SALTO E&T website

User manual for applicants

salto-et.net

Fifth edition
Last updated 12.03.2025

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# 1. Aims and objectives of the TCA Resource Centre

The EC established the SALTO Education and Training TCA Resource Centre in 2018.

The aims of the TCA Resource Centre are to

- **provide all information** about training and cooperation activities (TCAs) at one place, in the IT platform (https://salto-et.net/);
- **provide user friendly, collaborative online site** where users can manage their applications;
- **offer (learning and informative) materials;** user manual including FAQs, outcomes of realised TCAs;
- explore **research needs** and execute studies.
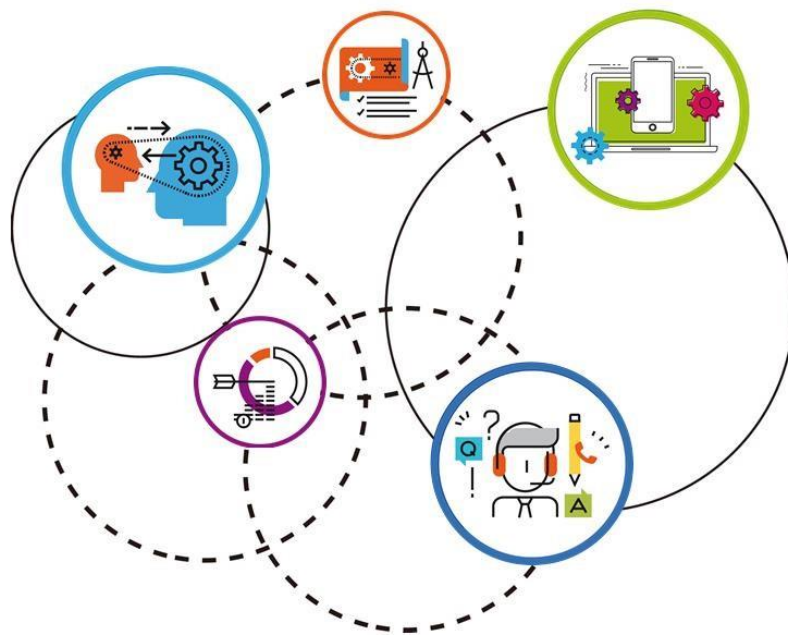
1. Figure: Aims and objectives of TCA RC

The development of the SALTO E&T website is an ongoing, step-by-step process.

2. Before use

There are preferred devices and a browser to use the SALTO E&T website.

The **platform works best** with the **newest version of Google Chrome** (1920x1080 or 1366x720 resolution), however other browsers could be applied as well. When working on the site via Google Chrome, all operations systems (Windows, Linux etc.) are welcome. The **responsive development** of the **site can thus be used well from mobile devices too**. However, it is **recommended to use devices with wider screens**: computers, laptops, and tablets.

2.1. Video tutorials

The following **tutorial videos guide applicants** through the core Platform functions. **Click on the pictures** to start the videos.
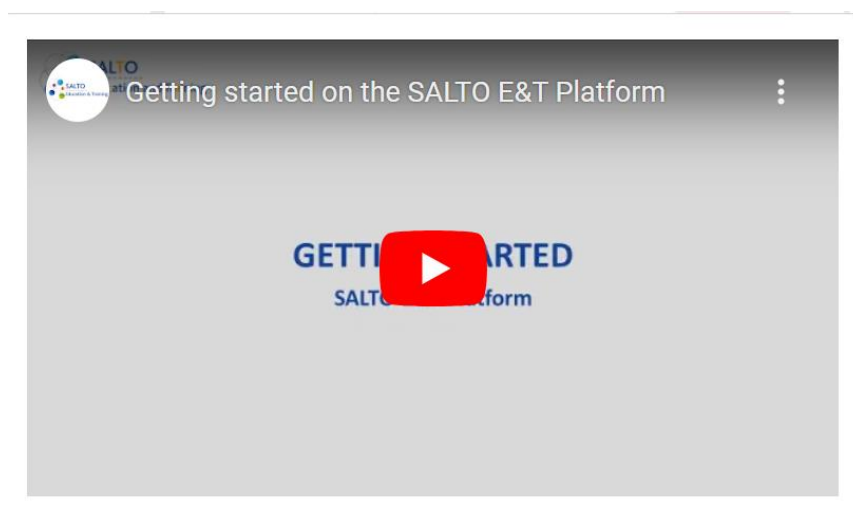
Getting started on the SALTO E&T Platform
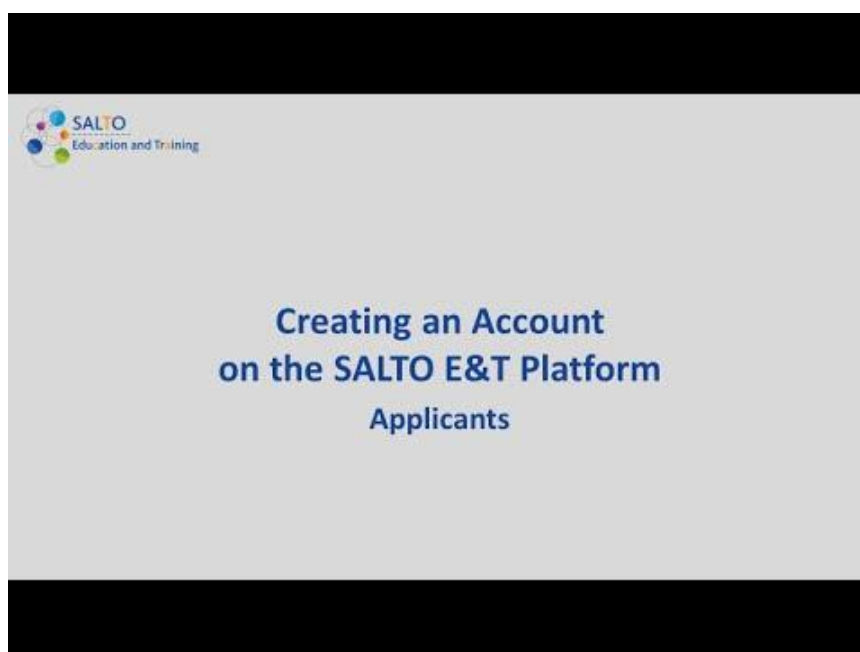
Creating an account on the SALTO E&T Platform
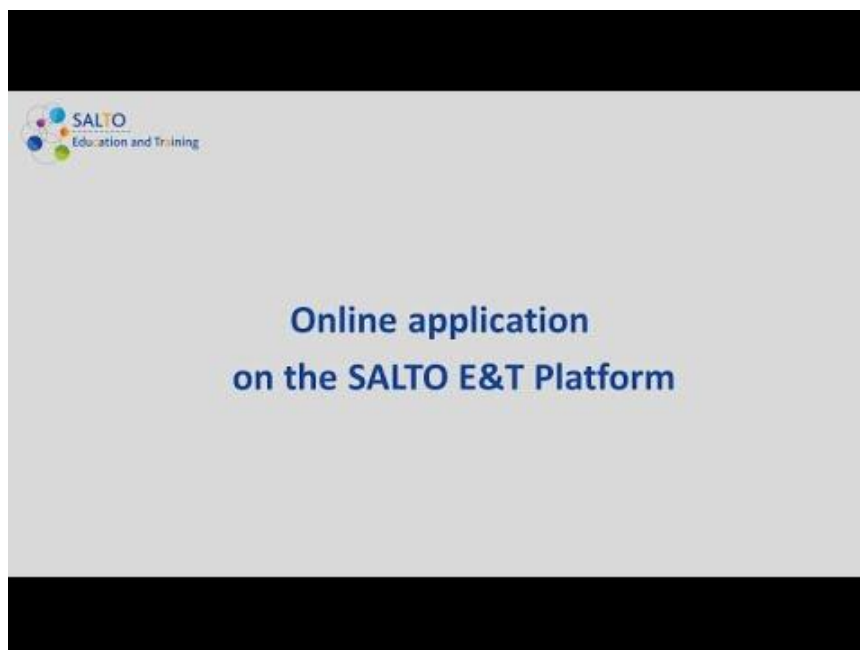
Finding and applying to TCAs on the SALTO E&T Platform

3. Structure of SALTO E&T platform

After **opening** the https://salto-et.net **platform**, the **"Welcome page"** will **appear** on the screen (see 2.Figure. Welcome page).

2. Figure: Welcome page

The **following items** are **available in the menu** (**login** is **required** to view **more content** in some menus):

3. Figure: Menu

- **About Salto E&T**:
  - o **The TCA Resource Centre**: general information / about us
  - o **Institutions in E&T**: National Agencies, SALTO Resource Centres, European Commission
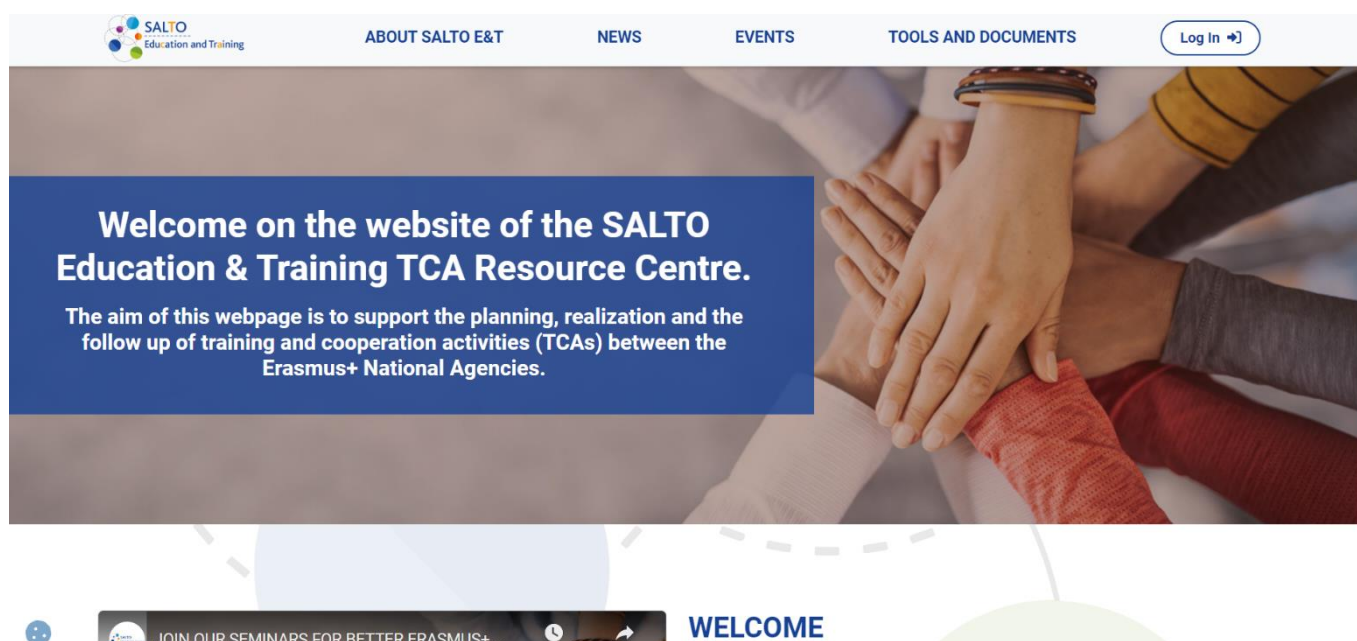 - o **Colleagues and contacts**: SALTO Education and Training TCA Resource Centre contacts
  - o **Frequently Asked Questions**
- **News**: News for Visitors, Applicants
- **Events**: Show activities in card (Open, Actual, Past, All events) list and calendar view, event search, My applications menu (menu item after login)
- **Tools and Documents**:
  - o **Activity outcomes**: searchable collection of the TCA, RT-LTA outcomes
  - o **Erasmus+ documents**: Erasmus+ documents for beneficiaries
  - o **Glossary**: short definitions of TCA-related terms, including terms of the Analytics module
- **Log in:** a user menu is accessible after logging in
  - o *User authority*: "Applicant"
  - o *Sending National Agency/National Erasmus+ Office name:* selected at registration, click on it and the general email address of the Sending National Agency/National Erasmus+ Office will appear on the profile page.
  - o "*User name*" *menu item*: takes you to the editable profile interface, where you can also change your password.

  > 🔴 **It is important to note** that **once registered, the following fields cannot be changed**: **Email**, **Username**, **Sending National Agency/National Erasmus+ Office (NEO)**. If you **need to change any of this information**, please **contact us** at info.tca-rc@tpf.hu.

  - o *My applications*: list of TCAs for which you have created or submitted an application, editing and viewing interface for application forms, editing and viewing interface for Evaluation and Follow up forms
  - o *My followed activities*: list of followed activities with export option
  - o *Notification settings*: interface for setting personalised notifications
  - o Log out
- **Bell icon** (logged in users)**:**
  - o *Notifications*: role-based notifications and personalised notifications and reminders can be found here
  - o *Notification settings*: interface for setting personalised notifications

4. Registration, profile
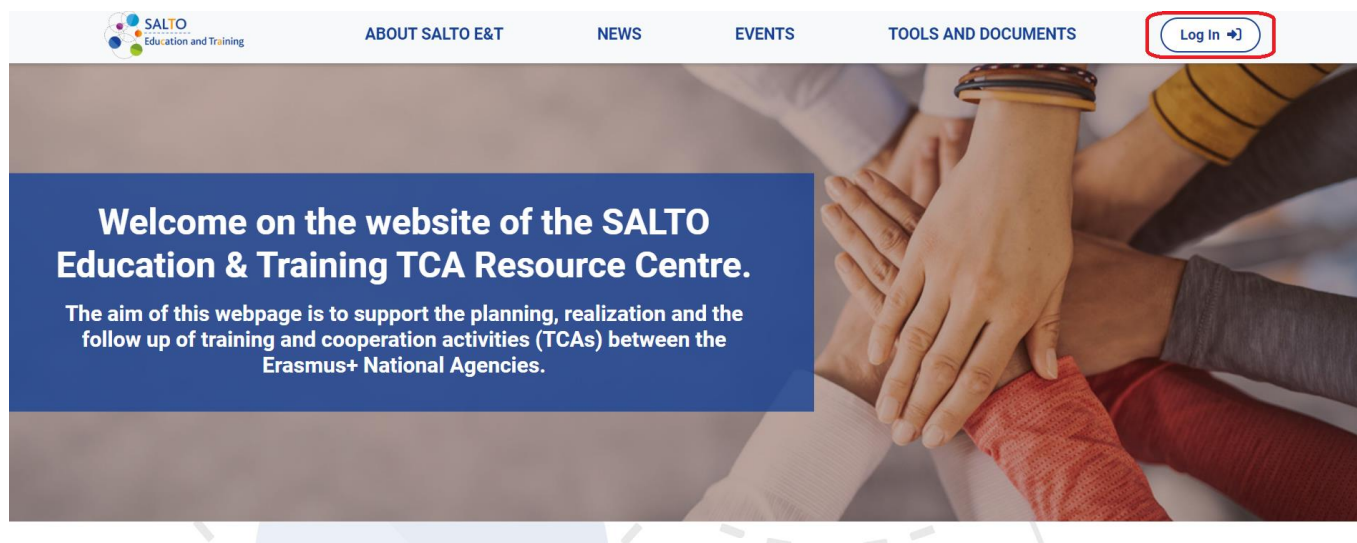
4. Figure: Welcome page - Log in

Tutorial video
(click on the photo to watch)

To **create a user account**, **click** on the **"Log in" button** (https://salto-et.net/login) in the top right corner of the SALTO E&T TCA platform (see figure 4) **and then** on the **"Create Account" button** (https://salto-et.net/ login/registration) (see figure 5). There are three sections to complete: "**Applicant Details**", "**Organisation**" and "**Permission**".

