Participants in projects (ESC30-SOL)

ⓘ   The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

This page explains how a beneficiary can add or edit information regarding participants in a solidarity project for European Solidarity Corps (ESC30).

Projects carried out under ESC30 - Solidarity Projects key action must include at least five (5) participants (young persons). Accompanying persons cannot be added to such projects.

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) - a unique identification number, made of 10 or 14 digits.

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, 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.

This page is relevant for:

- **European Solidarity Corps Solidarity Projects** (**ESC30)** Call 2021

Prerequisites

- Only the contact person of the beneficiary organisation with edit rights on the project is able to perform these actions.
- The user must be logged in to EU Login account.
- A grant agreement has been signed for the project, and it is visible in **My projects.**
- To update the project it must have the status **Project Ongoing**.

Steps

1. Add a participant

1.1. Click on "Participants" in the Content menu

In your project, click on the **Participants** tab in the Content menu.

The **Participants** screen is displayed, where you will see the list of participants as you add them to the project. The number of participants is also displayed next to the title. At first, the list is empty.
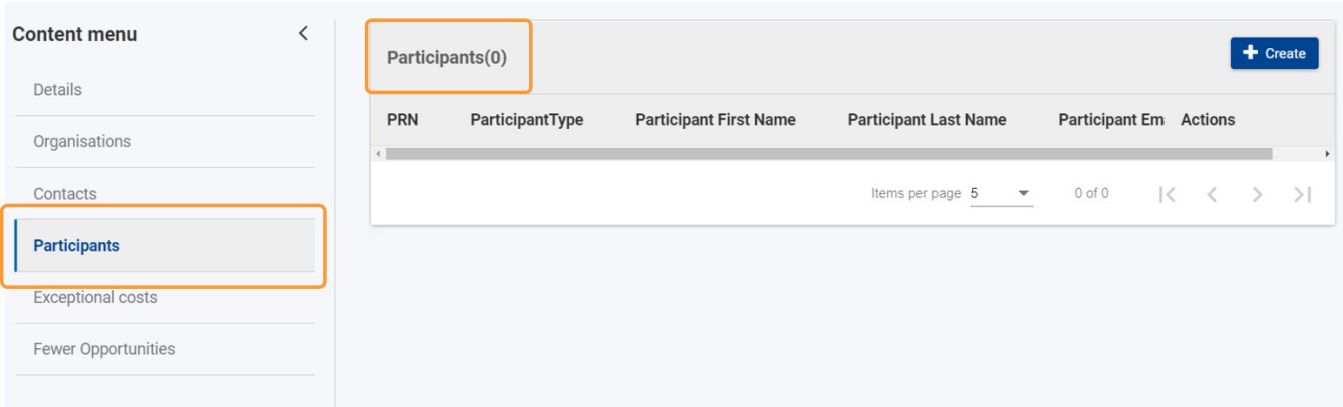
1.2. Click the "+Create" button

Click the **+Create** button at the top of the list to open the **Participant** screen.

The **Young Person** tab is selected by default and the **Accompanying Person** tab is disabled, as it is not applicable for solidarity projects.

1.3. Type the PRN and click "Retrieve Participant"

Type the participant's PRN, then click the **Retrieve Participant** button to retrieve their personal information from the European Youth Portal.

All the fields are automatically filled in and greyed out, as information coming from the European Youth Portal cannot be modified by the beneficiary.

At this point, a **Success** message is displayed in the bottom right corner of the screen and the **Save** button becomes available.

1.4. "Participant With Fewer Opportunities"?

If necessary, click on the drop-down box and select whether the person is a **Participant with fewer opportunities**.

No is selected by default.

1.5. Click on "Save"

Click the **Save** button at the bottom of the screen. The details are saved and you are redirected to the **Participants** list.

The participant record has now been added to the list

Participants(1)					+ Create
PRN	**ParticipantType**	**Participant First Name**	**Participant Last Name**	**Participant Email**	**Actions**
6031684167	Young Person	Participant	One	p1@email.test	👁 ✏ 🗑

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1.6. "Participant Report" section

Once the young person's details have been saved and the record is created in the list, the **Participant Report** section also becomes available at the bottom of the **Participant** details screen.

Click the **View (eye)** or the **Edit (pencil)** icon in the participant list to access the participant's details, then scroll down to view the **Participant Report** section. For more details about this section, see the page Manage participant reports in projects.

Participants(1)					+ Create
PRN	**ParticipantType**	**Participant First Name**	**Participant Last Name**	**Participant Email**	**Actions**
6031684167	Young Person	Participant	One	p1@email.test	👁 ✏ 🗑

PARTICIPANT REPORT

Note: A participant report request is automatically sent for a completed mobility activity only (not for a draft mobility activity)

Request ID:2623   **Status**:Ready   [Resend invitation] [Download report]

Log Date	Action
2021-09-23 15:19:42	Automatic Invitation ready to be sent to mail@mail.com
2021-09-24 15:19:42	Survey prefilled
2021-09-25 15:19:42	Prefilling

2. Update participant details (under development)

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

1. For an individual participant, click the **Edit (pencil)** icon in the participant list.
   a. You can update your answer in the **Participant with fewer opportunities** field.
   b. In addition, if any of the other personal information has been changed in the European Youth Portal, the details are automatically transferred to the project and the **Save** button is available. Click **Save** to save the changes.
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. A message is displayed on the screen if this action is required.

3. Delete a participant

Participants in ESC30 - Solidarity Projects can only be deleted one by one.

Click the **Delete (bin)** icon next to the participant you wish to delete, then click **Yes** in the confirmation message. The participant will be removed from your list.

	Participants(1)					+ Create
PRN	**ParticipantType**	**Participant First Name**	**Participant Last Name**	**Participant Email**	**Actions**	
6031684167	Young Person	Participant	One	p1@email.test	👁 ✏ 🗑	

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4. Participant list options

The participant list has the following functionalities:

- **Sorting by column**: by clicking on a column header (1st click ascending, 2nd click descending, 3rd click off). An arrow indicating the current sort sequence is displayed next to the selected column header.
- **Browsing**: use the browsing options below the list to change the display of items per page and/or the arrows to view more results.

Participants(6)						+ Create
PRN ↑	**ParticipantType**	**Participant First Name**	**Participant Last Name**	**Participant Email**	**Actions**	
6031684167	Young Person	Participant	One	p1@email.test	👁 ✏ 🗑	
6031684652	Young Person	Participant	Two	p2@email.test	👁 ✏ 🗑	
6031687659	Young Person	Participant	Three	p3@email.test	👁 ✏ 🗑	
6032687632	Young Person	Participant	Four	p4@email.test	👁 ✏ 🗑	
6033674316	Young Person	Participant	Five	p5@email.test	👁 ✏ 🗑	

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Expected Outcome

- The beneficiary has viewed, added or modified information about participants in a solidarity project for European Solidarity Corps (ESC30).

Related Articles