

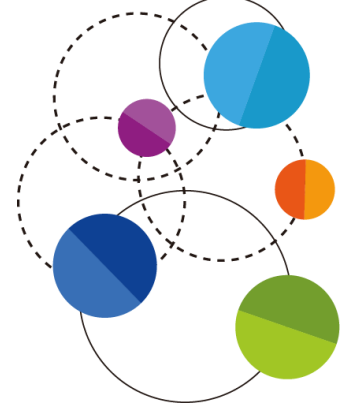
# SALTO E&T website updates

<https://salto-et.net/>



Anett Almássy  
27 November & 5 December 2019  
Webinar

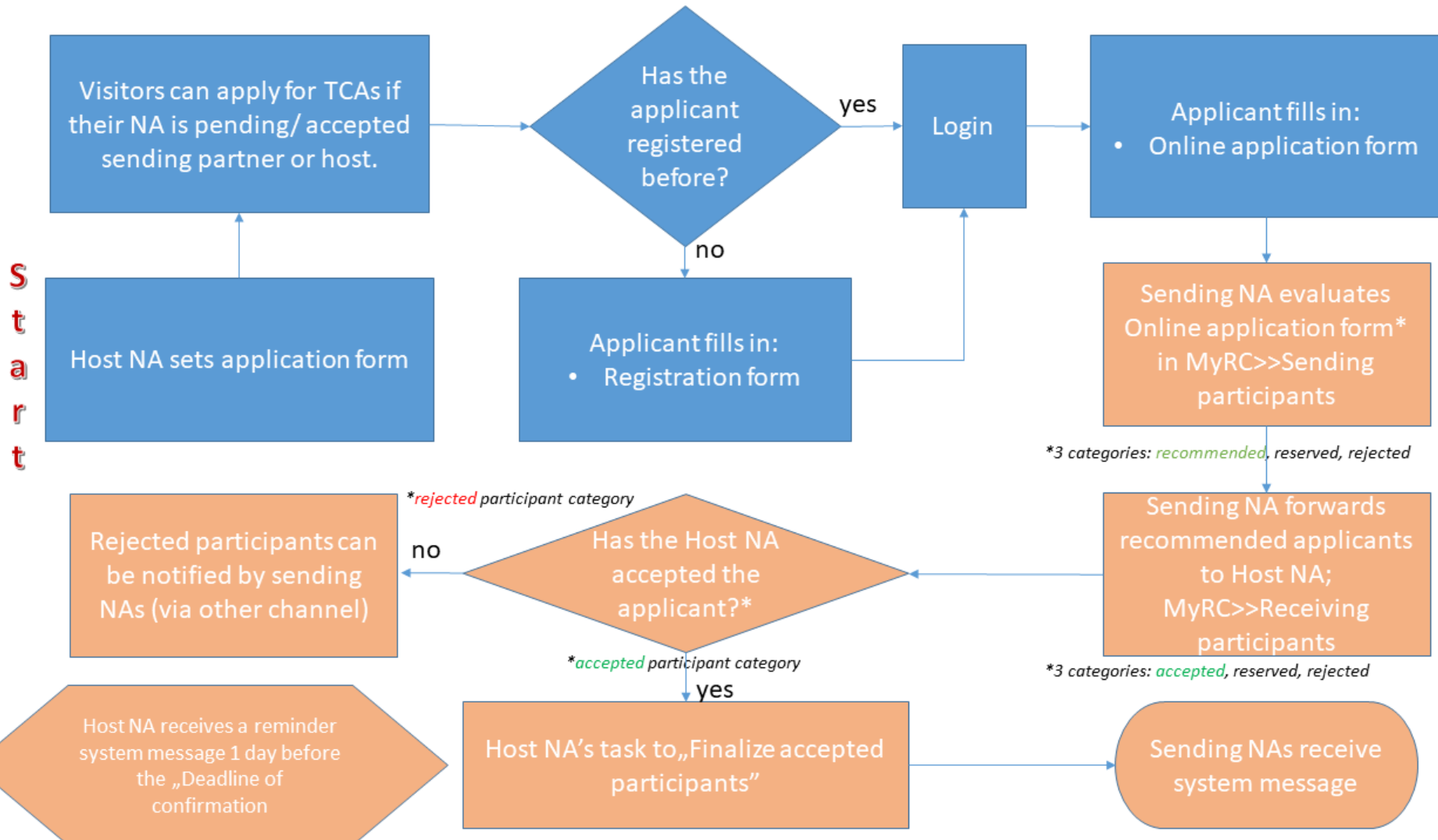
# Topics



1. Online application – Q2 2019
2. Outcomes – Q3 2019
3. Extended Partner application – Q3 2019
4. Text editing function – Q3 2019
5. New fields on event template – Q3 2019
6. Good Practice – Q3 2019
7. Messages update – Q3 2019
8. E+ Academy – Q4 2019
9. Export – Q4 2019



# 1. Online application



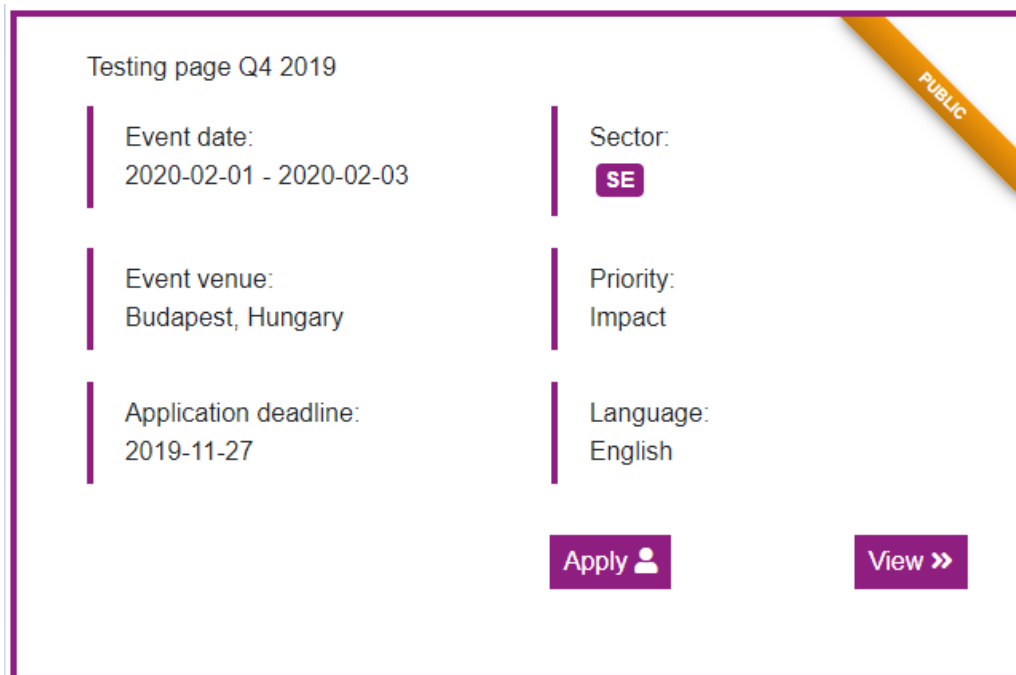
# 1. Online application

Criteria:

- Event status: **Public**
- Created and **set application form** by Host NA
- Application deadline: **today+**

„Apply” function appears to visitors if:

- Criteria is valid *plus*
- Visitors background (country) matches a sending National Agency that has **pending/accepted booked places** for the event



Testing page Q4 2019

Event date:  
2020-02-01 - 2020-02-03


Event venue:  
Budapest, Hungary

Application deadline:  
2019-11-27

Sector:  
**SE**

Priority:  
Impact

Language:  
English

**Apply** 

**View >>**

**PUBLIC**

# 1. Online application – Host NA's tasks

## I. Prepare form

1. Create online application form
2. Set online application form for the TCA → before Application deadline

## II. Update TCA event page

1. Assure application deadline is correct → 3 month before start date
2. Provide enough selection time for Sending NAs → allow 2 weeks between Application deadline and Confirmation deadline

- Application deadline: 12.09.2019.
- Confirmation deadline: 26.09.2019.
- Start date: 12.12.2019.



