

SALTO E&T website

User manual for applicants

salto-et.net



Second edition
Last updated 30.11.2023

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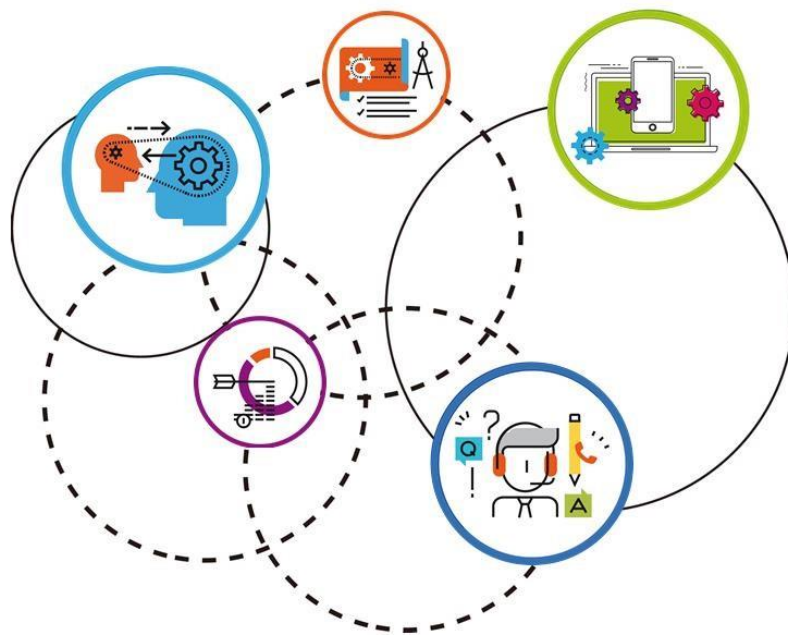
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1. Aims and objectives of the TCA Resource Centre

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

The aims of TCA Resource Centre are to

- **provide all information** about transnational 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 realized 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.

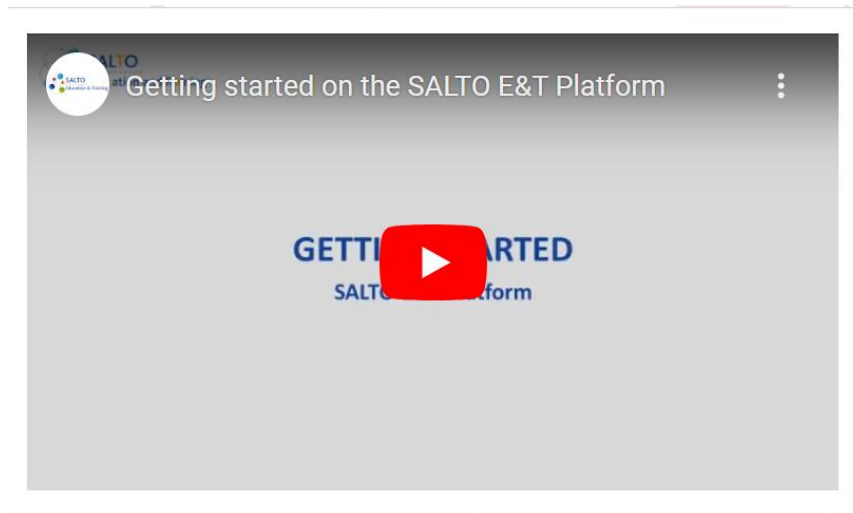
2. Before use

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

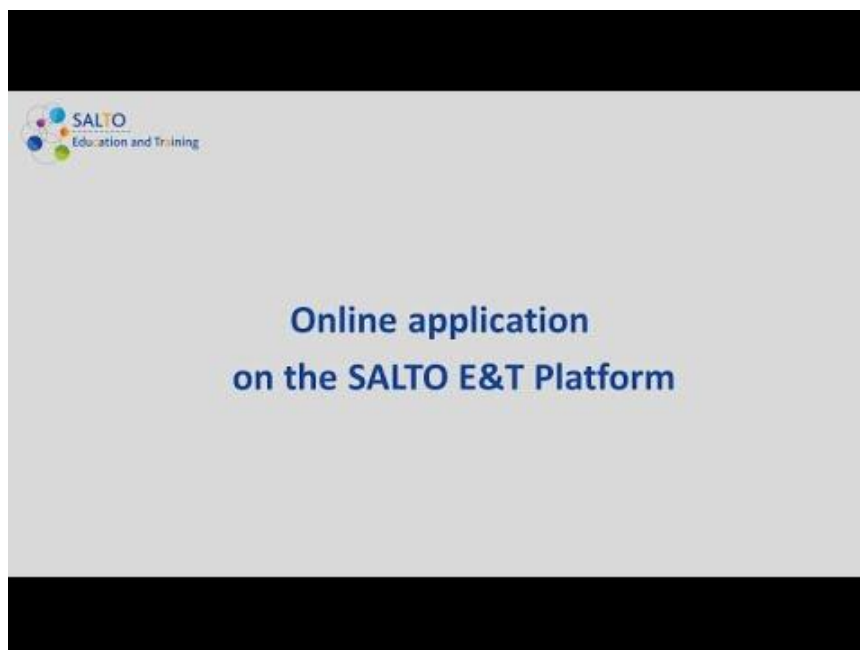
The following **tutorial videos** guide **applicants** through the core Platform functions. **Click on the pictures** to start the videos.



Getting started on the SALTO E&T Platform



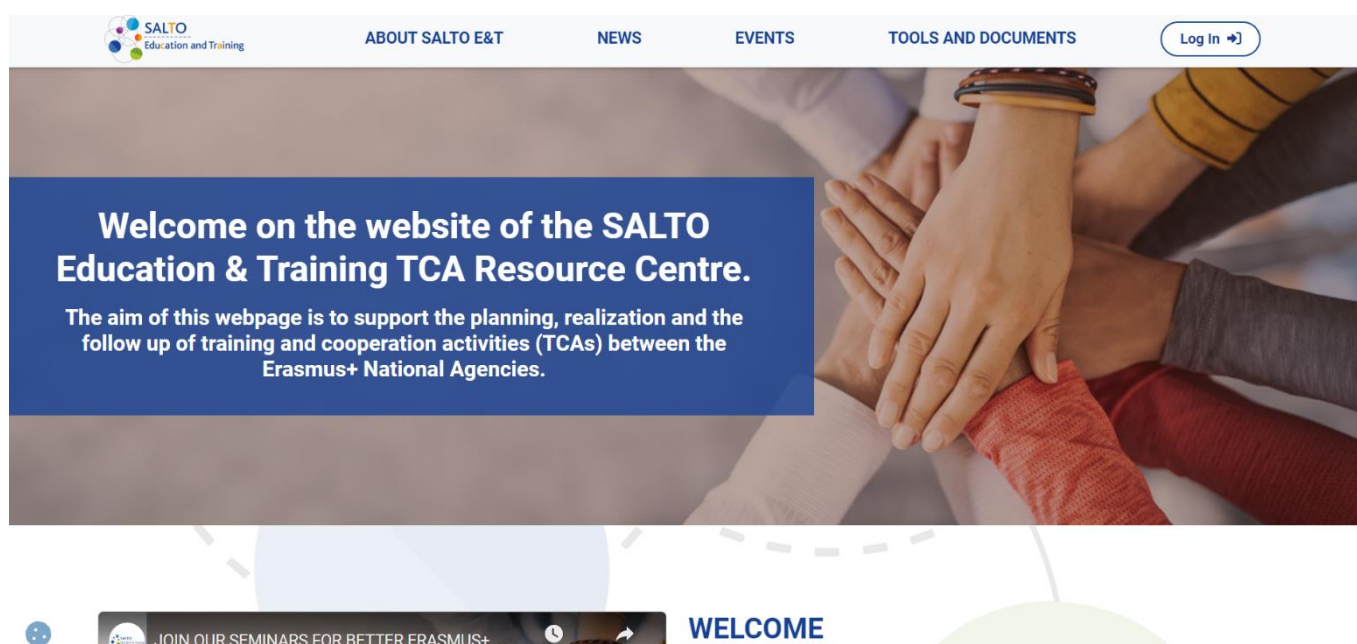
Creating an Account on the SALTO E&T Platform



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 Figure 2. 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:**
 - [The TCA Resource Centre](#): general information / about us
 - [Institutions in E&T](#): National Agencies, European Commission, Erasmus+ National Agency directors, TCA officers, Working Group and Advisory group
 - [Colleagues and contacts](#): SALTO Education and Training TCA Resource Centre contacts
 - [Frequently Asked Questions](#)
 - **News**: News for Visitors, Applicants
 - **Events**: Show activities in card (Actual, Past, All events) list and calendar view, event search, My applications menu (menu item after login)
 - **Tools and Documents:**
 - [Activity outcomes](#): searchable collection of the TCA outcomes (menu item that appears after logging in)
 - [Erasmus+ documents](#): Erasmus+ documents for beneficiaries
 - **Log in**: a user menu is accessible after logging in
 - *User authority*: “Applicant”
 - *Sending National Agency name*: selected at registration, click on it and the general email address of the Sending National Agency will appear on the profile page.
 - *“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**. If you **need to change any of this information**, please **contact us** at info.tca-rc@tpf.hu.
- [Messages](#): system messages will be found here
 - [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
 - Log out

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”.

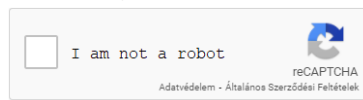


Important: SALTO E&T TCA RC only creates accounts for staff working in National Agencies, as indicated in the text at the top of the registration interface. If you do not work in a National Agency, please register via the website.

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** 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**, there are two aspects to consider. The **Sending National Agency** is always the **National Agency of the country where you live/work**. The other is the **sector in which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE)), as there can be several national agencies per sector within a country. **A list of national agencies can be found here:** <https://erasmus-plus.ec.europa.eu/es/contacts/national-agencies>

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.



