

IT platform development in 2018

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Budapest, 24. September 2018.

Topics

1. Platform development
2. System requirements
3. Structure of SALTO E&T IT platform
4. User levels
5. Users in the platform
6. Login, logout
7. Messages
8. New event
9. Search function
10. Access to content
11. New features in 2018

1. Platform development

- 2018 { • Phase 1: TCA planning
- 2019 { • Phase 2: TCA announcement for partner search and expression of interest by other NAs.
- 2019 { • Phase 3: TCA announcement to public, invitation of organizations or individuals.
- 2020 { • Phase 4: Selection of applicants.
- 2020 { • Phase 5: Realization of the TCA event.
- 2020 { • Phase 6: Evaluation of the TCA and event follow up with participants.
- 2020 { • Phase 7: Statistics to NA directors; to EC.

2. System requirements

Which device shall I use?

- Computer, laptop, tablet are recommended



Which browser is supported?

- Newest version of Google Chrome



Can I use any operation system?

- By using Google Chrome, all operation systems are compatible with the IT platform

3. Structure of SALTO E&T IT platform



The top banner features a collage of images: on the left, a group of diverse people in a meeting; in the center, the Erasmus+ logo; and on the right, the SALTO Education and Training logo, which consists of a stylized atom-like graphic with blue, purple, orange, and green circles, followed by the text "SALTO Education and Training".

[About us](#) [TCAs in Education & Training](#) [Governance](#) [Library](#)

Welcome!

Welcome on the website of the SALTO Education & Training TCA Resource Centre.

The aim of this webpage is to support the planning, realization and the follow up of transnational cooperation activities (TCAs) between the Erasmus+ National Agencies.

The site is designed to serve two main user groups:

- **Applicants/beneficiaries:** visitors interested in participating in TCA events
- **Erasmus+ National Agency staff, primarily TCA officers:** responsible for initiating the TCAs, organizing events and/or sending participants on behalf of their National Agency

For applicants the webpage provides [general information on TCAs](#); you may search the [list of available events](#), read about [who can apply to what](#) and [how](#)?

For TCA officers a restricted area is provided - accessible from September 2018 only for NA staff – where they get help to plan and promote their TCAs and to coordinate the related processes between each other.

News

The annual TCA Officers' Meeting was conducted on 29-30 May 2018 in Budapest with the participation of 56 representatives from Erasmus+ National Agencies from 34 European countries. In different interactive sessions, participants discussed the project cycle of TCAs from the aspects of planning and promotion; selection and realization; follow up and dissemination. TCA officers shared best practices with each other and listened to a presentation about learning outcomes. The audience could benefit from the key messages delivered by the representative of SALTO Youth Training and Cooperation Resource Centre. Planning of TCAs for 2019 was also on the Agenda as well as the introduction of the IT Platform and its functionalities.

We are pleased to share with you the agenda of the annual TCA Officers' Meeting held in Budapest between 29-30 May, 2018.
[TCA Officers_meetingAGENDA_draft.pdf](#)

Login to MyRC

Username/Email:

Password:

☐ Remember me

[Login](#) [Register now](#) [Forgot password](#)

CALENDAR

 [»](#)

