

ESC MT+ Add Participation

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A one-to-one relationship of a participant to a group activity is referred to as a "Participation". This individual participation outlines the costs, allowances duration etc, for that person's involvement in that activity.

There are two main ways to complete the participation details: from the **Participant** tab or the **Activity tab**.

- From the **Participants** list, add the person to the participation. This will first save the participation as a draft. Click on **edit** to complete the duration, costs, etc.
- From the **Activities** list, add the activity to the participation, by selecting one or more participants.

For participants in cross-border activities, participation details will be transferred to the insurance company for the enrolment of the participants, after you have confirmed they are complete.

Relevant for...

Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeship and Job

How to add a participation

Before you can create a participation, you must first add [participants](#) to your project as well as update/create [Activities](#).

In order to pair an activity with a participant it is worth noting the details of the offer accepted by the participant. This can be done in the European Solidarity Corps Portal and/or when viewing the participant details. To view the offer title in the list of participants, add the **Offer title** column to your **list** view in the Participants tab of your project. Similarly, add the column to display the number of **Participations**, to check which participants are not yet linked to an activity.

In order to create a participation the basic steps from either the activities list or the participant list are the same:

1. Select the item (participant or activity) to associate from the list.
2. Click on **Add participation** in the **Selection Details** side section.
3. Select the item to add to the **Participation**, depending on the list available (participant list or activity list).
4. The participation is now created. To complete the participation details, click on the **Edit** icon in the **Selection Details**.

Take note

Once a participation has been associated to a certain activity, the activity can no longer be deleted, nor can the activity type or host organisation be changed. Should you need to change any of these details, you must do the following:

1. Remove all associated participations. The participants will not be deleted from the project, they will still be visible in the Participants list.
2. Depending on your circumstances:
 - a. Update the desired field (Activity Type or Host Organisation Legal Name) or
 - b. Delete the current activity and create a new one with the correct parameters.
3. Recreate the participations by adding the relevant participants one by one.

Here is a graphic overview of how to add a participation via the Participants tab and the Activities tab, respectively. Depending on the support you are using to read this page, you may need to scroll sideways to view both graphics.

Adding a participation via the Participants tab

The screenshot shows the 'Participants' tab in the ESC portal. It features a table of participants and a 'Selection Details' sidebar. Red circles and arrows indicate the following steps: 1. Selecting a participant (Isabella LOPES) in the table. 2. Clicking the 'Add participation' button in the 'Participates in:' section. 3. Selecting an activity (A2 TRAIN-PLACE) from the 'Available Activities' list. 4. Clicking the 'Add participation' button in the 'Participates in:' section of the 'Selection Details' sidebar.

Adding a participation via the Activities tab

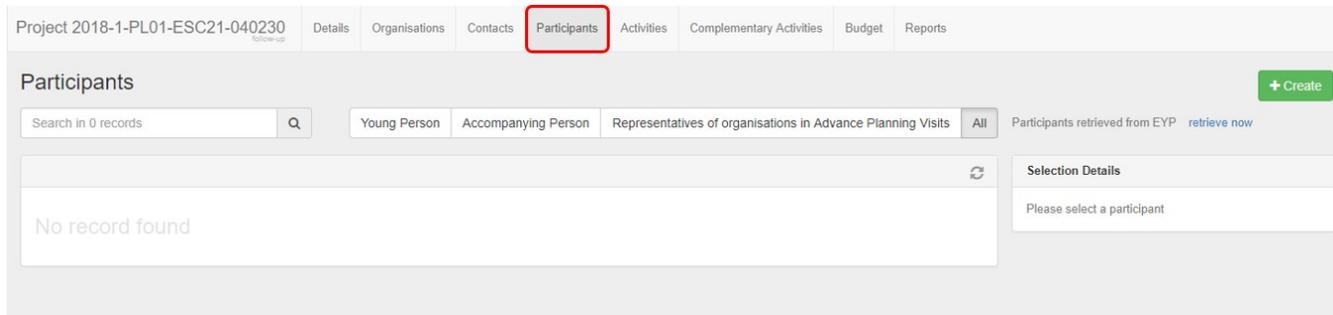
The screenshot shows the 'Activities' tab in the ESC portal. It features a table of activities and a 'Selection Details' sidebar. Red circles and arrows indicate the following steps: 1. Selecting an activity (A2 TRAIN-PLACE) in the table. 2. Clicking the 'Add participation' button in the 'Participates in:' section. 3. Selecting a participant (Isabella LOPES) from the 'Available Participants' list. 4. Clicking the 'Add participation' button in the 'Participates in:' section of the 'Selection Details' sidebar.

Add the participation from the "Participants" tab

! Any participant other than **Representatives of organisations in Advance Planning Visits (APV)** can only be associated with one non-APV activity. If you try to create another participation for the same participant, an error message is displayed and the participation is not created. A young person can only participate in one non-APV activity.

Open the **Participants** tab in Mobility Tool+. The list of participants is displayed. If no **Young Person** participants are displayed, you need to [retrieve](#) the participant details from EYP.