[ABOUT SALTO E&T](#)
[NEWS](#)
[EVENTS](#)
[TOOLS AND DOCUMENTS](#)
[Log in](#)

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/NA staff member

Request a user account

Are you working in a National Agency that coordinates the Erasmus+ Programme in your country?

Please request a user account at tcas-ns@tpi.hu from your official email address with the following data: full name, National Agency, position, involved sectors, and required authority (NA staff member/working rights/TCA Officer/ editorial rights).

APPLICANT DETAILS

Please note that Email, Username and Sending National Agency fields cannot be modified after registration.

First name *	Last name *
<input type="text"/>	<input type="text"/>
Email *	Username *
<input type="text"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password"/>	<input type="password"/>
Contact number	Sex *
+33456789	Please choose an option ▼
Country of residence	Sending National Agency *
Please choose an option ▼	Please choose an option ▼

ORGANISATION

Organization *

Please find more information on PIC here and on OIO here.

Does your organisation have a PIC/OIO number? *	PIC/OIO number
Please choose an option ▼	<input type="text"/>
Country *	City *
Please choose an option ▼	Please choose an option ▼
ZIP code *	Street *
<input type="text"/>	<input type="text"/>
Street number *	Website
<input type="text"/>	<input type="text"/>
Sector *	
<input type="text"/>	

PERMISSION

COOKIES

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

☐ I understand.

GDPR

Your personal data (name, email address) 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 2 (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 understand.

ADULT

Please confirm that you are over 18 years old.

☐ I understand.

☐ I'm not a robot

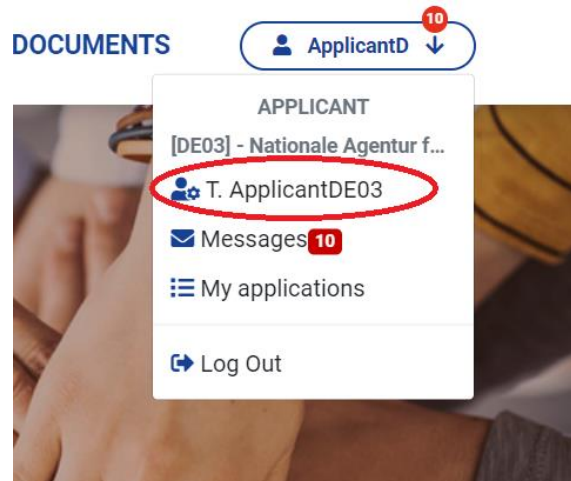
[Back to Login](#) [Create Account](#)

6. Figure: Registration form

After registration, a system message will be sent to the email address you have provided to confirm your registration. Please check all folders, including the Spam folder. The message 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** 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

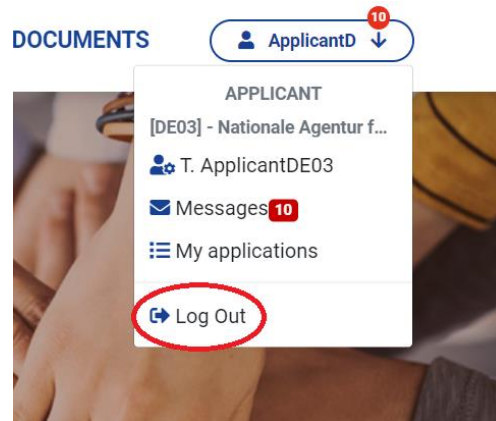
5.1. Log in

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

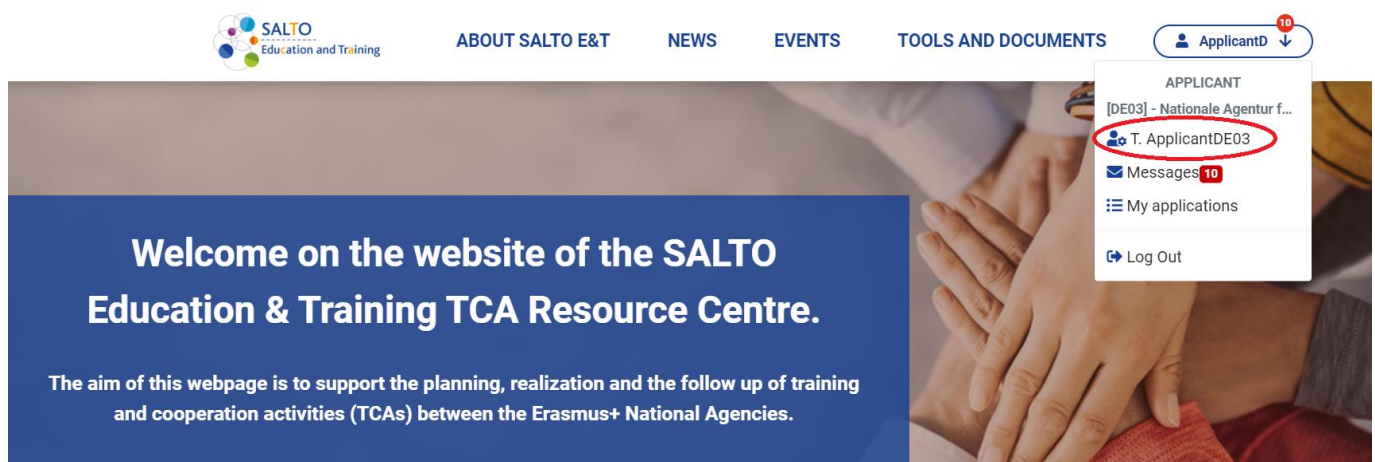
In the “**Password reset**” interface (see figure 10), you can **request a new password by e-mail by filling in the e-mail address and reCAPTCHA and pressing the “Request” button**. The new generated password will be sent to the e-mail address you entered (check also your Spam folder).

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 (name, e-mail address) 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.

[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

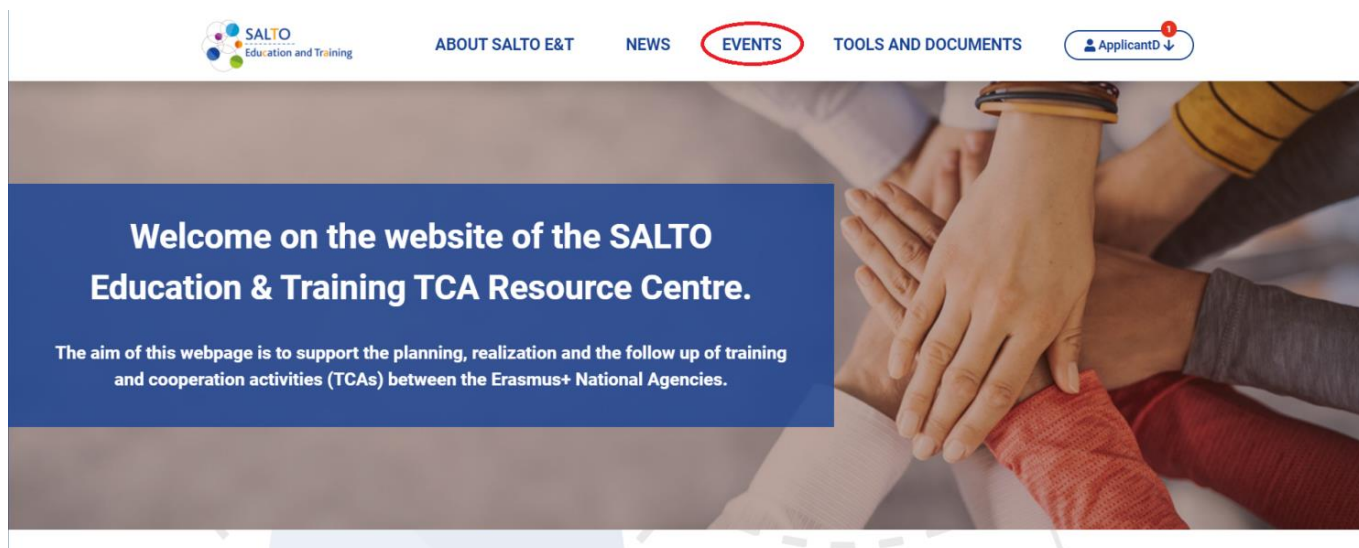
The “[Events](#)” menu contains the **events announced on the platform**, which are visible to all **logged-in users and visitors**.

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.

