use this field if you know the dates that your project is going to start and finish.
(format: dd/mm/yyyy – the end date must be later than the start date)

2. Flexible dates

Use this field if you are not sure when the project will start, or if there is some flexibility on when volunteers could start and end.
Specify the number of weeks that the project will last, and indicate the earliest month/year it could start plus the latest month/year that it could finish, e.g., "10 weeks between January 2015 and April 2015".
(the number of weeks must not exceed the total number of full weeks available between the 1st day of the Start month and the 30th/31st of the End month)

Section 5: Volunteer details section

VOLUNTEER DETAILS

Volunteer profile: *

Content limited to 600 characters, remaining: 600
Information about the kind of volunteers you are looking for, including any special skills or intersets they should have. In ENGLISH language (600 char. max.).

Countries volunteers will be recruited from *

Select "Funding programme" first

Specify which countries you want to recruit volunteers from. Please note that volunteers have to be from the country of their Sending organisation.

Specify the profile the young people (1) should have and countries from where they will be selected (2)

Section 5: Application details

Provide the additional details about the application:

APPLICATION DETAILS

Application requires a CV. 2
This opportunity requires a CV from the applicant.

Application requires a Motivation Statement.
This opportunity requires a Motivation Statement from the applicant.

Either tick "Application with no deadline" or enter a date into the "Application Deadline" box.

Application without a deadline. 3
This opportunity application will have no deadline.

Application Deadline: 4

Closing date for young people to apply for this opportunity. The opportunity will be removed from the list of available opportunities at 23:59 on this date. Contact information (email, contact name and telephone) will also be removed from public view at this time.

Contact person name: 5

 Content limited to 30 characters, remaining: 30
A person who can be contacted for more information about this opportunity (30 char. max.).

Contact email address: * 6

 Content limited to 50 characters, remaining: 50
The email address that young people will use to contact you about this opportunity (50 char. max.).

1. **Application requires a CV (1):** if you want the volunteer to have a CV uploaded to his/her profile when applying for this opportunity.
2. **Application requires a Motivation Statement (2):** if you want the volunteer to write a short motivation statement when applying for this opportunity. You will see the information displayed in PASS - 'Applications' list

3. and 4. 'Application with no deadline' or 'Application with a deadline':

You should indicate if there is or not a deadline for the application. Either indicate date (2) you want people to apply before or tick the 'Application without a deadline' box (1). If you specify a deadline date, your opportunity will stop being displayed in the list of available opportunities the day after this date. "Full" and "Closed" applications can still be seen in the pages of linked organisations after the deadline date.

(Application deadline – format dd/mm/yyyy)

5. Contact person name

If you wish, you can give the name of the person that potential volunteers can contact. This is not a mandatory field – you can leave it blank.

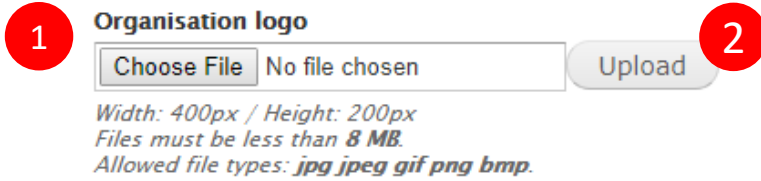
(non-mandatory field – max 30 characters)

6. Contact email address

Specify the email address that potential volunteers must use to contact the people coordinating this project.

(mandatory field – max 50 characters)

7. Organisation logo



1 **Organisation logo**

Choose File No file chosen **2** Upload

Width: 400px / Height: 200px
Files must be less than 8 MB.
Allowed file types: .jpg .jpeg .gif .png .bmp.