Participants of type **Accompanying Person** and **Representatives of organisations in Advance Planning Visits** have to be manually **added**.

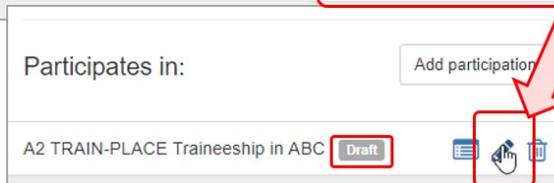
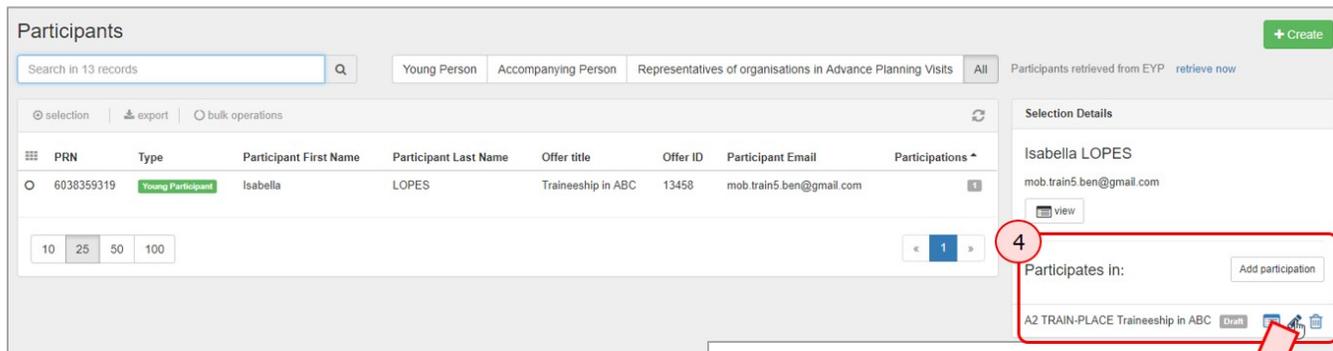
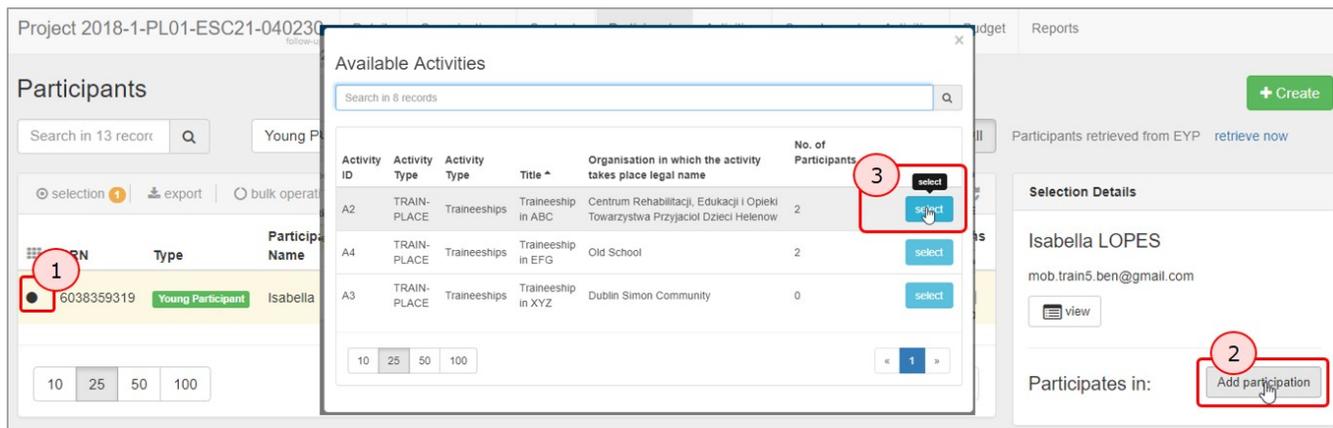


It is advisable to [view the participant details for young participants imported from the European Youth Portal](#) before creating the participation. Thus you are sure to create the participation for the correct activity.

In the list of participants you can add the columns **Offer title** and **Offer ID**. Those two columns might also help if the offer title corresponds to an activity title.

1. **Select** the participant from the list to create a participation.
2. In the **Selection Details**, click **Add participation**.
3. The pop-up window displays all the available activities of your project. Click **select** in the row next to the activity you want to associate the participant to.
4. The participation is now visible in column **Participation**; the number is updated from 0 to 1, meaning the participant takes part in one activity. The **Selection details** section also displays the participation. It is marked as **Draft**.

Note: If the **Participations** column is not displayed, you can add it via the [list functionality](#).



Add the participation from the "Activities" tab

To create participations, access the **Activities** tab in your project. The list of activities is displayed.

1. **Select** the activity you want to add the participation for from the list.
2. In the **Selection Details**, click **Add participation**.
3. The pop-up window displays all available participants of your project. **Select** the participants you want to associate. You can select more than one.
4. Click **add X participants to the activity**.
5. In the **Selection Details**, the added participants are displayed, all marked as **Draft**.