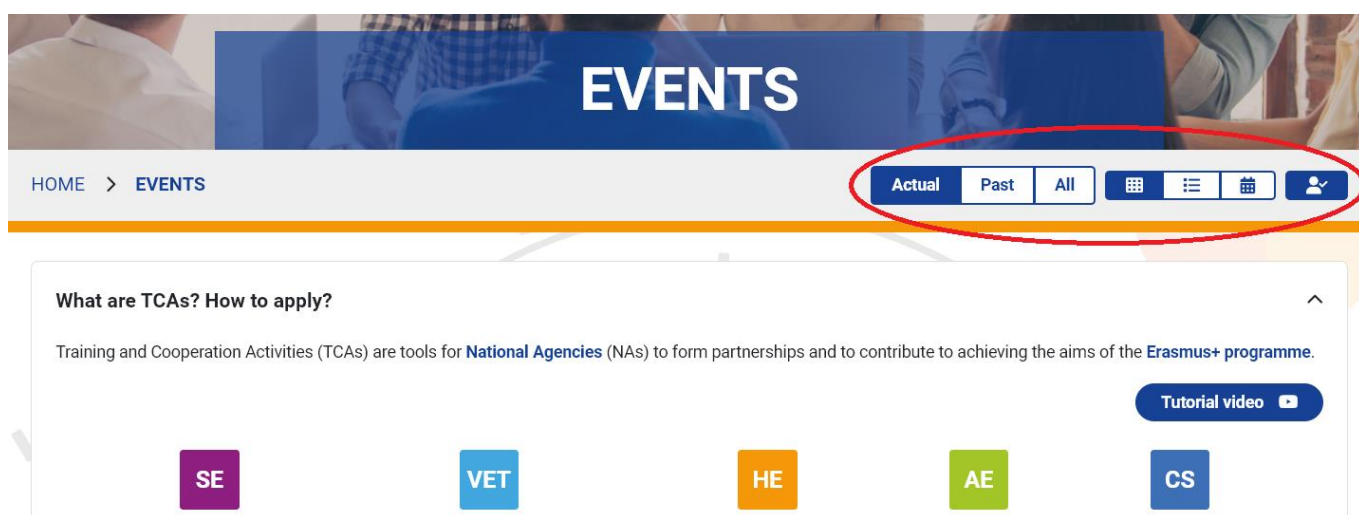


14. Figure: Events

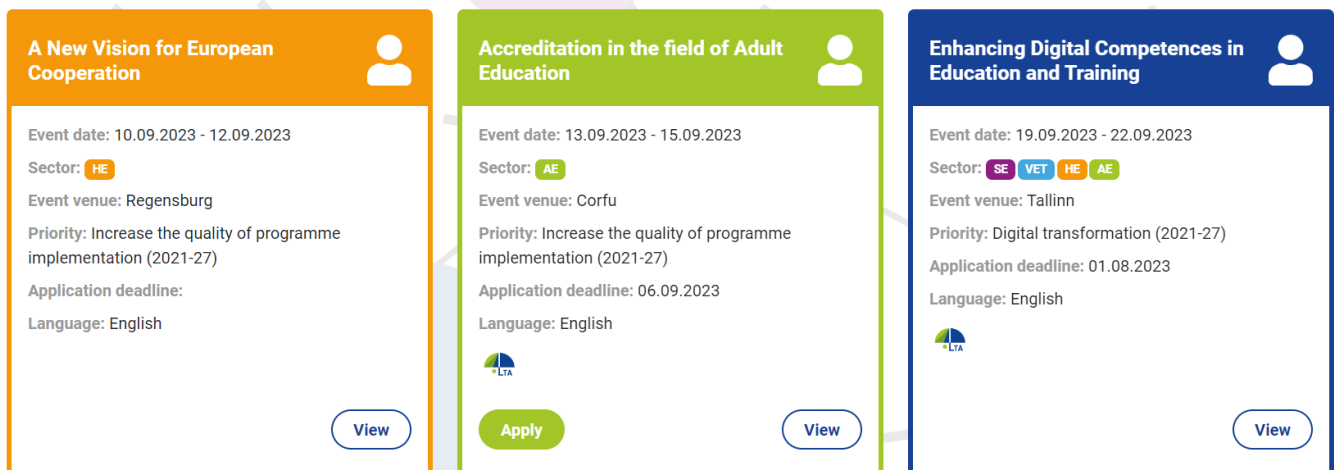
Click the **action buttons** on the right below the slider image to **select the current view of the events**. By **default**, the **“Actual” events** are displayed in the **event card view**. You can also select the **“Past”** and **“All”** event card view.

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**.

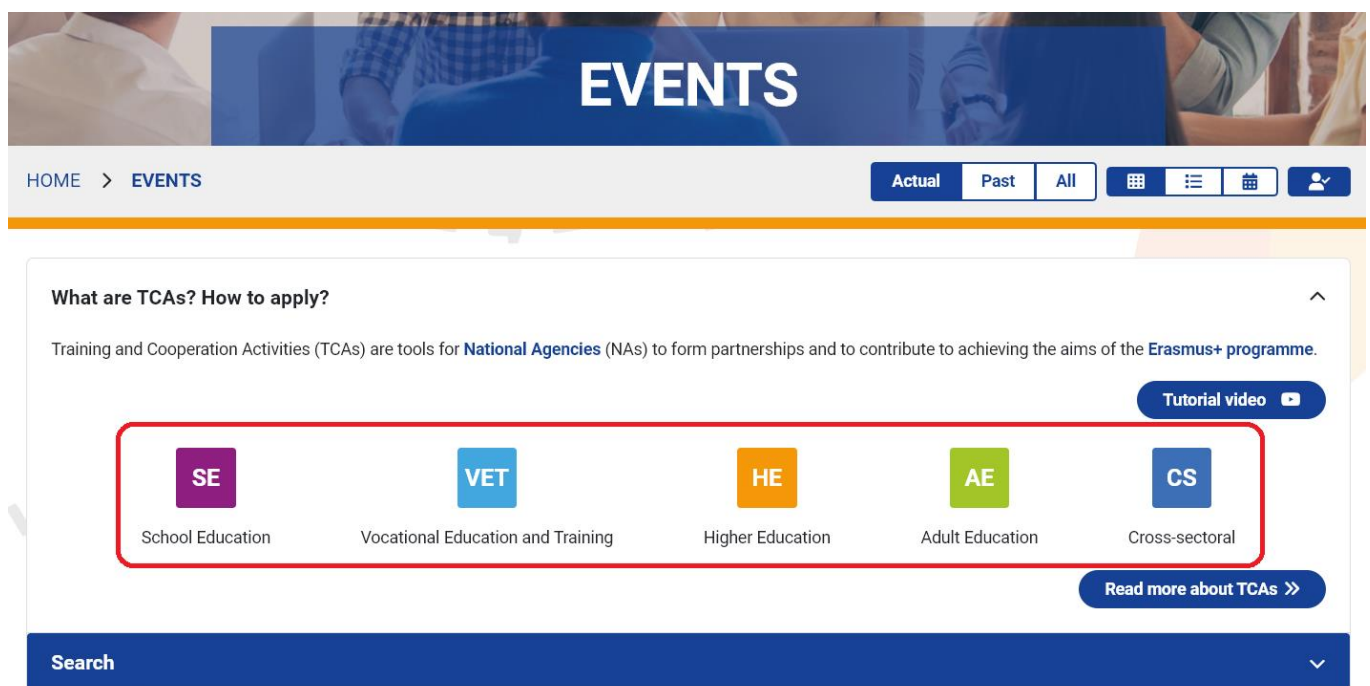


15. Figure: Actions



16. Figure: Events - Cards

The **event card** shows the **name**, the **date**, the **relevant sector(s)** (which can also be identified by the color-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, the LTA logo will also appear on the event card.

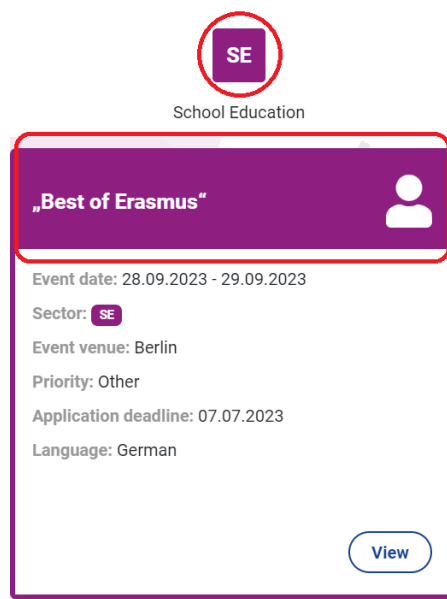


17. Figure: Sectors

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).

What are TCAs? How to apply?

Training and Cooperation Activities (TCAs)



18. Figure: Event – sector

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, 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, there is a green applicant icon for accepted partners, with a number next to it indicating the number of participants they intend to send. Here you can check if your national agency is a partner. If so, you can apply as a participant for the event.



19. Figure: Accepted Sending partner NAs

- **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 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.
- **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 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 block and the TCA datasheets are available by clicking on their code.

The **event** datasheet can be **downloaded** in **PDF** format by clicking the  button at the top of the event datasheet.

8.2. National TCA

TCA can have a transnational or national scope.

In the case that 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 the National TCAs**.

In the case that a National TCA, the **flag of the organising country appears on the event card**, indicating that it is a national TCA, on which the text "National TCA" appears when hovering over it. 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**.

20. Figure: National TCA - Event card

In order to make the **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**.

In the case of the **National TCAs**, the participants have the opportunity to answer the **English application form in their own language**, the 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**. 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.

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.

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 ([8.3. 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. Search Activities

The **user can filter and browse the activities** in the **"Events" section** (see figure 19).



[ABOUT SALTO E&T](#)

[NEWS](#)

[EVENTS](#)

[TOOLS AND DOCUMENTS](#)

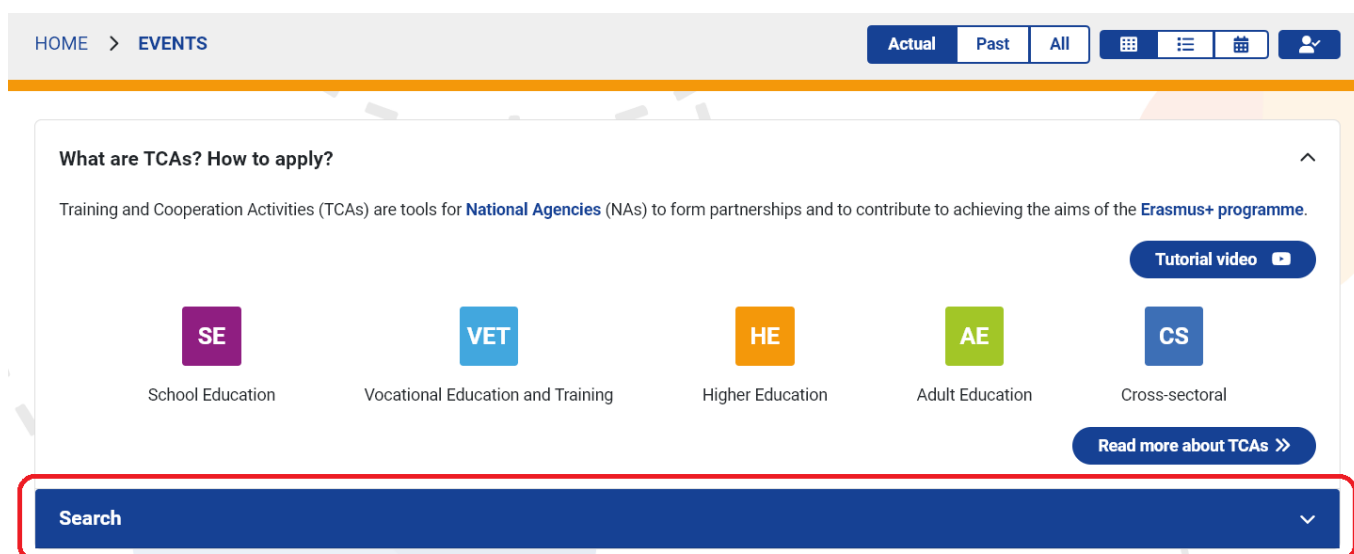
21. Figure: Events - Search activities

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

Options are **"Actual"**, **"Past"**, **"All"**, **"Grid View"**, **"List View"**, **"Calendar view"**, **"My Application"** (for logged in user).