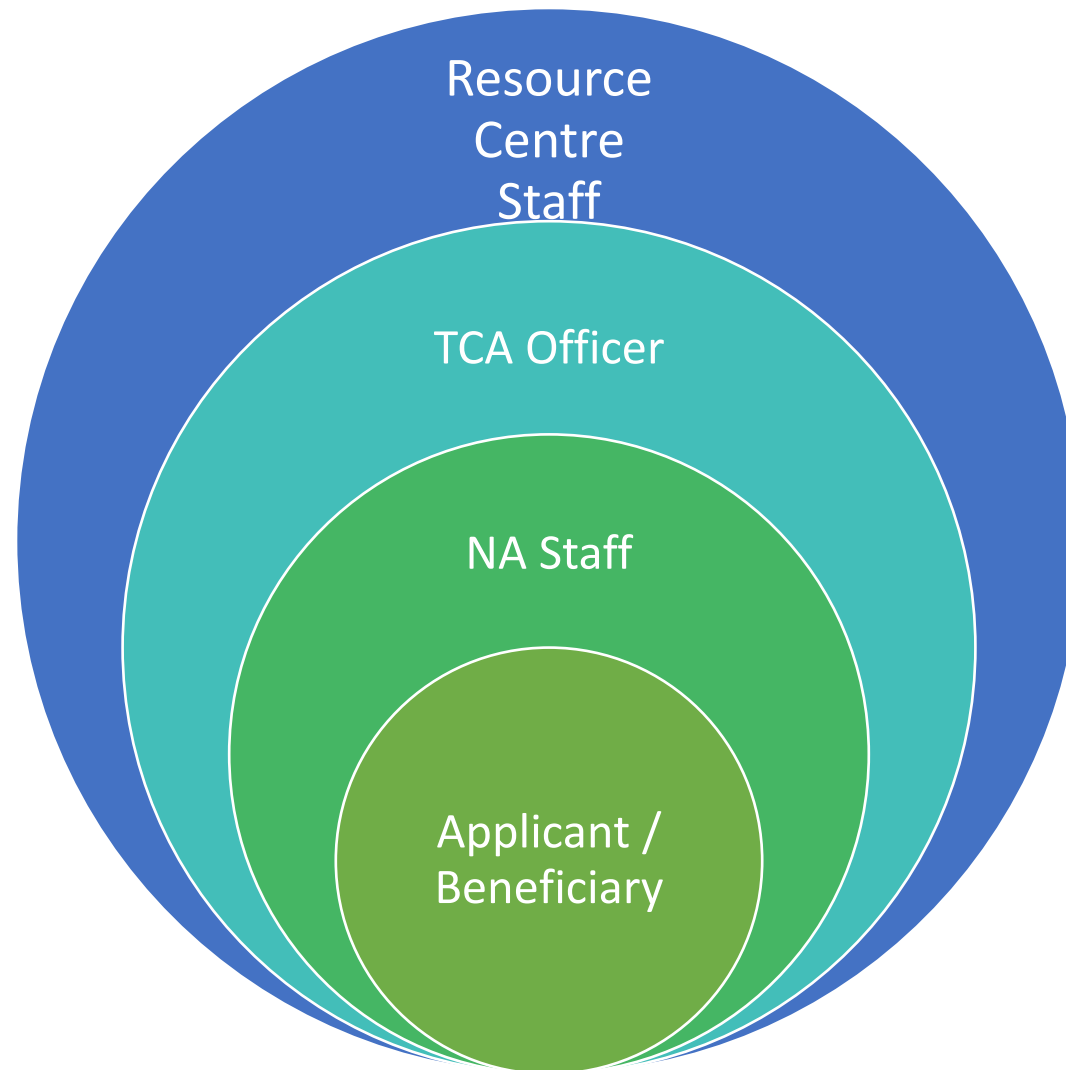
PRIORITY THEMES

 [»](#)

TOOLS FOR TCA OFFICERS

 [»](#)