⚠️ **Important**: **SALTO E&T TCA RC** only **creates accounts for staff working in National Agencies and National Erasmus+ Offices (NEOs)**, as indicated in the text at the top of the registration interface. **If you do not work in a National Agency / National Erasmus+ Office, please register via the website.**

5. Figure: Create account

Fill in all required fields (required fields are marked with an asterisk) and **other relevant fields**. **Tick**

the checkboxes in the **permissions** and then the **reCAPTCHA**   , then **click** on the "**Create Account**" **button** at the bottom of the page **to create the user account** (see figure 6).
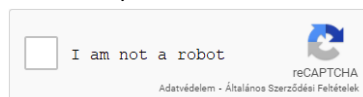
> 🔶 **Please note** that the fields **Email**, **Username** and **Sending National Agency/National Erasmus+ Office (NEO) cannot be changed after registration**. If you still **need to change these details, please contact us** via info.tca-rc@tpf.hu.

> 🔶 **Important:** When **selecting the Sending National Agency/National Erasmus+ Office (NEO)**, there **are two aspects to consider**. Country code: **Sending National Agency/National Erasmus+ Office (NEO)** is **always the National Agency/National Erasmus+ Office (NEO) of the country where you live/work.**
> Number **(**if there are **more than one NAs with the same country code, e.g. BE01, BE02, BE03):** The **sector** in **which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE)). **The list of National Agencies can be found here** and the **list of National Erasmus+ Offices here**.

> 🔶 **Important:** The **password** must be at **least 8 characters long** and must **contain at least one number, one uppercase and one lowercase character**. In addition, it is important that the **password does not contain special characters or symbols**.

I AM AN APPLICANT

Fill out the registration form below

Are you a professional working in School Education, Higher Education, Vocational Education and Training or Adult Education?
Please fill out the registration form below, to apply to TCAs through the SALTO E&T TCA Platform.

(Tutorial video ▶️)

I AM A TCA OFFICER OR NA/SALTO/NEO STAFF MEMBER

Request a user account

Are you working in a National Agency or National Erasmus+ Office that coordinates the Erasmus + Programme in your country?
Please request a user account by filling out this form. Our team will review your submission and create the account shortly.

APPLICANT DETAILS

Please note that the Email, Username and Sending National Agency/National Erasmus+ Office (NEO) fields cannot be modified after registration.

First name *

Last name *

Email *

Username *

Password *

Confirm Password *

Contact number

+123456789

Sex *

Please choose an option

> ℹ️ Select the right **Sending National Agency (NA)/ National Erasmus+ Office (NEO)** based on:
>
> - **Country code** (Belgium e.g. BE) Your country of residence or work.
> - **Number** (if there are more than one NAs with the same country code, e.g. BE01, BE02, BE03): The **sector** of your represented institution.
>
> Refer to the list of National Agencies here and the list of National Erasmus+ Offices here.

Country of residence

Please choose an option

Sending National Agency / National Erasmus+ Office (NEO) *

Please choose an option

ORGANISATION

Organisation *

ⓘ Please find more information on PIC **here** and on OID **here**.

Does your organisation have a PIC/OID number? *

Please choose an option

PIC/OID number

Country *

Please choose an option

City *

Please choose an option

ZIP code *

Street *

Street number *

Website

Sector *

Please choose an option

PERMISSION

COOKIES

We use cookies on your browser to optimize site functionality and provide service based on your preferences (e.g. remembering your login and password). You can read our **Cookie policy** here.

☐ I understood.

GDPR

Your personal data and TCA activity are processed by the Tempus Public Foundation in compliance with the Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR), the Regulation (EU) 2018/1725 Article 5 (1) (d) and the Hungarian legal basis, Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information. The data processing is based on the data processor's and your employer's legitimate interest (see GDPR Art. 6 1/f) as the processing is necessary for their contractual obligations regarding Education and Training TCA management. These obligations state the duty of creating a network between the National Agencies who fulfil their project tasks with the contribution of their competent employees. You have numerous rights in relation to data processing that you may find in the **Privacy Notice** here.

☐ I understood.

ADULT

Please confirm that you are over 18 years old.

☐ I understood.

[ ] I'm not a robot — reCAPTCHA — Privacy - Terms
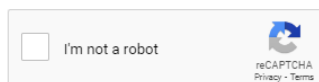
‹ Back to Login

Create Account

6. Figure: Registration form

After registration, a **system notification will be sent** to the email address you have provided to confirm your registration. **Please check all folders, including the Spam folder**. The **notification** will come from the **sender Salto-et.net <info@salto-et.net> with the subject "Activation of registration"**.

Until the user clicks on the activation code, their **account is inactive, and they cannot log in to the interface**. By **clicking on the activation link you can finalise your registration**, **after** which **you can log in to the site and use all the site's features**.

> 🍃 **If the registration email was not received, the applicant should contact the TCA Resource Centre (**info.tca-rc@tpf.hu**).**

Once **logged in**, the **username will appear** in **the place of the "Log in" button**, which will **bring up the user menu**. The top menu item is the **profile menu**, marked with the user's name, which can be clicked to access the **profile editing interface**.
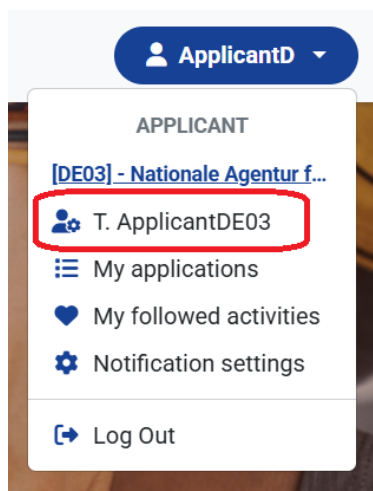
7. Figure: User menu- Profile

In this page the **user can edit the profile's data**, however the **Username**, the **Email** and **Sending National Agency/National Erasmus+ Office cannot be changed**. All the required fields are marked with an asterisk *. After **clicking** on the **"Save profile" button** the **modifications** will be **saved**.

5. Log in and log out

5.1. Log in

The registered user can navigate to the **Login interface by clicking on the "Log in" button** in the top right corner (see figures 4-5.).

You can **access the interface using** the **username** and **password**, and by **ticking the reCAPTCHA**. Once logged in, you can access the full content and functions of the site.

5.2. Log out

If the **user** wishes to **log out**, they can do so by **clicking on the "Log Out" button** located at the **bottom of the User menu** (see figure 8).
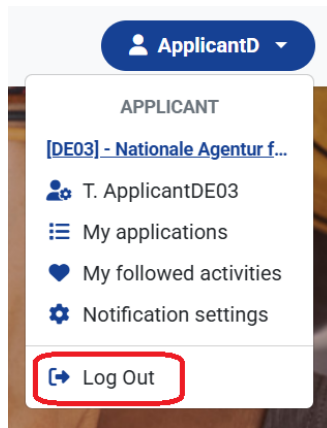
8. Figure: Log out

6. Request new password

In case of a **forgotten password**, **clicking** on the "**Forgotten Password?" button at the bottom of the** "**Log in" interface** (see figure 9) will **take you to the "Password reset" interface** (https://salto-et.net/login/password).


9. Figure: Forgotten password

In the **"Password reset" interface** (see figure 10), you can r**equest a new password by e-mail** by **filling in** the **e-mail address** and **reCAPTCHA** and **pressing** the **"Request" button**. The new generated password will be sent to the e-mail address you entered (**check also your Spam folder**).

It is **recommended to change the new password upon first login**.

10. Figure: Password reset

7. Change password

The **password can be changed** in the **profile menu**, which can be accessed by the logged in user by **clicking** on the **drop-down menu under their name** (figure 11).
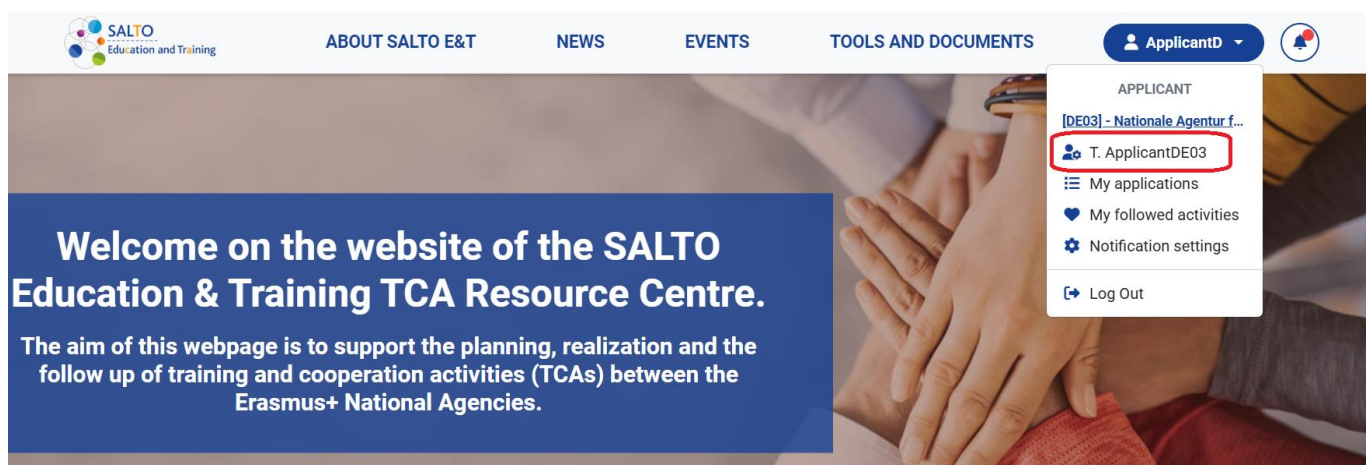
11. Figure: Change password

The **"New password" button** in the bottom left corner of the profile page will **redirect you to the form to change your password** (see figure 12).

× SE - School Education   × VET - Vocational Education and Training   × HE - Higher Education   × AE - Adult Education
× YH - Youth

PERMISSION

COOKIES

We use cookies on your browser to optimize site functionality and provide service based on your preferences (e.g. remembering your login and password). You can read our **Cookie policy** here.

☑ I understood.

GDPR

Your personal data and TCA activity are processed by the Tempus Public Foundation in compliance with the Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR), the Regulation (EU) 2018/1725 Article 5 (1) (d) and the Hungarian legal basis, Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information. The data processing is based on the data processor's and your employer's legitimate interest (see GDPR Art. 6 1/f) as the processing is necessary for their contractual obligations regarding Education and Training TCA management. These obligations state the duty of creating a network between the National Agencies who fulfil their project tasks with the contribution of their competent employees. You have numerous rights in relation to data processing that you may find in the **Privacy Notice** here. By registering, you'll receive email notifications that can be customized later in the "Notification Settings".

☑ I understood.

ADULT

Please confirm that you are over 18 years old.

☑ I understood.

New password   Save profile

12. Figure: New password

You can **set a new password by entering the current password** and the **new password**. The new password must be entered **twice**.

> 🔶 **Important**: The **password** must be at **least 8 characters long** and must **contain at least one number, one uppercase and one lowercase character**. In addition, it is important that the **password does not contain special characters or symbols**.

After **clicking** on the **"Save" button**, the system saves the changes.

PROFILE
NEW PASSWORD

Current password *

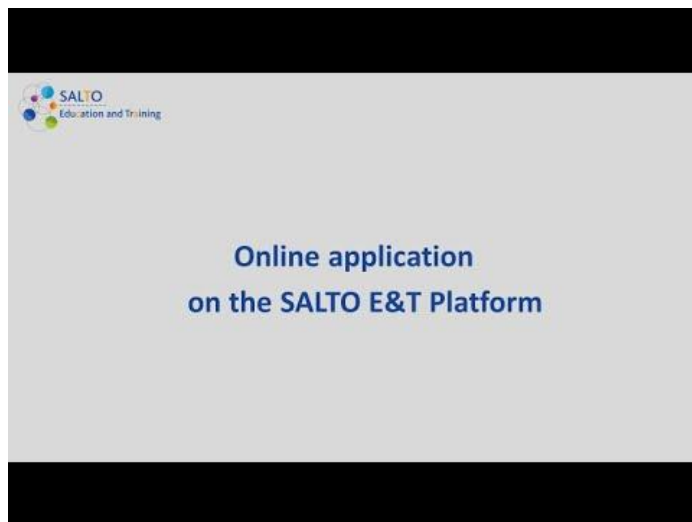[   ] 👁

New password *

[   ] 👁

New password again *

[   ] 👁

‹ Back to Profile   Save

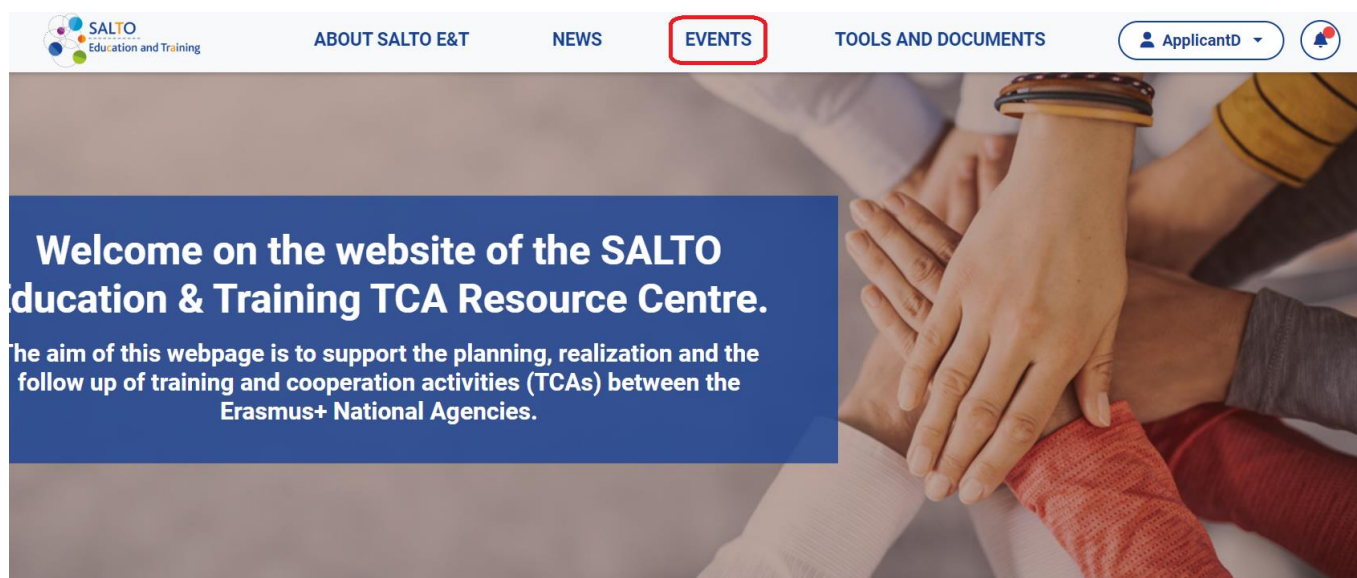*13. Figure: Profile – New password*

8. Activities

The **"Events"** menu contains the **events announced on the platform**, which **are visible** to all **logged-in users and visitors**.