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

Search

Title

Theme

Profile

Is this TCA is part of a Long-term Activity?

Please choose an option

Scope

Please choose an option

Subtopic

Sector

Priority

Please choose an option

Type of presence

Please choose an option

Country

Please choose an option

Key Action

Please choose an option

Organiser National Agency

HU01 - Tempus Public Foundation

Starts after

Ends before

Deadline of Application

Part of E+ Academy

Please choose an option

Postponed

Please choose an option

NA staff welcome

Please choose an option

Reference Number

Search in ALL

Search in PAST

Search

Clear search criteria

Export search result to Excel (actual)

23. Figure: Searching form

The search boxes are:

- Title
- Theme
- Profile
- Is this TCA is part of a Long-term Activity?
- Scope
- Subtopic
- Sector
- Priority
- Type of presence
- Country
- Key Action
- Organiser National Agency
- Starts after
- Ends before
- Deadline of Application
- Part if E+ Academy
- 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 or the Organiser National Agency. Contact details for National Agencies can be found here: <https://erasmus-plus.ec.europa.eu/national-agencies>.

8.5. 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.

NEWS

Dear Visitor

Get informed about currently available Training and Cooperation Activities on the SALTO Platform.

OFFERS OPEN FOR APPLICATION | APRIL 2023

[READ MORE](#)

[See more news](#)

CALENDAR

September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
+1 more	+1 more	+1 more	+2 more	+1 more	+1 more	+2 more
11	12	13	14	15	16	17
+2 more	+1 more	+1 more	+1 more	+1 more		
18	19	20	21	22	23	24
	+1 more	+2 more	+2 more	+2 more		
25	26	27	28	29	30	1
+1 more	+2 more	+3 more	+3 more	+2 more		+2 more
2	3	4	5	6	7	8
+2 more	+2 more	+2 more				

[Detailed calendar view](#)

EVENTS

Actual events

Thematic seminar "Active Bodies = Active Minds. How to Infuse Erasmus+ Projects with Physical Activity"

Event date: 08.09.2023 - 11.09.2023

Event venue: Vilnius, Lithuania

Application deadline: 20.07.2023

Sector: SE VET HE AE

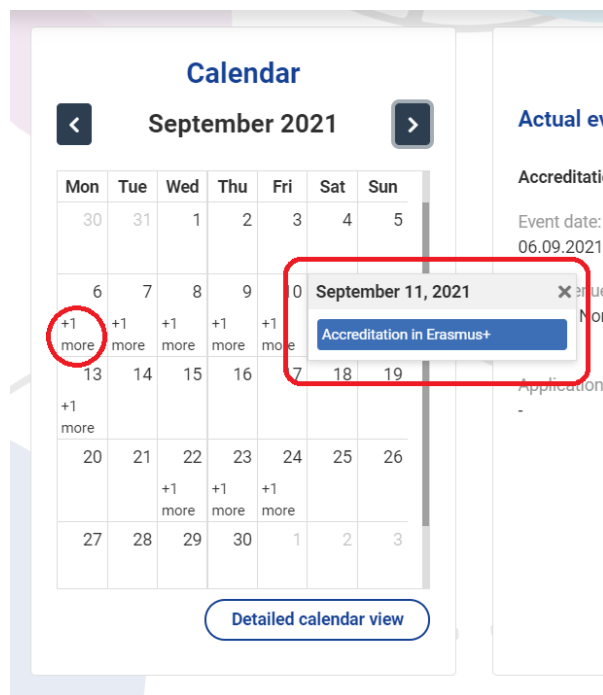
Priority: Other

Language: English

[View](#)

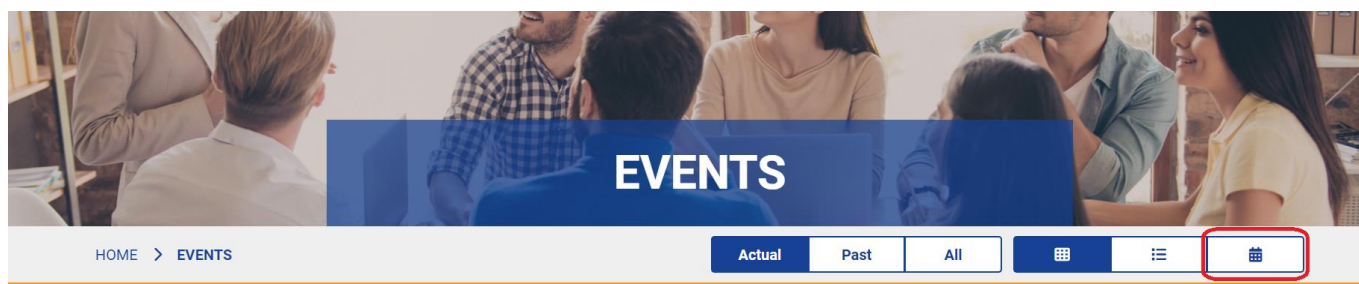
24. Figure: Calendar - Welcome page

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.



25. 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.

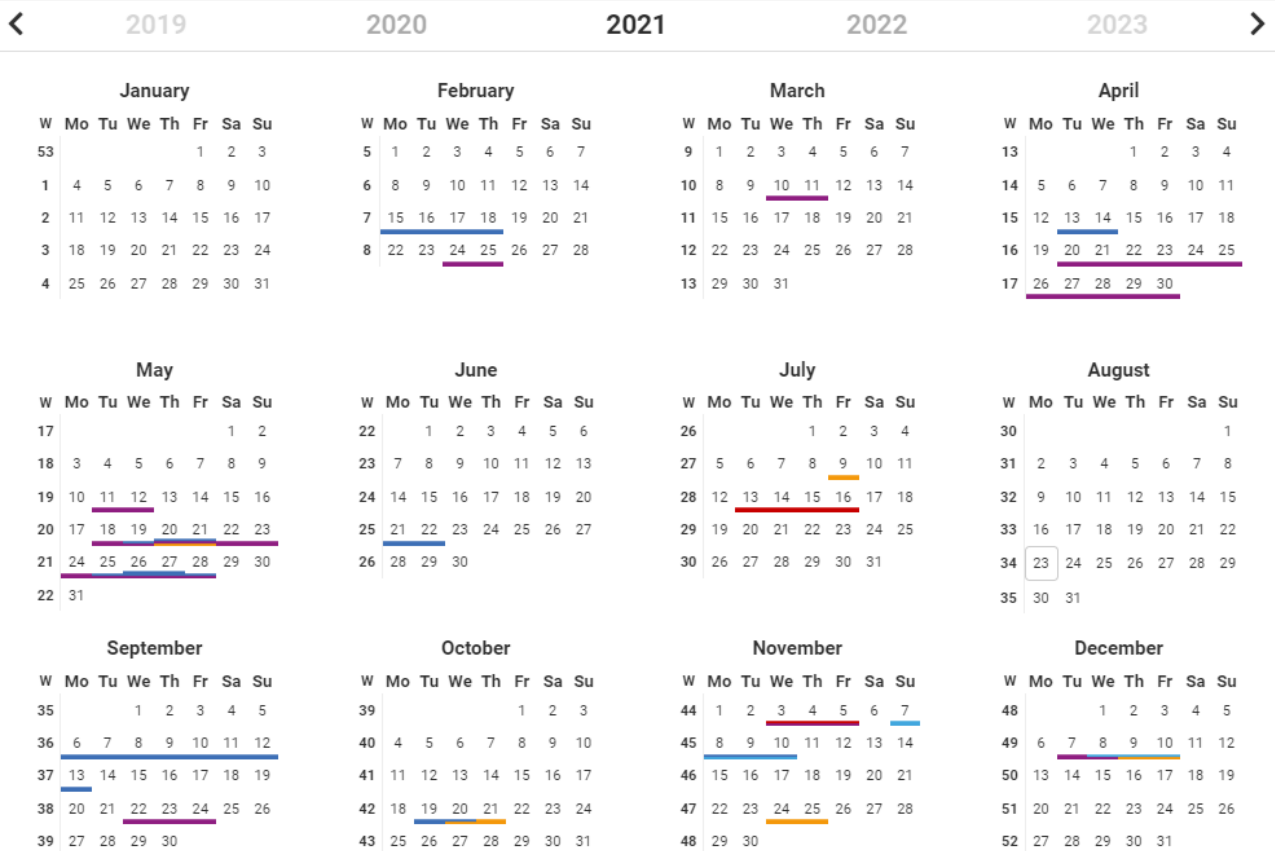


26. Figure: Events menu - Calendar view

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.