4. User levels



5. Users in the platform

About us

TCA in Education & Training

Governance

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Admin

+ Add user

Username*

Email*

Sex*

Unknown

Title

First name*

Last name*

Date of birth

mm/dd/yyyy

Group*

AT01
AT02
BE01
BE02
BE03

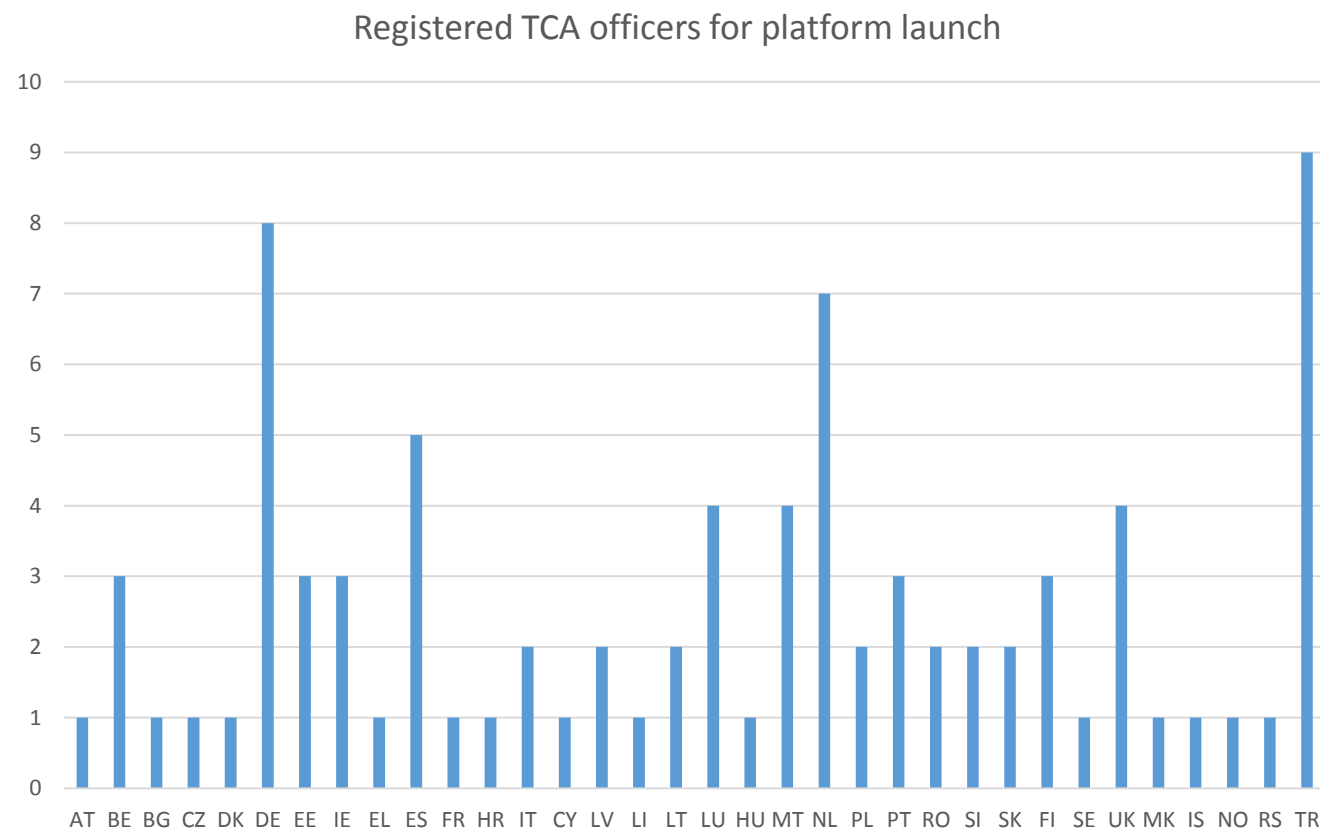
Authority*

TCA officer
NA staff

* Please fill in the required fields.

Submit

5. Users in the platform



New TCA officers:

DK: +3

EE: +1

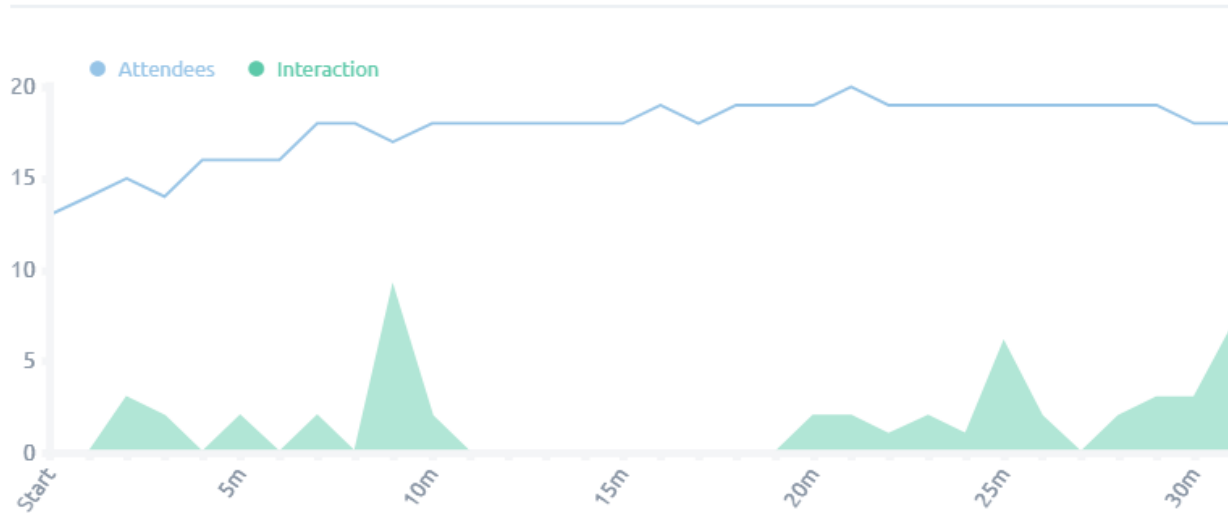
HR: +5

LU: +3

RS: +2

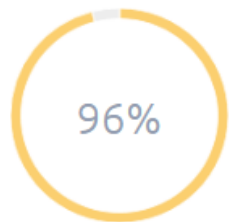
5. Users in the platform (webinar attendance)

Your webinar was 31 minutes long with a peak of 20 attendees at the 21 minutes mark



Countries represented: 24 (70 %)

NAs represented: 25 (62,5 %)



ATTENDANCE
CONVERSION

21	TOTAL REGISTRANTS
20	TOTAL ATTENDEES
13	COMPLETED WEBINAR

6. Login, logout

Login to MyRC

Username/Email:


Password:

☐ Remember me

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Viktoria Test
TCA officer
HU01

[New event](#)
[Messages](#)
[Profile](#)
[Logout](#)



7. Messages


Viktoria Test
TCA officer
HU01

New event

Messages

Profile




Logout



5 unread message(s)

From	Time	Title	Status	Priority
system - MK01 applied for partner to TesztHU7 event. Application has been accepted by Anett Almassy on 2018-09-06 16:18:54.	2018-09-06 16:17:26	New partner application	Read	Normal
system -	2018-09-06 16:22:57	New partner application	Unread	Normal
system -	2018-09-07 09:49:29	New partner application	Unread	Normal
system -	2018-09-07 11:16:17	New partner application	Unread	Important
system -	2018-09-12 12:40:28	New partner application	Unread	Normal

8. New event



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In different interactive sessions, participants discussed the project cycle of TCAs from the aspects of planning

Webinar TCA
Officer
TCA officer
HU01

[New event](#)[Messages](#)[Profile](#)[Logout](#)

Login successful

8.1 Internal planning

Internal planning

Who can **view** this TCA?

- ✓ Host and Coordinating NA and/or
- ✓ TCA partnership
members

Who can **edit** this TCA?

- ✓ Only the host NA

What **actions** can be done?

- ✓ Online event planning

8.2 Partners welcome

Internal planning



Partners welcome

Who can **view** this TCA?

✓ All NAs

Who can **edit** this TCA?

✓ Only the host NA

What **actions** can be done?

✓ NAs can apply as partners

8.3 Closed partnership statuses

Internal planning

Partners welcome

Who can **view** these TCAs?

✓ From Finalized partnership to Approved by EC: all NAs

Who can **edit** these TCAs?