8.1. Events

Tutorial video
(click on the picture to watch)

Clicking on the **"Events"** menu item in the main menu bar **on the Front page** (see figure 14) will **take you to** the **"Events"** interface.

14. Figure: Events

Click the **action buttons** on the right below the slider image to **select the current view of the events**. By **default, the "Actual" events** are displayed in the **event card view**. You can **also select the "Open", "Past"** and **"All" event card view**. If **you select "Open" view**, the page **lists the events that are currently open for application**.

You can also **select** the **"List view"**, where all **events are displayed in a tabular, filterable view**, and the **"Calendar view"**, which **displays the events in a calendar**.

There is also a **"My applications" button** at the **end of the button bar** (for logged in users), which provides **access to the "My applications" menu** in the User menu, which **displays the applications submitted for events** and **their editing interface**.
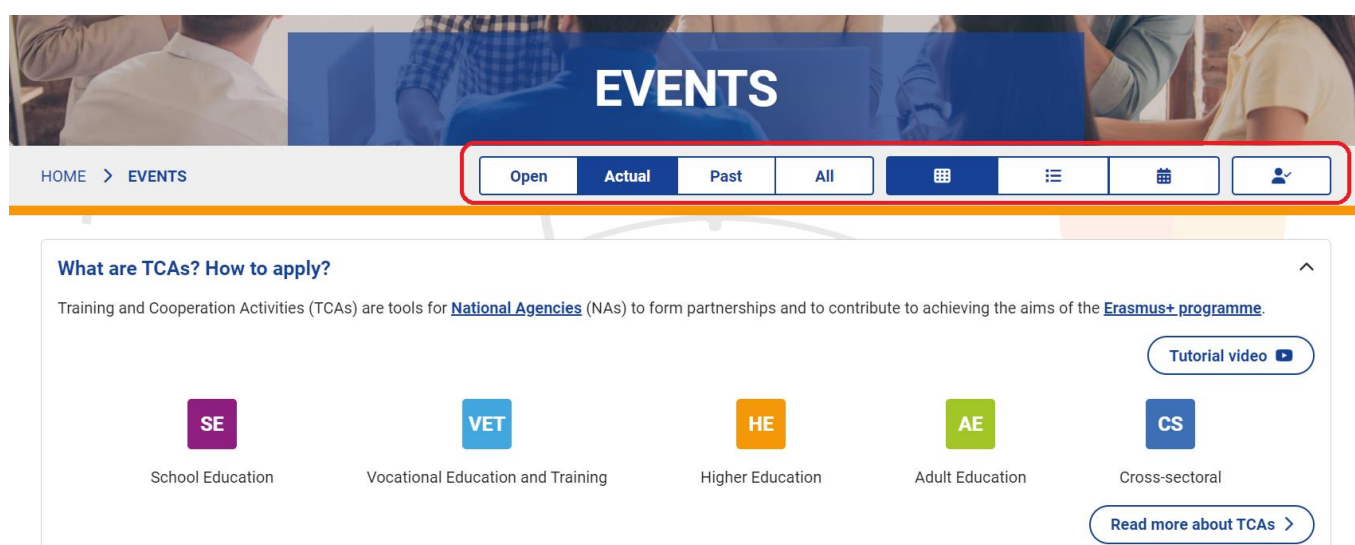
15. Figure: Actions
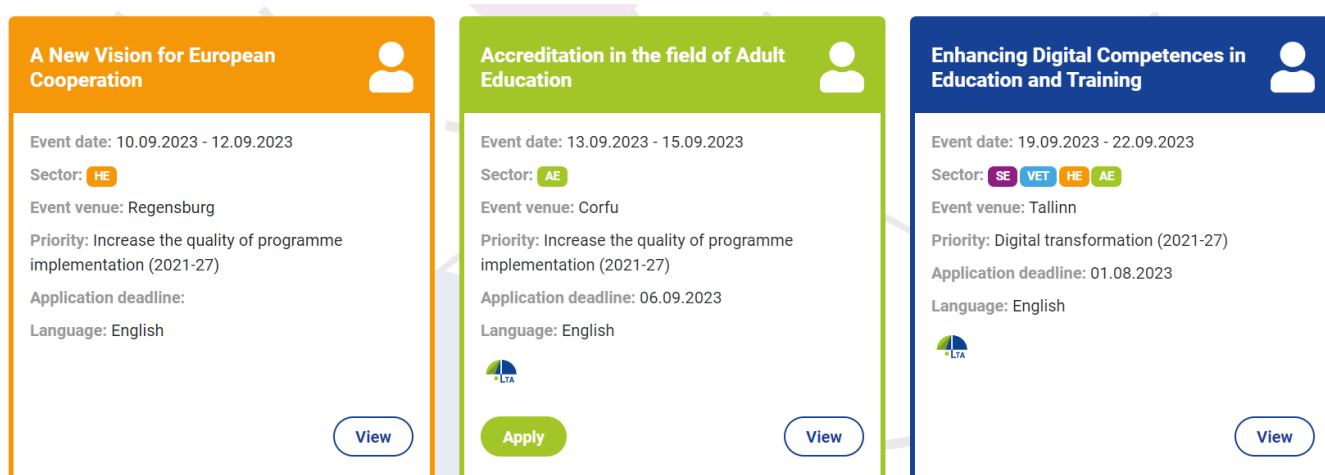
16. Figure: Events - Cards

The **event card shows** the **name**, the **date**, the **relevant sector(s)** (which can also be identified by the colour-code as shown in the image below), the **location**, the **priorities**, the **deadline for application**, and **(work)language**. If a TCA is connected to an LTA/RT-LTA, the LTA logo will also appear on the event card.
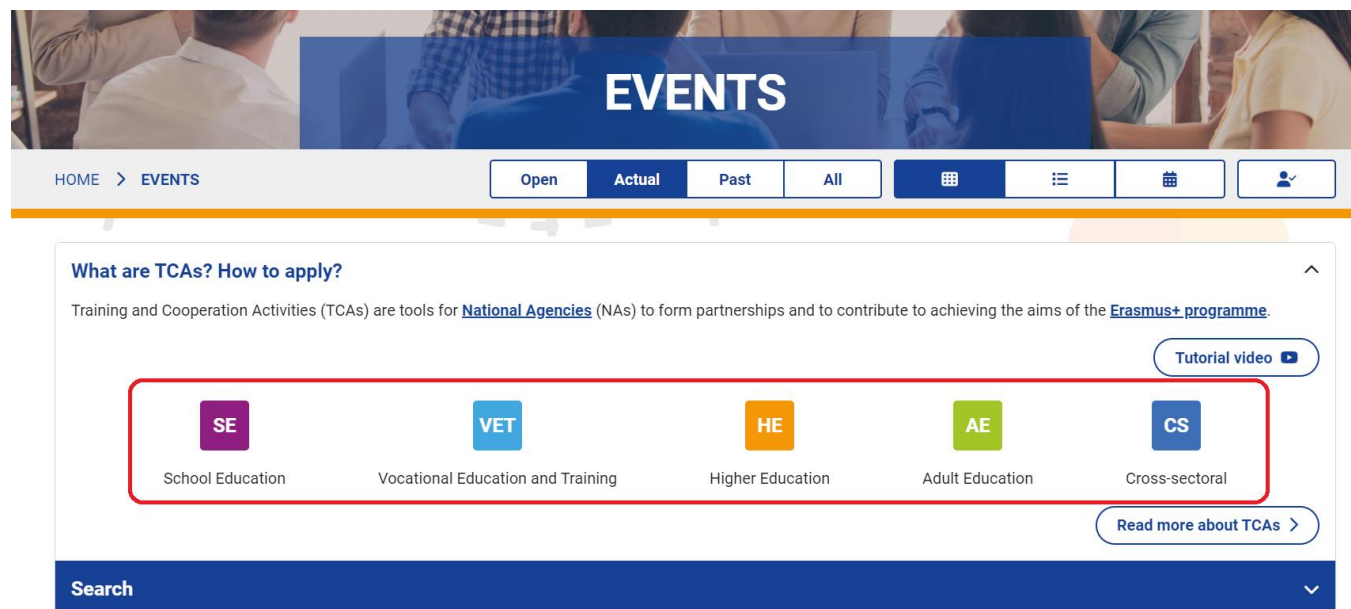
17. Figure: Sectors

The **colour-coded sector designations help you** to choose which events are relevant for your application. The colouring of the cards makes it easy to visualise to **which sector the event belongs** (see figure 18).
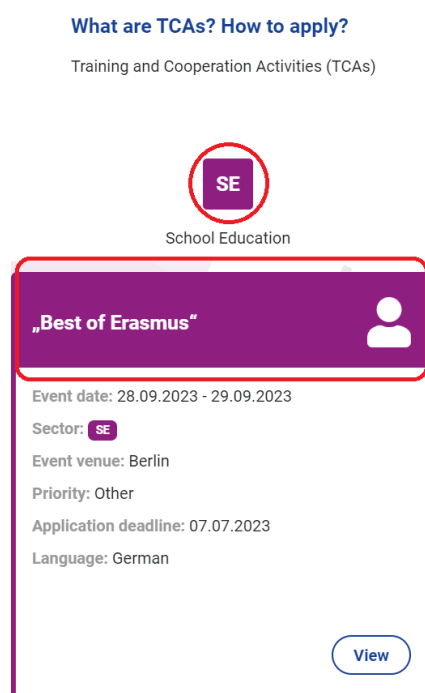
18. Figure: Event – sector

17

Cancelled events will receive a **label** `CANCELLED` **on the Front page** on all interfaces where the events appear. As well as the **event card will be greyed out**.

Postponed events are indicated by a **red event card** as well as a `POSTPONED` **label**.

Clicking on the **"View" button on the event card** will **open the event details datasheet**, including basic event details, as well as information and deadlines provided by the Organiser National Agency.

The main blocks of the event template:

- **MAIN INFO**: Contains the main data of the event e.g. Sectors, Priority, Type of presence, Scope, Venue, Working language, Dates etc.
- **TCA DESCRIPTION**: Textual description of the event, its theme, purpose, intended outcomes, other information.
- **PARTNERS AND PARTICIPANTS**: In this block you will find the details of our own Sending National Agency/National Erasmus+ Office, if you are logged in. This block contains the name of the Organiser National Agency, the number of planned participants, the profile of the applicants provided by the organiser, etc.
  Here you will also find the partner National Agencies/National Erasmus+ Offices, with a green applicant icon next to the approved partners, with a number indicating the number of places they have reserved (number of planned participants: applicants + NA staff). Here you can check if your National Agency/National Erasmus+ Office is a partner. If so, you can apply as a participant for the event.

19. Figure: Accepted Sending partner NAs/NEOs

- **TCA PARTICIPANT APPLICATION:** In this block you will find the deadlines for participant application given by the Organiser National Agency.
  - **Start date of TCA Participant application:** From this date onwards, applications can be submitted via the website (If there is no date here, but there is one for the other deadlines, the application is probably being submitted off-site).
  - **Application deadline:** Up to this deadline you can submit your application for the event.
  - **Confirmation deadline for Sending NAs:** This is the deadline for partner NAs/NEOs to assess the applications received and forward the approved ones to the Organiser National Agency.
  - **Confirmation deadline for Organiser NAs:** This is the deadline for the Organiser National Agency to process applications received from partner Sending National Agencies/National Erasmus+ Offices.
- **LONG-TERM ACTIVITY INFO:** If the TCA is part of an LTA (Long-term Activity the basic data and textual content of the LTA will be displayed in this drop-down block. For more information on LTAs, see chapter 8.3 Long - Term Activities (LTA).

- **SINGLE ACTIVITIES CONNECTED TO THIS LONG-TERM ACTIVITY:** If the TCA is part of an LTA the TCAs related to the LTA are listed in this drop-down block and the TCA datasheets are available by clicking on their code.

The **event** datasheet can be **downloaded** in **PDF** format by **clicking** the [⬇ Export to PDF] **button** at the top of the event datasheet.

The **event** can also be **followed by clicking on the** [♥ Follow] **button** at the top of the datasheet and **unfollowed by clicking on "Unfollow"**. For **more information on following activities**, see the relevant chapter 10. Follow activities.

8.2. National TCA

TCA can **have a transnational** or **national scope**.[1]

If a **National Agency organises a National TCA**, the TCA's **Sending partners** through the site can only be **other E&T National Agencies operating in the country** of the organiser NA. Also, **only participants from the organising country can apply** to **National TCAs**.

On the event cards of National TCA, the **flag of the organising country** as well as the text "National TCA" when hovering over it appear, indicating that it is a national TCA. The **"Scope" value was displayed** in the Main info block of **the event template** as well. A **filterable "Scope" column** has been placed in the **tabular view of the events**.

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[1] 2024 Guide for NAs: 10.1.2.1.

2.

TCA can have a transnational or national scope. TCAs with a national scope are eligible provided that they offer clear European added value and are instrumental to improving the quality of the Programme and/or reaching its objectives.

3.

Activities concerning the 'Evaluation and analysis of programme results' can only have a transnational scope.

20. Figure: National TCA - Event card

In order to make **National TCAs searchable** on the **page**, a new **"Scope" field** has been added to the **Search panel** in the card view of the **"Events" menu**, and a **filterable "Scope" column** has also been placed in the **list view of the events**.

When applying for **National TCAs, applicants have the opportunity to answer the questions of the English application form in their own language**; users are also informed about this in the Application form related to the event.