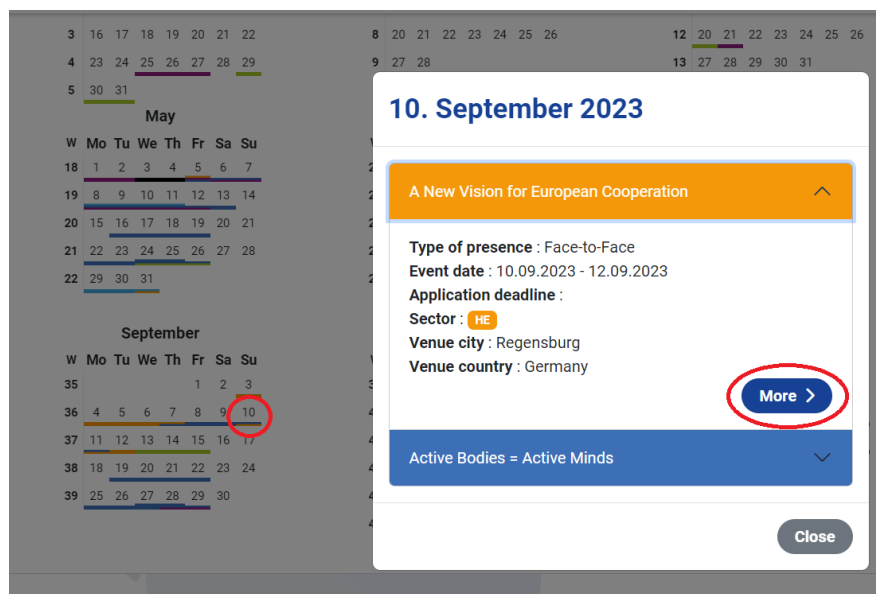
We can select the years with arrows. The **“Search”** button in the upper right corner **navigates to the search block** of the events.

Events: Calendar

 Search


27. 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.



28. Figure: Calendar – event view

9. TCA Participant application

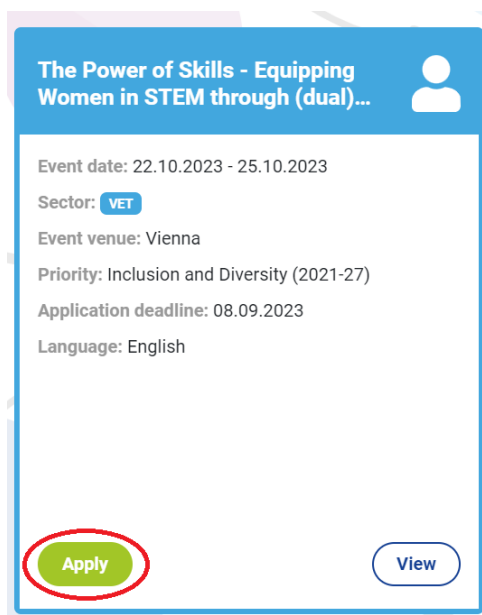
9.1. Application process

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 (applicant, TCA officer, NA member, DG EAC) 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 is not a partner of this activity. Please contact your NA for further instructions”**).




29. 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 29). You can **apply for an event with an active “Apply” button** on the event card.



30. Figure: Apply button

After **pressing the “Apply” button** on the card (see figure 30), you will **reach the event datasheet** and you will **need to click on the**  **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.**

Application

TCA DETAILS

Sending National Agency: HU01 - Tempus Public Foundation

Event: teszt-2022-02-23

Start date: 01.05.2023

End date: 05.05.2023

Venue country: Hungary

Venue city: Budapest

Help to successfully complete the Application form:

- Type the text directly into the text boxes
- Do not copy and paste text, especially from a website, as this may cause a saving problem
- If you must copy, paste text without formatting, e.g. from Notepad
- The counter below the text boxes indicates the number of characters. The red warning text, will change after the content is saved
- You can use any browser, but the use of Google Chrome is highly recommended
- Once all fields have been filled in correctly, and after saving, the Send application button will become active for submission of the application

EXPERIENCE AND RELEVANCE

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

The length of "Please give a short summary of your professional background, interests and present role in your organization." field must be at least 1 characters. The current length is 0 characters.

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

The length of "What professional benefits do you hope to obtain from participating in this activity at personal level?" field must be at least 1 characters. The current length is 0 characters.

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

The length of "What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels?" field must be at least 1 characters. The current length is 0 characters.

Please fill in all the required fields so that you can submit your application by clicking on the "Send application" button after saving.

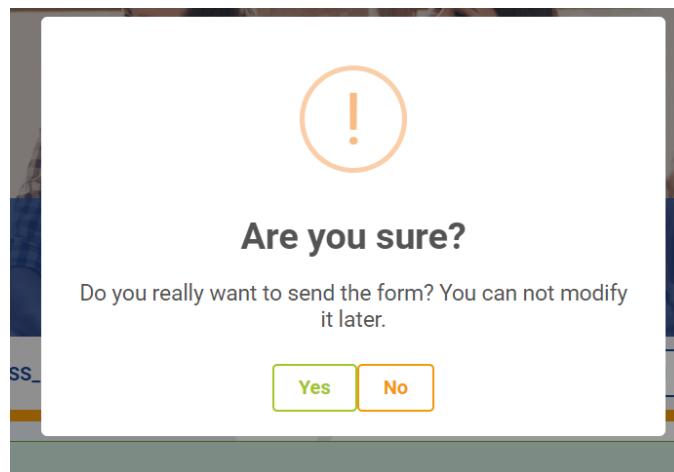
[Back](#) [Save](#) [Send application](#)

31. Figure: Application

All mandatory fields must be filled in with at least 1 (max. 3,000) characters 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 32) 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 web page 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. The red warning text, will change after the content is saved.

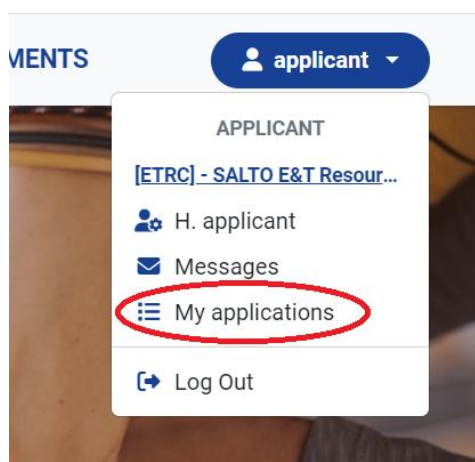


32. Figure: Confirmation popup

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 or the Organiser National Agency. Contact details for National Agencies can be found here: <https://erasmus-plus.ec.europa.eu/national-agencies>.

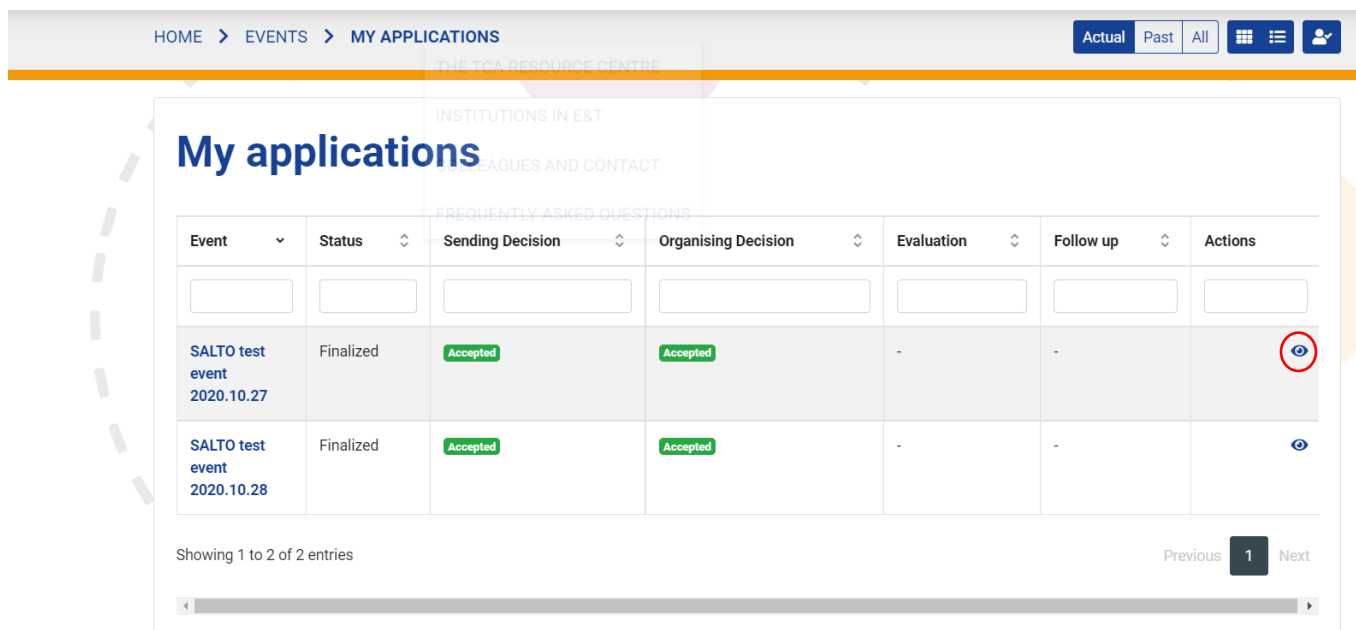
9.2. My applications

Saved or submitted applications can be tracked in the menu bar under the name of the logged-in user, under “[My Applications](#)” (see Figure 32). This is also where any evaluation and follow-up forms received in connection with events are located.



33. 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.



34. 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	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 35).

✓ Success! Application data successfully saved. Application successfully sent

Application

APPLICATION DETAILS

Status:	Submitted
Sending Decision:	-
Organising Decision:	-

TCA DETAILS

Sending National Agency

HU01 - Tempus Public Foundation

Event

teszt-03-30

35. Figure: Application Details

9.3. Sending National Agency


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

- The **appropriate Sending National Agency** must be **selected when registering on the website, according to two criteria**. The Sending National Agency is always the **National Agency of the country where you live/work**. The **other is the sector in which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE)), as there can be several National Agencies per sector within a country. The **list of National Agencies** can be found [here](#).

You can **apply for an event** if the **application is currently open via the website**, if **your Sending National Agency is an accepted partner for the event**.

You can **find the National Agencies 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 they wish to send**. Here you can **check if your National Agency 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 

36. Figure: Accepted Sending partner NAs

If you do not know which **Sending National Agency** 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 (or in the field of the Sending National Agency).