Project 2018-1-PL01-ESC21-040230

Participants

Search in 13 records

Young Person

selection 1 export bulk operations

PRN Type Participant Name

6038359319 Young Participant Isabella

10 25 50 100

Available Activities

Search in 8 records

Activity ID	Activity Type	Activity Type	Title	Organisation in which the activity takes place legal name	No. of Participants
A2	TRAIN-PLACE	Traineeships	Traineeship in ABC	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow	2
A4	TRAIN-PLACE	Traineeships	Traineeship in EFG	Old School	2
A3	TRAIN-PLACE	Traineeships	Traineeship in XYZ	Dublin Simon Community	0

10 25 50 100

Selection Details

Isabella LOPES

mob.train5.ben@gmail.com

view

Participates in:

2 Add participation

Participants

Search in 13 records

Young Person Accompanying Person Representatives of organisations in Advance Planning Visits All

selection export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13458	mob.train5.ben@gmail.com	1

10 25 50 100

Selection Details

Isabella LOPES

mob.train5.ben@gmail.com

view

Participates in:

Add participation

A2 TRAIN-PLACE Traineeship in ABC Draft

Participates in:

Add participation

A2 TRAIN-PLACE Traineeship in ABC Draft

Complete the participation

After a participant has been added to the activity, the participation remains in **Draft** mode and has to be completed.

1. **Select** the activity.
2. In the **Selection Details**, click the **Edit** icon next to the participant you would like to complete.

Activities

Search in 7 records

selection 0 export bulk operations

Activity ID	Activity Type	Activity Type	Title	Organisation in which the activity takes place legal name	Country of activity	No. of Participants
A1	TRAIN-JOB-APV	Advance Planning Visits	Kick Off Meeting	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow	Poland	0
A2	TRAIN-PLACE	Traineeships	Traineeship in XYZ	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow	Poland	0
A4	TRAIN-PLACE	Traineeships	Traineeship in ABC	Dublin Simon Community	Ireland	0
A5	JOB-PLACE	Jobs	Working in the community ABC	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenow	Poland	0
A6	JOB-PLACE	Jobs	Working in the community XYZ	Old School	France	0
A7	JOB-PLACE	Jobs	Working in the community	Dublin Simon Community	Ireland	1

10 25 50 100

Selection Details

A4 Traineeship in EFG (TRAIN-PLACE)

Old School

view update delete

4 Participants: Show full list Add participation

0 complete, 4 drafts

Benjamin Brown Draft

Isabella LOPES Draft

Pierre MARTIN Draft

Una ROSE Draft

Add the participation from "Show full list"

Another option to create participations from the **Activities** tab in Mobility Tool+ is via the **Show full list** option.

1. From the activities, **select** your activity.
2. Click **Show full list** in the **Selection Details**.
3. Click the **Add participation** button.

Activities

Search in 7 records

selection export bulk operations

Activity ID	Activity Type	Activity Type	Title	Organisation in which the activity takes place legal name	Country of activity	No. of Participants
A1	TRAIN-JOB-APV	Advance Planning Visits	Kick Off Meeting	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	0
A2	TRAIN-PLACE	Traineeships	Traineeship in ABC	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	0
A3	TRAIN-PLACE	Traineeships	Traineeship in XYZ	Dublin Simon Community	Ireland	0
A4	TRAIN-PLACE	Traineeships	Traineeship in EFG	Old School	France	0
A5	JOB-PLACE	Jobs	Working in the community ABC	Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów	Poland	0
A6	JOB-PLACE	Jobs	Working in the community XYZ	Old School	France	0
A7	JOB-PLACE	Jobs	Working in the community	Dublin Simon Community	Ireland	0

Selection Details

A2 Traineeship in ABC (TRAIN-PLACE)

Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci Helenów

view update delete

0 Participants: Show full list add participation

0 complete, 0 drafts

Project 2018-1-PL01-ESC21-040230

back to list

A4. Traineeship in EFG

Activity Type: Traineeships (TRAIN-PLACE) Organisation in which the activity takes place legal name: Old School, Mulhouse, France

Activity Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

1 Participants

Search in 1 records

Young Person (1) Accompanying Person (0) Representatives of organisations in Advance Planning Visits (0) All

PRN	First Name	Last Name	Type *	Activity ID	Activity Title	Host Organisation Legal Name	Country of activity	City of the activity	Total Grant (calculated)	Complete
6033059513	Runa	PETURSDOTTIR	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X

4. **Select** all participants you want to add to the activity in the pop-up. Take note of the **Offer title**. If you have indicated the activity in the title of the offer sent to the participant, it is easy to identify those participants who have accepted an offer.
5. Click **add X participants to the activity**.
6. The added participants are now displayed in the list, and marked as **incomplete**, as indicated by the X in column **Complete**.

