Before the webinar, **please do a system check** at https://event.demio.com/system, especially Audio output and Browser check.

This will help you to test if your current settings allow you to listen to the webinar or you need to modify something. If you skip this, you might get only pictures without sound.

For the optimal use of the sotware, **you might need to download a Plugin**.

In case you encounter any problem, please contact your local IT department at first.

SALTO E&T
TCA Resource Centre

IT platform – Online application

Anett Almássy

Webinar

29 April & 7 May 2019

Topics

1. Modification in booking places

2. Online application process

3. Criteria of online application

4. Registration and application

5. Managing applications by *sending NA*

6. Managing applications by *host NA*

7. Separate contact list of applicants

8. Q & A

MAIN INFORMATION

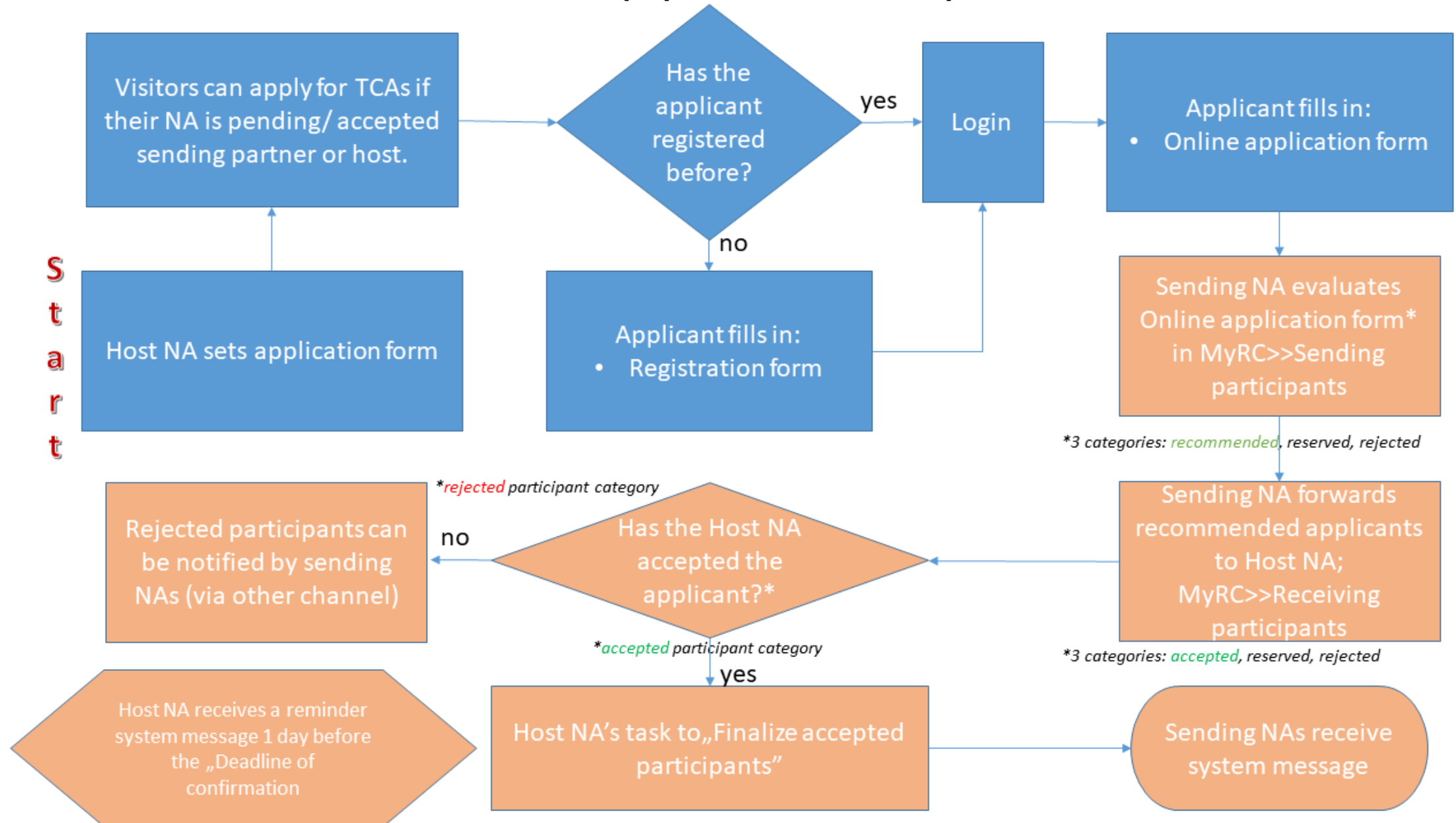|	
Event:*	Enhancing capability of teachers and schools in planning and implementing their projects in order to have positive effect on ea ▾
	Link to event
National Agency:*	DE03 - Nationale Agentur für EU-Programme im Schulbereich im Pädagogischen Austauschdienst der Kultusministerkonferenz ▾
Deadline of booking places	2019-04-29