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.

HOME > PROFILE

Profile

Your Sending National Agency: DE03 - Nationale Agentur für EU-Programme im Schulbereich im Pädagogischen Austauschdienst der Kultusministerkonferenz

Your Sending National Agency email address: erasmusplus-helpdesk@kmk.org

APPLICANT DETAILS

First name *	Last name *
<input type="text" value="Test"/>	<input type="text" value="ApplicantDE03"/>

37. Figure: Sending National Agency

HOME > EVENTS > MY APPLICATIONS

Actual Past All

My applications

Event	Status	Sending Decision	Organising Decision	Evaluation	Follow up	Actions
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	-	-	
SALTO test event 2020.10.28	Finalized	Accepted	Accepted	-	-	

Showing 1 to 2 of 2 entries

Previous 1 Next

38. Figure: My application view

If you need to **contact your Sending National Agency** before registration, please find contact details at <https://erasmus-plus.ec.europa.eu/national-agencies>.

Application

APPLICATION DETAILS

Status: Finalized

Sending Decision: Accepted

Organising Decision: Accepted

TCA DETAILS

Sending National Agency

DE03 - Nationale Agentur für EU-Programme im Schulbereich im Pädago

Event: SALTO test event 2020.10.27

Start date: 27.04.2020

End date: 29.04.2020

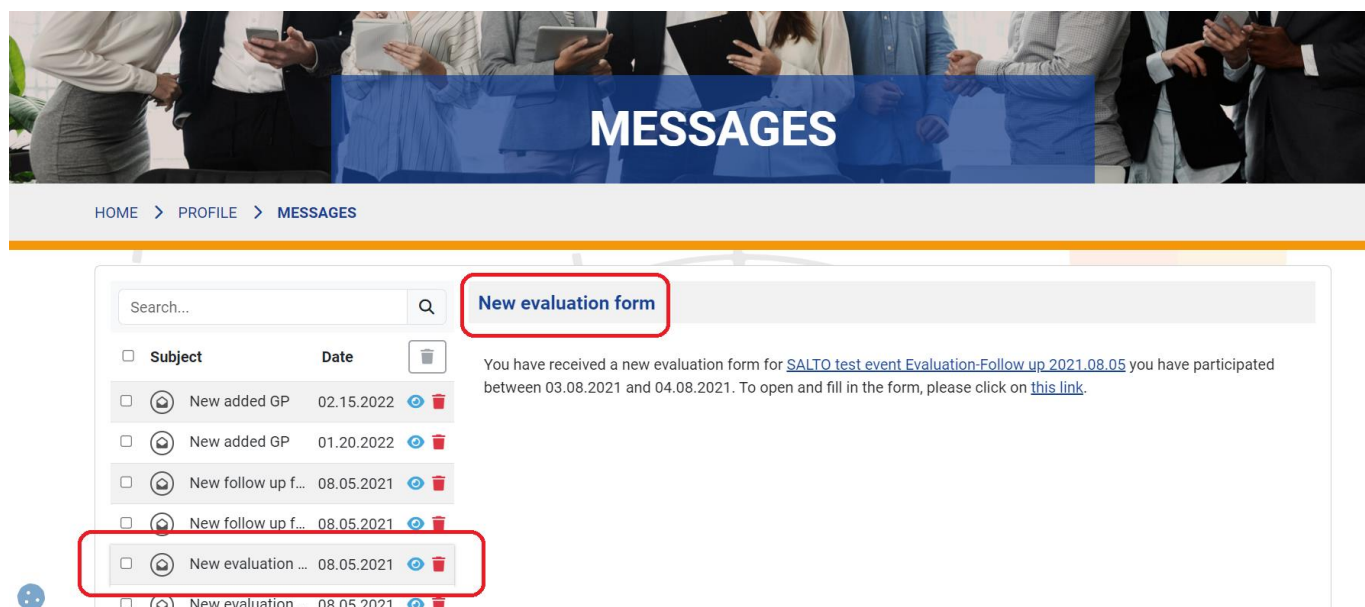
Venue country: Hungary

Venue city: Vác

39. Figure: Application form - Sending National Agency

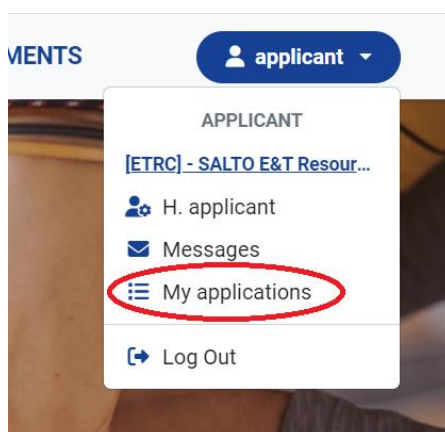
9.4. Event evaluation – short term

After participating in a TCA, the **Organiser National Agency** may send you an **evaluation form** to fill in. This case, you will receive a new message titled **“New evaluation form”**, as presented below. You can find this message under the **“[User menu/Messages](#) menu item”**.



40. Figure: New evaluation message

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**.



41. Figure: My applications

MY APPLICATIONS

Search:

Show: 10

Event	Status	Sending Decision	Organiser Decision	Evaluation	Follow up	Actions
Accredited Organisations - Long Term TCA Contact Seminar - Creating Cooperation for Accredited Organisations and Monitoring Strategies of Accredited Projects E+ Accreditation	Finalized	-	-	-	-	
PJMSKT SALTO test event	Submitted	-	-	-	-	
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	Finalized	Finalized	

42. 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	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**.

SALTO
Education and Training

ABOUT SALTO E&T NEWS EVENTS TOOLS AND DOCUMENTS

Bajzát 183

☐ I already have partners outside of the TCA event
☐ I do not have partners yet

If your answer is no regarding submitting an application, please explain why. *

Comments, suggestions

Lorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsum
 ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsumLorem ipsum

Back Save Send evaluation form

43. 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**.

9.5. Event follow up – long term

After participating in a TCA, your Sending National Agency may send you a follow up form to fill in. This case, **you will receive a new message titled “New follow up form”**, as presented below. You can **find this message under the “[User menu/Messages](#) menu item”**.



Search...

New follow up form

<input type="checkbox"/>	Subject	Date	
<input type="checkbox"/>	New added GP	02.15.2022	
<input type="checkbox"/>	New added GP	01.20.2022	
<input type="checkbox"/>	New follow up f...	08.05.2021	
<input type="checkbox"/>	New follow up f...	08.05.2021	

You have received a new follow up form for [SALTO test event Evaluation-Follow up 2021.08.05](#) you have participated between 01.02.2021 and 04.02.2021. To open and fill in the form, please click on [this link](#).

44. Figure: New follow up form message

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**.

MENTS

applicant

APPLICANT

[\[ETRC\] - SALTO E&T Resour...](#)

H. applicant

Messages

My applications

Log Out

45. Figure: My applications

46. 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	form can be further edited
Finalized	Follow up form has been submitted	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 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.

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Other programme, please specify:

If you have selected "submitted/intend to submit" an application for the next Erasmus+ call, please select your role.

☒ Applicant/coordinator
☐ Partner

If you have selected "submitted/intend to submit" an application for the next Erasmus+ call, please specify your partnership.

☒ I already have partners from the TCA event
☐ I already have partners outside of the TCA event
☐ I do not have partners yet

Comments, suggestions

Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum Lorem ipsum

Back Save Send Follow up form

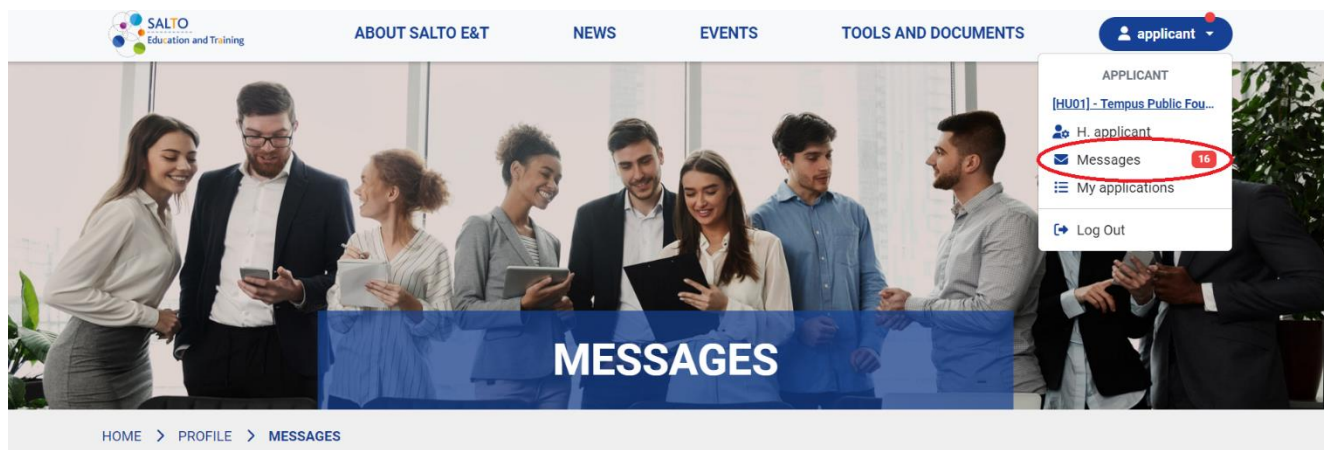
47. Figure: Save/send follow up form available at the bottom of the form

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.

10. Messages

After logging in, you can **access messages** from the **drop-down menu of the user profile** in the upper right corner by **clicking** on the **"[Messages](#)"** button. A **red light** indicates the **number of unread messages** (see Figure 48).