Available Participants

Search in 13 records

selection export bulk operations

Type *	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
Young Participant	Pierre	MARTIN	Traineeship in ABC	13469	mail.train7.ban@gmail.com	0
Young Participant	Isabella	LOPES	Traineeship in ABC	13468	mail.train7.ban@gmail.com	0
Young Participant	Eric	BENJON	Volunteering in ABC	13467	mail.train7.ban@gmail.com	0
Young Participant	Elin	JONHANNSON	Working for the XYZ	13462	mail.train7.ban@gmail.com	0
Young Participant	Uma	ROSE	Traineeship in ABC	13467	train4.as@gmail.com	0
Young Participant	Runa	PETURSDOTTIR	Traineeship in XYZ	13465	mail.train3.ban@gmail.com	1
Young Participant	Tina	BLACK	Traineeship in ABC	13466	train3.as@gmail.com	0
Advance Planning Visits	Yanis	Yellow			train3.as@gmail.com	0
Advance Planning Visits	Peter	Purple			train3.as@gmail.com	0
Advance Planning Visits	Ronald	Red			train3.as@gmail.com	0
Advance Planning Visits	Quinn	Green			train3.as@gmail.com	0
Advance Planning Visits	Bernardo	Brown			train3.as@gmail.com	0
Advance Planning Visits	Caroline	Caral			train3.as@gmail.com	0

add X participants to the activity

back to list

A4. Traineeship in EFG

Activity Type: Traineeships (TRAIN-PLACE) Organisation in which the activity takes place legal name: Old School, Mulhouse, France

Activity Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

6 Participants

Search in 6 records

Young Person (5) Accompanying Person (1) Representatives of organisations in Advance Planning Visits (0) All

PRN	First Name	Last Name	Type *	Activity ID	Activity Title	Host Organisation Legal Name	Country of activity	City of the activity	Total Grant (calculated)	Complete
0000000000	Oliver	Green	Accompanying Person	A4	Traineeship in EFG	Old School	France	Mulhouse		X
0000000000	Isabella	LOPES	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X
0000000000	Eric	BENJON	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X
0000000000	Uma	ROSE	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X
0000000000	Pierre	MARTIN	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X
0000000000	Runa	PETURSDOTTIR	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		X

Complete the participation

After the participants were added to the activity, the participations are still in **Draft** and have to be completed. Click **Edit** for the participant you wish to update.

A4. Traineeship in EFG

[Edit](#)

Activity Type: Traineeships (TRAIN-PLACE)

Organisation in which the activity takes place legal name: Old School. Mulhouse, France

Activity Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

6 Participants

[+ Add participation](#)[Young Person \(5\)](#)[Accompanying Person \(1\)](#)[Representatives of organisations in Advance Planning Visits \(0\)](#)[All](#)

selection | export | bulk operations



	PRN	First Name	Last Name	Type ^	Activity ID	Activity Title	Host Organisation Legal Name	Country of activity	City of the activity	Total Grant (calculated)	Complete	
<input type="radio"/>		Gisela	Green	Accompanying Person	A4	Traineeship in EFG	Old School	France	Mulhouse		×	
<input type="radio"/>	6038359319	Isabella	LOPES	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		×	
<input type="radio"/>	6038359610	Eric	BERGER	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		×	
<input type="radio"/>	6038358446	Una	ROSE	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		×	
<input type="radio"/>	6038359125	Pierre	MARTIN	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		×	
<input type="radio"/>	6038359513	Runa	PETURSDOTTIR	Young Participant	A4	Traineeship in EFG	Old School	France	Mulhouse		×	

Complete the participation

Click on the "Edit" icon

After a participant is associated to a specific activity, the participation is still in **Draft** and has to be completed.

1. Depending on the context (Participant list/Activity list), select the item from the list.
2. Click the **Edit** icon in the **Selection details**, next to the activity the participant is associated to or next to the participant for the specific activity.

The screenshot displays a web application interface for managing participants. At the top, there is a search bar and a filter menu with options: 'Young Person', 'Accompanying Person', 'Representatives of organisations in Advance Planning Visits', and 'All'. A '+ Create' button is visible in the top right corner.

Below the search bar, there are options for 'selection', 'export', and 'bulk operations'. A table lists participants with columns for 'PRN', 'Type', and 'Participant'. The row for 'Elsa' (PRN 6038359416, Type 'Young Participant') is highlighted with a red circle containing the number '1'.

The 'Selection details' panel for Elsa JOHANSSON (mob.train4.ben@gmail.com) is shown. It includes a 'view' button and a section titled 'Participates in:'. The first activity listed is 'A7 JOB-PLACE Working in the community', which is in a 'Draft' state. A red circle with the number '2' highlights the 'Edit' icon (pencil) next to this activity. Other icons for 'Add participation', 'view', and 'delete' are also present.

Participation sections

In the newly opened screen, you find:

1. **Top navigation** tabs for the various sections of the participation to be updated and/or checked. Clicking on one of the tabs will bring you to the specific section on the screen.

 The available tabs vary per action, activity type and participant type. For example, the linguistic support section is not displayed for **Representatives of organisations in Advance Planning Visits** and for **Accompanying persons**. Read the onscreen information carefully to avoid incorrect entries.