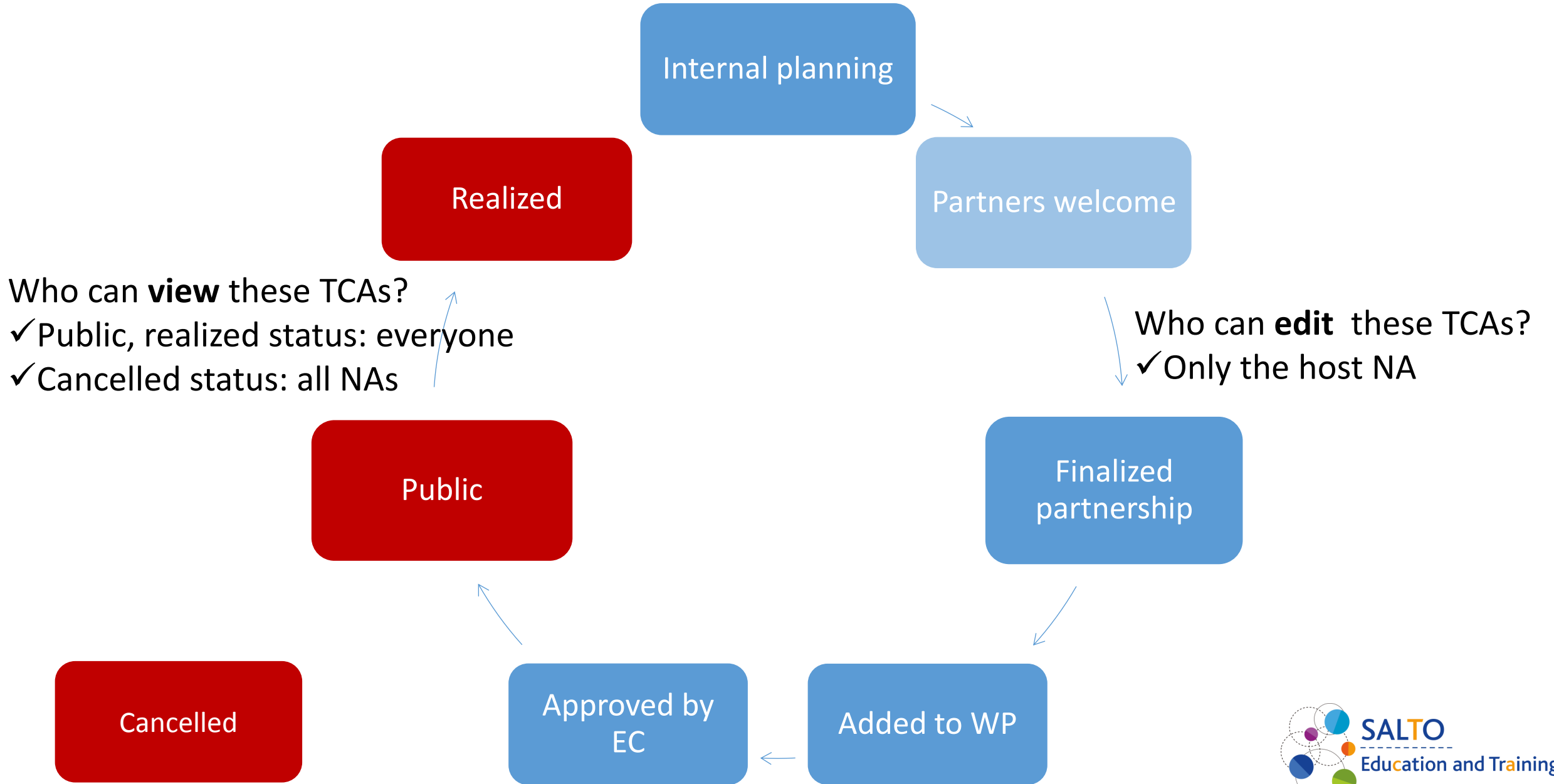
✓ Only the host NA

Finalized
partnership

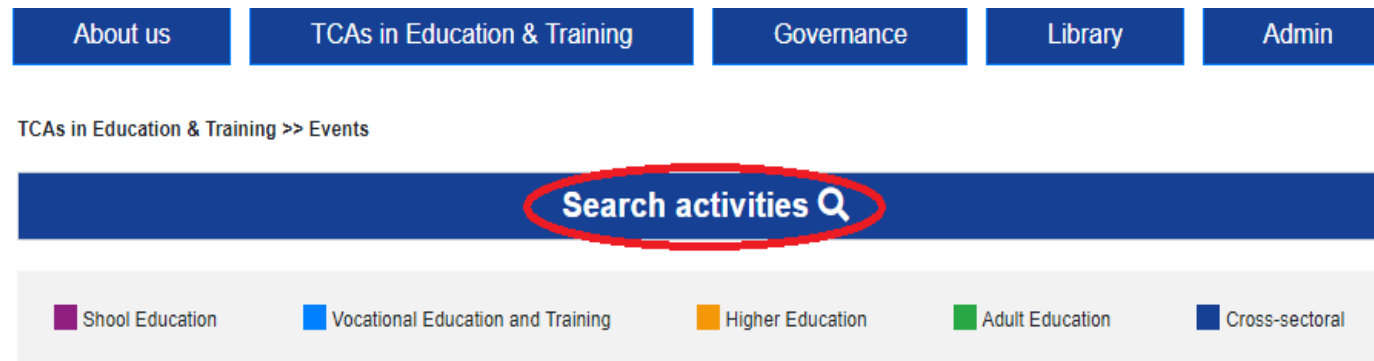
Approved by
EC

Added to WP

8.4 Public, realized and cancelled statuses



9. Search function



10. Access to content

About us	TCAs in Education & Training	Governance	Library	Admin
The Resource Centre	What are TCAs?	European Commission & Erasmus+	Documentary <ul style="list-style-type: none">Platform relatedMeeting notesNewcomers package	Users
Colleagues	Who are TCAs for?	NA directors (Priority themes)	Promotional materials <ul style="list-style-type: none">FlyerInfographicTCA templates	
Contact us	How can I apply?	TCA officers <ul style="list-style-type: none">Contact list	News <ul style="list-style-type: none">Monthly updatePlatform newsTCA RC event news	
	Events	TCA E&T Working Group <ul style="list-style-type: none">Contact, short bio?	Outcomes of realized TCAs	
	Calendar	TCA E&T Advisory Group		

10. Access to content

TCA info for applicants

Priority:* Choose... ▼	Working language:* Choose...	Event venue:* Choose... ▼ , Choose... ▼
Hosting NA*: Choose...		
Coordinating NA*: Choose...		
Sector:* <input type="text"/>	Type of event*: Choose...	Total Number of participants: <input type="text"/>
Travel cost paid by hosting NA: <input checked="" type="radio"/> No <input type="radio"/> Yes	Event fee: ? €	Partners: <input type="text"/>
Event fee explanation:		
Start date:* mm/dd/yyyy	End date:* mm/dd/yyyy	Interval: <input checked="" type="radio"/> No <input type="radio"/> Yes
Contact's name:	Contact's email:	Contact's phone:
Deadline of application: mm/dd/yyyy	Deadline of confirmation: mm/dd/yyyy	Deadline of details: mm/dd/yyyy
Event's page:		
Profile of participants:		
Is NA staff welcome? <input checked="" type="radio"/> No <input type="radio"/> Yes		
If yes, what are the roles and rules of NA staff participation?		
Number of participants per country:		
Any ▼ -		

11. New features in 2018

- Library
 - [Documentary](#)
 - Promo materials
 - News
- Send participants
- Internal messaging
- NA staff user rights
- Event export

Thank you for your
attention!

tca-rc@tpf.hu