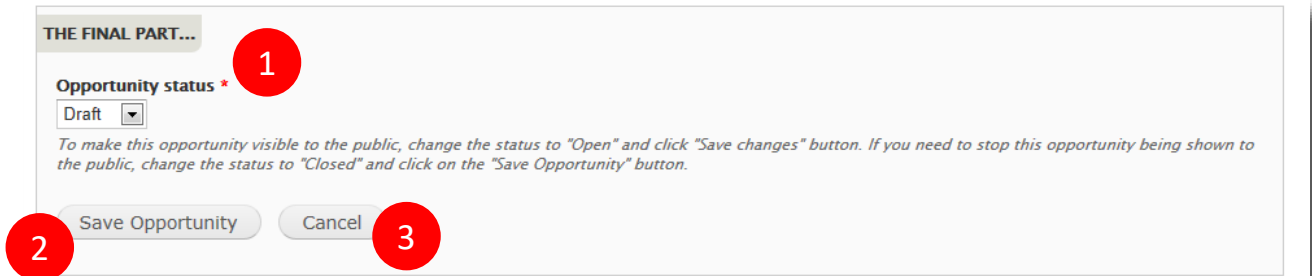
You should add the Logo picture of the organisation to your opportunity, which will be displayed at the top of the opportunity detail page.

1. **"Choose File"** – click on here to select the logo picture, then...
2. **"Upload"** – click this button to add the organisation's logo picture
(*non-mandatory field – picture size limited to 8mb – file formats are limited to: .jpg .jpeg .gif .png .bmp*)

If you do not add a Logo picture, a generic default picture will be added instead:



8. The Final Part...



THE FINAL PART...

Opportunity status * **1**

Draft

To make this opportunity visible to the public, change the status to "Open" and click "Save changes" button. If you need to stop this opportunity being shown to the public, change the status to "Closed" and click on the "Save Opportunity" button.

2 Save Opportunity **3** Cancel

In this final section you control when your opportunity is visible to the public.

1. Opportunity status

You can change the status of your opportunity to four different statuses:

Draft – this is the default status when you enter a new opportunity. It is not visible to the public when it has this status.

Open – after you have finished entering all of the relevant information and you are ready to start accepting applications or enquiries from potential participants, then change the status to "Open". It will remain visible until the day after the *Application Deadline Date*, or until you change the status back to Draft, or to Closed or Full.

Advertise an opportunity - Erasmus + Volunteering

How to advertise an opportunity

1. Log in to the system
2. Click on the ' Placement Administration and Support System (PAS)' ribbon and then click on the 'Manage opportunities' option (1)

System selection
Log out

Thank you for logging into European Solidarity Corps Placement Administration and Support System (PASS).
 This system is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.
[Download the PASS User Guide](#)

The following are the key steps to follow in the process:

Step 1

Search for participants, and make contact with them

Use the search screen to find potential participants for your placements.

Step 2

Contact individual participants and discuss the placement with them

For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the placement that is available.

Step 3

Send an offer to the participant and get them to accept or decline it

When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The offers expire 15 days after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for.

| NAME | ACTIONS |
|-------------------------|---|
| Test Organisation Alpha | <div style="display: flex; gap: 10px; align-items: center;"> <div style="display: flex; align-items: center;"> 1 2 Search and Contact </div> <div style="display: flex; align-items: center;"> 3 Send an offer </div> <div style="display: flex; align-items: center;"> Offers </div> <div style="display: flex; align-items: center;"> Certificates </div> <div style="display: flex; align-items: center;"> Manage opportunities Applications </div> <div style="display: flex; align-items: center;"> Contacts list </div> </div> |



3. Click on the 'Add opportunity' (1) button and the 'Creating an opportunity for: [your organisation]' page will be displayed.

Volunteering Opportunities Database: Organisations and opportunities manager

• FILTERS

Filter Reset

Test Organisation Alpha

PIC 900000001 OUDENAARDE, BELGIUM

1 ADD OPPORTUNITY EDIT ORGANISATION

| ID | OPPORTUNITY TITLE | TOWN/CITY | COUNTRY | APPLICATION DEADLINE | STATUS | ACTIONS |
|------|-------------------|-----------|---------|----------------------|--------|---|
| 6712 | Test placement | Brussels | Belgium | No deadline | closed | Edit Delete |

Welcome to the Volunteering Opportunities database in the European Youth Portal!