2. **Status** of participation: Either **Draft** or **Complete**.
3. **Activity information** including the **Host Organisation Legal Name** and **Country and City**. For ESC11 and ESC13 projects, the [Main Location of Activity drop-down](#) may be displayed instead of **Country and City**.
4. **Offer information**: As sent to and accepted by the participant in the **European Youth Portal**. Not visible for participants of type **Accompanying Person** and **Representatives of organisations in Advance Planning Visits**.

Project 2018-1-PL01-ESC11-051639 processing

Details Organisations Contacts Locations Participants Activities Complementary Activities Budget Reports

1 Participant Participant Report Duration Linguistic Support Travel Organisational Support Pocket Money Exceptional Costs 2 Draft

3 Activity A3 Teams (VOL-TEAM) Host Organisation Legal Name ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS - RESEARCH CENTER. Country and City Greece Athens

Participant

4 Participant 6328689944183027 Isabella LOPEZ Young Person Offer Details 14392 313 from: 01/03/2019 to 04/05/2019 Country of the residence Greece

Date of Birth (dd/mm/yyyy) 01/01/2000 Age 0 18-30 Participant With Special Needs value required Participant With Fewer Opportunities? value required

Supporting Organisation Legal Name ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS - F Country of Origin Greece City of origin ATHENS

Comments on different location than supporting/host organisations

Force Majeure ?

 If the **Host Organisation Legal Name** and **Country and City** information is not displayed, you will be unable to complete the participation. [Update/complete](#) the activity information first, then complete the participation.

Participant Participant Report Duration Linguistic Support Travel Organisational Support Pocket Money Exceptional Costs Draft

Activity A3 Teams (VOL-TEAM) Host Organisation Legal Name Country and City

Participant

Participant 6328689944183027 Isabella LOPEZ Young Person Offer Details 14392 313 from: 01/03/2019 to 04/05/2019 Country of the residence Greece

Date of Birth (dd/mm/yyyy) 01/01/2000 Age 0 18-30 Participant With Special Needs value required Participant With Fewer Opportunities? value required

Supporting Organisation Legal Name ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS - F Country of Origin Greece City of origin ATHENS

Comments on different location than supporting/host organisations

ESC11 and ESC13 - 'Main location of the activity'

For ESC11 - Volunteering Projects and ESC13 - Volunteering Partnerships Annual projects, the **Main Location of the activity** drop-down list is displayed, provided the organisation has a 2019 Quality Label with pre-defined locations. It contains all possible **locations for the specific activity**. Select the appropriate location for the current participation.

Project 2019-1-PL01-ESC11-050772 2019-2021 Details Organisations Contacts Locations Participants Activities Complementary Activities Budget Reports

Participant Participant Report Duration Linguistic Support Travel Organisational Support Pocket Money Exceptional Costs Draft

Activity: A3 Volunteering in XYZ (VOL-TEAM) Host Organisation Legal Name: Fundacja Rozwoju Miedzykulturowego EBU. Main Location of the Activity:

Participant

Participant: 6328648244182272 Anna MUELLER Young Person Offer Details: 16182 Volunteering in XYZ from: 01/08/2019 to 15/11/2019 Country of the residence: Germany

Date of Birth (dd/mm/yyyy): 30/10/1998 Age: 18-30 20 Participant With Special Needs: No Participant With Fewer Opportunities?: No

Supporting Organisation Legal Name: Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjac Country of Origin: Poland City of origin: Warszawa

Comments on different location than supporting/hosts organisations

Depending on the amount of possible locations chosen in the associated activity, one or multiple options become available.

Project 2019-1-PL01-ESC11-050772 2019-2021 Details Organisations Contacts Locations Participants Activities Complementary Activities Budget Reports

Participant Participant Report Duration Linguistic Support Travel Organisational Support Pocket Money Exceptional Costs Draft

Activity: A6 Volunteering in GHI (VOL-PLACE) Host Organisation Legal Name: Fundacja Rozwoju Miedzykulturowego EBU. Main Location of the Activity:

Participant

Participant Participant Report Duration Linguistic Support Travel Organisational Support Pocket Money Exceptional Costs Draft

Activity: A3 Volunteering in XYZ (VOL-TEAM) Host Organisation Legal Name: Fundacja Rozwoju Miedzykulturowego EBU. Main Location of the Activity:

Check and complete the "Participant" section

The first part of the participation information are the **Participant** details. Provide the required information in the available fields. Certain fields (such as date of birth) are pre-filled with the participant information retrieved by the European Youth Portal and cannot be changed. Mandatory fields are indicated by an orange **value required** box.

Participant

Participant 6038359416 Elsa JOHANSSON

Date of Birth (dd/mm/yyyy) 1996-07-05

Participant With Special Needs **value required**

Participant With Fewer Opportunities? **value required**

Supporting Organisation Legal Name Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa

Country of Origin **value required**

City of origin **value required**

Comments on different location than country of residence/country of organisations in which activity takes place

Force Majeure ?