ORGANIZING PARTNER APPLICATION

Apply as organizing partner?
ⓘ
○ Yes ○ No ⟹ Organizing partner request from other NA

Accepted as organizing partner?ⓘ
○ Yes ○ No ⟹ Place of decision making for Host NA

SENDING PARTNER APPLICATION

Apply as sending partner?ⓘ
Booked places:
3 ⟹ Sending partner request from other NA

Accepted places:ⓘ
[   ] ⟹ Place of decision making for Host NA   Can be done anytime!

Submit

2. Online application process

Start

Visitors can apply for TCAs if their NA is pending/ accepted sending partner or host.

Host NA sets application form

Has the applicant registered before?

yes → Login → Applicant fills in:
- Online application form

no → Applicant fills in:
- Registration form

Sending NA evaluates Online application form* in MyRC>>Sending participants

*3 categories: recommended, reserved, rejected

Sending NA forwards recommended applicants to Host NA; MyRC>>Receiving participants

*3 categories: accepted, reserved, rejected

*rejected participant category

Rejected participants can be notified by sending NAs (via other channel)

no ← Has the Host NA accepted the applicant?*

*accepted participant category

yes ↓

Host NA receives a reminder system message 1 day before the „Deadline of confirmation

Host NA's task to „Finalize accepted participants"

Sending NAs receive system message

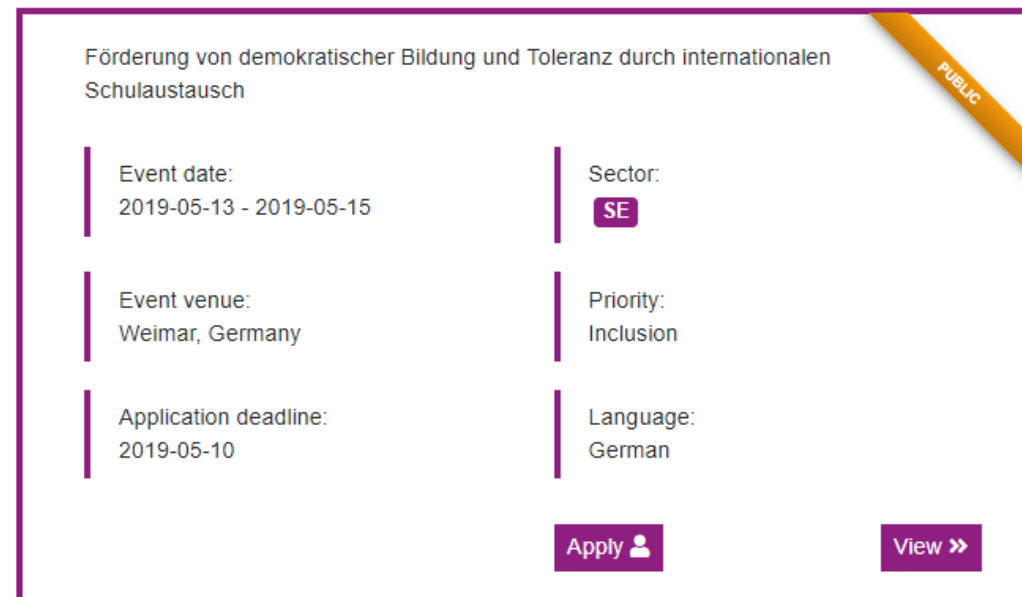# 3. Criteria of online application

- Event status: Public

- Created and set application form by Host NA

- Application deadline: future date

The „apply" function appears to visitors if:

- Above criteria is valid *plus*

- Visitors background (country, sectors) matches a sending National Agency that has pending/accepted booked places for the event

Förderung von demokratischer Bildung und Toleranz durch internationalen Schulaustausch

Event date:
2019-05-13 - 2019-05-15

Event venue:
Weimar, Germany

Application deadline:
2019-05-10

Sector:
SE

Priority:
Inclusion

Language:
German

Apply

View

3. Criteria of online application (2)

- Created and set application form by Host NA

1. step

+ New form

National Agency*   HU01 - Tempus Public Foundation   your National Agency

Form name*   Type here to name your form

Please give a short summary of your professional background, interests and present role in your organization.*

⬅ **Standard questions, can't be edited**

What professional benefits do you hope to obtain from participating in this activity at personal level?*

⬅ **Standard questions, can't be edited**

What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels?*

⬅ **Standard questions, can't be edited**

You may give an additional question (No. 1).

Type here if you wish to include additional questions

You may give an additional question (No. 2).

Type here if you wish to include additional questions

You may give an additional question (No. 3).

Type here if you wish to include additional questions

You may give an additional question (No. 4).

Type here if you wish to include additional questions

You may give an additional question (No. 5).

Type here if you wish to include additional questions

Submit

3. Criteria of online application (4)

- Created and set application form by Host NA:
  - ➢ Forms can be *edited*, if it <u>hasn't been set </u>to the event yet
  - ➢ Forms can only be *viewed* once its <u>set</u> to an event

MyRC >> **My Forms**

+ New form

Form name	You may give an additional question (No. 1).	You may give an additional question (No. 2).	You may give an additional question (No. 3).	Edit	Delete	Duplicate
Ez a bemutató űrlap	Első kérdés	Második	És nincs több	👁 View		🗐 Duplicate
Social Inclusion - equal opportunities	Why do you..?	How..?		✎ Edit	🗑 Delete	🗐 Duplicate

4. **Registration** and application

Login to MyRC

Username/Email:*

Password:*

☐ Remember me

Login | Register now | Forgot password

APPLICANT DETAILS

Username*	anett.test.test
First name*	anettt
Last name*	test
Email*	anett.virag.test@gmail.com
Contact number	
Sex*	Unknown ▾
Country of residence	None ▾

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4. **Registration** and application (2)

Event*	Test -Towards Collaborative Practice 2018 - Forum on the environmental dimension of social entrepreneurship ▾

Sending National Agency*	Tempus Public Foundation ▾

Please give a short summary of your professional background, interests and present role in your organization.*

Applicant types here

What professional benefits do you hope to obtain from participating in this activity at personal level?*