The above table shows the organisation(s) that you are currently authorised to administer within the European Youth Portals' Volunteering Opportunities database.

At present, only organisations which have been accredited for European Voluntary Service under the new Erasmus+ programme (since January 2014) are able to add opportunities to this system.

If you believe you should be allowed to administer the volunteering opportunities for another organisation, please have the responsible person for that organisation contact their EVS National Agency and request that either the "Contact Person" or "Legal Representative" email address is amended to be exactly the same as your ECAS email address.

If you represent an organisation which wants to advertise for volunteers for your EVS projects, [click here](#) for more information.

Please note that it can take up to 24 hours for amendments to EVS records to be transferred to the European Youth Portal.

We apologise for this inconvenience, but hope you appreciate that these measures are required to ensure the security of the system.

Help and Support: for step-by-step instructions on how to use the Volunteering Opportunities Database, as well as who to contact if you need additional help, please [click here](#).

4. Click on the 'Add opportunity' (1) button and the 'Creating an opportunity for: [your organisation]' page will be displayed

Section 1: Project type

1. On the top side of the page you will see the **'Tick this box if you want your volunteering opportunity to be also displayed on the European Solidarity Corps portal'** box (1). If ticked then the registered candidates in the European Solidarity Corps portal will have the possibility to apply to it (please note that in this case you will receive the notification via email (including the link to the his/her profile, opportunity name))
2. Select the funding programme 'Erasmus+ Volunteering'

Creating an opportunity for: Test Organisation Alpha

PROJECT TYPE

1 Tick this box if you want your volunteering opportunity to be **also** displayed on the European Solidarity Corps portal

This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system

2 **Funding programme ***

- Select the funding programme -



Creating an opportunity for: Test Organisation Alpha

PROJECT TYPE

Tick this box if you want your volunteering opportunity to be **also** displayed on the European Solidarity Corps portal

This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system

Funding programme *

Erasmus+ Volunteering



Section 2: Erasmus+ Volunteering opportunity details

1. Title

Give your opportunity a short title – something that is interesting!
(mandatory field – max 70 characters)

2. Description

This is where you can give a description of the project, its aims and objectives and the type of tasks the volunteers will be asked to carry out.

Do not use this field to talk about the skills or qualities you are looking for in the volunteers or to provide information about accommodation, training, procedures to apply, etc – there are other fields for this information.
(mandatory field – max 1,000 characters)

3. Opportunity topics

Choose up to three Topics which best describe the themes of your project. Potential volunteers will be able to search by these topics.

(mandatory to choose at least one topic)

OPPORTUNITY DETAILS

IMPORTANT – the information entered about this opportunity must be in accordance with the tasks, themes and responsibilities for which the opportunity partner organisations have received their European Voluntary Service accreditation.
Failure to do so may leave organisations liable to have their EVS accreditation reviewed or even removed.

Title: *

1

Content limited to 70 characters, remaining: **70**
Title of the opportunity or project (70 char. max.).

Description: *

2

Content limited to 1000 characters, remaining: **1000**
Brief details about the opportunity or project that are of interest to potential volunteers, for instance the purpose of the project, the anticipated tasks, daily routine, etc. This is not the place to give information about the different projects partners. In ENGLISH language (1000 char. max.).

Accommodation, food and transport arrangements:

Content limited to 600 characters, remaining: **600**
Brief details about the arrangements for accommodation, food and transport during the project. In ENGLISH language (600 char. max.).

Training during the opportunity:

Content limited to 600 characters, remaining: **600**
Brief details about the training that will be provided for the volunteer during the project. In ENGLISH language (600 char. max.).

Opportunity topics:

Topic 1 *

3

Select up to three topics that best describe the theme of this opportunity.