Participant

Participant 6038359416 Elsa JOHANSSON

Date of Birth (dd/mm/yyyy) 1996-07-05

Participant With Special Needs No

Participant With Fewer Opportunities? No

Supporting Organisation Legal Name Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa

Country of Origin Sweden

City of origin Linköping

Comments on different location than country of residence/country of organisations in which activity takes place

Force Majeure ? No

"Participant with fewer opportunities" drop-down

If you answered **Yes** to the question **Participant With Fewer opportunities?**, the **Which type of obstacle is this participant facing?** drop-down is displayed. Select at least one obstacle type.

Participant

Participant 6038359416 Elsa JOHANSSON

Date of Birth (dd/mm/yyyy) 08/07/1992

Participant With Special Needs Yes

Participant With Fewer Opportunities? Yes

Which type of obstacle is this participant facing? Max selection 3

- CULT-DIFF : Cultural differences
- DISABLY : Disability
- ECONOM-OBSTCL : Economic obstacles
- EDUC-DIFFCLT : Educational difficulties
- GEO-OBSTCL : Geographical obstacles
- HEALTH-PROBL : Health problems
- REFUGEE : Refugees
- SOCIAL-OBSTCL : Social obstacles

Force Majeure ? No

"Force majeure" drop-down

For information and guidance on **Force Majeure due to COVID-19**, please see [ESC MT+ Force majeure guidance due to Coronavirus](#).

Check and update the "Duration" section

The fields **Start** and **End date of the activity offered** are pre-populated with the offer information received from the portal, if the created participation is for a Young Person. It is possible to edit those dates.

For participants of type **Accompanying Person** or **Representative of organisation in Advance Planning Visits**, enter the dates manually.

The greyed out **Duration** fields will calculate and update accordingly. You have the option to enter the value of the **Travel Days (max. 2)** and enter any **Interruption (days)**, if needed.

The light blue boxes on top of certain fields provide guidance on the minimum/maximum values allowed.

Duration

Project Duration 01/01/2018 01/01/2020

Start date of the activity offered 02/09/2019	End Date of the activity offered 30/11/2019	Duration Calculated (days) 90	
Interruption (days) 0	Duration after interruption (days) 90 - 368 90	Travel Days (max. 2) 0 - 2 0	Duration including travel days (days) 90

Comments on the duration

Duration

Project Duration 01/01/2018 01/01/2020

Start date of the activity offered 02/09/2019	End Date of the activity offered 30/11/2019	Duration Calculated (days) 90	
Interruption (days) 0	Duration after interruption (days) 90 - 368 90	Travel Days (max. 2) 0 - 2 2	Duration including travel days (days) 92

Comments on the duration

Should your entry result in a rule violation, warning messages in red are displayed. You must make the necessary corrections.

Duration

Duration

Project Duration 01/01/2018 01/01/2020

Start date of the activity offered 02/09/2019	End Date of the activity offered 30/11/2019	Duration Calculated (days) 90	
Interruption (days) 6	Duration after interruption (days) 90 - 368 84 <small>too low, out of range</small>	Travel Days (max. 2) 0 - 2 2	Duration including travel days (days) 86

Check and update the "Linguistic Support" section (if applicable)

Linguistic Support supports language learning for the participants

Use the available drop-down lists to provide the required information such as **Main Instruction/Work/Volunteering language**, **Other Used languages** and if the participant is a **native speaker**.

Use the drop-down list available to indicate if the **Online Linguistic Support Course Licence** and **Linguistic Support Grant** are required.



- Linguistic support is only available for activities **longer than 60 days**.
- The section is not displayed for APV participants and for Accompanying persons.
- If the participant is a **Native Speaker of the Main Instruction/Work/ Volunteering Language**, the fields **Online Linguistic Support Course Licence** and **Linguistic Support Grant** will be non-editable.

Linguistic Support

Main Work/Volunteering Language

Other Used Languages

Is the participant a native Speaker ?

Online Linguistic Support Course License

Linguistic Support Grant

Linguistic Support

Main Work/Volunteering Language

Other Used Languages

Is the participant a native Speaker ?

Online Linguistic Support Course License

Linguistic Support Grant

Check and update the "Travel" section

In the **Travel** section of the participation certain information (such as Country of activity) is pre-populated.

Select the **Distance Band** from the drop-down. To confirm the correct distance band, use the [distance calculator on the European Solidarity Corps webpage](#).

The **Total Travel Grant** is then calculated and updated automatically, according to the activity type and distance band selected.

Travel

Country of activity Ireland	Country of Origin Sweden	Distance Band value required	Grant per Day 0.00	Total Travel Grant 0.00 missing fields to calculate
Request Exceptional Cost for Expensive Travel?				

Travel

Country of activity Ireland	Country of Origin Sweden	Distance Band 500 - 1999 km	Grant per Day 0.00	Total Travel Grant 275.00
Request Exceptional Cost for Expensive Travel? No				

Request "Exceptional Cost for Expensive Travel?"

The grant for **Exceptional Costs For Expensive Travel** can be requested only if the standard travel grant based on the cost per distance band (Total Travel Grant) does not cover at least 70% of the actual travel costs.

Should such funding be required for the participant, set the available drop-down in the travel section to **Yes**. Enter the required information in the newly available fields.