Info text for applicants:

"Please note that this is a National TCA, therefore you can submit your application in the working language of the event. Only English template is available for you but you may answer to the questions in that given language. Thank you."

8.3. Long - Term Activities (LTA)

Long-Term Activities present a strategic framework that **can cover several years**.[2] They are carried out by several NAs who have agreed to cooperate to develop a series of activities linked to a policy area with the aim to produce an impact on the development of the programme and of the policy area they are tackling.

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[2] 2024 Guide for NAs: 10.1.2.3.
1.
Long-term activities: recurrent or complex activities, which support the Programme or policy development and are carried out in accordance with paragraph 2;
2.
Long-term activities shall present a strategic framework that can cover several years. They are carried out by several National Agencies who have agreed to cooperate to develop a series of activities linked to a policy area with the aim to produce an impact on the development of the Programme and of the policy area they are tackling.

This activity format can intervene both supporting the programme or the policy development. They are eligible under both the Erasmus+ programme (TCA) and the European Solidarity Corps (NET) in accordance with the priorities and objectives of each programme.

LTAs can be:

1. **Recurrent activities** = **one activity** is developed and **replicated several times** on the **same model** within a given time frame (i.e. trainings with fixed formats);
2. **Complex activities = several activities** of similar or **different format** are developed as a set of activities aiming to contribute to a **common purpose** (cycle of activities).

One NA takes the lead and manages the overall **coordination** of a long-term activity - **Coordinator National Agency**. The **other NAs** participating in the LTA can **organise specific activities** during the period of duration of the Long-Term Activity.[3]

A multi-annual **LTA is made up of single events (TCAs) linked to the theme** and **objectives of the LTA**. These TCAs are formally identical to the other individual events and are characterised by the same process (e.g. TCA participant application as the other events from the applicant's point of view).

The **card view and datasheet** of an event **linked to an LTA will display the logo** of the LTA activity type

, and in **list views the label "LTA"**, indicating that it is part of an LTA. The **event datasheet** will be **completed with the "LONG-TERM ACTIVITY INFO" block**, which contains basic information about the LTA, as well as additional events already on the website that are part of an LTA.

In the **event search**, detailed in the next section (9. Search Activities), it will be possible to **filter for events related to LTAs** by **setting** the search field "**Is this TCA is part of a Long-term Activity?**" to "**yes**".

8.4. Research type activity – RT-LTA

We have created a **Research Type Long-Term Activity** (RT-LTA) for the **implementation of research activities**. As research activities usually take place over a longer period of time, they are displayed on the platform as long-term activities.[4]

These **research activities** are basically run as a **stand-alone activity** with **research material as the output**. However, **TCAs can be connected to them** and the information from the **RT-LTAs will be displayed** on the **event datasheet of these TCAs** in a similar way to the LTA described above.

---

[3] 2024 Guide for NAs 10.1.2.7.
The National Agency may cover the following roles:
- **Coordinator** of a long-term activity
- **Organiser** of a single TCA/NET
- **Co-organising** National Agency
- **Sending** participants to activities organised by other National Agencies

[4] 2024 Guide for NAs 10.1.2.1. Eligible TCA activities
- Evaluation and analysis of Programme results

These TCAs are formally identical to the other individual events and are characterised by the same process (e.g. TCA participant application as the other events from the applicant's point of view).

The **card view and datasheet** of an event **linked to an RT-LTA will display the logo** of the LTA activity type ![LTA logo], and in **list views the label "LTA"**, indicating that it is part of an RT-LTA. The **event datasheet** will be **completed with a drop-down "RESEARCH TYPE LONG-TERM ACTIVITY INFO" block**, which contains basic information about the RT-LTA, as well as additional events already on the website that are part of an RT-LTA.

In the **event search**, detailed in the next section (9. Search Activities), it will be possible to **filter for events related to LTAs** by **setting** the search field "**Is this TCA is part of a Long-term Activity?**" to "**yes**".

8.4.1. RT-LTA Outcomes

Organisers can **upload useful research information and documents to RT-LTA** during and after the activity. These can be **viewed in the "Outcomes" menu**, which is described in more detail in the 13. Outcomes chapter.

9. Search Activities

The **user can filter and browse the activities** in the **"Events"** **section** (see figure 21).

21. Figure: Events - Search activities

Use the action buttons below the slider image to filter events and switch views.

Options are **"Open", "Actual", "Past", "All", "Grid View", "List View", "Calendar view", "My Application"** (for logged in user). If **you select "Open" view**, the page **lists the events that are currently open for application**.

In the event **card view, the default view** is always **"Actual"** events. By adjusting the filter, you can also list open, past or all events.

You can **open the "Search"** panel **under the TCA sectors**, (see figure 22) where the search boxes are located.
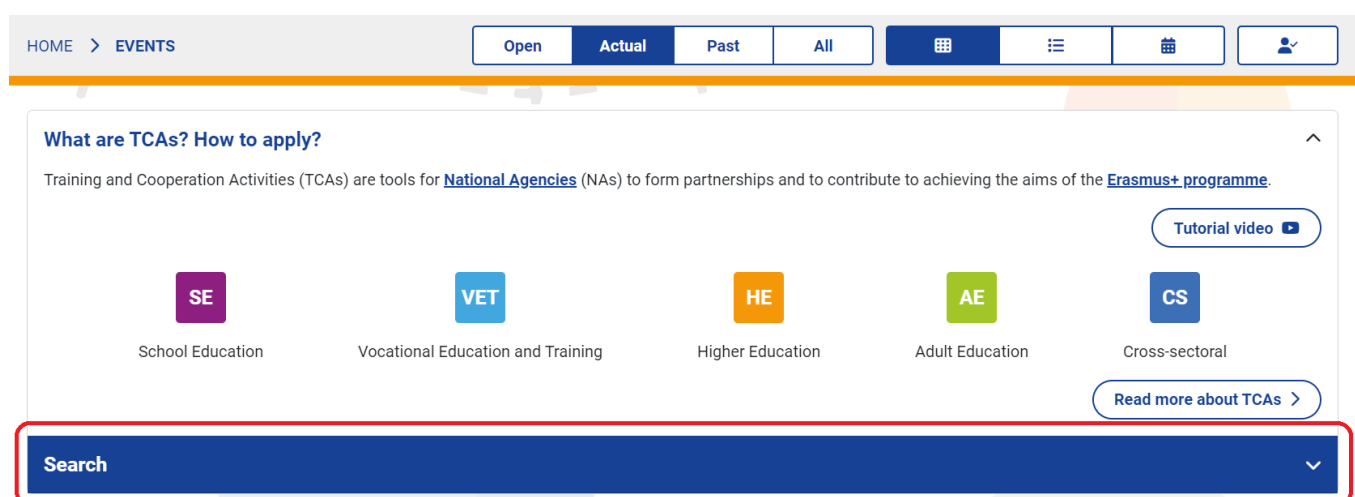
22. Figure: Search

The **"Clear search criteria" button empties the search form**. Pressing the **"Search" button searches for events based on the fields you have set** (one or more fields), **in the view you selected** by the action buttons (Open, Actual, Past, All, as default always searches in Actual view).

The **number of the results will be visible** on the page and the events can be browsed.

After pressing the **"Search" button** you **can perform the certain search in the other two unselected views** as well **by selecting another event view after pressing the arrow on the "Search" button**.

By **pressing** the **"Export Activities to Excel" button**, all **events in the current view or the result of the search** can be **exported to an Excel file**.

23. Figure: Searching form

The search boxes are:

- Title
- Theme
- Profile
- Target group
- Erasmus+ Programme experience level
- Is this TCA is part of a Long-term Activity?
- Scope
- Subtopic
- Sector
- Priority
- Type of presence
- Country
- Organiser National Agency
- Sending partner National Agency (if you select your NA/NEO from the list, it will list the events in which the NA/NEO is an accepted partner. You can apply for these events if the application window is open)
- Starts after
- Ends before
- Deadline of Application
- Key Action
- Part of E+ Academy

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- Postponed
- NA staff welcome
- Reference number

> 🟠 **Important**: **SALTO E&T TCA RC is only responsible for the operation of the website**. You can **contact us via the email address** and **contact box in the "Contact information" block at the bottom of the website** if you have any questions **about the processes on the website**. **For more information about events**, **please contact your Sending National Agency/National Erasmus+ Office or** the **Organiser National Agency**. **Contact details for National Agencies** can be found here: https://erasmus-plus.ec.europa.eu/national-agencies and the **National Erasmus+ Offices** here: https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices.

10. Following activities

Activity following is a useful feature for applicant users. This feature allows **logged-in users to follow activities of interest to them** and, if they have **set up personalised notifications, to be reminded of important deadlines**. For more information on setting up notifications, see the 14. Notifications chapter.

When you **open a TCA datasheet** from the "**Events menu**", a **"Follow"** option will appear **in the top right-hand corner** of the datasheet. **Clicking this** button will **follow the event**. For **followed events**, an **"Unfollow"** ❤ Unfollow **option will appear** in the same area, which can **be clicked to unfollow the event**.

24. Figure: Following a TCA

Followed activities are **displayed** in a **tabular, filterable view** in the **"My Followed Activities"** menu. The **menu** can be **accessed from the drop-down menu under the user name**.

In the **"Actions" column**, **click "Unfollow" to stop following**, and the "**Show activity" option** will take you to the **activity's datasheet**.

The **"Export to Excel" button** in the top right corner will **export the entire spreadsheet**.

25. Figure: My followed activities

11. Calendar

Events published on the "**Front page**" can also be **viewed in a calendar view** by all users and visitors, which helps to make events transparent.

You can **reach the calendar** from the **"Welcome" page** the **"Calendar" card** next to **"News"**. The **card** always **displays the current month** and **clicking** on the **"Detailed calendar view" button** in the lower right corner provides a **detailed calendar function**.
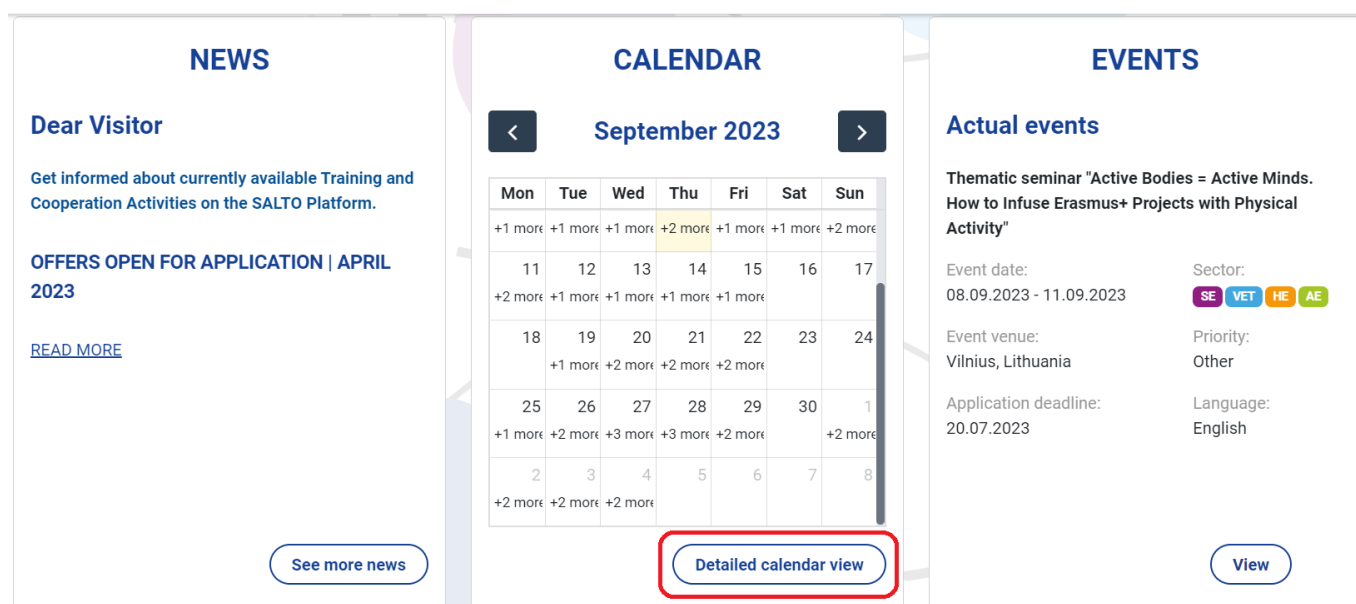
26. Figure: Calendar - Welcome page

The **calendar indicates** the **days when events take place and the number of events** taking place at the same time. **Clicking** on **a certain day the titles of the events will pop up**, **clicking on them** gives you **access to the datasheets of the events**.
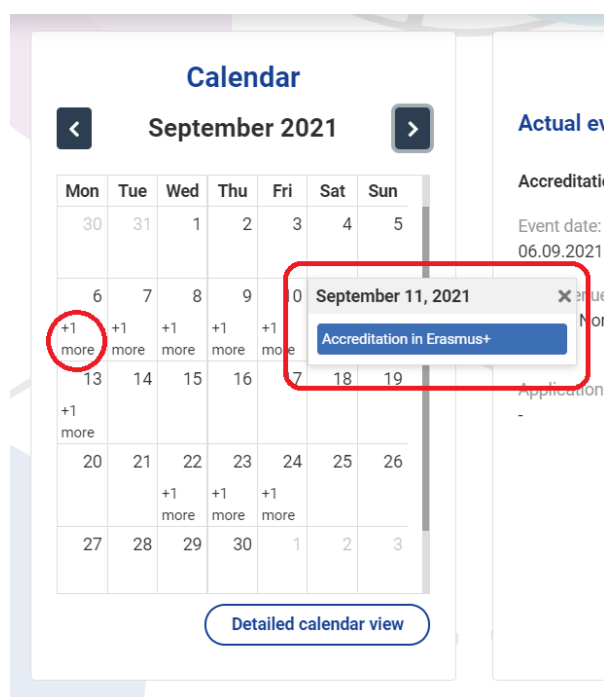
27. Figure: Calendar card- event view

You can **reach** the **annual view** of the calendar by **clicking** on the **"Detailed calendar view" button** in the lower right corner of the **calendar card or by clicking "Calendar view"** in the **"Events" menu** item.

28. Figure: Events menu - Calendar view

In the **annual view** of the calendar, the **year is displayed by default**, **displaying all events of the year** that have been **announced to applicants** on the Front page**. Events are displayed** in the corresponding **sector colour** in the calendar.