Section 3: Erasmus+ Volunteering opportunity address

OPPORTUNITY ADDRESS

This information will be used to pinpoint the location of the opportunity on the map, and will be displayed to the public. Please enter at least the town/city and the country where the opportunity will take place.

1 Organisation name

Content limited to 200 characters, remaining: **200**

The address organisation name (200 char. max).

2 Street and house number

Content limited to 200 characters, remaining: **200**

Street location of the opportunity (200 char. max).

3 Town/city *

Content limited to 160 characters, remaining: **160**

Town / city of where the opportunity will take place (160 char. max).

4 Postal code

Content limited to 128 characters, remaining: **128**

Postal code of the location of the opportunity (128 char. max).

5 Country *

Country where the opportunity will take place.

1. Organisation name (1)

In this field you can specify the name of the organisation
(non-mandatory field – maxim 200 characters)

2. Street and house number (2)

In this field you can specify the street name and the house number.
(non-mandatory field – maxim 200 characters)

3. Town/city (3)

Specify the town / city of where the opportunity will take place.
(mandatory field – maxim 160 characters)

4. Postal code (4)

In this field you can specify the street name and the house number.
(non-mandatory field – maxim 128 characters)

5. Country (5)

Specify the country where the placement will take place.

(mandatory field – maxim 160 characters)

Section 4: Erasmus+ Volunteering opportunity dates

OPPORTUNITY DATES

Precise dates: Start: End:

Flexible dates: Number of weeks:

Between... Start: and End:

dates that this opportunity will take place. Either precise dates, or a more flexible number of weeks between two months.

You have a choice whether to enter Precise dates or Flexible dates, depending on the nature of your project. Potential volunteers will be able to search for projects based on these dates.

It is not mandatory to add these dates . If you do not enter dates, then your opportunity will be listed below opportunities that do have dates.

1. Precise dates

Use this field if you know the dates that your project is going to start and finish.

(format: dd/mm/yyyy – the end date must be later than the start date)

2. Flexible dates

Use this field if you are not sure when the project will start, or if there is some flexibility on when volunteers could start and end.

Specify the number of weeks that the project will last, and indicate the earliest month/year it could start plus the latest month/year that it could finish, eg, "10 weeks between January 2019 and April 2019".

(the number of weeks must not exceed the total number of full weeks available between the 1st day of the Start month and the 30th/31st of the End month).

Section 4: Volunteer details

VOLUNTEER DETAILS

Number of volunteers: *

How many volunteers you want to find?

Volunteer profile: *

600 characters remaining.
Information about the kind of volunteers you are looking for, including any special skills or interests they should have. In ENGLISH language (600 char. max.).

Countries volunteers will be recruited from

1. Number of volunteers

Indicate the number of young people you want to recruit as volunteers.
(mandatory field – numbers only)

2. Volunteer profile

Use this field to give details of the skills and qualities that you are looking for in volunteers for this project.
(mandatory field – max 600 characters)

3. Countries volunteers will be recruited from

Potential volunteers can search for projects based on the country they are from. Use this field to choose up to 20 countries that the project will accept volunteers from. You also have the choice to choose "Any country" – if you do so, then your project will appear in the list of opportunities regardless of whatever country the user specifies in the search.
(mandatory field – must choose at least one country from the list, or 'Any country')

Section 5: Application details

APPLICATION DETAILS

1 Application requires a CV.
This opportunity requires a CV from the applicant.

2 Application requires a Motivation Statement.
This opportunity requires a Motivation Statement from the applicant.

Either tick "Application with no deadline" or enter a date into the "Application Deadline" box.

3 Application without a deadline.
This opportunity application will have no deadline.

Application Deadline:

Closing date for young people to apply for this opportunity. The opportunity will be removed from the list of available opportunities at 23:59 on this date. Contact information (email, contact name and telephone) will also be removed from public view at this time.

