ESC MT+ Participants

This page explains how to add participants' details in Mobility Tool+.

Participants identified as Young Persons must first have registered in the European Solidarity Corps Portal.

- **For ESC11, ESC12, ESC21**
    - Participants may be anyone involved in a European Solidarity Corps project. These persons are identified as either a Young Person, an Accompanying Person, or Representatives of organisations in Advance Planning Visits.
    - Before the young person's details can be retrieved from the European Solidarity Corps Portal into Mobility Tool+, the young person must have received and accepted an offer made by either the beneficiary or partner organisations having access to the European Solidarity Corps Portal.
- **For ESC31**
    - Before the young person's details can be added to the European Solidarity Corps, the young person must first have registered in the European Solidarity Corps Portal. Then their details can be added to the Mobility Tool+ project using their Participant Registration Number (PRN). See specific information for ESC31.
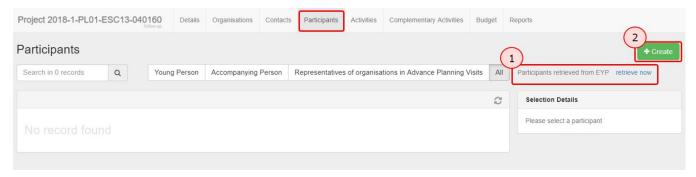
Relevant for...

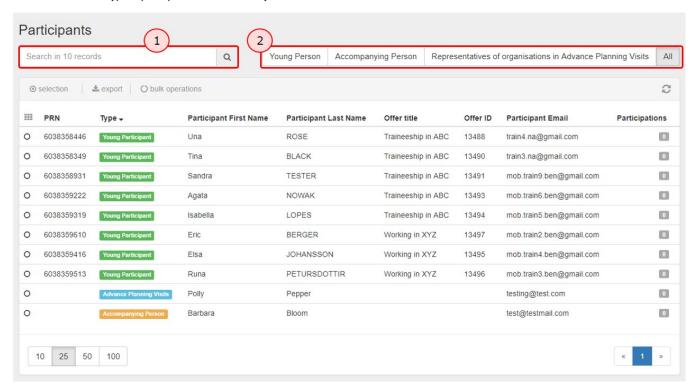| Call Year	Programme	Action
2018	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC13 - Volunteering Partnerships Annual
		ESC21 - Traineeships and Jobs

1. Add Participants for ESC11, ESC13, ESC21

1.1. Click the "Participants" tab
The participant's list opens. If no participants have been added to the project, the list will be empty.
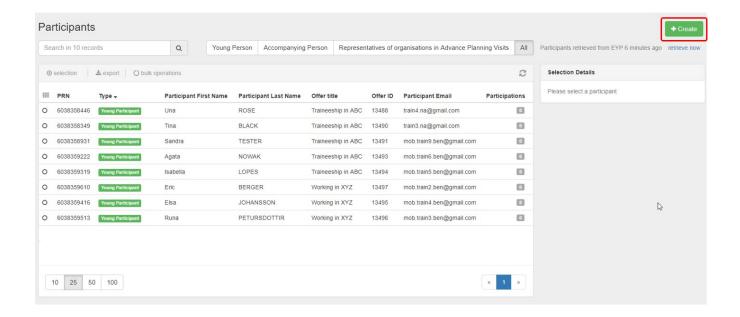
1. In order to retrieve the participants' details of all young persons who have accepted offers, click on the similarly named button, **Retrieve now**.
2. To add participant details of an accompanying person or a representative of an organisation participating in advance planning visits, click on the **+Create** button.

1. Once the list is populated, the search field can be used to search for any participants in the list.
2. Click on the type of participant to filter the list. By default **All** is selected.
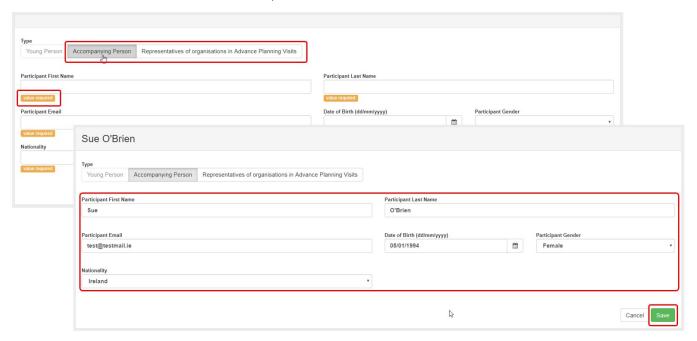

