

# ESC MT+ Participants

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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

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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.

Project 2018-1-PL01-ESC13-040160

DetailsOrganisationsContactsParticipantsActivitiesComplementary ActivitiesBudgetReports

Participants

Search in 0 records

Young PersonAccompanying PersonRepresentatives of organisations in Advance Planning VisitsAll

Participants retrieved from EYP [retrieve now](#)

+ Create

No record found

Selection Details

Please select a participant

- 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.

Participants

Search in 10 records

Young PersonAccompanying PersonRepresentatives of organisations in Advance Planning VisitsAll

selection

export

bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13488	train4.na@gmail.com	0
6038358349	Young Participant	Tina	BLACK	Traineeship in ABC	13490	train3.na@gmail.com	0
6038358931	Young Participant	Sandra	TESTER	Traineeship in ABC	13491	mob.train9.ben@gmail.com	0
6038359222	Young Participant	Agata	NOWAK	Traineeship in ABC	13493	mob.train6.ben@gmail.com	0
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13494	mob.train5.ben@gmail.com	0
6038359610	Young Participant	Eric	BERGER	Working in XYZ	13497	mob.train2.ben@gmail.com	0
6038359416	Young Participant	Elsa	JOHANSSON	Working in XYZ	13495	mob.train4.ben@gmail.com	0
6038359513	Young Participant	Runa	PETURSDOTTIR	Working in XYZ	13496	mob.train3.ben@gmail.com	0
	Advance Planning Visits	Polly	Pepper			testing@test.com	0
	Accompanying Person	Barbara	Bloom			test@testmail.com	0

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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.

Participants

Search in 10 records

Q

Young Person

Accompanying Person

Representatives of organisations in Advance Planning Visits

All

Participants retrieved from EYP 6 minutes ago [retrieve now](#)

selection

export

bulk operations

PRN

Type

Participant First Name

Participant Last Name

Offer title

Offer ID

Participant Email

Participations

6038358446

Young Participant

Una

ROSE

Traineeship in ABC

13488

train4.na@gmail.com

0

6038358349

Young Participant

Tina

BLACK

Traineeship in ABC

13490

train3.na@gmail.com

0

6038358931

Young Participant

Sandra

TESTER

Traineeship in ABC

13491

mob.train9.ben@gmail.com

0

6038359222

Young Participant

Agata

NOWAK

Traineeship in ABC

13493

mob.train6.ben@gmail.com

0

6038359319

Young Participant

Isabella

LOPES

Traineeship in ABC

13494

mob.train5.ben@gmail.com

0

6038359610

Young Participant

Eric

BERGER

Working in XYZ

13497

mob.train2.ben@gmail.com

0

6038359416

Young Participant

Elsa

JOHANSSON

Working in XYZ

13495

mob.train4.ben@gmail.com

0

6038359513

Young Participant

Runa

PETURSDOTTIR

Working in XYZ

13496

mob.train3.ben@gmail.com

0

10

25

50

100

<

1

>

Selection Details

Please select a participant

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**.

Type

Young Person

Accompanying Person

Representatives of organisations in Advance Planning Visits

Participant First Name

Participant Last Name

value required

value required

Participant Email

Date of Birth (dd/mm/yyyy)

Participant Gender

value required

value required

Nationality

value required

Sue O'Brien

Type

Young Person

Accompanying Person

Representatives of organisations in Advance Planning Visits

Participant First Name

Participant Last Name

Participant Email

Date of Birth (dd/mm/yyyy)

Participant Gender

Nationality

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**.