How to apply: *

Content limited to 300 characters, remaining: **300**
Instruction on how to apply the opportunity. For example: "Send us an email with your CV and a covering letter." or "Send us an email and we will send you an application form". In ENGLISH language (300 char. max.).

Contact person name:

Content limited to 30 characters, remaining: **30**
A person who can be contacted for more information about this opportunity (30 char. max.).

Contact email address: *

Content limited to 50 characters, remaining: **50**
The email address that young people will use to contact you about this opportunity (50 char. max.).

Contact telephone number:

Content limited to 30 characters, remaining: **30**
A telephone number for young people to use if they have any questions. Please include international dialling code, for example +32 1234 567 890 (30 char. max.).

- 1. Application requires a CV (1):** if you want the volunteer to have a CV uploaded to his/her profile when applying for this opportunity. This is used for European Solidarity Corps registered candidates.
- 2. Application requires a Motivation Statement (2):** if you want the volunteer to write a short motivation statement when applying for this opportunity. This is used for European Solidarity Corps registered candidates
- 3. and 4. 'Application with no deadline' or 'Application with a deadline' (3 & 4)**
 You should indicate if there is or not a deadline for the application. Either indicate date (2) you want people to apply before or tick the 'Application without a deadline' box (1). If you specify a deadline date, your opportunity will stop being displayed in the list of available opportunities the day after this date. "Full" and "Closed" applications can still be seen in the pages of linked organisations after the deadline date.
(Application deadline – format dd/mm/yyyy)

5. Contact person name (5)

If you wish, you can give the name of the person that potential volunteers can contact. This is not a mandatory field – you can leave it blank.

(non-mandatory field – max 30 characters)

6. Contact email address (6)

Specify the email address that potential volunteers must use to contact the people coordinating this project.

(mandatory field – max 50 characters)

7. Contact telephone number (7)

If you wish, you can give a telephone number for potential volunteers to contact the coordinators of this project. This is not a mandatory field – it can be blank.

(non-mandatory field – max 30 characters)

Section 6: Partners

PARTNERS

Note – you must add your organisation as one of the Receiving, Coordinating or Sending organisations related to this opportunity. You will not be able to save this without doing so.

HOSTING ORGANISATION

Which organisation(s) will be hosting volunteers? Note: this information will be used to show the location of this volunteering opportunity.

Choose an organisation...

COORDINATING ORGANISATION

Which organisation will be coordinating this opportunity?

Choose an organisation...

SENDING ORGANISATION(S)

Which organisation(s) will be sending young people for this opportunity?

Add an organisation...

We want to show potential volunteers the different partner organisations that are involved with projects. This section allows you to specify which partner organisations are linked to the different roles in your Erasmus+ Volunteering opportunity, e.g., the Hosting, Coordinating and Sending partners.

You might not yet know which organisations are going to be the partners in your project, so it is okay to leave these blank. However, **YOU MUST add your own organisation** as one of the Hosting, Coordinating or Sending organisations – you will not be able to save this project without doing so.

For each role, you have two choices:

- Choose an organisation which is already accredited for Erasmus+ Volunteering. When you choose the country they are from, a list of all of the Erasmus+ Volunteering accredited organisations for that country will appear in the dropdown box. When a potential volunteer clicks on this organisation in the opportunity details page in the EYP, they will be taken to the organisation's details page .
- Or, add basic details for an organisation which is not yet accredited for Erasmus+ Volunteering. When a user clicks on one of these organisations, they will be taken directly to the organisation's website.

You can add only one Hosting organisation and only one Coordinating organisation, but you can add up to 20 different Sending organisations. An organisation cannot be chosen as both a Hosting and a Sending organisation at the same time.

The following applies when adding Hosting, Coordinating and Sending organisations. Hosting is being used as the example for all three.

HOSTING ORGANISATION

Which organisation(s) will be hosting volunteers? Note: this information will be used to show the location of this volunteering opportunity.