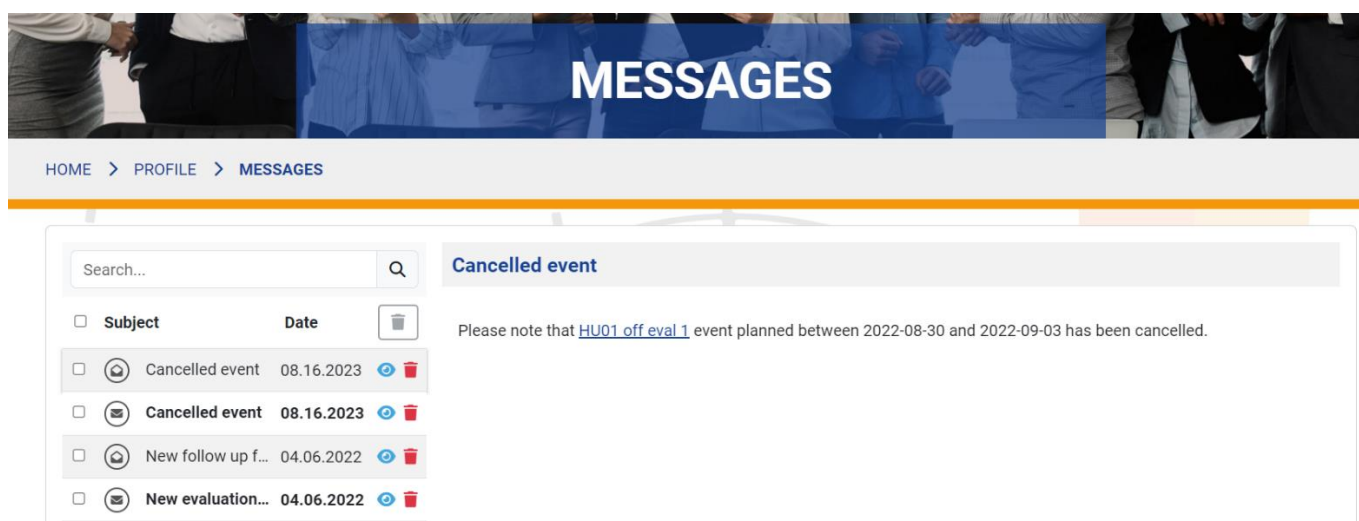


48. Figure: Messages

Clicking on “[Messages](#)”, the messages appear in **list view**. By clicking on the **eye icon**, you can **open** the content of the **message**.

The columns in the **list view** containing information about messages are “**Subject**”, “**Date**”.

Click on the **trash icon** in the message row to **delete the message**. Messages can also be **selected as a group** by **selecting the checkbox** in front of them and **deleted by clicking on the trash icon above the columns** (see figure 49).



49. Figure: Message view

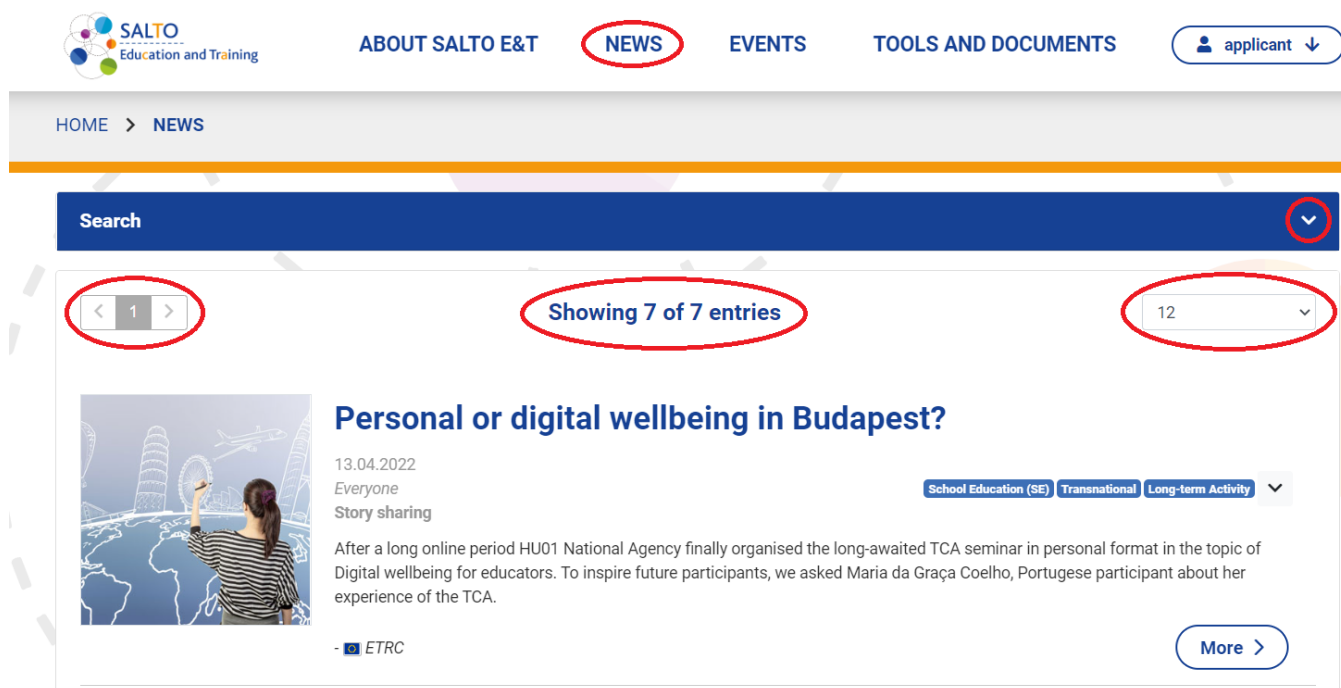
The **search box** searches in the “**Subject**” column of messages, so you can filter on the subject/title of specific messages.

The letters of the **messages you read** change from **bold** to **regular** and the **closed envelope** is replaced by an **open envelope**.

11. 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 [11.2 Search News](#) for more information.



50. Figure: News menu

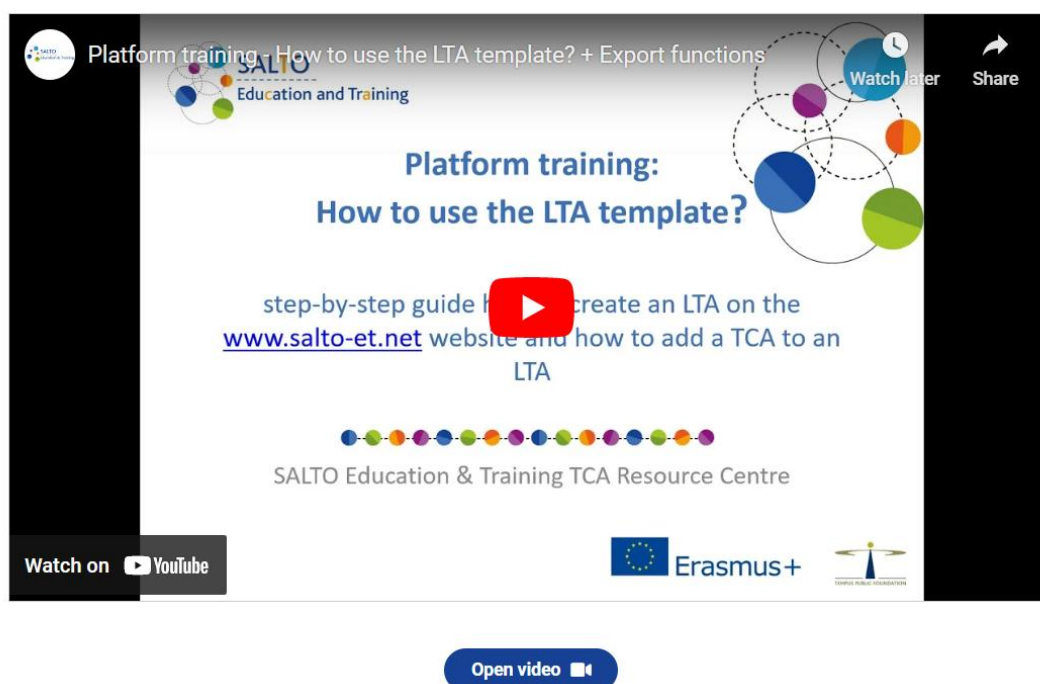
In the **news list view**, the **following items are on the “card” of a news item**:

- **Title** with news link
- **Date of publication**
- **Visibility** status
- **News type**
- **Labels**
- **Abstract**
- **Publisher NA 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 link**, 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.

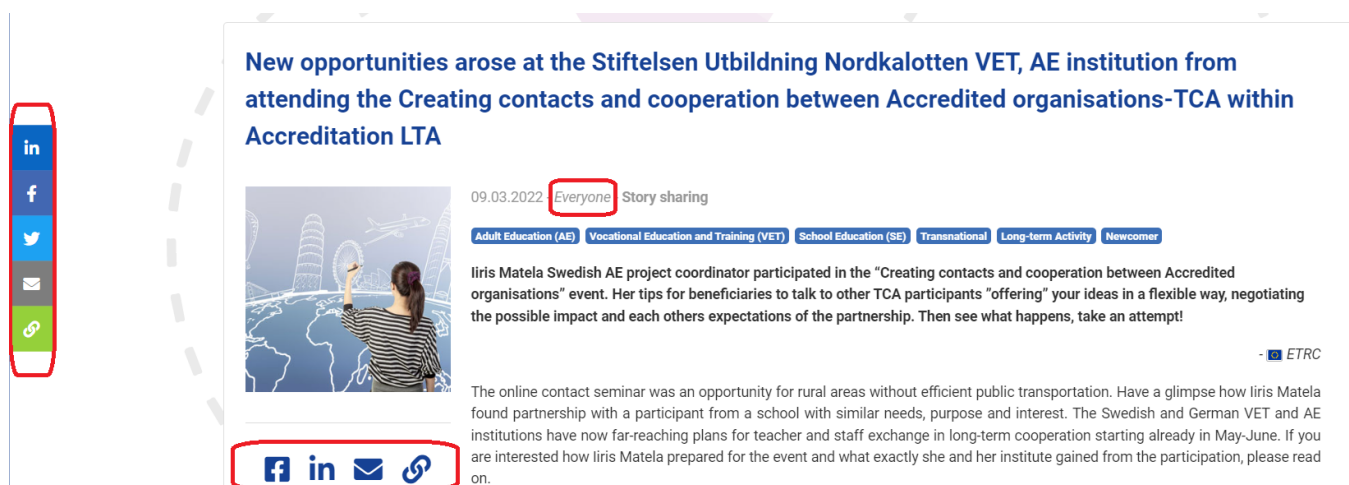


51. Figure: Video in the news

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.