1.2. Create participants of type Accompanying Person or Representatives of organisations in Advance Planning Visits
To create participants of type **Accompanying Person** or **Representatives of organisations in Advance Planning Visit**, click the **+Create** button.
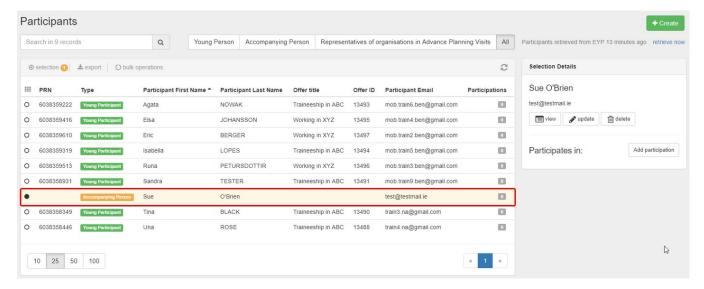
1.3. Provide the required information and save

Select the type of participant you want to add: **Accompanying Person** or **Representatives of organisations in Advanced Planning Visits**. Those fields with the orange text box **value required,** must be completed before the save button becomes active**.**

The **Save** button becomes active once all information was provided. Click on **Save**.

In the list of participants, the newly added participant's details is displayed. In our example we have now one **Accompanying Person**, clearly indicated in column **Type**.
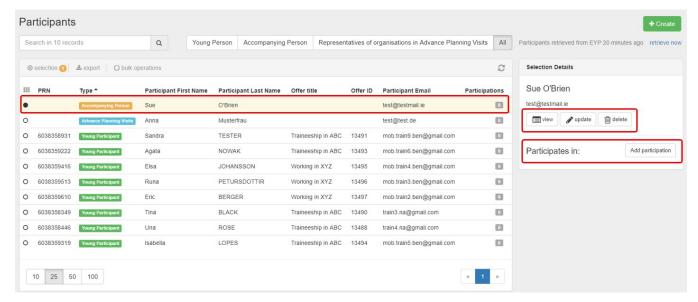
Repeat the above steps to add all participants' details of type **Accompanying Person** (orange) and **Representatives of organisations in Advanced Planning Visit** (light blue).

View, Update or Delete a Participant of type Accompanying Person or **Representatives of organisations in** Advanced Planning Visit.

For participants of type **Accompanying Person** or **Representatives of organisations in Advanced Planning Visit** you have following options available in the participants tab:

- **View:** Opens the participant's details in view mode. No changes can be made.
- **Update:** Opens the participant's details in edit mode to make adjustments.
- **Delete:** Removes the participant from the list.
- **Add participation:** To link a participant to an activity. See ESC MT+ Add Participation for details.
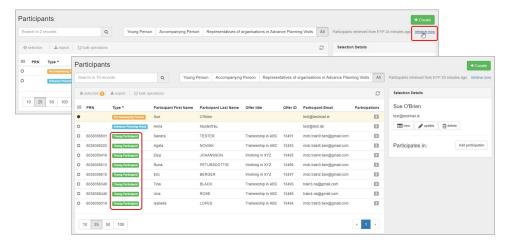

Retrieve Participants from the European Youth Portal.

Young people which accepted an offer for participation in an activity for your project can be retrieved from the European Youth Portal.

1. In the participant section of Mobility Tool+, click on the hyperlink **retrieve now**.

2. All **Young Participants** that accepted an offer are imported and displayed in the list of participants, clearly indicated by **Young Participants** in green in the **Type** column.
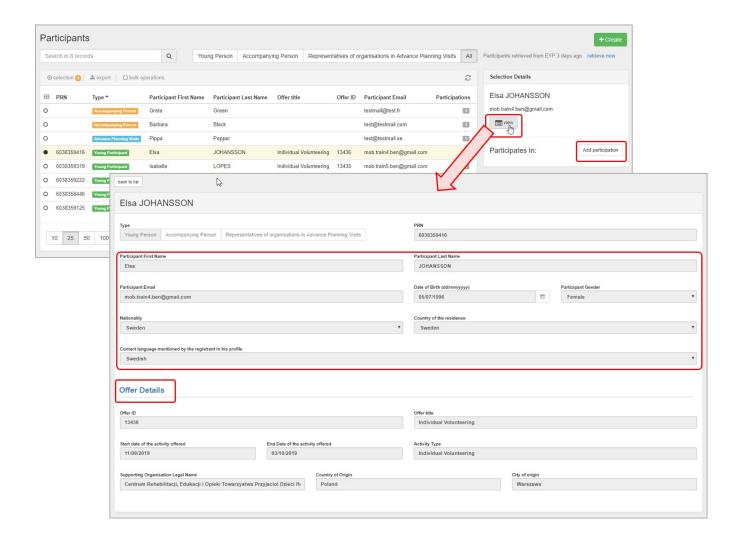

For the imported participants you have the following options available, once a participant is selected:

- **View:** Opens the participants screen including the offer details as retrieved from European Youth Portal in view mode. No changes can be made.
- **Add participation:** To link a participant to an activity. See ESC MT+ Add Participation for details.