3. Make sure event status is Public

## III. Check application as visitor

1. Log out and double check, if your application appears for visitors in TCAs in Education & Training >> [Events](#) menu

# 1. Online application – Host NA's tasks

## IV. Monitor received applications

1. MyRC >> [Receiving participants](#)
2. If not enough applications received → contact Sending NAs

## V. Modify Confirmation deadline – if needed

1. If Sending NA(s) hasn't sent „recommended applications” → extend deadline
2. If you have enough applications → close deadline

## VI. Evaluate participants

1. Go to MyRC >> [Receiving participants](#) and click on 

## VII. Finalize list of participants – only 1 time

1. Go to MyRC >> [Receiving participants](#) and click on 

# 1. Online application – Applicants' tasks

## I. Register

1. Fill in required form *via* salto-et.net
2. Finalize registration *via* received emails

## II. Fill in online application form

1. Save form
2. Submit form → before Application deadline

## III. Wait for evaluation of application

This step is **managed individually by NAs on their own chosen channels and method**

Guide for applicants:

[https://salto-et.net/files/download/User\\_manual\\_for\\_applicants\\_v1.pdf](https://salto-et.net/files/download/User_manual_for_applicants_v1.pdf)

# 1. Online application – Sending NAs' tasks

## I. Support applicants in registration

1. Ask to check Spam/all inbox folders
2. If it doesn't help, direct them to [tca-rc@tpf.hu](mailto:tca-rc@tpf.hu)

## II. Check applications

1. Read Messages
2. Go to MyRC >> [Sending participants](#)

## III. Evaluate & select applications

1. View applications
2. Categorize applications (recommended/waiting list/rejected)
3. Submit recommended applications to Host → **only 1 time** before **Confirmation deadline**

- Application deadline: 12.09.2019.
- Confirmation deadline: 26.09.2019.
- Start date: 12.12.2019.



## IV. Monitor applications' evaluation by Host

1. Monitor, if Host accepted recommended application in MyRC  
>> [Sending participants](#) menu



## 2. Outcomes – event page

### OUTCOMES

#### Summary of TCA outcomes

The 2 days in Potsdam brought together a diverse Group of 120 delegates from the world of higher arts education across Europe. Rectors, deans, teachers, international relations officers, representatives of National Erasmus Agencies and the world of artistic work from 26 countries engaged in an intensive Programme of encounter and exchange. The presentations and discussions triggered by the European Universities initiative focused on the core aspects of the call for pilot European Universities: European values, the knowledge triangle, cross border collaboration, interdisciplinarity, diversity and digitalisation. Visionary keynote presentations were seconded by hands on information from a European Commission representative, a paradigm pioneer and the existing professional networks. The workshops in the second day offered an opportunity to discuss thematic bridges based on inspiring or challenging practice examples. The last day then invited the delegates into a facilitated open space. Generally, it became obvious that the European Universities initiative has many overlaps with innovative collaboration formats that are either practised by the sector or envisaged for the future. At the same time there is a great need to discuss and keep discussing challenging aspects like accreditation, integration of research learning and teaching, and bridging cultural as well as institutional differences whilst celebrating diversity as a core European value.

#### Types of outcomes

networking E+ project idea

#### Explain your choice(s)

N/A

#### Background materials

[00031\\_10\\_towardsaroadmap.pdf](#)

#### Newly developed or revised tools, materials

#### Photos



#### Video

#### Reports

#### Other

[00031\\_11\\_conferenceprogrammetcapotsdam1.pdf](#)

## 2. Outcomes - search

[Library >> Outcomes](#)

### Search outcomes


Title

Sector

Priority:

None



Type of event 

None



Subtopic

Venue (country):

None



Host NA:

None



Start date:

mm/dd/yyyy

End date:

mm/dd/yyyy

Budget year:

Key Action:

None



Profile of participants:

**B** *I* U  16    

Part of E+ Academy

☐ Yes ☐ No





Search

Clear

## 2. Outcomes – uploaded

Library >> [Outcomes](#)

Search outcomes 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Host NA 	Start date: 	End date: 	Action 
Communicate & Disseminate. The use of new tools in Erasmus+ projects	BE01	2019-05-06	2019-05-07	<a href="#">View</a>
Contact Seminar "Enhancing Digital Competences in Education and Training"	EE01	2018-09-19	2018-09-22	<a href="#">View</a>
Contact Seminar "Enhancing Digital Competences in Education and Training"	EE01	2019-09-04	2019-09-07	<a href="#">View</a>
Contact seminar - Give VET mobility a fresh boost	NO01	2019-06-12	2019-06-14	<a href="#">View</a>
Higher Education Institutions of Art, Design and Music as future "European Universities"? Innovative cooperation formats and thematic bridges	DE01	2019-02-18	2019-02-20	<a href="#">View</a>
Impact+ Exercise Seminar	HU01	2019-02-27	2019-02-28	<a href="#">View</a>

Showing 1 to 6 of 6 entries

[Previous](#) [1](#) [Next](#)

# 3. Extended partner application



## Background

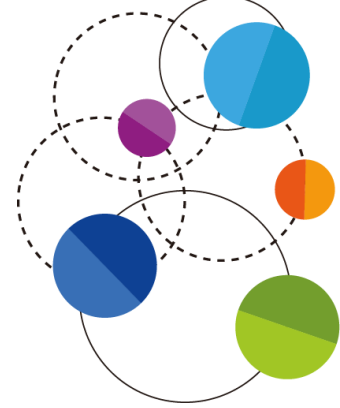
- Yammer messages about not being able to apply as partner when TCA is „Public”.

## Solution

- Partner application (sending and/or organizing) has been extended from „Partnerswelcome status” to „***Public***” status as well.



# 4. Text editing function



## TCA DESCRIPTION

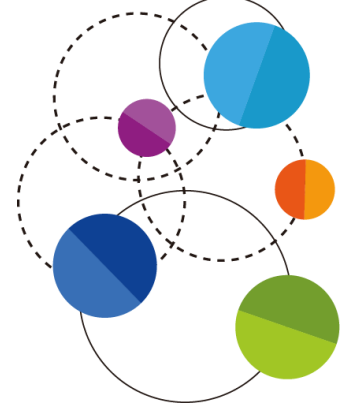
Themes and goals:\*

**B** *I* U 16

### Themes:

- digitalisation
- professionalisation
- communication

# 5. New fields



## TCA programme (PDF or Word)

- Agenda
- Itinerary
- Other document

## Key Action → searchable

- KA1
- KA2
- KA3



# 6. Good Practice

E.g. [Contact Seminar "Enhancing Digital Competences in Education and Training"](#)

## GOOD PRACTICE

### Good Practice template – supporting questions

This TCA is classified as Good Practice (GP) by the Host National Agency Yes

### Factors that resulted in Good Practice

**Planning-promotion related GP** Yes

- ☒ Continuity
- ☒ TCA needs' analysis and objectives
- ☒ TCA topic relevance
- ☒ Planning of resources
- ☒ Managing TCA partnership
- ☒ Promoting events

**Selection-realization related GP** Yes

- ☒ Application
- ☒ Selection of participants and staff
- ☒ Pre-communication
- ☒ Realization
- ☒ The achieved, concrete learning outcomes

**Assessment & evaluation of achieved outcomes related GP** Yes

- ☒ Evaluation of methods
- ☒ Evaluation of outcomes

**Follow-up, impact measurement related GP** Yes

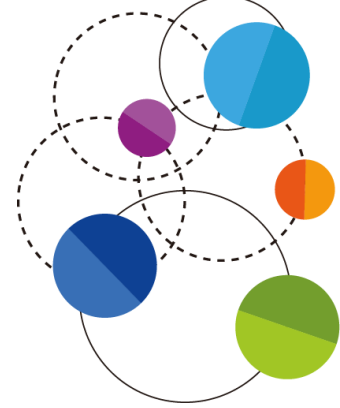
- ☒ Follow up - Impact measurement
- ☒ Post TCA communication, dissemination

### Summary of GP

Estonian NA has information, that as a result of contact seminar 9 applications were submitted at call 2019.