**Participants** + Create

Search in 9 records

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

Participants retrieved from EYP 13 minutes ago [retrieve now](#)

selection 1 export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
6038359222	Young Participant	Agata	NOWAK	Traineeship in ABC	13493	mob.train6.ben@gmail.com	0
6038359416	Young Participant	Elsa	JOHANSSON	Working in XYZ	13495	mob.train4.ben@gmail.com	0
6038359610	Young Participant	Eric	BERGER	Working in XYZ	13497	mob.train2.ben@gmail.com	0
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13494	mob.train5.ben@gmail.com	0
6038359513	Young Participant	Runa	PETURSDOTTIR	Working in XYZ	13496	mob.train3.ben@gmail.com	0
6038358931	Young Participant	Sandra	TESTER	Traineeship in ABC	13491	mob.train9.ben@gmail.com	0
●	Accompanying Person	Sue	O'Brien			test@testmail.ie	0
6038358349	Young Participant	Tina	BLACK	Traineeship in ABC	13490	train3.na@gmail.com	0
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13488	train4.na@gmail.com	0

10 25 50 100 « 1 »

**Selection Details**

Sue O'Brien

test@testmail.ie

Participates in:

Repeat the above steps to add all participants' details of type **Accompanying Person** (orange) and **Representatives of organisations in Advanced Planning Visit** (light blue).

**Participants** + Create

Search in 10 records

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

Participants retrieved from EYP 17 minutes ago [retrieve now](#)

selection export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
	Accompanying Person	Sue	O'Brien			test@testmail.ie	0
	Advance Planning Visits	Anna	Musterfrau			test@test.de	0

**Selection Details**

Please select a participant

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.

**Participants** + Create

Search in 10 records

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

Participants retrieved from EYP 20 minutes ago [retrieve now](#)

selection 1 export bulk operations

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
●	Accompanying Person	Sue	O'Brien			test@testmail.ie	0
	Advance Planning Visits	Anna	Musterfrau			test@test.de	0
6038358931	Young Participant	Sandra	TESTER	Traineeship in ABC	13491	mob.train9.ben@gmail.com	0
6038359222	Young Participant	Agata	NOWAK	Traineeship in ABC	13493	mob.train6.ben@gmail.com	0
6038359416	Young Participant	Elsa	JOHANSSON	Working in XYZ	13495	mob.train4.ben@gmail.com	0
6038359513	Young Participant	Runa	PETURSDOTTIR	Working in XYZ	13496	mob.train3.ben@gmail.com	0
6038359610	Young Participant	Eric	BERGER	Working in XYZ	13497	mob.train2.ben@gmail.com	0
6038358349	Young Participant	Tina	BLACK	Traineeship in ABC	13490	train3.na@gmail.com	0
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13488	train4.na@gmail.com	0
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13494	mob.train5.ben@gmail.com	0

10 25 50 100 « 1 »

**Selection Details**

Sue O'Brien

test@testmail.ie

Participates in:

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.

The screenshot shows the 'Participants' interface with a table of participants. The 'Type' column includes categories like 'Accompanying Person', 'Advance Planning Visits', and 'Young Participant' (highlighted in green). A red box highlights the 'retrieve now' button in the top right corner.

PRN	Type	Participant First Name	Participant Last Name	Offer title	Offer ID	Participant Email	Participations
	Accompanying Person	Sue	O'Brien			test@testmail.ie	
	Advance Planning Visits	Anna	Mustertau			test@test.de	
6038359301	Young Participant	Sandra	TESTER	Traineeship in ABC	13491	mob.train4.ben@gmail.com	
6038359222	Young Participant	Agata	NOWAK	Traineeship in ABC	13493	mob.train4.ben@gmail.com	
6038359416	Young Participant	Elsa	JOHANSSON	Working in XYZ	13495	mob.train4.ben@gmail.com	
6038359513	Young Participant	Runa	PETURSSON	Working in XYZ	13496	mob.train4.ben@gmail.com	
6038359610	Young Participant	Eric	BERGER	Working in XYZ	13497	mob.train4.ben@gmail.com	
60383596349	Young Participant	Tina	BLACK	Traineeship in ABC	13490	train3.na@gmail.com	
6038358446	Young Participant	Una	ROSE	Traineeship in ABC	13488	train4.na@gmail.com	
6038359319	Young Participant	Isabella	LOPES	Traineeship in ABC	13494	mob.train4.ben@gmail.com	

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+.