Take note

It is not possible to use both the **Travel Grant** and the **Exceptional Costs for Expensive Travel** for the same participation, as they are mutually exclusive.

Travel

Country of activity Ireland	Country of Origin Sweden	Distance Band 500 - 1999 km	Grant per Day 0.00	Total Travel Grant 275.00
Request Exceptional Cost for Expensive Travel? Yes				
Travel Cost 0.00		Total Exceptional Costs for Expensive Travel 0.00		
Exceptional Cost for Expensive Travel Description and Justification value required				

Check and update "Organisational Support", "Inclusion Support" and/or "Pocket Money" (if applicable)

The sections **Organisational Support**, **Inclusion Support** and **Pocket money** are pre-filled and auto-calculated. The respective **Duration (in days)** fields can be updated; the value entered cannot be higher than the funded duration.



Take note

Inclusion Support is only available if the participant is a young person with fewer opportunities or special needs. The **Pocket Money section** is not available for participants and/or activities of type Advance Planning Visit.

Organisational Support

Duration (in days)	Grant per Day	Total Organisational Support - Activity costs grant
92	9.00	828.00

Inclusion Support

Duration (in days)	Grant per Day	Total Inclusion support grant
92	9.00	846.00

Pocket Money

Duration (in days)	Grant per Day	Total Pocket money
92	6.00	564.00

Request "Exceptional Cost" (if applicable)

If needed, exceptional costs can be requested. Enter the amount in the **Exceptional Costs** field and provide a **Description and Justification** in the newly displayed comment field.

Exceptional Costs

Exceptional Costs
0.00

Exceptional Costs

Exceptional Costs
150.00

Exceptional Costs Description and Justification
<div style="border: 1px solid #ccc; height: 40px;"></div>

value required

Check and update the "Relocation Allowance" (if applicable)

The sections **Relocation Allowance** is pre-populated and auto-calculated. The respective **Duration (in days)** fields can be updated; the value entered cannot be higher than the funded duration.



Take note

Relocation Allowance is not available for participants and/or activities of type **Advance Planning Visit** and for participants of type **Accompanying Person**.

Relocation Allowance

Duration (in days)	Grant per Day	Relocation allowance
92	6.00	564.00

Save the participation

Once all information for the participation is entered, the participation is marked as **Complete**.

The **Total Grant (calculated)** displays the calculated amount of all sections:

- Travel grant
- Exceptional costs for expensive travel
- Organisational Support grant – Activity costs
- Inclusion support grant
- Pocket money
- Linguistic grant
- Exceptional costs grant
- Relocation allowance

Click **Save** to save the changes.

Participant	Duration	Ling. Support	Travel	Org. Support	Inc. Support	Pocket Money	Exc. Costs	Rel. Allowance	Complete ✓
-------------	----------	---------------	--------	--------------	--------------	--------------	------------	----------------	------------

Exceptional Costs

Exceptional Costs
0.00

Relocation Allowance

Duration (in days)	Grant per Day	Relocation allowance
92	6.00	564.00

Total

Total Grant (calculated)
3,077.00

Save

Navigate back to the **Participants** or **Activities** tab. The participation is now marked as **Complete**.

Participants

+ Create

Search

Young Person

Accompanying Person

Representatives of organisations in Advance Planning Visits

All

Participants retrieved from EYP [retrieve now](#)

selection | export | bulk operations

PRN	Type	Participant First Name	Participant Last Name	Participant Email	Participations
● 6038359416	Young Participant	Elsa	JOHANSSON	mob.train4.ben@gmail.com	1
○ 6038359513	Young Participant	Runa	PETURSDOTTIR	mob.train3.ben@gmail.com	0
○ 6038359610	Young Participant	Eric	BERGER	mob.train2.ben@gmail.com	0
○ 6038359319	Young Participant	Isabella	LOPES	mob.train5.ben@gmail.com	0
○ 6038358446	Young Participant	Una	ROSE	train4.na@gmail.com	0
○ 6038359125	Young Participant	Pierre	MARTIN	mob.train7.ben@gmail.com	0
○ 6038358349	Young Participant	Tina	BLACK	train3.na@gmail.com	0

Selection Details

Elsa JOHANSSON

mob.train4.ben@gmail.com

view

Participates in:

Add participation

A7 JOB-PLACE Working in the community Complete



Additional Functionalities

Remove a participation

Removing a participation via the activities tab

- **Select** the activity.
- In the **Selection Details** under **Participants**, click the **Delete** icon next to the participant you want to remove.
- **Confirm** the deletion.
- The participant is removed from the activity.
- The participant details remain in the project.

Note: This action does not remove the participant from the project. All participant information stays available in Mobility Tool+.

The screenshot shows the 'Activities' interface. On the left, a table lists activities A1 through A9. Activity A4 is selected. The 'Selection Details' panel on the right shows 'A4 Traineeship in EFG (TRAIN-PLACE)' with 'Old School' as the organization. It displays '6 Participants: 1 complete, 5 drafts'. A list of participants is shown, including Eric BERGER (Draft), Gisela Green (Draft), Isabella LOPES (Complete), Pierre MARTIN (Draft), Runa PETURSDOTTIR (Draft), and Una ROSE (Draft). The 'Delete' icon for Gisela Green is highlighted with a red box. A 'Show full list' button and an 'Add participation' button are also visible.