We can select the years with arrows. The **"Search" button** in the upper right corner **navigates to the search block** of the events.
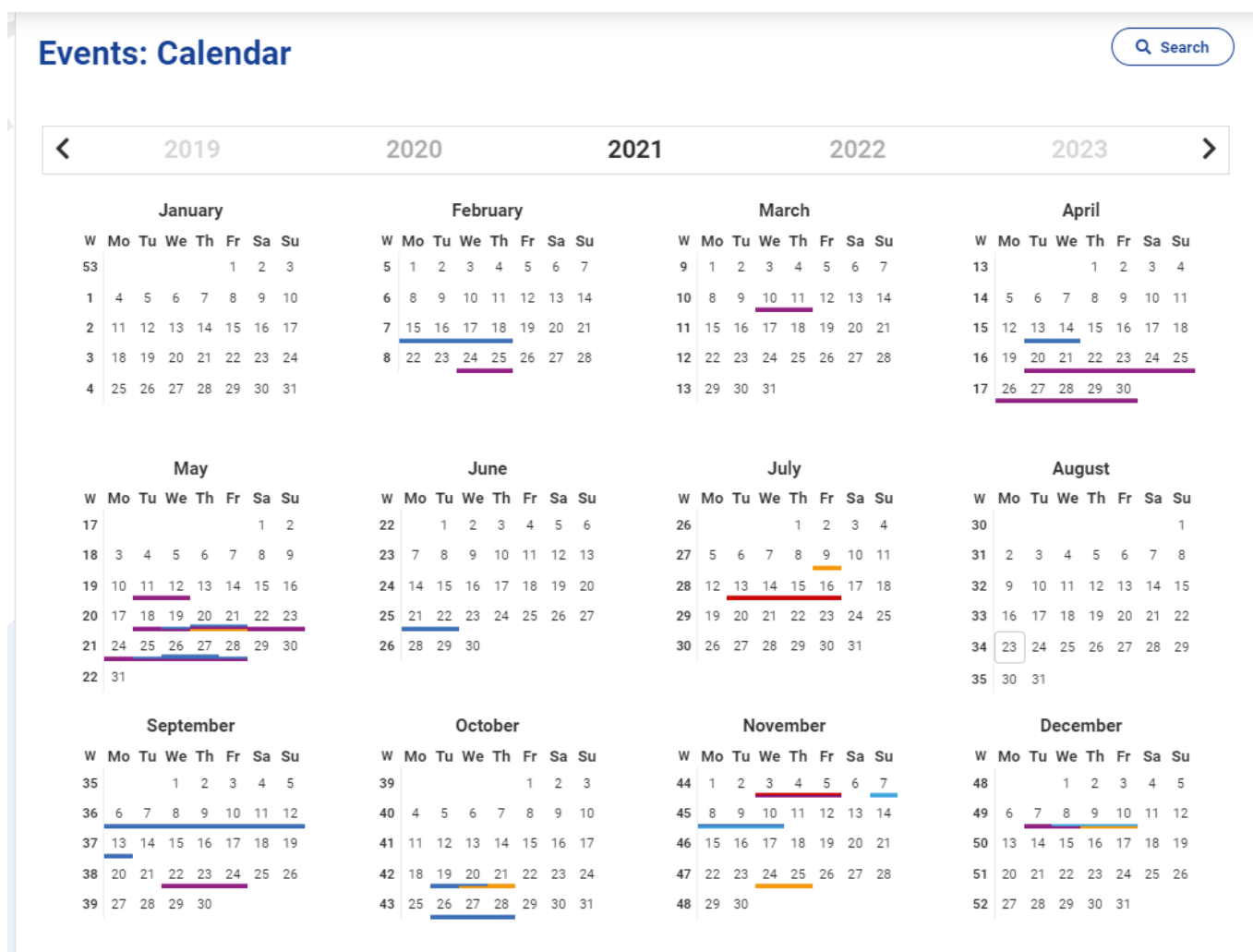
29. Figure: Calendar

When you **click on a day that hosts events**, the **title of the events pops up**. **Clicking on a title** will **display the basic data** of the event and **clicking on** the **"More" button** will take you to the detailed **event datasheet**.
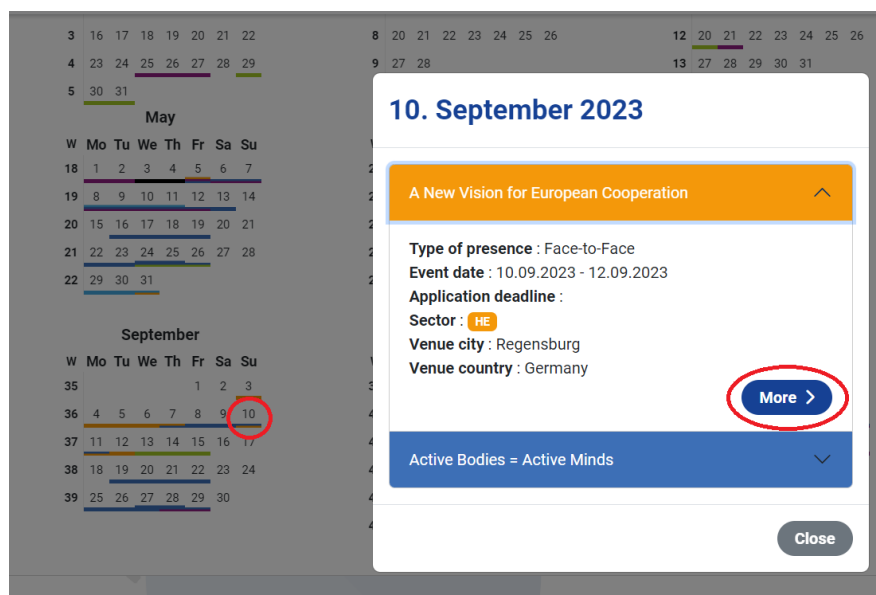
30. Figure: Calendar – event view

12.   TCA Participant application

12.1. Application process

The **"Apply" button appears** at all **events where the online participant application is currently open on the site**. It is also visible to all logged-in users and to visitors as well.

However, the **button is inactive until the required conditions for the application are fulfilled**, which are also **highlighted in a warning**, (e.g. "**Please log in if you want to apply for the event**" and "**Your National Agency/National Erasmus+ Office is not a partner of this activity. Please contact your NA/NEO for further instructions**").

If you see "**Your National Agency/National Erasmus+ Office is not a partner of this activity**" it simply **means** that the **sending National Agency or National Erasmus+ Office** to which **you are registered** has **not applied to be a sending partner** for this activity. This may be because **they do not wish to send a participant to this event**, which means **you cannot apply for this event**.
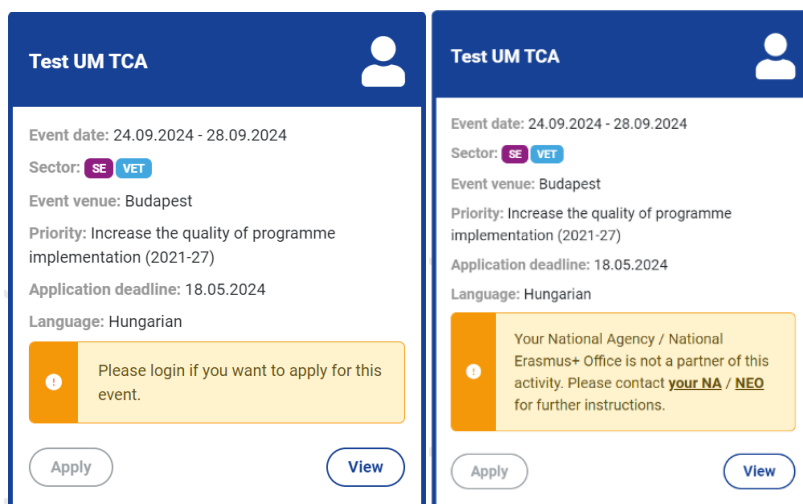
31. Figure: Application notifications
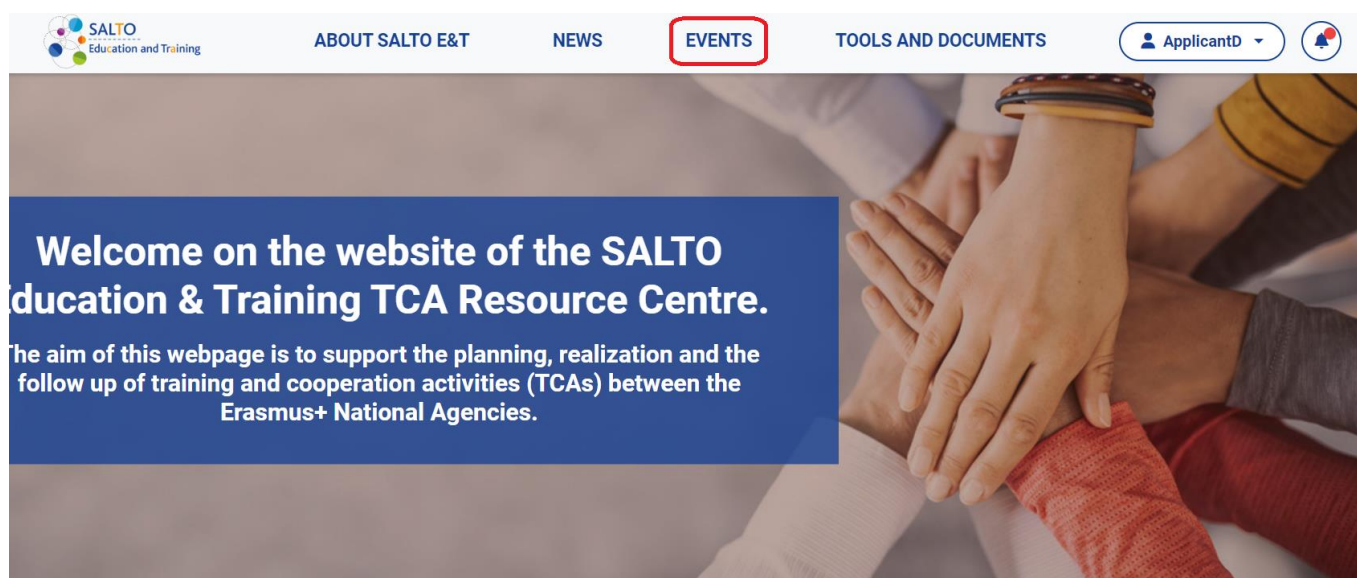
32. Figure: Events – to apply

After logging in, you can reach the **page listing the events** by clicking on the **"Events"** menu item from the Front page (see figure 32). You **can apply for an event with an active "Apply" button** on the event card.
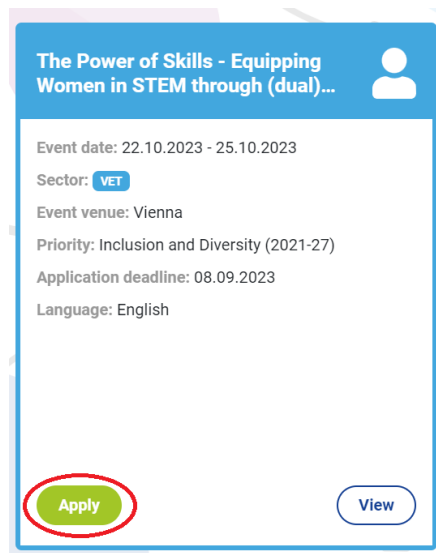
33. Figure: Apply button

After **pressing** the **"Apply" button** on the card (see figure 33), you will **reach the event datasheet** and you will **need to click on the** [Apply] **button again to display the Application form**.

Under the **"TCA Details"** block **3 permanent questions must be filled in** concerning the experience of the applicant:

- "Please give a short summary of your professional background, interests, and present role in your organization."
- "What professional benefits do you hope to obtain from participating in this activity at a personal level?"
- "What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels?"

Following that, a maximum of 5 optional questions must be also answered **provided by the event Organiser National Agency**.

34. Figure: Application

All mandatory fields must be filled in with at least 1 (max. 3,000) character **and saved so that the** **Send application** **button is active** next to the **Save** button. The **application can be submitted** for evaluation **by pressing** the **"Send application" button**.

It is **possible to save the partially filled-in application form** and complete all fields later. **Before sending, a confirmation window pops up** (see figure 35) as the **submitted application can no longer be modified** on the site.

> 🔶 **Please note that** sometimes there **may be problems with browsers** and when **entering text content**. The website can be used in any browser, but the use of **Google Chrome is highly recommended**.
> **We recommend** that you **type the text directly into the page** or **copy** it from Notepad **without any formatting**. **Copying formatted text**, especially from a webpage **can cause problems**. You may not be able to save the page.
> 🔶 **It is also important to note** that the **grey counter below the text boxes indicates the number of characters**.
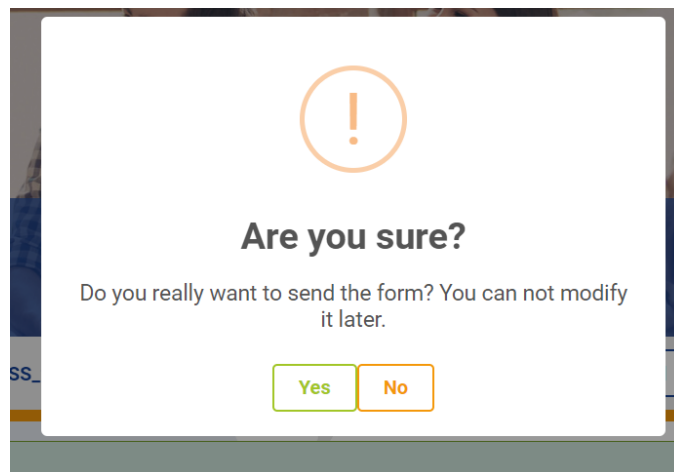
35. Figure: Confirmation popup

> ⬤ **Important**: **SALTO E&T TCA RC is only responsible for the operation of the website**. You can **contact us via the email address** and **contact box in the "Contact information" block at the bottom of the website** if you have any questions **about the processes on the website**. **For more information about events**, or for non-technical questions about registering for an event, **please contact your Sending National Agency/National Erasmus+ Office or** the **Organiser National Agency**. **Contact details for National Agencies** can be found here: https://erasmus-plus.ec.europa.eu/national-agencies and the **National Erasmus+ Offices** here: https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices.

12.2. My applications

Saved or **submitted applications** can be **tracked** in the **menu bar under the name of the logged-in user**, **under "My Applications"** (see Figure 36). This is also where any evaluation and follow-up forms received in connection with events are located.
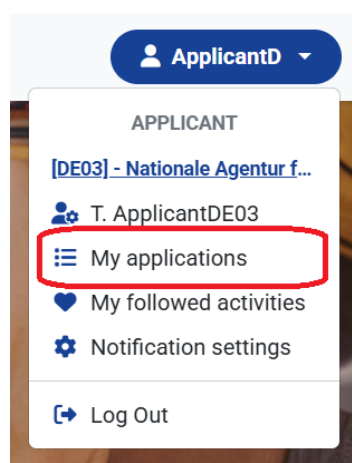
36. Figure: My applications menu

You can **continue** to fill in the **unsubmitted, saved application forms** here by **clicking on the eye icon** in the **"Action" column in the event row**, **as long as the event's application deadline is open**.