The screenshot shows the 'Participant Details' view for Elsa JOHANSSON. A red box highlights the 'view' button in the 'Selection Details' panel. Another red box highlights the 'Add participation' button. A large red arrow points from the 'view' button to the detailed participant information form below.

**Selection Details**

Elsa JOHANSSON  
mob.train4.ben@gmail.com  
[view](#) [Add participation](#)

**Participant Details**

Type: Young Person | Accompanying Person | Representatives of organisations in Advance Planning Visits | PRN: 6038359416

Participant First Name: Elsa | Participant Last Name: JOHANSSON

Participant Email: mob.train4.ben@gmail.com | Date of Birth (dd/mm/yyyy): 05/07/1996 | Participant Gender: Female

Nationality: Sweden | Country of the residence: Sweden

Contact language mentioned by the registrant in his profile: Swedish

**Offer Details**

Offer ID: 13436 | Offer title: Individual Volunteering

Start date of the activity offered: 11/09/2019 | End Date of the activity offered: 03/10/2019 | Activity Type: Individual Volunteering

Supporting Organisation Legal Name: Centrum Rehabilitacji, Edukacji i Opieki Towarzystwa Przyjaciół Dzieci H | Country of Origin: Poland | City of origin: Warszawa

## 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.

Participants

Search in 8 records

selection export bulk operations

PRN	Type	Participant First Name
	Accompanying Person	Greta
	Accompanying Person	Barbara
	Advance Planning Visits	Pippa
6038359416	Young Participant	Elsa
6038359319	Young Participant	Isabella
6038359222	Young Participant	Agata
6038358446	Young Participant	Una
6038359125	Young Participant	Pierre

10 25 50 100

Selection Details

Elsa JOHANSSON

mob.train4.ben@gmail.com

view

Participates in:

Add participation

A2 VOL-PARTN-GRANT European Solidarity and intercultural exchanges

Draft

Create

All

Participants retrieved from EYP 3 days ago

retrieve now

Selection Details

Elsa JOHANSSON

mob.train4.ben@gmail.com

view

Participates in:

Add participation

A2 VOL-PARTN-GRANT European Solidarity and intercultural exchanges

Draft



### 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. Enter the participant's PRN to retrieve their personal information from the European Youth Portal.
3. 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**.
4. 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.

	PRN	Participant First Name	Participant Last Name	Participant Email
<input type="radio"/>	6038358446	Una	Rose	train4.na@gmail.com
<input checked="" type="radio"/>	6038359513	Runa	Petursdottir	mob.train3.ben@gmail.com
<input type="radio"/>	6038359028	Jan	Janssen	mob.train8.ben@gmail.com
<input type="radio"/>	6038359610	Eric	Berger	mob.train2.ben@gmail.com
<input type="radio"/>	6038359416	Elsa	Johansson	mob.train4.ben@gmail.com
<input type="radio"/>	6038359222	Agata	Nowak	mob.train6.ben@gmail.com

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.

Project 2018-1-PL01-ESC31-051361  
processing

DetailsOrganisationsContactsParticipantsExceptional CostsBudgetReports

Participants

Search in 6 records

Participants retrieved from EYP

+ Create

2

update now

selection export bulk operations

	PRN	Participant First Name	Participant Last Name	Participant Email
<input type="radio"/>	6038358446	Una	Rose	train4.na@gmail.com
<input checked="" type="radio"/>	6038359513	Runa	Petursdottir	mob.train3.ben@gmail.com
<input type="radio"/>	6038359028	Jan	Janssen	mob.train8.ben@gmail.com
<input type="radio"/>	6038359610	Eric	Berger	mob.train2.ben@gmail.com
<input type="radio"/>	6038359416	Elsa	Johansson	mob.train4.ben@gmail.com
<input type="radio"/>	6038359222	Agata	Nowak	mob.train6.ben@gmail.com

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Selection Details

Runa Petursdottir

mob.train3.ben@gmail.com

1

viewupdatedelete





## 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](#)
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- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)