ESC MT+ Locations (ESC11/ESC13)

- 1. Accessing the list of locations
- 2. The list of locations
- 3. Location Details
 - o 3.1. Adding and removing a location contact

This page explains the basic concepts regarding the list of locations in Mobility Tool+.

The list of **locations** is populated with all locations of all **organisations** added to the project, which have a Quality Label for hosting volunteering activities, as of call year 2019.

When applying for the Quality Label for hosting volunteering activities, applicants can define activities in the application. In the case of ESC11 - Volunteering Projects and ESC13 - Volunteering Partnerships Annual, these predefined activities will also be visible in Mobility Tool+, after the organisations are added to the project.

If a new activity is added in Mobility Tool+, then any host organisation and location may be chosen.

One or more host locations are specified for each activity. If only one location is specified for each activity then the participation will also default to that location. If more than one location are specified for that activity then any of the activities locations may be chosen from a drop-down list.

Relevant for...

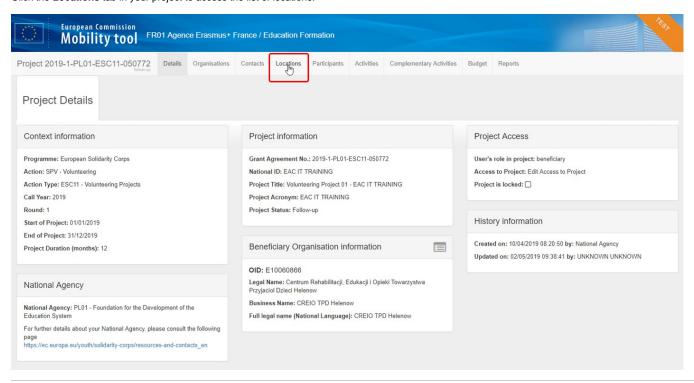
Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC13 - Volunteering Partnerships Annual

1. Accessing the list of locations

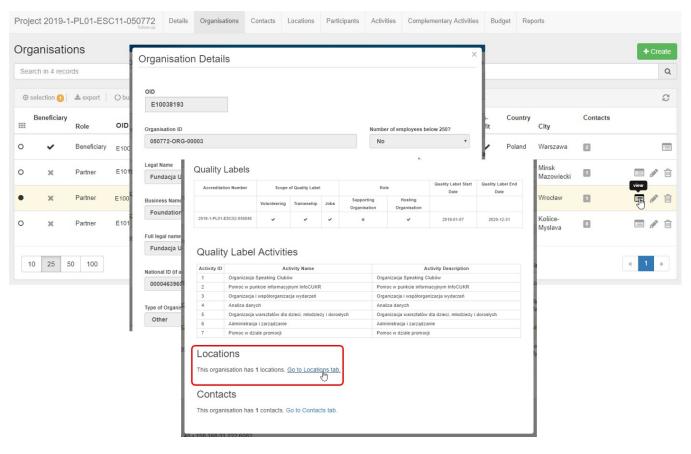
There are two ways to access the list of locations for a specific organisation:

- 1. Via the Locations tab or
- 2. Via the Organisation Details for a specific organisation.

Click the Locations tab in your project to access the list of locations.



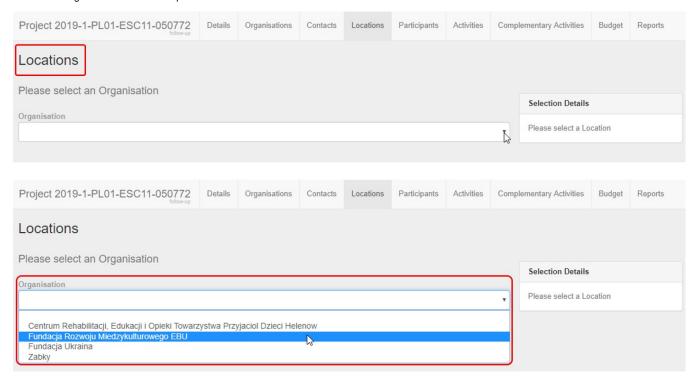
From the Organisation Details window of a specific organisation (in the Organisations tab), scroll down and click the Go to Locations tab link.



