

Basic functionalities of the Organisation Registration system

1. [The Erasmus+ and European Solidarity Corps platform](#)
2. [Screen layout and basics of the Organisation Registration system](#)
 - 2.1. [Register my organisation](#)
 - 2.2. [Edit my organisation](#)
3. [Mandatory sections and fields in the form](#)
4. [Navigation through form sections](#)
5. [List functionalities](#)
6. [Registration Status messages](#)

Introduction

This page explains the basic functionalities of the Organisation Registration system.



Take note

The illustrations in the associated ORS wiki pages are for consultation purpose only and do not reflect the latest implementation.

There are minor changes to the screen appearance and layout which are described on this page.

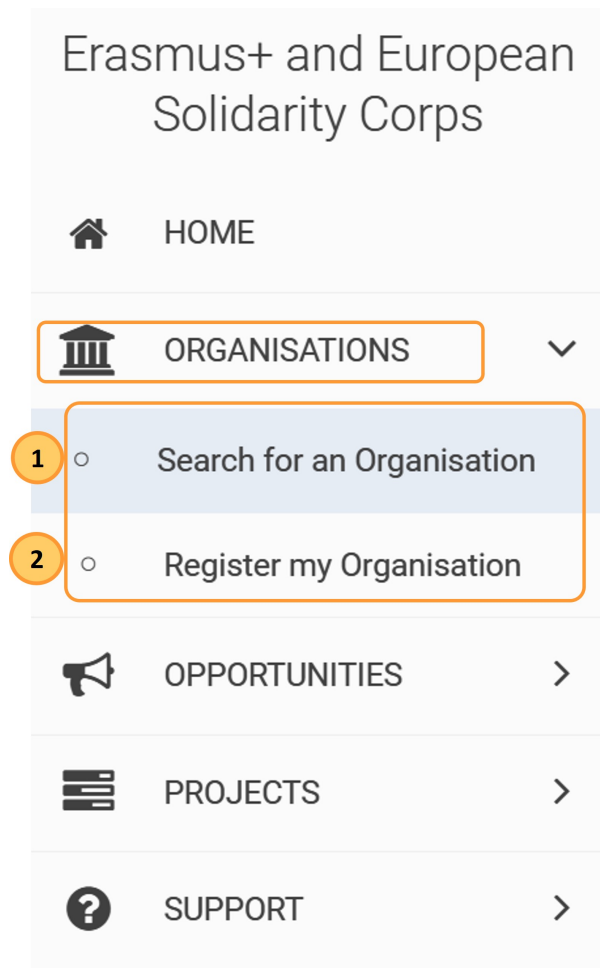
1. The Erasmus+ and European Solidarity Corps platform

The **Organisations** section of the [Erasmus+ and European Solidarity Corps platform](#) is your starting point to:

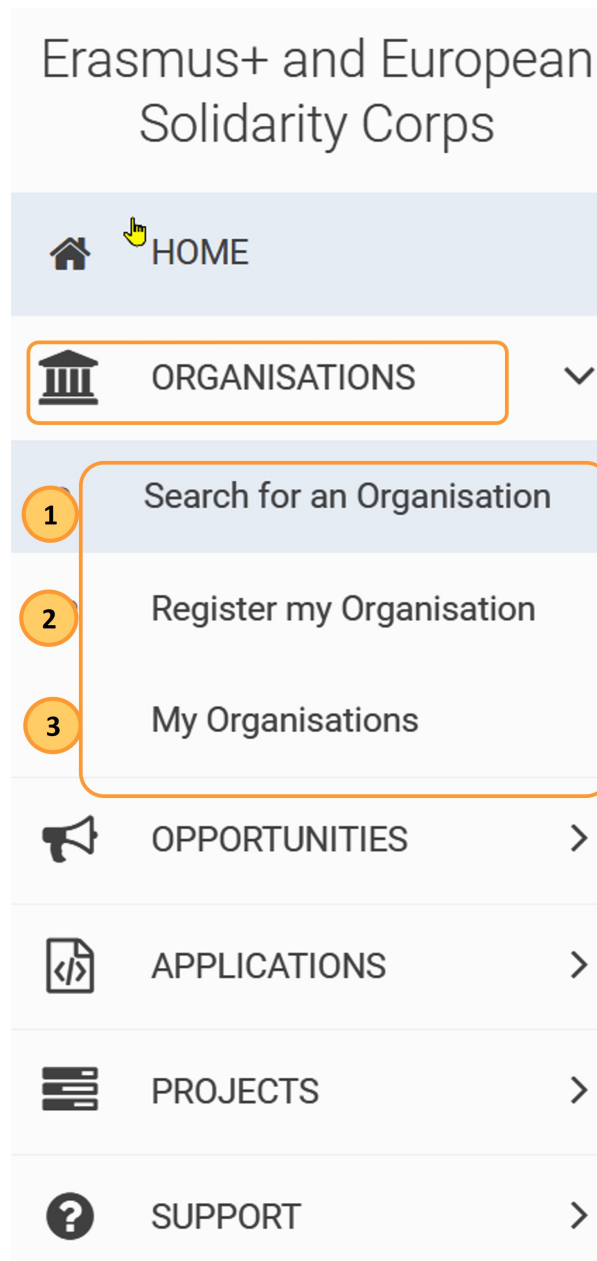
1. **Search for an Organisation:** This is where you can search for already registered organisations, as described in [How to search for organisations](#)
2. **Register My Organisation:** This is where you register your organisation for participation in Erasmus+ or European Solidarity Corps decentralised actions, as described in [How to register an organisation](#)
3. **My organisations:** This provides a list of all organisations, for which you are authorised, as described in [My Organisations](#)