Are you sure you want to delete the selected Item(s) ?

CANCEL DELETE

The screenshot shows the 'Activities' interface. On the left, a table lists activities A1 through A9. Activity A4 is selected. The 'Selection Details' panel on the right shows 'A4 Traineeship in EFG (TRAIN-PLACE)' with 'Old School' as the organization. It displays '5 Participants: 1 complete, 4 drafts'. A list of participants is shown, including Eric BERGER (Draft), Isabella LOPES (Complete), Pierre MARTIN (Draft), Runa PETURSDOTTIR (Draft), and Una ROSE (Draft). The 'Delete' icon for Isabella LOPES is highlighted with a red box. A 'Show full list' button and an 'Add participation' button are also visible.

Removing a participation via the "Participants" tab

- **Select** the participant.
- In the **Selection Details** under **Participates in**, click the **Delete** icon next to the activity you want to unlink.
- **Confirm** the deletion.
- The participation is removed.

Note: This action does not remove the participant from the project. All participant information remains available in Mobility Tool+.

Project 2018-1-PL01-ESC21-040230 Follow-up Details Organisations Contacts **Participants** Activities Complementary Activities Budget Reports

Participants + Create

Search in 13 records

Are you sure you want to delete the selected Item(s) ?

CANCEL
DELETE

selection export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
6038359125	Young Participant	Pierre	MARTIN	Traineeship in ABC	13459	mob.train7.ben@gmail.com	1
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13458	mob.train5.ben@gmail.com	1
6038359610	Young Participant	Eric	BERGER	Volunteering in ABC	13451	mob.train2.ben@gmail.com	1
6038359416	Young Participant	Elsa	JOHANSSON	Working for the XYZ	13442	mob.train4.ben@gmail.com	1
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13457	train4.na@gmail.com	1
6038359513	Young Participant	Runa	PETURSDOTTIR	Traineeship in XYZ	13445	mob.train3.ben@gmail.com	1

Selection Details

Pierre MARTIN
mob.train7.ben@gmail.com

view

Participates in: Add participation

A4 TRAIN-PLACE Traineeship in EFG Draft ✎

Participants + Create

Search in 13 records

Young Person Accompanying Person Representatives of organisations in Advance Planning Visits **All** Participants retrieved from EYP retrieve now

selection export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
6038359125	Young Participant	Pierre	MARTIN	Traineeship in ABC	13459	mob.train7.ben@gmail.com	1
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13458	mob.train5.ben@gmail.com	1
6038359610	Young Participant	Eric	BERGER	Volunteering in ABC	13451	mob.train2.ben@gmail.com	1
6038359416	Young Participant	Elsa	JOHANSSON	Working for the XYZ	13442	mob.train4.ben@gmail.com	1
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13457	train4.na@gmail.com	1

Selection Details

Pierre MARTIN
mob.train7.ben@gmail.com

view

Participates in: Add participation

Update a participation

Update a participation via the activities tab

- Select the activity.
- In the **Selection Details** under **Participants**, click the **Edit** icon next to the participant you want to modify.
- Make the **adjustments** for the participation and **save**.

The screenshot shows the 'Activities' interface. A table lists activities with columns for Activity ID, Activity Type, Activity Type, Title, and Organisation. Activity A4, 'Traineeship in EFG', is selected. A 'Selection Details' modal is open, showing the activity title, 'Old School', and a list of participants: Eric BERGER (Draft), Isabella LOPES (Complete), Runa PETURSDOTTIR (Draft), and Una ROSE (Draft). The 'Edit' icon for Isabella LOPES is highlighted with a red box. A second, smaller 'Selection Details' modal is visible on the right, also showing the participant list.

Update a participation via the participants tab

- Select the participant.
- In the **Selection Details** under **Participates in**, click the **Edit** icon next to the activity you want to update participation for.
- Make the **adjustments** for the participation and **save**.

The screenshot shows the 'Participants' interface. A table lists participants with columns for PRN, Type, Participant First Name, and Participant. Participant Isabella LOPES (PRN 6038359319) is selected. A 'Selection Details' modal is open, showing her name and email address. Below, the 'Participates in:' section lists activities, with 'A4 TRAIN-PLACE Traineeship in EFG' (Complete) highlighted. The 'Edit' icon for this activity is highlighted with a red box. A second, smaller 'Selection Details' modal is visible on the right, also showing the activity list.

Related articles

- [ESC MT+ Activities](#)
- [ESC MT+ Add Participation](#)
- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ Force majeure guidance due to Coronavirus](#)
- [ESC MT+ How to manage contacts](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
- [ESC MT+ Manage organisations](#)
- [ESC MT+ Manage participant reports](#)
- [ESC MT+ Menu and Navigation](#)
- [ESC MT+ Notifications](#)
- [ESC MT+ Participants](#)
- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)