EVS accredited organisation:
 Organisation not yet EVS accredited:

Country of organisation:
 Iceland

Organisation name:
 AIESEC
 AIESEC
 Asgarður - workshops for disabled people
 Farflugar ses
 Farflugar ses - Hostelling International Iceland
 Hraunbúar Scout group
 Klúbburinn Geysir - centre for mentally ill people
 Red Cross
 Reykjavik branch of the Red Cross
 SEEDS Iceland
 Test Organisation Charlie
 The Salvation Army Reykjanesbær
 Waldorf Kindergarten
 Youth Centre of Akureyri
 Choose an organisation...

HOSTING ORGANISATION

Which organisation(s) will be hosting volunteers? Note: this information will be used to show the location of this volunteering opportunity.

EVS accredited organisation:
 Organisation not yet EVS accredited:

Organisation name *

Country of organisation: *
 - Select a Country -

Town / city: *

Region:

Organisation website: *

Add this organisation

When you click on "Choose an organisation...", you will see the first screen shown above.

- 1) **Choose either: *EVS accredited organisation* or *Organisation not yet EVS accredited***
 If the identified partner organisation is accredited for EVS (either through the Youth in Action programme or Erasmus+ programme) then choose the first option.
 If the organisation is not yet EVS accredited, choose the second option.
- 2) **EVS accredited organisation: Country of organisation**
 Select the country of the organisation. This will cause the next field, *Organisation name*, to be populated with accredited EVS organisations from that country. If the country has no EVS accredited organisations, the *Organisation name* box will be empty.
- 3) **EVS accredited organisation: Organisation name**
 Choose the partner organisation from the list of accredited EVS organisations.
- 4) **Add this organisation** – click here to link the organisation to your project.
- 5) **Not yet EVS accredited: Organisation name**
 Enter the name of the partner organisation
(mandatory field if adding a non-EVS organisation – maximum 100 characters)
- 6) **Not yet EVS accredited: Country of organisation**
 Select the country that the organisation is located in.
(mandatory field if adding a non-EVS organisation)
- 7) **Not yet EVS accredited: Town/city**
 Type in the Town/city where the organisation is based.
(mandatory field if adding a non-EVS organisation – maximum 50 characters)
- 8) **Not yet EVS accredited: Region**
 If relevant, specify the region where the organisation is located.
(non-mandatory field if adding a non-EVS organisation – maximum 50 characters)
- 9) **Not yet EVS accredited: Organisation website**
 Enter the organisation's website – it must have *http://* or *https://* at the front of the url
(mandatory field if adding a non-EVS organisation)
- 10) **Not yet EVS accredited: Add this organisation**
 Click this button to confirm the link between the organisation with the project

Additional information:

Location of the opportunity

The *Town/city* and the *Country* of the linked Hosting organisation are used automatically as the location of the opportunity. If no Hosting organisation is entered, then the opportunity will be displayed without a location, and it will not appear in search results based on the location of the opportunity.

Changing / amending Partners

If you want to change the partner organisations, you must *[remove]* the old organisation before adding a new one (see screenshot below).


At present, if you want to amend the details for a non-EVS accredited organisation, you must first *[remove]* it and then enter the details again – sorry! (We will change this in the future!)

PARTNERS

Note – you must add your organisation as one of the Receiving, Coordinating or Sending organisations related to this opportunity. You will not be able to save this without doing so.


HOSTING ORGANISATION

Which organisation(s) will be hosting volunteers? Note: this information will be used to show the location of this volunteering opportunity.

Test Organisation Alpha :  [remove]





COORDINATING ORGANISATION

Which organisation will be coordinating this opportunity?

Test Organisation Bravo :  [remove]

SENDING ORGANISATION(S)

Which organisation(s) will be sending young people for this opportunity?