The first two subsections are accessible even if you do not yet have an EU Login, however **My organisations** is only visible to authorised users.

These are the options available for a user who has not yet signed into EU Login:



These are the options available for an authenticated user:



2. Screen layout and basics of the Organisation Registration system

2.1. Register my organisation

When you request to **register a new organisation**, or select an organisation from the **My Organisation** screen in the **Erasmus+ and European Solidarity Corps platform**, the **Register My Organisation** screen opens.

The following elements are displayed on the screen:

1. **Submit** button - Only active once all sections are completed.
2. **Status** line - showing the status of the registration.
3. **Navigation** buttons - to move to next or previous section.
4. **Content Menu** - allows you to navigate to the various sections in the registration form. You must however complete a section before proceeding to the next.
The icons in front of the menu items indicate completion of the sections:
 - a. **Red X:** Section incomplete. You cannot proceed to the next section until it is completed.
 - b. **Green tick mark:** Section complete. You can proceed to the next section.
5. The **Main screen**.

Register My Organisation

1 Submit

2 **✖ Your form is not complete, please check the red marks on the content menu.**

Content Menu

- ✖ Organisation data
- ✖ Legal address
- ✖ Organisation Contact Person
- ✖ Users

Organisation data

3

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name ***** Legal name 500
This field is required

Business name Business name 500

Legal status ☐ International organisation

***** ☐ a natural person ☐ a legal person

2.2. Edit my organisation

When you select to view or edit an organisation from the **My Organisation** screen in the **Erasmus+ and European Solidarity Corps platform**, or have completed the registration, **Edit My Organisation** opens.

The following elements are displayed on the screen:

1. **Update** button - used to save changes to your institution - only active once all sections are complete and validated.
2. **Status** line - showing the status of the form.
3. **Organisation card** - showing basic information and status of the organisation; further information can be shown by clicking the down arrow at the bottom of the card.
4. **Navigation** buttons - to move to next or previous section.
5. **Content Menu** - allows you to navigate to the various sections in the registration form. You must however complete a section before proceeding to the next. Some sections has a number in a blue circle, this indicates the number of instances in this section. The icons in front of the menu items indicate the status of the menu item:
 - a. **Red X**: Section incomplete. Information introduced in this menu item is invalid or incomplete.
 - b. **Green tick mark**: Section complete.
6. The **Main screen**.

Edit My Organisation

1 Update

2 **⚠ Your form is complete, don't forget to save your changes.**

3

Organisation ID : E10000254
Legal name : Test-org.FR.10
Business name : FR02
Legal form : ASSOCIATION
Establishment/registration country : France
Last modification date : 13/03/2024 16:26:54 (Brussels time)
Last modified by : Re Ste

Registered

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (2)
- ✓ Accreditations (0)
- ✓ Documents (4)

Organisation data

4

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name ***** Test-org.FR.10 486

Business name Business name 496

Legal status ☐ International organisation

3. Mandatory sections and fields in the form

Fields that are mandatory for the completion of the registration form are marked with a **red asterisk (*)**.

