


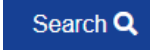

I. Create new event

1


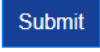

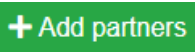
1. Open <https://test.salto-et.net>
2. If you have a user account on salto-et.net, use the same login details.
Otherwise check your email account and login by following the registration email from salto. (Check all email folders.)
3. Click on „New event” button.
4. Title the event as: Training – your NA code – your first name. Example: Training-HU01-Anett
5. Change event status to Partnerswelcome
6. Fill in the rest of the „Main info” and „TCA description” sections by random selections and with short words.
7. Set „Start date” to: 01/06/2019 (dd/mm/yyyy)
8. Set „End date” to: 03/06/2019 (dd/mm/yyyy)
9. Set „Budget year” to: 2019
10. Set „No” for „Is this TCA open for organizing partner applications?” question
11. Set „Yes” for „Is this TCA open for sending partner applications?” question
12. Set all deadlines (except Deadline of organizing partner application) to today’s date; 23/05/2019 (dd/mm/yyyy)
13. Set your NA as Host and Coordinating NAs
14. Type „40” next to „Estimated number of participants:”
15. Fill in the rest of the mandatory fields marked with red asterisk of the „Partners and participants” section
16. Click on the  button

II. Partner application

Submitting sending partner application

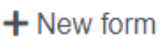
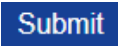

17. Find a partner, sitting next/close to you from a different NA
18. Go to **TCAs in Education & Training** >> [Events](#) menu and click on the „Search activities” blue button.
19. Search for his/her TCA by either
- typing the title in the Search area (Training – his/her NA code – his/her first name) **OR**
 - selecting the Country of the TCA **OR**
 - using “Advanced search” and set his/her “Hosting National Agency”.
- (Always click on the  button when you’ve added the search criteria.)
20. Click on the „Apply as partner” button on the event card, then click on the green „Apply as partner” button on the event template.
21. At the blue “SENDING PARTNER APPLICATION” section, type a number next to “Apply as sending partner? Booked places:” row and click on the  button. (If you wish to check your submitted partner application, go to **MyRC** >> [My Bookings](#))

Managing partner applications as a Host NA


22. After you’ve received a new message titled “New partner application” in your  menu,
- A. go to **MyRC** >> [Bookings for my TCAs](#) and click on the „Edit” button. Type a number next to “Accepted places:” row and click on the  button. **OR**
- B. manage the partner application in **MyRC** >> [Booking manager by event](#) menu by clicking on the „Manage” button. Type a number under „New decision on accepted places” column and click on the  button.
23. Add a new sending partner (your NA) to your TCA by clicking on . You can stay in the menu you’ve worked in task 6.

III. Online application


Testing creating and attaching application form to an event (role of a Host NA)

1. Open your event you've created at the beginning of the Training.
2. Go to „Partner and participants” section at the bottom of the event page, and click on  button.
3. Choose your National Agency at the top.
4. Give a short name next to “Form name”.
5. Type any short questions next to “You may give an additional question” rows.
6. Click on the  button.
7. Go back to „Partner and participants” section on your event's page, and select your form from the dropdown menu next to “Form name”.
8. Change the Event status to Public.
9. To finish your work, click on the  button.

Testing as an applicant

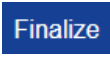
10. Open a new incognito window in your browser.
11. Register as an applicant (with a different email account than your business email address) - **set your NA's country in the “Organization” section and set all sectors** - to <https://test.salto-et.net/> by clicking on the “Register now” button in “Login to MyRC” box.
12. Login with your applicant user (check all your email folders and follow instructions in registration email.)
13. Apply for the event you've *created* and set an application form *by your test TCA officer user*.
14. Check your submitted application in  menu.

Testing as a Sending NA

15. Open the window where you are logged in as a *TCA Officer user*
16. Go to MyRC>>[Sending participants](#)
17. Accept the application you've submitted with the *applicant user*. (Just click on the green tick icon.) This should be done by (or on the day of) the “Deadline of confirmation”.
18. Forward the selected application to the Host NA by clicking on the  button.

4

Testing final selection of participants as a Host NA

1. Open/stay in the window where you are logged in as a *TCA Officer user*
2. Go to MyRC>> [Receiving participants](#)
3. Accept the application you've submitted as a Sending NA. (Just click on the green tick icon.) This should be done by (or on the day of) the “Deadline of confirmation”.
4. Finish your work by clicking on the  button.