37. Figure: My applications

The **status of the application form** submission can be viewed in the **"Status" column**.

Status	Meaning of status	Actions that can be performed by clicking on the eye icon in the "Actions" column
Saved	the application form has been saved	the application form can still be edited (until the application deadline)
Submitted	the application form has been sent for assessment	the application form can no longer be edited, only viewed
Finalized	the final decision on the application has been made	the application form is available for viewing

Once logged in, you can also follow the assessment process at the top of the event application form (see picture 38).

38. Figure: Application Details

12.3. Sending National Agency

Please note that there is a **Sending National Agency/National Erasmus+ Office** linked to your application. This agency is **managing your application**.

> 🌿 The **appropriate Sending National Agency/National Erasmus+ Office** must be **selected when registering on the website**, **according to two criteria**.
> <u>Country code:</u> **Sending National Agency/National Erasmus+ Office** is **always the National Agency/National Erasmus+ Office of the country where you live/work.**
> <u>Number (</u>if there are **more than one NAs with the same country code, e.g. BE01, BE02, BE03):**
> The **sector** in **which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE))
> The **list of National Agencies** can be found here and the **list of National Erasmus+ Offices** here.

You can **apply for an event** if the **application is currently open via the website**, if **your Sending National Agency/National Erasmus+ Office is an accepted partner for the event**. The **"Apply" button** on the event card **is active only if your National Agency/National Erasmus+ Office is an accepted partner for the event**. Otherwise, the "Apply" button is inactive and you cannot apply for the event.

You can **find the National Agencies/National Erasmus+ Offices that have applied for the event** by opening the **event data sheet in the PARTNERS AND PARTICIPANTS block**. There is a **green applicant icon** for **accepted partners**, with a **number** next to it **indicating the number of participants** (applicants and NA colleagues combined) **they wish to send**. Here you can **check** if **your National Agency/National Erasmus+ Office is an accepted partner**.

Legend
     Pending booked places

     Accepted places

Sending partner(s):   CZ01 - 2 DE02 - 2 DK01 - 1 EE01 - 2 ES01 - 6 FI01 - 6 FR01 - 2 HR01 - 2 HU01 - 2 IE01 - 2 LU01 - 2 NL01 - 2 PL01 - 3 BE03 - 3 MK01 - 2 PT01 - 3 SE01 - 2

39. Figure: Accepted Sending partner NAs/NEOs

If you do not know which **Sending National Agency/National Erasmus+ Office you registered with** when you registered on the website, **you can find this information in the user drop-down menu above your name or** in the **blue info box in your profile**, along **with the general email address of the sending National Agency/National Erasmus+ Office** (or in the field of the Sending National Agency/National Erasmus+ Office).

Also, as a **logged-in user**, in **the blue info box of the PARTNERS AND PARTICIPANTS block on the event template and** after application via the **saved/submitted application in the "My applications" menu**, by clicking on the eye icon in the event row.

40. Figure: Sending National Agency/National Erasmus+ Office

41. Figure: My application view

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If you need to **contact your Sending National Agency/National Erasmus+ Office** before registration**, please find contact details at** https://erasmus-plus.ec.europa.eu/national-agencies **or** https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices.

APPLICATION

APPLICATION DETAILS

Status: Finalized
Sending Decision: Accepted
Organiser Decision: Accepted

TCA DETAILS

Sending National Agency / National Erasmus+ Office (NEO)

HU01 - Tempus Public Foundation

Event

EmpowerEd: Thematic seminar for inclusive education

Start date

01.09.2023

End date

04.09.2023

Venue country

Belgium

Venue city

Brussels

42. Figure: Application form - Sending National Agency/National Erasmus+ Office

12.4. Event evaluation – short term

After participating in a TCA, the **Organiser National Agency** may **send you** an **evaluation form** to be filled in.[5] In this case, **you will receive** a **new notification** titled **"Time to complete the evaluation form"**, as presented below. You can **find this notification under** the **"Notifications"** menu item.
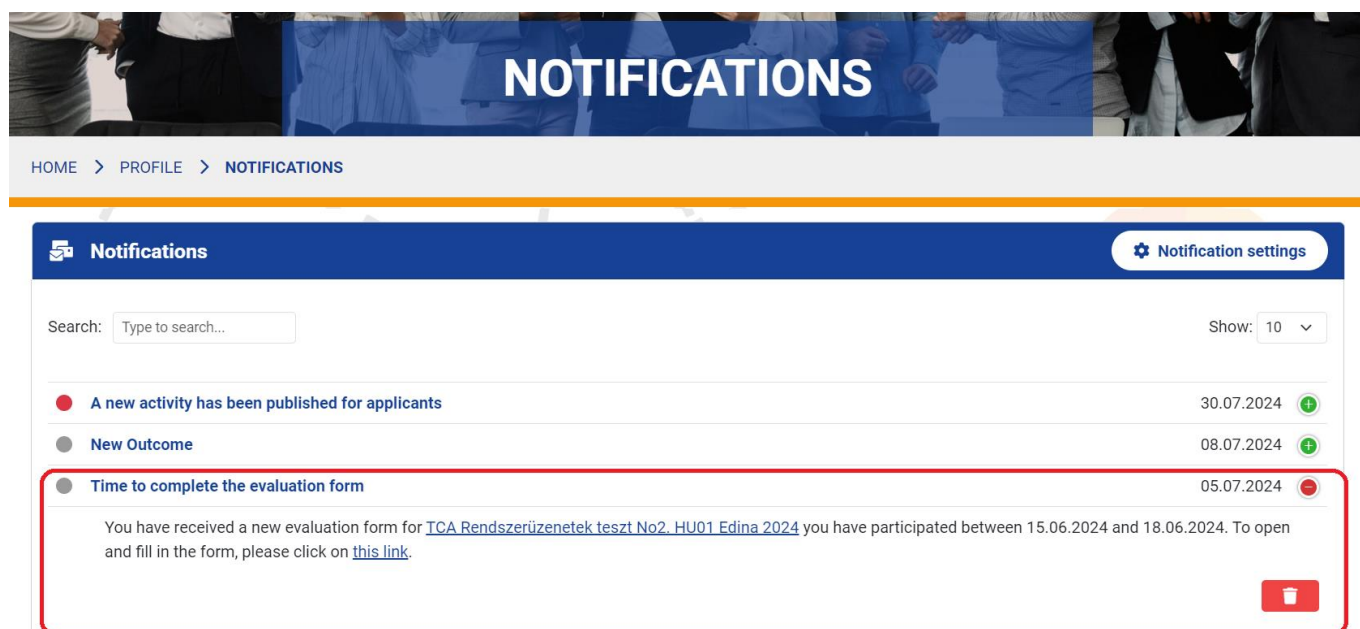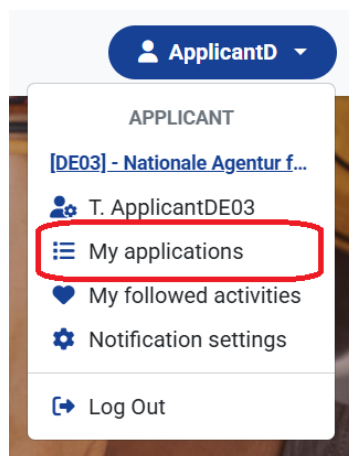

43. Figure: Time to complete the evaluation form notification

You can **open** the **evaluation form** by **clicking** on the blue **hyperlinked "this link" section** or view the form in **"My applications"** menu, under **"Actions" column** by **clicking** on the **letter icon**.

---

[5] It is important to note that your National Agency / National Erasmus+ Office may have already sent you an evaluation form for the event, which is necessary for finalising financial reporting. However, the evaluation form you receive through our platform is equally important, as its results are used by the organisers of TCAs to improve future events.

44. Figure: My apllications

45. Figure: Evaluation

The **"Evaluation" column** shows the **status of the evaluation form**.

Evaluation form status	Meaning of status	Actions that can be performed by clicking on the letter icon in the "Actions" column
Received	Evaluation form has been received	the form can be filled in, edited
Saved	Evaluation form has been saved	the form can be further edited
Finalized	Evaluation form has been submitted	the form is now available for viewing only

On the evaluation form you can find the **main details of the event**, and by **clicking** on the **"More info about this Activity" button** you can **access** the **full event details**.
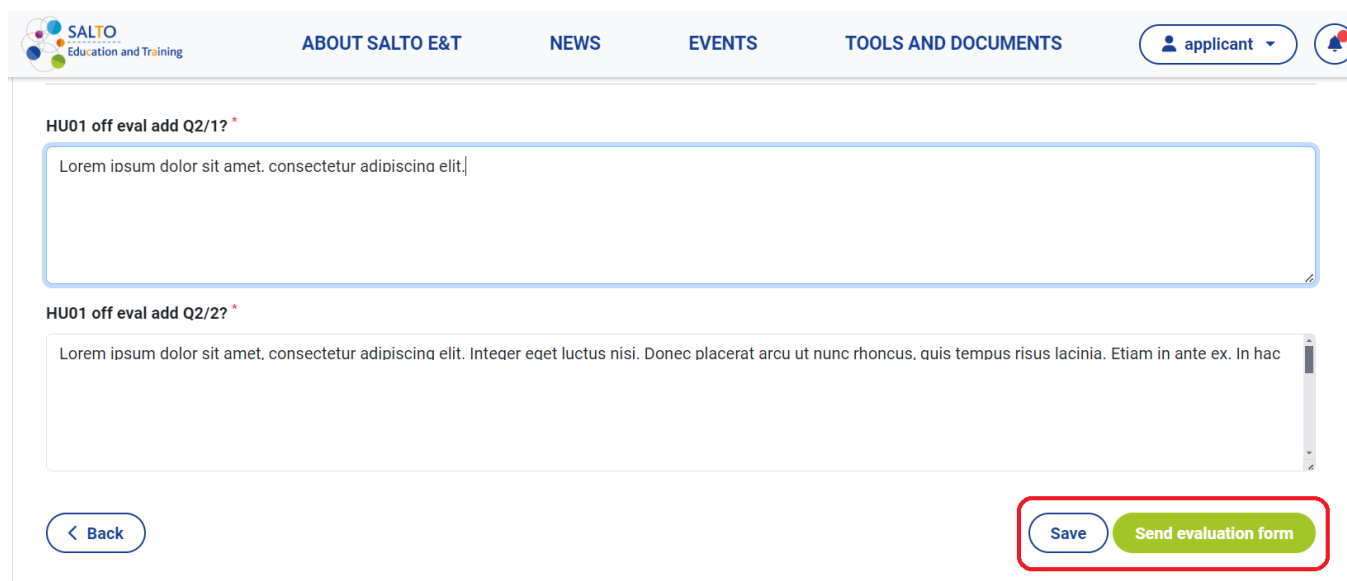
The **form contains fixed questions**, including **multiple choice, evaluation and explanation questions**. At the end, the **National Agency organising the event can optionally add up to 5 questions**.

Questions marked **with an asterisk (*) are compulsory**. For the **explanation questions, the maximum** length of the answer is **3,000 characters**.

The **form can be saved while filling it in**.

If you **only opened or saved** your **evaluation form**, but you **haven't submitted yet**, you will see a **"Save" button at the bottom of the form**. To **submit the evaluation, click** on the **"Send evaluation form" button** at the bottom of the evaluation form.

If you **sent** your **evaluation** by **clicking** on the **"Send evaluation form" button**, **you will be able to view your** submitted evaluation **form, but you can't edit** it.

46. Figure: Save/send evaluation form available at the bottom of the form

Evaluation form aims to survey participants in short term mainly about **general event feedback** and benefits gained, **plus collects comments and suggestions for further TCA development**.

12.5. Event follow up – long term[6]

After participating in a TCA, **your Sending National Agency/National Erasmus+ Office** may **send you** a **follow up form** to fill in. This case, **you will receive** a **new notification** titled **"Time to complete the follow-up form"**, as presented below. You can **find this notification under** the **"Notifications" menu item**.

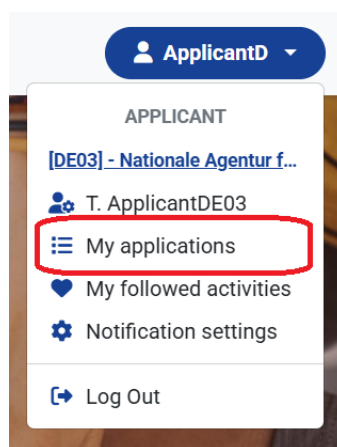[6] **Evaluation vs. Follow-up of a TCA event**
- **Evaluation** takes place immediately after the event and is initiated by:
  1. The **Sending National Agency** for financial reporting purposes.
  2. The **Organiser National Agency** for quality assurance.
- **Follow-up** occurs 3–6 months later and focuses on assessing the **impact** of the TCA. It can take different forms: e.g., a **survey** or an **online/in-person event**, where participants share outcomes such as Erasmus+ projects, partnerships, or ideas that emerged from the TCA.
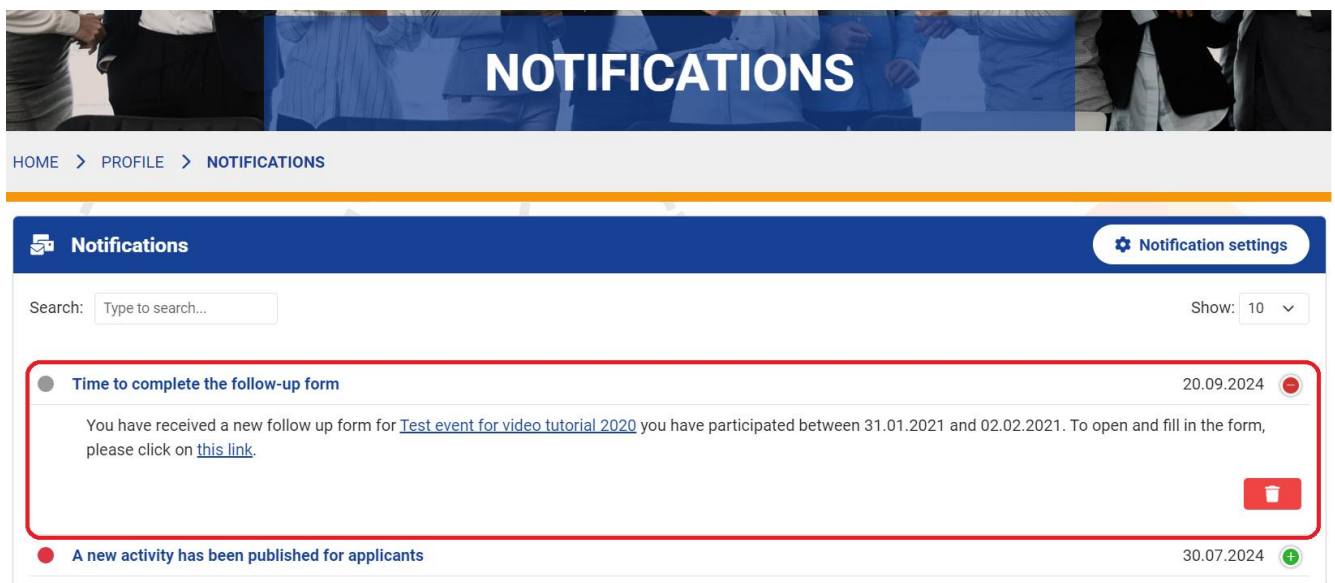
47. Figure: Time to complete the follow-up form notification

You can **open the follow up form** by **clicking** on the **blue hyperlinked "this link"** section **or** view the form in **"My applications" menu**, under **"Actions" column** by **clicking** on the **folder icon**.