Five of projects were funded. Please take a look at the presentation (section Outcomes above) for further details.

# 7. Messages



- Sort
- Search
- Delete (one or more)

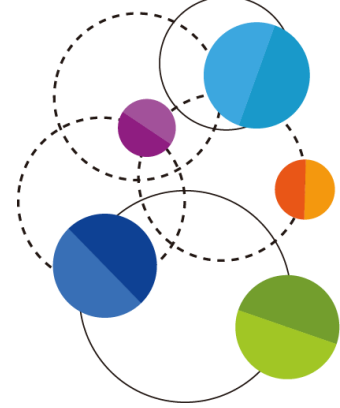
Delete Selected

<input type="checkbox"/>	↑↓	From	↑↓	Time	↑↓	Title	↑↓	Status	↑↓	Priority	↑↓	Action
<input checked="" type="checkbox"/>		system -		2018-09-07 09:49:29		<a href="#">New partner application</a>		Read		Normal		<div> Delete</div>
<input checked="" type="checkbox"/>		system -		2018-09-07 09:59:05		<a href="#">New TCA officer registered</a>		Read		Normal		<div> Delete</div>
<input type="checkbox"/>		system -		2018-09-07 10:24:04		<a href="#">New TCA officer registered</a>		Read		Normal		<div> Delete</div>
<input checked="" type="checkbox"/>		system -		2018-09-07 11:16:17		<a href="#">New partner application</a>		Read		Important		<div> Delete</div>





# 8. E+ Academy



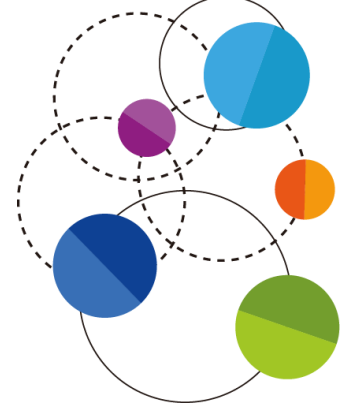
- On event template *and* card
- Searchable field

Impact Exercise **E+ Academy**

Event date: 2020-11-16 - 2020-11-20	WP phase: Added to WP
Event venue: Bonn, Germany	Sector: <b>VET</b> <b>AE</b>
Deadline of booking places: 2020-03-30	Language: English

[Edit](#) [Apply as partner](#) [View >>](#)

# 9. Export



- TCA event page – PDF
- Applications – coming up in Q4 2019

About us

TCAs in Education & Training

Governance

Library

MyRC


Admin

TCAs in Education & Training >> [Events](#)

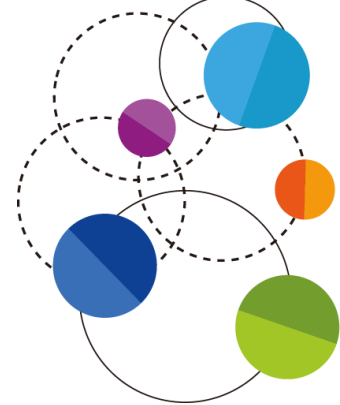
[Main info](#) / [TCA description](#) / [Dates and deadlines](#) / [Partners and participants](#) / [Good Practice](#)

 Edit

 Manage partner application(s)

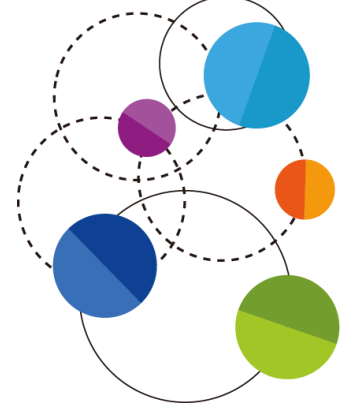
 Export to PDF





# Q & A





# Thank you!

tca-rc@tpf.hu