ⓘ **Information**

Participant data retrieved from the European Youth Portal cannot be updated or deleted in Mobility Tool+.
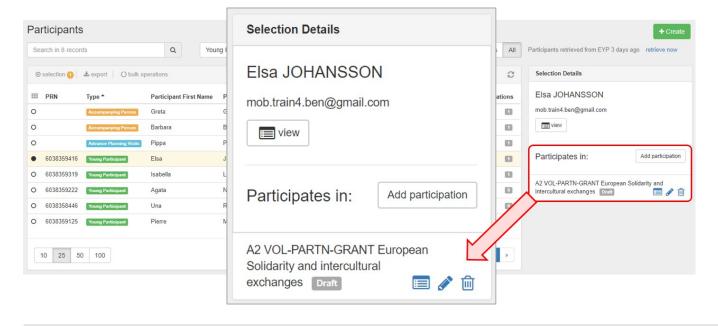
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2. Participants associated with Activities

Once a participation is created (see ESC MT+ Add Participation), those are also displayed in the participants section. After selecting a participant from the list the participation is displayed.

Following options are available:

- **View**: Opens the participant details in read only mode.
- **Edit**: Opens the participant details for the activity in **Edit** mode. See ESC MT+ Add Participation for additional information.
- **Delete**: Removes the participation.

3. Add Participants for ESC31

The **Participants** tab allows you to list the young persons involved in the solidarity project.

Projects carried out under ESC31 - Solidarity Projects key action must include at least five (5) participants.
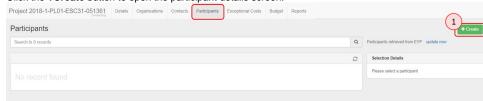
All participants to the project must be legal residents in the country of the beneficiary organisation and must have first registered in the European Solidarity Corps Portal to obtain a Participant Registration Number (PRN).

Note: The participant details changed in European Solidarity Corps can be updated until the Final report is generated. After the report is generated the data is frozen. If any of the participants details are changed a message will be displayed to informing you that new participant data has been received. In this case the beneficiary report should be released and the participant details updated. Likewise if there are additional participant details to be added, the final report should be released.
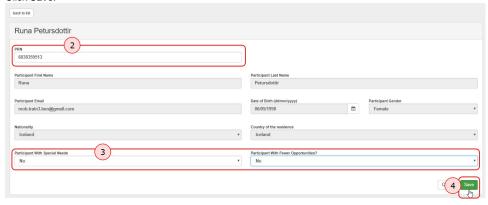
3.1. Add participants

If no participants have been added to the project, the **Participants** list is empty.

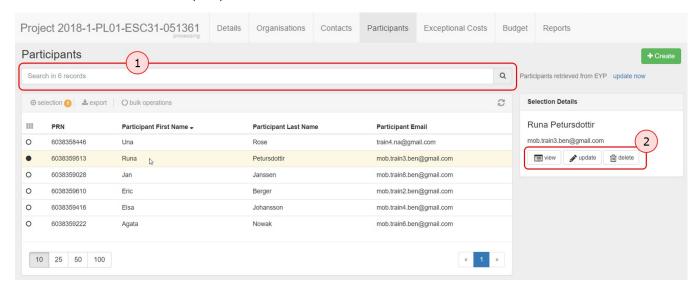1. Click the **+Create** button to open the participant details screen.

2.
3. Enter the participant's PRN to retrieve their personal information from the European Youth Portal.
4. Click on the respective drop-down lists to select whether the person is a **participant with special needs** and/or a **participant with fewer opportunities**.
5. Click **Save**.

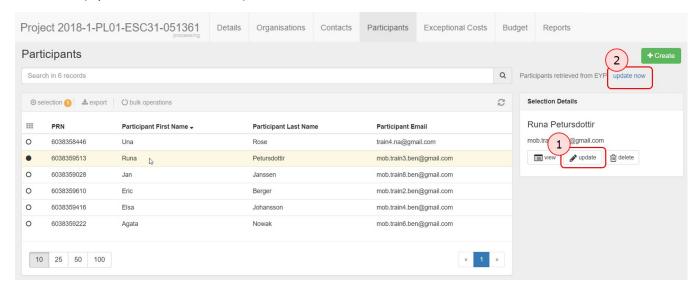The participant's details will appear in the participant list.

3.2. List of participants

1. Once the list is populated, the search field can be used to search for any participants in the list.
2. When you select the participant record, the following options become available:

   - **View:** Opens the participant's details in view mode. No changes can be made.
   - **Update:** Opens the participant's details in edit mode to make adjustments. See Update participant details below for further information.
   - **Delete:** Removes the participant from the list.

3.3. Update participant details

There are two types of details you can update for the participants listed in your project:

1. For an individual participant, click **update** in the **Selection Details** section to change their status as a **participant with special needs** or a **participant with fewer opportunities**.
2. For all participants at once, click **update now** in the top right corner to retrieve their latest personal information from the European Youth Portal. Mobility Tool+ will display a notification if this action is required.

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