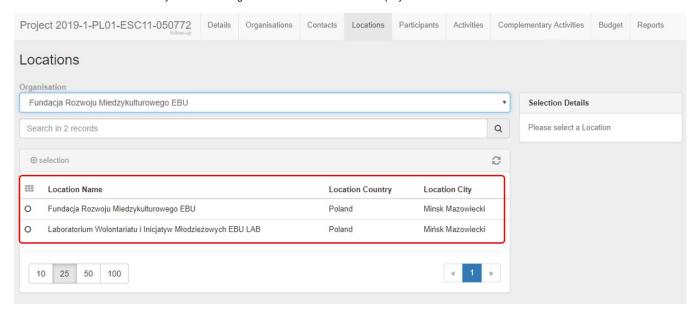
2. The list of locations

In the Locations tab use the drop-down list of organisations participating in the project to access the list of locations for an organisation.

Select one organisation from the drop-down.



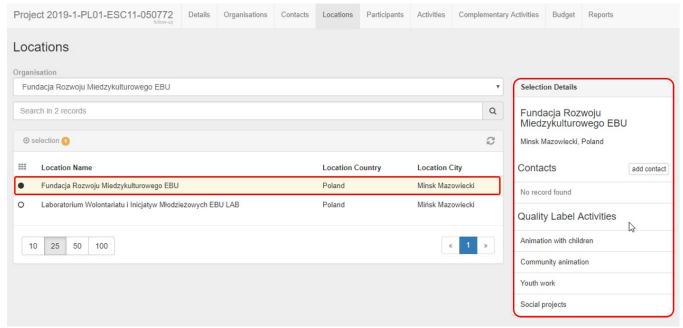
All locations declared in the Quality Label for an organisation as of Call 2019 are displayed.



3. Location Details

When you select a specific location, the **Selection Details** window displays the following information:

- Basic information on the location (organisation name, city, country)
- Contacts (if available)
- Quality Label Activities, as declared in the Quality Label (if available) as of call year 2019.

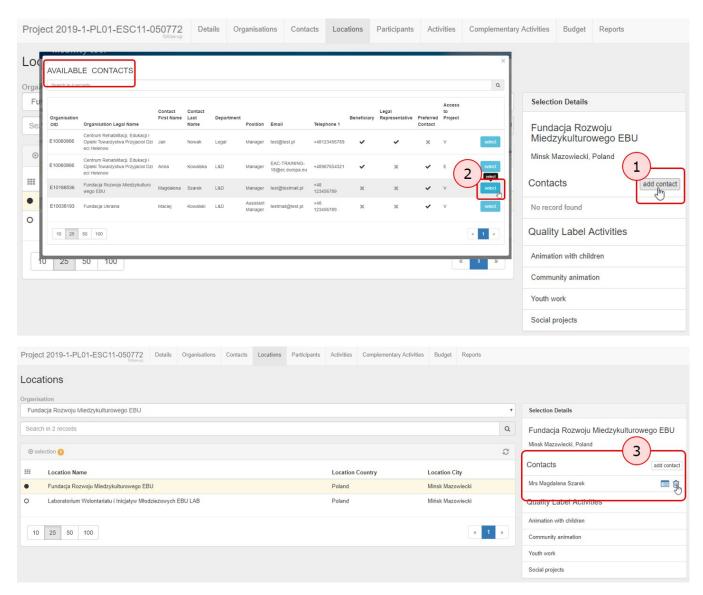


3.1. Adding and removing a location contact

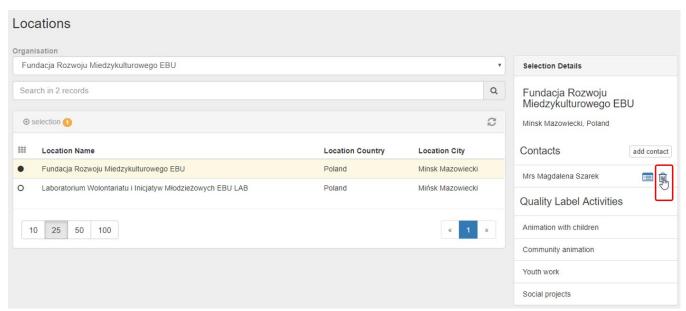
To add a contact person for a specific location:

- 1. Click the add contact button.
- 2. The **Available Contacts** list will be displayed. Select the desired contact.
- 3. The added contact is now displayed under **Selection Details > Contacts** for the specific location.

Note: If the Available Contacts list is empty, go to the Contacts tab and add the location contacts to the project. Then, you will be able to select the desired contact for each location.



To remove a contact from location click the Delete icon. No confirmation is required, the contact person is removed immediately.



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