Applicant type here

What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels? *
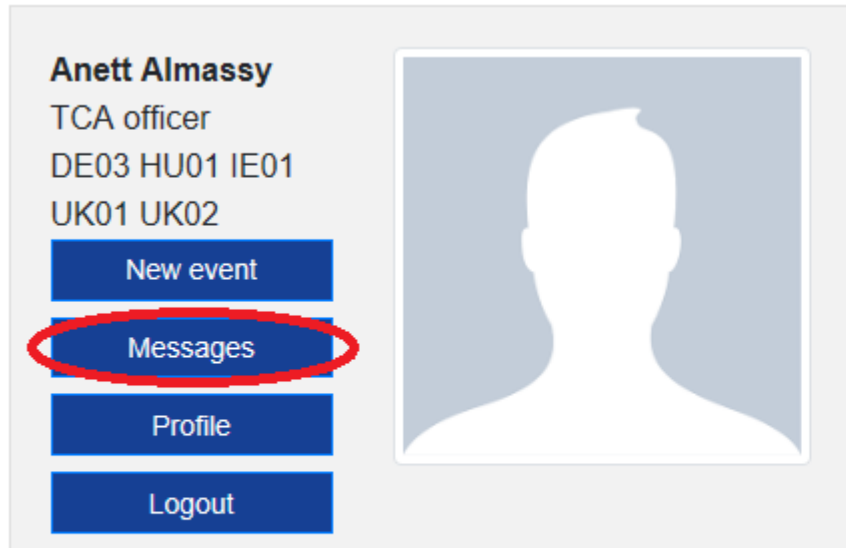
Applicant types here

What outcomes do you expect?*

Applicant types here

What are your short therm plans after the TCA?*

Applicant types here

Save   Apply

5. Managing applications by *sending NA*

Anett Almassy
TCA officer
DE03 HU01 IE01
UK01 UK02

New event

Messages

Profile

Logout

system -   2019-04-26 13:36:06   New received application   Read   Normal
Your NA has received a new application to Prison Education in Adult Education event.

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5. Managing applications by *sending NA* (2)

MyRC >> Sending participants

Event	↑↓	Applications ↑↓	Action	↑↓
Anything International!?- Building the Foundation for International Mobility		2	🔧 Manage	
EuroApprentices Network Meeting "Go. Learn. Share"		2	🔧 Manage	

MyRC >> Sending participants

Anything International!?- Building the Foundation for International Mobility

Sending NA fills in ⇩

📊 Export

Title	First name	Last name	Deatils	Manage	Host decision
	anettt	test	📄	✓ ? ✗	✓ ? ✗
	Edina	Applicant	📄	✓ ? ✗	✓ ? ✗

Submit to Host

by the Deadline of confirmation, submission <u>only</u> once!

5. Managing applications by *sending NA* (3)

- Exported data (xls file) from **MyRC >> Sending participants** menu

- Shows all applicants

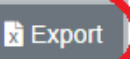| Title	First name	Last name	Email	Decision	Event	Event link
	anettt	test	anett.virag.test@gmail.com	accepted	Anything International!?- Building the Foundation for International Mobility	https://test.salto-et.net//tca/event/95
	Edina	Applicant	edina-26@t-online.hu	pending	Anything International!?- Building the Foundation for International Mobility	https://test.salto-et.net//tca/event/95

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6. Managing applications by *host NA*

MyRC >> Receiving participants

Event ↑↓		Applies ↑↓	Action ↑↓
Anything International!?- Building the Foundation for International Mobility		1	🔧 Manage
EuroApprentices Network Meeting "Go. Learn. Share"		1	🔧 Manage

MyRC >> Receiving participants

Anything International!?- Building the Foundation for International Mobility   📊 Export

Title	First name	Last name	Deatils	Send NA	Manage
	anettt	test	📄	IE01	✓ ? ✗

Only recommended participants info can be exported

Applicant and decisions by National Agency

Sending NA	Applicants	Rejected	Reserved	Accepted
IE01	1	0	0	0

Finalize by the Deadline of confirmation, can be done <u>only</u> one time!

6. Managing applications by *host NA* (2)
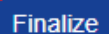
Details of applicants (MyRC>>Sending/Receiving participants)

Anything International!?- Building the Foundation for International Mobility

Title	First name	Last name	Deatils	Send NA	Manage
	anettt	test	📄	IE01	✓ ? ✗

- Applicant details   generated from registration form

- Organization (of applicant)