Test Organisation Charlie :  [remove]
 Test Organisation Delta :  [remove]
 Test Organisation Echo :  [remove]
 Test Organisation Foxtrot :  [remove]

[Add an organisation...](#)

Section 6: Participants with fewer opportunities

PARTICIPANTS WITH FEWER OPPORTUNITIES

What infrastructure and/or resource will be available at this opportunity in order to accommodate and support volunteers facing barriers to participation?

1 A physical environment suitable for young people with physical, sensory or other disabilities (such as wheelchair access and similar).

Additional mentoring or other support suitable for young people with obstacles, educational difficulties, cultural differences or similar.

2 Other provision: Please describe, briefly and in English, other aspects of your experience, infrastructure, and resources available for this opportunity to accommodate and support volunteers facing barriers to participation.

300 characters remaining.

The involvement of young people with fewer opportunities is one of the key themes of the Erasmus+ programme. Use this section to describe what facilities and resources this project will make available for young people in this situation.

1. The **Physical environment** and **Additional mentoring or other support** tick-boxes

If relevant, tick either or both of these boxes to show that your opportunity is able to provide these types of assistance.

(non-mandatory)

2. **Other provision**

Tick this box if your opportunity is able to provide other resources to assist young people with fewer opportunities, and enter the details of what it can offer into the pop-up text box.

(non-mandatory – maximum 300 characters)

Section 7: Additional information

ADDITIONAL INFORMATION

Any extra information

600 characters remaining.
Any additional information that might help potential volunteers decide to apply for this opportunity. In ENGLISH language (600 char. max.).

[Show row weights](#)

RELATED WEBSITES

| Title | URL |
|-------|-----|
| + | |

The link title is limited to 128 characters maximum.

[Add another item](#)

Section 8: Organisation logo

Organisation logo

Choose File No file chosen Upload

*Width: 400px / Height: 200px
Files must be less than 8 MB.
Allowed file types: **jpg jpeg gif png bmp**.*

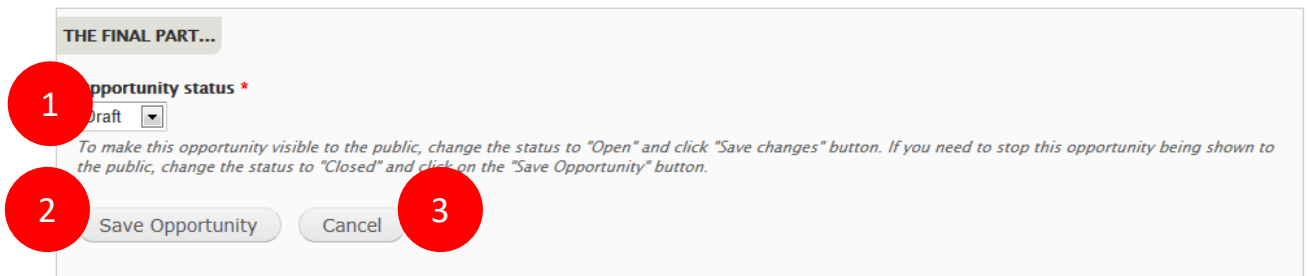
You should add the Logo picture of the organisation to your opportunity, which will be displayed at the top of the opportunity detail page.

1. **"Choose File"** – click on here to select the logo picture, then...
2. **"Upload"** – click this button to add the organisation's logo picture
(non-mandatory field – picture size limited to 8mb – file formats are limited to: .jpg .jpeg .gif .png .bmp)

If you do not add a Logo picture, a generic default picture will be added instead:



Section 9: The Final Part...



THE FINAL PART...

1 Opportunity status *

Draft ▼

To make this opportunity visible to the public, change the status to "Open" and click "Save changes" button. If you need to stop this opportunity being shown to the public, change the status to "Closed" and click on the "Save Opportunity" button.

2 Save Opportunity

3 Cancel

In this final section you control when your opportunity is visible to the public.

1. Opportunity status

You can change the status of your opportunity to four different statuses:

Draft – this is the default status when you enter a new opportunity. It is not visible to the public when it has this status.