11.1. Share news



52. 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 Twitter**, or you can **send it by email**. You can **also copy the news link and paste it** on the desired interface.

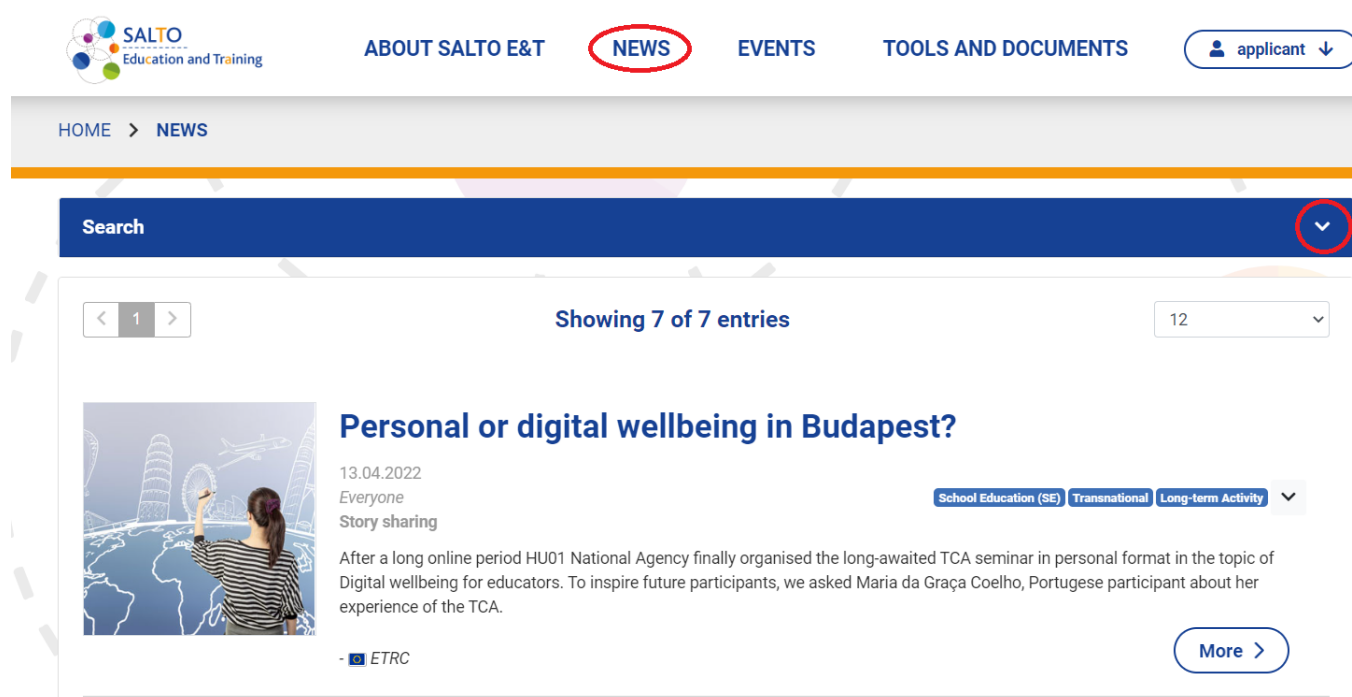
 **Please note** that in the case of social media and email sharing, the **platform will share the news via the social media accounts and mailing platforms you are logged into**.

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**.

11.2. Search news

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



53. Figure: News search

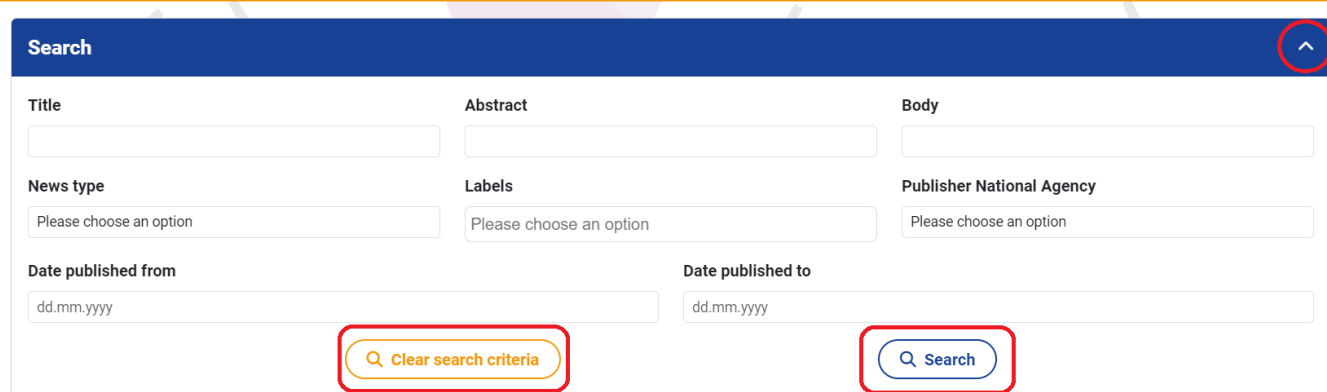
Readers can search on the following aspect:

- **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.
- **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 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.

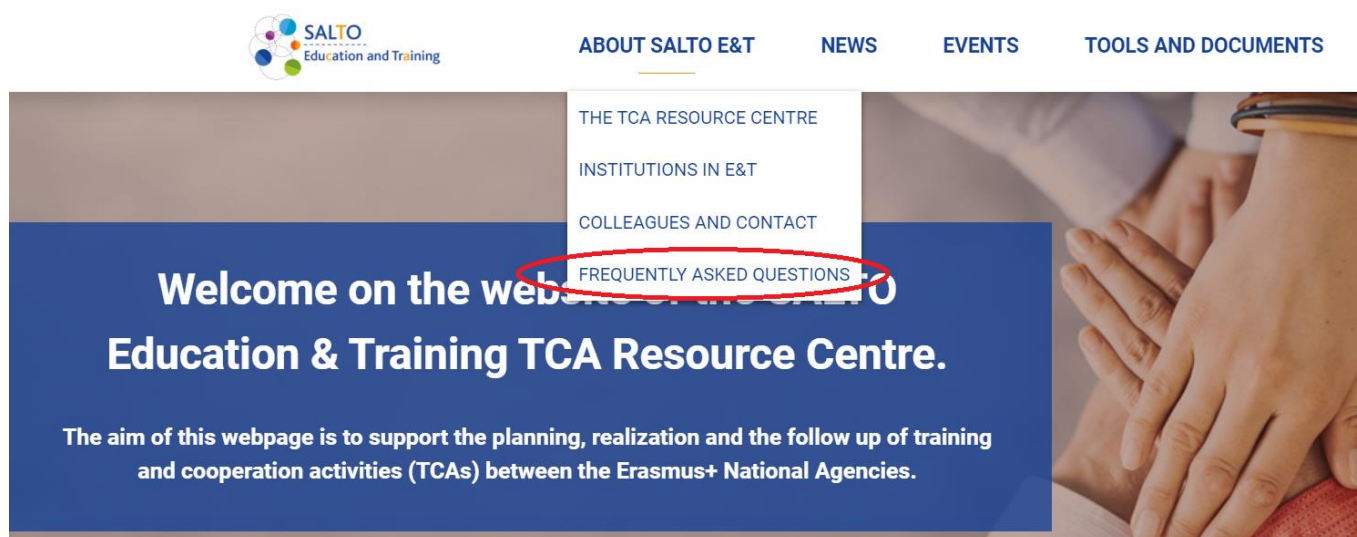
The specified search criteria can be deleted by clicking on the “**Clear search criteria**” button.



54. Figure: News search panel

12. 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.



55. Figure: FAQ

FREQUENTLY ASKED QUESTIONS

APPLICANTS

+ What are TCAs?	▼
+ Who are TCAs for?	▼
+ How can I apply?	▼
+ Useful documents	▼
+ User manual for Applicants	▼

56. Figure: FAQ – Applicants

12.1. Applicants

What are TCAs? - Training and Cooperation Activities (TCAs) - formerly Transnational Cooperation Activities - are tools for [National Agencies](#) (NAs) to form partnerships and to contribute to achieving the aims of the Erasmus+ programme.

TCAs are organized by Erasmus+ National Agencies with the purpose of bringing added value and increasing the overall quality of the [Erasmus+ programme](#).

TCAs can be workshops, seminars and other types of events or activities (such as research) that focus on sharing good practices, lessons learnt and provide networking opportunities amongst Erasmus+ stakeholders, to increase the impact of the Erasmus+ programme at systemic level.

Who are TCAs for? - TCAs are generally open for all target groups of the Erasmus+ Programme.

TCA participants can be the representatives of those institutions which are already participating in the Erasmus+ Programme or planning to apply for a grant in the Programme.

Thus, potential beneficiaries of the TCAs are institutions acting in the fields of adult education (AE), vocational education and training (VET), higher education (HE), school education (SE) and youth. NAs may organise cross-sectoral (CS) TCAs as well covering multiple sectors. Participants of the TCAs are teachers and trainers, professors, volunteers, education professionals, experts, other support staff etc. affiliated to the applicant organization. Pupils and students may participate in some TCAs should the conditions of that specific TCA allow.

You can find different TCAs searchable by field, priority, topic, country, date etc. in the [Events](#) section.

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 Host 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.

Useful documents

Coming soon...

If you have questions about the operation of this website do not hesitate to contact 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.