48. Figure: My applications

49. Figure: Follow up

The **"Follow up" column** shows the **status of the follow up form**.

Follow up form status	Meaning of status	Actions that can be performed by clicking on the folder icon in the "Actions" column
Received	Follow up form received	the form can be filled in, edited
Saved	Follow up form has been saved	the form can be further edited
Finalized	Follow up form has been submitted	the form is now available for viewing only

On the follow up form you can find the **main details of the event** and by **clicking** on the "**More info about this Activity**" **button** you can **access** the **full event details**.

The **form contains fixed questions**, including **multiple choice and explanation questions**. At the end, your **Sending National Agency/National Erasmus+ Office can optionally add up to 5 questions**. **Questions** marked **with an asterisk (*) are compulsory**. For the **explanation questions, the maximum** length of the answer is **3,000 characters**.

The **form can be saved while filling it in**.

If you only **opened or saved** your **follow up form**, but you **haven't submitted** yet, you will see a **"Save" button** at the bottom of the form. To **submit the follow up**, **click** on the **"Send Follow up form" button** at the bottom of the follow up form.

50. Figure: Save/send follow up form available at the bottom of the form

If **you sent** your **follow up** by **clicking** on the **"Send Follow up form" button**, you **will be able to view** your **submitted** follow up **form, but you can't edit** it.

Follow up form aims to survey participants in long term mainly about **how the participant used the gained knowledge**, if they have **submitted an Erasmus+ or other application**, plus collects comments and suggestions for further TCA development.

13.   Outcomes

The **"Outcomes" menu** provides useful **conclusions, information** and related **documents about activities that have already been completed**.

The menu contains a **list view of the activities** for which the organiser has uploaded outcomes - these **can be TCAs or RT-LTAs**. The list can be **filtered and sorted by columns**. **Click on the eye icon** at the end of each row **to view the Outcomes interface for that event**.

ACTIVITY OUTCOMES

Reference number	Title	Start date	End date	Actions
RS01_0520_TSS_2023	Teaching Mathematics – Overcoming Challenges	14.12.2023	15.12.2023	👁
DK01_0530_THO_2023	Exchanging assessment experience of experts on accreditation fin	31.10.2023	01.11.2023	👁
CY01_0482_TSS_2023	Impact of Erasmus+ Traineeships on Higher Education	31.10.2023	02.11.2023	👁

51. Figure: Outcomes

14.   Notifications

Upon **logging in for the first time**, a **notification will appear** prompting you to the availability of **customisable notifications**, which can be **configured within the "Notification Settings" menu**.

Login, click the **bell icon in the header** of the Front page to **see the last five notifications**.

In the header of the drop-down menu, **click the gear** icon to **open the "Notification Settings" menu**.

Click on "See all notifications" at the bottom of the drop-down menu **to access the "Notifications menu".** The **"Notifications menu" includes fixed system notifications** and **customisable notifications** and **reminders**. A red dot above the bell indicates if there are unread notifications (see Figure 52).

52. Figure: Notifications

In the **"[Notifications](#)"** menu, **notifications** are displayed **in a searchable list view.** To **open the notification**, **click** the **green plus sign**. **Unread notifications** are indicated by a **red dot** that **turns grey when opened**.

You can **delete notifications** one at a time by **clicking the trash icon in the bottom right corner of the open notification** (see figure 53).
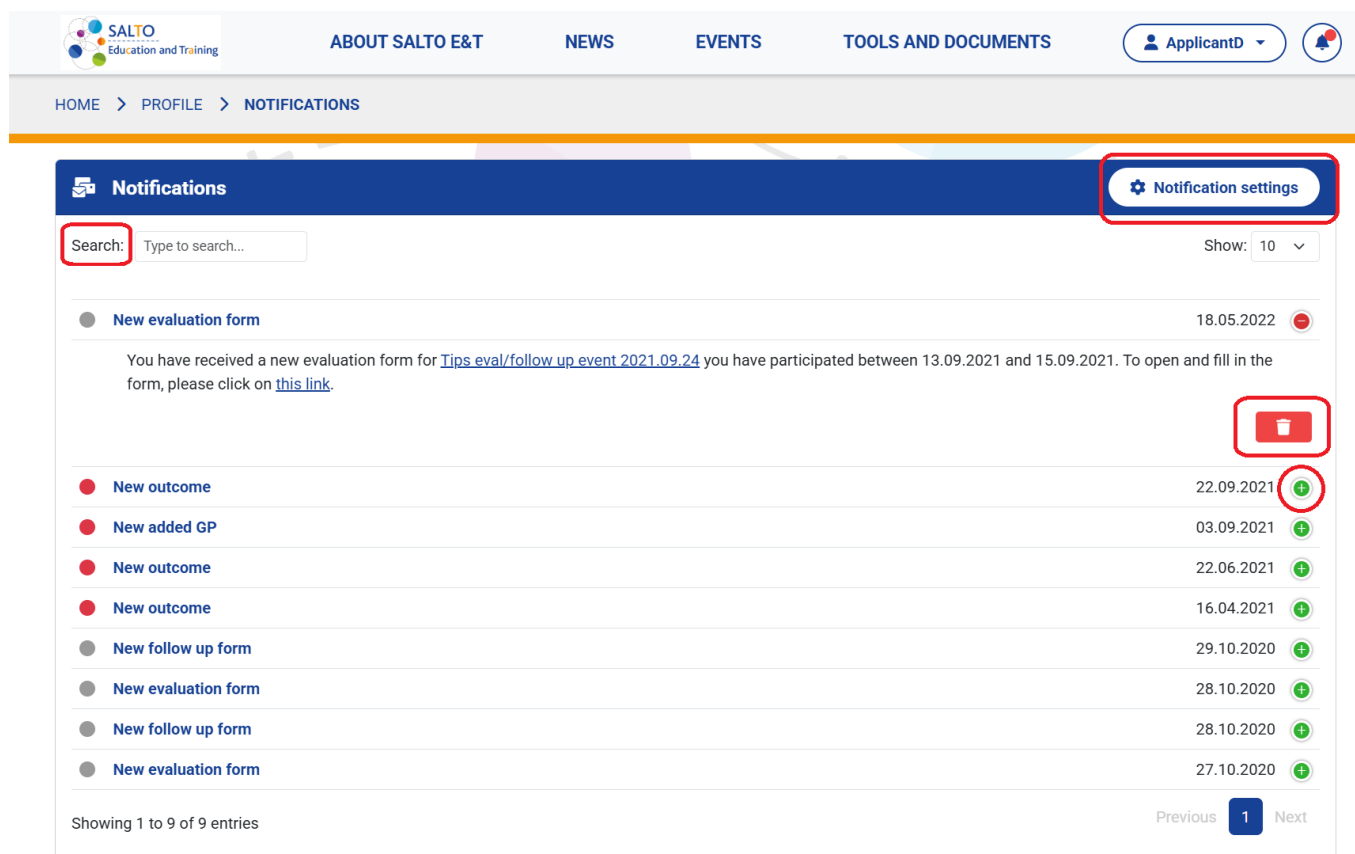
You can **search for notifications based on their subject**.

53. Figure: Notification view

14.1. Notification settings

In the top-right corner of the **"[Notifications](#)"** menu, you will find a **"[Notification Settings](#)"** **button** which you can **click to access the customisable notification settings menu**.

The **"[Notification Settings](#)"** menu is also **accessible via the gear icon** in the **drop-down menu header below the bell icon**, and from the **drop-down menu below the user's name**.

This interface allows each **user** to **configure the types of notifications and reminders** that are relevant to them.

> 🟠 **Please note that** the **fixed notifications related to the user's tasks**, e.g. notifications related to event applications, **cannot be personalised** and will **always be sent to the appropriate recipients**.

The **notifications that can be personalised** are the following (see figure 54.):

- **News notifications:** Tick this to be notified when a news item is published on the site.

o   News publishing (for visitors and registered users)

- **Activity notification:** This can be set to notify you when a new TCA is published on the Front page for applicants.
    o   New TCA published for applicants
- **Outcomes notification:** If this is checked, the system will notify you when an Outcome is uploaded to a TCA or RT-LTA.
    o   New Outcome

You can also use this panel to **set reminders for the activities you are following**. For **more information on following activities**, see the relevant chapter 10. Follow activities.

Followed activity reminders:

- **TCA Participant application reminders:** This is where you can set reminders for participant application deadlines. These can be useful if you are interested in attending an event and want to be alerted when the application opens. Reminders are provided 7 days before the opening of applications and on the opening day, and 7 and 1 day(s) before the closing date.
    o   Reminder: Participant application opens (7 days earlier)
    o   Reminder: Participant application is opened
    o   Reminder: Application deadline (7 days earlier)
    o   Reminder: Application deadline (1 day earlier)

These **notifications can be turned on and off at any time**, and changes can be **saved by pressing the "Save" button** in the bottom right corner.

The **"Notifications" button** in the top right corner **takes you to the "Notifications"** menu.

54. Figure: Notification settings

15.   News

The **"News"** menu on the **"Front page"** aggregates **all the news on the platform**.

The **news** is **displayed in a list view** when the menu is opened, with the **number of news** items **on the platform and the number of items displayed on each page displayed at the top**. You can **move between pages using** the **arrow in the top left-hand corner**, while **the number of news** items that can be **displayed on a page can be selected** from the drop-down list in the **right-hand corner**. There is also a **Search panel** at the **top of the page** which can be used to filter the news, **see 15.2 Search News for more information**.
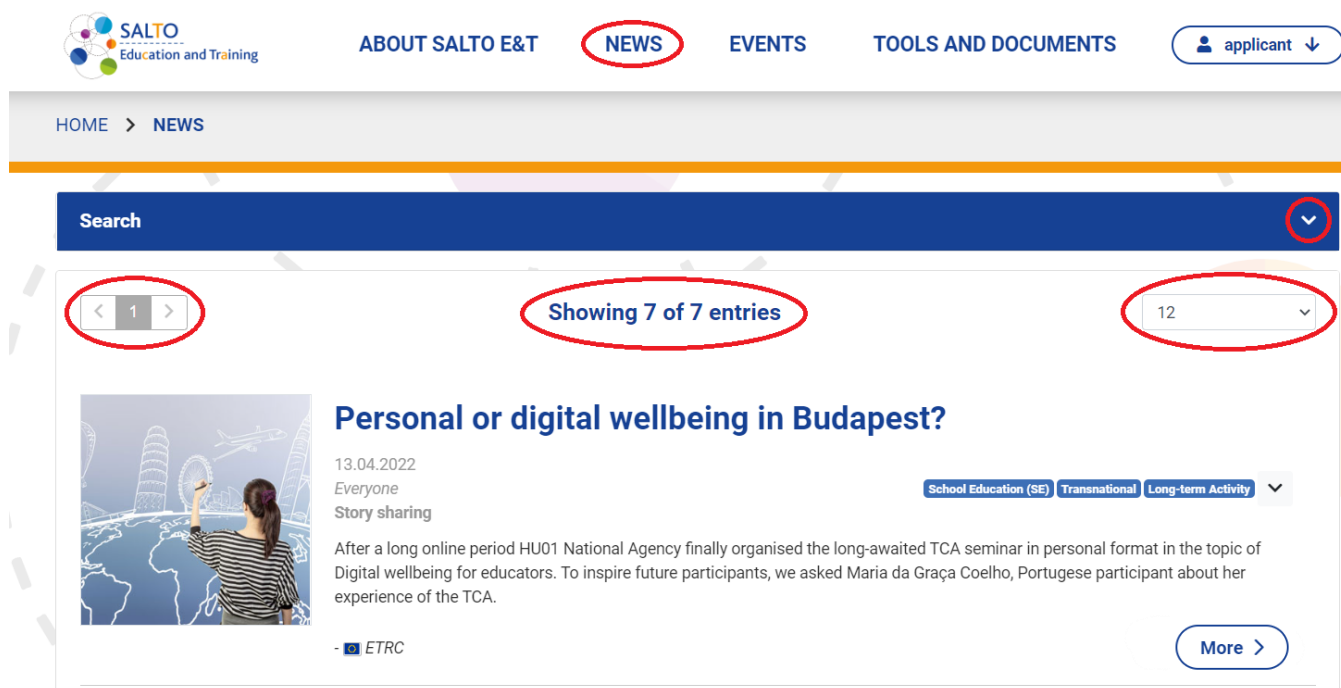
55. Figure: News menu

In the **news list view**, the **following items** are **on the "card" of a news** item:

- **Title** with news link
- **Date of publication**
- **Visibility** status
- **News type**
- **Labels**
- **Abstract**
- **Publisher NA/NEO code**
- News type **thumbnail** (stamp image)

By **clicking** the **"More" button**, the **reading interface** of the article **opens**. At the top of the page, there is information that can also be seen in the news list view, followed by the full text of the news.

If a **video link** is added to the news, it **can appear in two ways** at the end of the article. In the case of a **YouTube video lin**k, the video will **appear embedded** so that you can watch it on the page.