Open – after you have finished entering all of the relevant information and you are ready to start accepting applications or enquiries from potential volunteers, then change the status to "Open". It will remain visible until the day after the *Application Deadline Date*, or until you change the status back to Draft, or to Closed or Full.

Closed – if you wish to stop the opportunity from being visible to the public, you can set the status to closed. It will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.

Full – if the opportunity has received enough applications from volunteers, you can set the status to full. Again, it will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.

It is possible to go from Closed or Full back to Draft or Open, in case you need to re-open an opportunity to find additional volunteers, perhaps at the last minute.

2. Save Opportunity

Click here to save the details of the opportunity. If there is any information missing, you will receive warnings and the relevant fields will be outlined in red.

You can Save and re-edit an opportunity as often as you need.

3. Cancel

Press this button to return to the Organisation and opportunities manager page – you will lose all information entered into the form.

You can now view your opportunity in the Search for opportunities page in the European Youth Portal: https://europa.eu/youth/volunteering/project_en

16 Edit your organisation contact details

1

| Test Organisation Alpha | | | | | | |
|-----------------------------------|-------------------|-----------|-----------------|----------------------|-------------------|---|
| PIC 900000001 OUDENAARDE, BELGIUM | | | | | | |
| | | | ADD OPPORTUNITY | | EDIT ORGANISATION | |
| ID | OPPORTUNITY TITLE | TOWN/CITY | COUNTRY | APPLICATION DEADLINE | STATUS | ACTIONS |
| 6712 | Test placement | Brussels | Belgium | No deadline | closed | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Almost all of the data that is visible to the public through the European Youth Portal about your organisation is maintained by your Erasmus+ National Agency. Only the public contact *email address* is able to be changed by you through the Volunteering Database – to change anything else, you need to contact your Erasmus+ National Agency and ask them to make the amendments. It can take up to 24 hours for changes made by the NA to be transferred to the EYP.

When you click on the "Edit Organisation" button

Editing Organisation details: Test Organisation Alpha

"Do not disturb"

If your organisation does not want to be contacted by young people, please tick the box below. This will hide your organisation's contact details from public view (email address, telephone numbers, fax number and postal address), and display a notice beside your organisation plus text saying "This organisation is not recruiting any volunteers just now."



Email address:

The email address that is displayed to the public.

Hide organisation contact details and display "Do not disturb" notice.

Organisation Logo

Choose File No file chosen

Upload

Files must be less than 2 MB.
Allowed file types: jpg jpeg gif png bmp.

Save

Cancel

1. Hide contact details from visitors

To help your organisation receive fewer emails from young people, especially if there are no projects on offer, you can tick this box to remove the following fields from public view for your organisation (your organisation's website address will always be displayed):

- Contact email address
- Telephone number
- Street, town/city, postal code

We would encourage your organisation to have a visible email address. You can always change the status of an opportunity to indicate that it is "Full" or "Closed" and that you are no longer wanting to receive applications (see "Edit an opportunity" section).

2. Email address

Enter the email address that you want the public to use to contact your organisation. It is not mandatory to publish an email address. This will be hidden if you tick the box in (1).

3. Organisation logo

You have the option to upload a small graphic to act as the logo for your organisation. This will be displayed at the top of your organisation's detail page in the VoD.

You must press the "Save" button for any changes to take effect.

17 Further help, support and feedback

Tell us how to improve PASS!

As mentioned previously, it is planned that this Placement Administration and Support System will be continuously improved, with enhancements and new features being released every few weeks.

This User Guide will be regularly updated to reflect the changes to the system – download the latest version from <http://europa.eu/youth/solidarity/technical-support-public>

And please tell us what you think about the tool – we would like to hear your views on how it could be improved. The most simple way to do this is to send an email to eu-solidarity-corps@ec.europa.eu

If you have problems using the tool, please also send an email to this mailbox, and we will do our best to help resolve things.