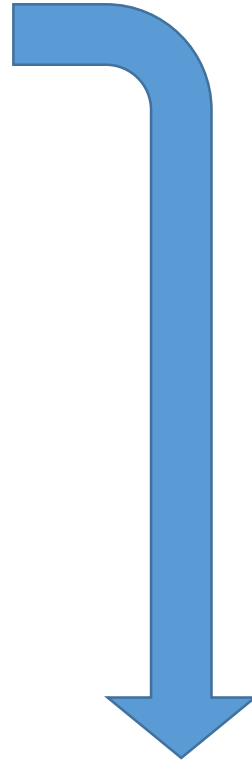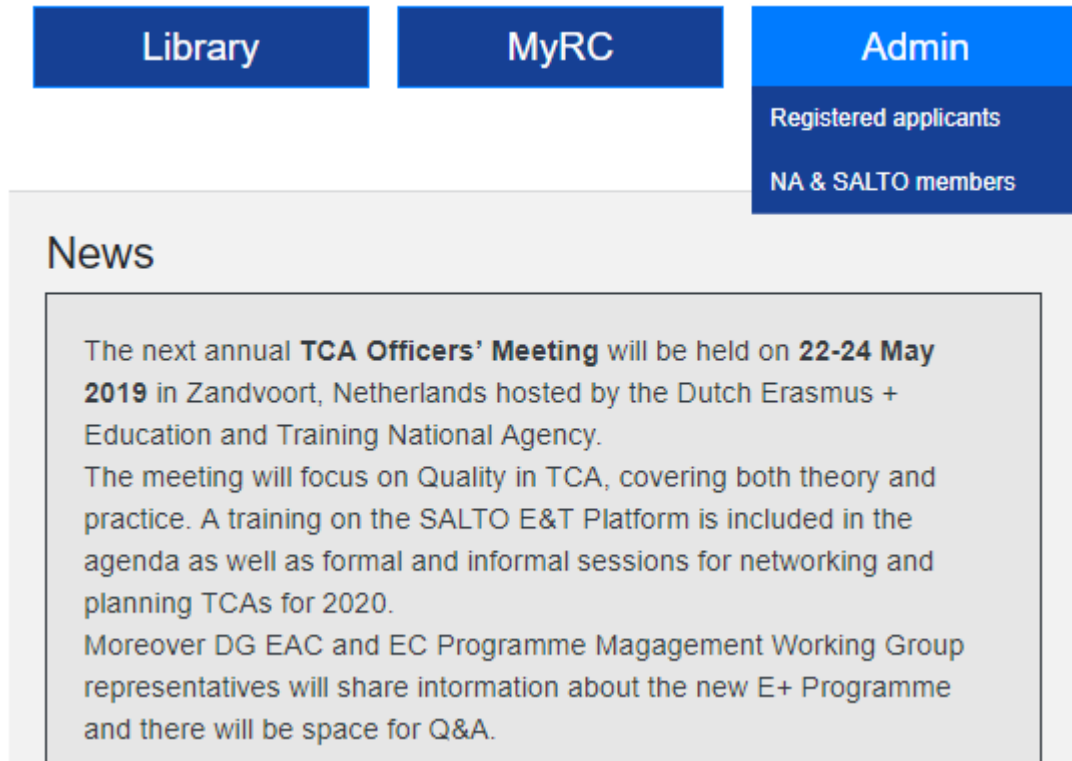- Event (title, date, venue)   generated from event template

- Experience and relevance   generated from application form

7. Separate contact lists

Library MyRC **Admin**
Registered applicants
NA & SALTO members

News

The next annual **TCA Officers' Meeting** will be held on **22-24 May 2019** in Zandvoort, Netherlands hosted by the Dutch Erasmus + Education and Training National Agency.

The meeting will focus on Quality in TCA, covering both theory and practice. A training on the SALTO E&T Platform is included in the agenda as well as formal and informal sessions for networking and planning TCAs for 2020.

Moreover DG EAC and EC Programme Magagement Working Group representatives will share intormation about the new E+ Programme and there will be space for Q&A.

- Applicant details
- Organization (of applicant)

generated from registration form

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Q & A

[User manual](#)

Thank you!

tca-rc@tpf.hu