The available **tool tips**, indicated with the icon **i**, provide additional instructions and assistance for filling in each field. Hover over a specific tool tip to display the information.

Free text fields also display a **character counter** that indicates how many characters can still be used.

Organisation data



The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).



Legal name *  Organisation 123 484

Business name  Organisation 123 484

Legal status 


Business name 


The official acronym of the organisation. The business name can be up to 400 characters long.

☐ private entity ☐ public body

☐ non-profit ☒ for profit

☐ sme

Official language *  Dutch ▼

Establishment/registration country *  Belgium ▼

Region  Prov. Antwerpen ▼

Legal form *  SOCIETE COOPERATIVE A RESPONSABILITE LIMITEE/COOPERATIEVE VENN... ▼

VAT number *  BE1234567890 68

☐ VAT number not applicable

Registration number  Registration number 100

Registration date  dd/mm/yyyy 

Registration authority  Registration authority 500

If an entry into a specific mandatory field violates the rules or all previously entered information is removed from a field a warning displays. You have to fix such errors before you can continue.

Legal name *  Legal name 500

This field is required

Business name  Business name 500

4. Navigation through form sections

Use the **Content menu** to navigate to the various sections in the registration form, alternatively use the navigation arrows over the page to go to previous or next section.

When registering an organisation you can only proceed to the next section after your current section is completed (indicated by a green tick mark).

You cannot go to the next section if the current section is incomplete or with errors.

The **Content Menu** is collapsible by clicking the left arrow next to **Content Menu**, but you can still navigate through the sections using the navigation arrows.

Content Menu

- ✗ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (2)
- ✓ Accreditations (0)
- ✓ Documents (0)

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name * Test-org.FR.10

Business name FR02

Legal status ☐ International organisation

5. List functionalities

The Organisation Registration systems uses lists to show an overview of organisations in **Search for an Organisation**, **Register my Organisation** and in **My Organisations**.

The search / list of organisations, as described in details in [How to search for organisations](#) and in [My Organisations](#), have the following main functionalities:

1. The **number of records** found is displayed at the top of the list.
2. You can **sort the list** by any column, in ascending or descending order, by clicking on a specific column. A small arrow is then shown next to the column name indicating the current sort order.
3. A **search result box** is available at the top of the results list, allowing further filtering of the listed records.
4. A **result list** with all the organisations which meet your search criteria.
5. Use the **arrows** at the bottom to go to next or previous page of results, if available. You may also select the number of results to display on each page. Scrolling both vertical and horizontal using scroll bars, is enabled if the result list is larger than the displayable area on your device.
6. Additionally, in **My Organisations**, you can initiate an update of an organisation for which you are authorised by clicking on the blue **Organisation ID** of the organisation.

Number of Organisations 2 Organisations found

Sort By

Search the results... Search

Test-org.FR.10	Business name: FR02 - Country: France - City: Paris - Website: http://www.ste.com	Registered
GS test in users	Country: Greece - City: Athens PIC: 898004079 - Organisation ID: E10000320	Waiting for confirmation

Items per page: 10 1 - 2 of 2

6. Registration Status messages

Initial status, or status if page contains validation errors:

Your form is not complete, please check the red marks on the content menu.

Message if the form has been changed, but not yet saved:

Your form is complete, don't forget to save your changes.

No message: Organisation data are valid and have not been changed since last save.

Related Articles

- [How to add the Organisation Contact and Authorised Users in the Organisation Registration system](#)
- [How to register an organisation in the Organisation Registration system](#)
- [How to search for organisations in the Organisation Registration system](#)
- [How to update and delete the Organisation Contact and Authorised Users in the Organisation Registration system](#)
- [Keeping consistent organisation information between systems in the Organisation Registration system](#)
- [Manage contacts and authorised users in the Organisation Registration system](#)
- [Manage documents in the Organisation Registration system](#)
- [Modify Organisation in the Organisation Registration system](#)
- [My Organisations in the Organisation Registration system](#)
- [Organisation Registration Guide](#)