In the case of **other video links**, an **"Open video" button** will be displayed, which can be clicked to open the page containing the video.
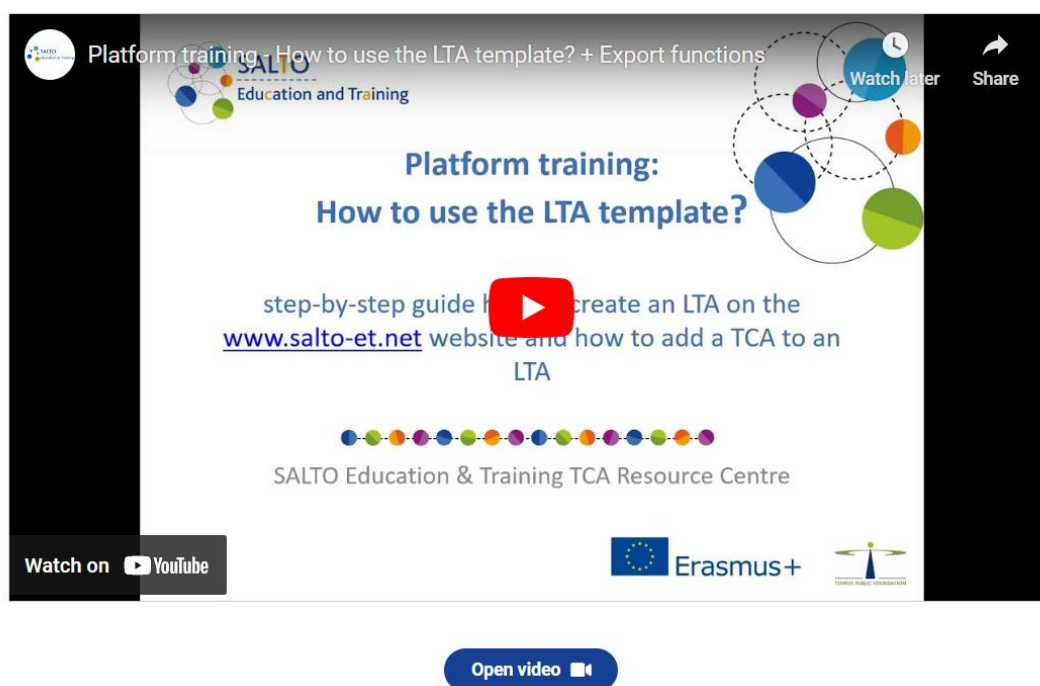
56. Figure: Video in the news

On the left side of the news, in the bar below the thumbnail, you will find "**Related news**", which are **selected by the system based on the same labels**, so that the **reader can access content similar to the article** they are reading.

On the **left side of the news** and **below the thumbnail**, **various icons** help sharing **the news directly** on the page. You can read more about this in the next chapter.

15.1. Share news
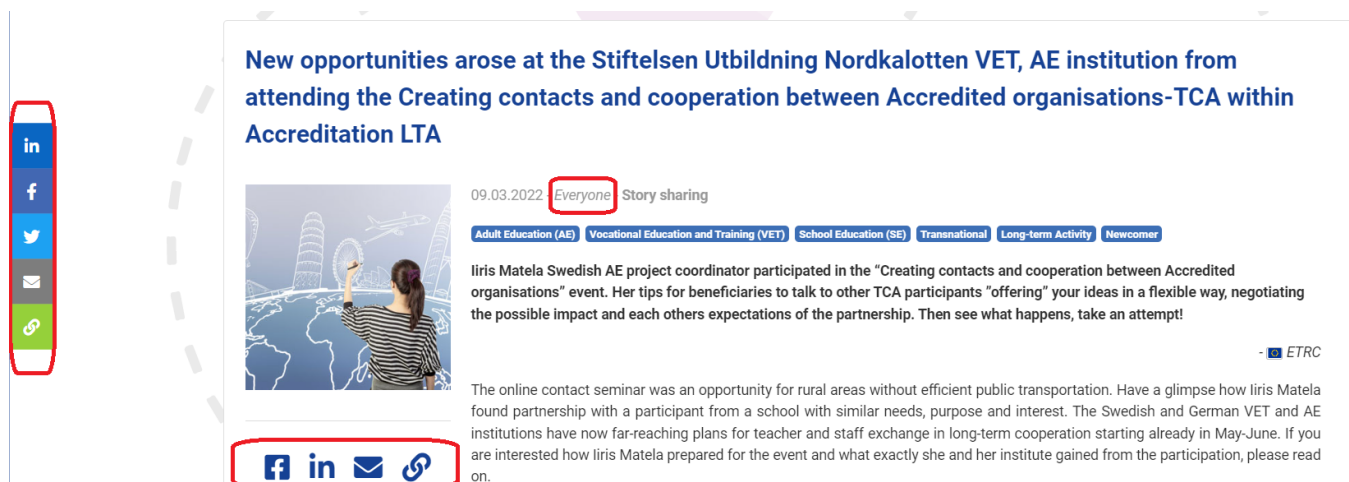
57. Figure: Sharing icons

A **News** item can be **shared directly** through the site via **various social media platforms and email**.

A News item can be **shared via the floating icons** on the **left and icons below the thumbnail**. These allow a **news item** to be **shared directly on LinkedIn, Facebook and Twitte**r, **or** you can **send it by email**. You can **also copy the news link and paste it** on the desired interface.

🔸 **Please note** that in the case of social media and email sharing, the **platform will share the news via the social media accounts** and **mailing platforms you are logged into**.

Clicking on the icon will **take you to the social media/email interface**, where you can share the news according to the way the site works.

After sharing **on social media platforms, the thumbnail, title, beginning of the abstract and link to the news will automatically appear**.

15.2. Search news

Published **news** items can be **searched using various criteria**. The **search panel** can be **opened at the top of the menu**.
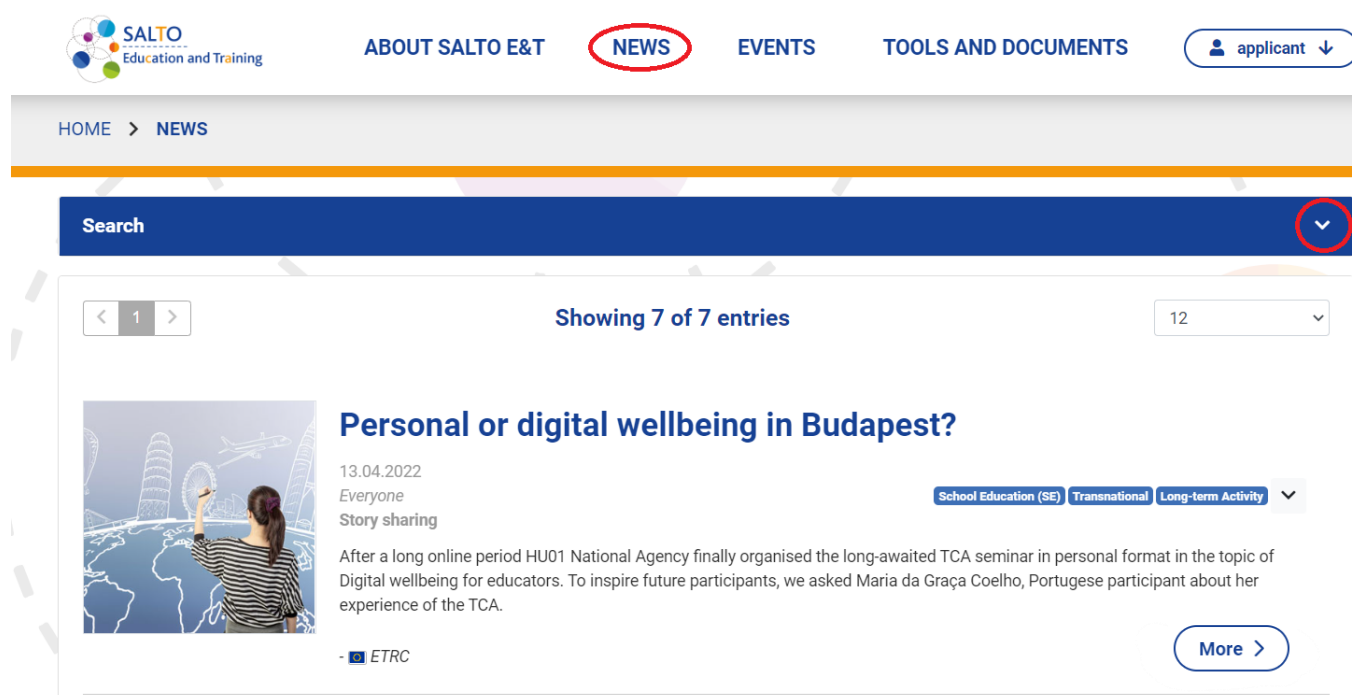
58. Figure: News search

Readers can search on the following aspect:

- **Title**: searches the news title for the specified content
- **Abstract**: searches for the specified content in a short introduction to the news
- **Body**: searches for the specified content in the news
- **News type**: searches for the type of news. News type can be selected from a specific list, each news type can have one type, types also have a pre-set thumbnail.

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- **Labels**: searches in the news labels, several relevant labels can be specified for a news item, so several can be selected at the same time when searching.
- **Publisher National Agency**: filter for the NA/NEO or EC that published the news item
- **Date published from**: date filter, sets the start date of the search time period based on the publishing date of the news items
- **Date published to:** date filter, sets the end date of the search time period based on the publishing date of the news items

By **clicking** on the "**Search**" **button**, the page will **display the number of results** and **list the results**.

The specified **search criteria can be deleted** by **clicking** on the "**Clear search criteria**" **button**.

59. Figure: News search panel

16.   Glossary

The "**Glossary**" menu is **available to all users and visitors as a submenu of the "Tools and Documents"** main menu on the **Front page**.

The menu **displays a list of frequently used terms** and **their explanations** for **TCA and the SALTO platform**, in alphabetical order. The concepts include content that is primarily relevant to the professional staff of the National Agencies/National Erasmus+ Offices.

The **full contents of the definitions** can be **accessed by clicking on the arrow** at the end of the line. The glossary is constantly being expanded and updated.

The **contents** of the menu **can be searched and filtered** using the fields above the columns and the "Search" field above the table.

You can also **copy the link to the term** so that you can send it to others if you need to**, using the link icon** in front of the term name.

60. Figure: Glossary

17.   FAQ

In the **"Front page" menu**, **under "About Salto E&T"**, you will **find** the **"Frequently Asked Questions"**, the FAQ. Here you will **find short answers to the most frequently asked questions**.
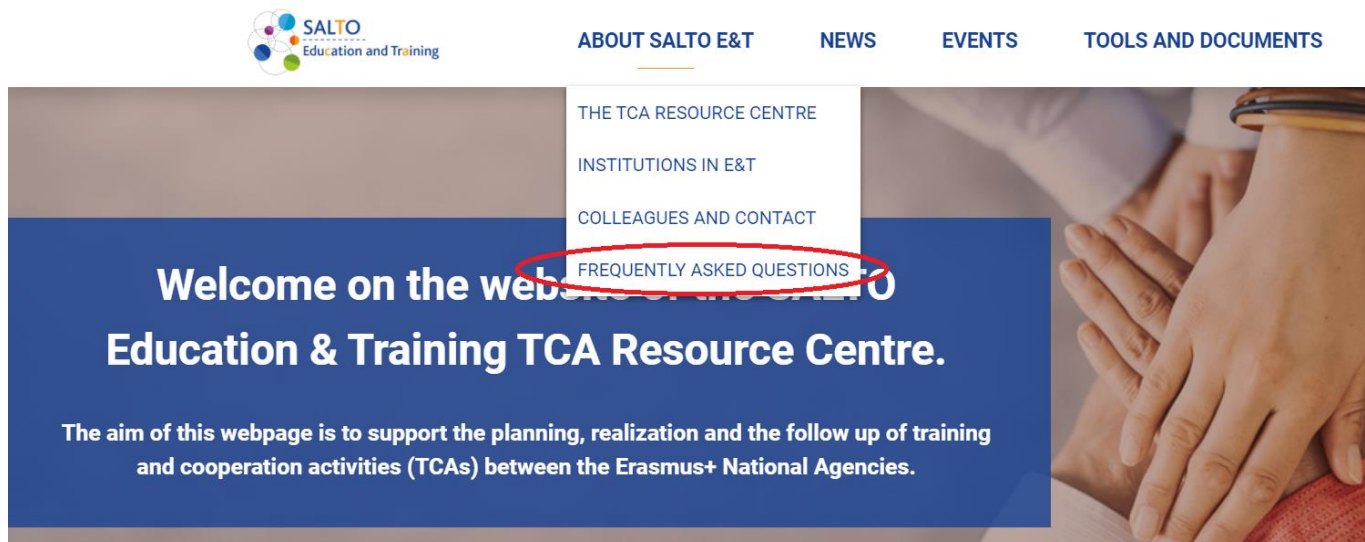
61. Figure: FAQ

FREQUENTLY ASKED QUESTIONS

APPLICANTS

＋ What are TCAs?	∨
＋ Who are TCAs for?	∨
＋ How can I apply?	∨
＋ User manual for Applicants	∨

62. Figure: FAQ – Applicants

17.1. Applicants

What are TCAs?

Training and Cooperation Activities (TCAs) are international events and activities organised by Erasmus+ National Agencies. They aim to connect participants, foster collaboration between organisations, and enhance the quality and impact of Erasmus+ projects.

TCAs bring people and organisations together to share knowledge, build skills, and create impactful Erasmus+ projects.

TCAs come in various formats, including **training sessions, thematic workshops, partner-finding events** (contact seminars) and **study visits.** Whether you are new to Erasmus+ or experienced, these activities are **designed to build skills, explore specific topics** related to inclusion, digitalisation, green transition or civic participation, and create opportunities and spaces **to develop partnerships, project ideas or future projects.**

They focus on **sharing best practices, and learning from experts,** from each other while **building connections** to make Erasmus+ even more impactful on a broader scale.

Inside the experience: training activity highlights from around Europe - playlist

Who are TCAs for?

Training and Cooperation Activities (TCAs) are open to a broad range of participants connected to the Erasmus+ Programme. They are tailored to:

- **Representatives of organisations:** Those from institutions that are already participating in Erasmus+ or planning to apply for grants. This includes schools, universities, NGOs, and other organizations across multiple sectors such as Adult Education (AE), Vocational Education and Training (VET), Higher Education (HE), School Education (SE), and Youth(YH).*

- **Educators and Trainers**: Teachers, trainers, and professors aiming to enhance their skills, explore innovative approaches, or connect with international peers.

- **Project Leaders and Managers**: Individuals responsible for designing, implementing, or managing Erasmus+ projects who wish to improve quality, expand networks, or find international partners.

TCAs are often multi-sectoral, meaning participants from more education& training sectors can join to explore shared priorities such as inclusion, digitalisation, green transition, and civic participation.

For youth-specific Training and Cooperation Activities, visit the salto-youth.net portal.

How can I apply?

Before you can apply for a TCA, you must create a user account on the site (**Log in >> Create Account**).

Please **select the TCA** of your interest in the **Events** menu. Pay attention that you **match** the criteria described in the "**Profile of participant**" section. Consider if the time, location, working language and other details of the TCA are appropriate for you. Upon your decision to participate, you can express your wish by **submit an application** if you see the "Apply" button for the TCA.

If you have questions to your country's **National Agency** or to the Organiser National Agency of the event, please find **contact details here**.

If you have **technical questions** about this website (registration/application), please **contact us at tca-rc@tpf.hu**.

User Manual for applicants

User manual for applicants is available here.

If you have questions about the operation of this website do not hesitate to contact **tca-rc@tpf.hu**.