

# Participants in ESC51 projects

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

The following types of participants are available in **ESC51** - Volunteering Projects:

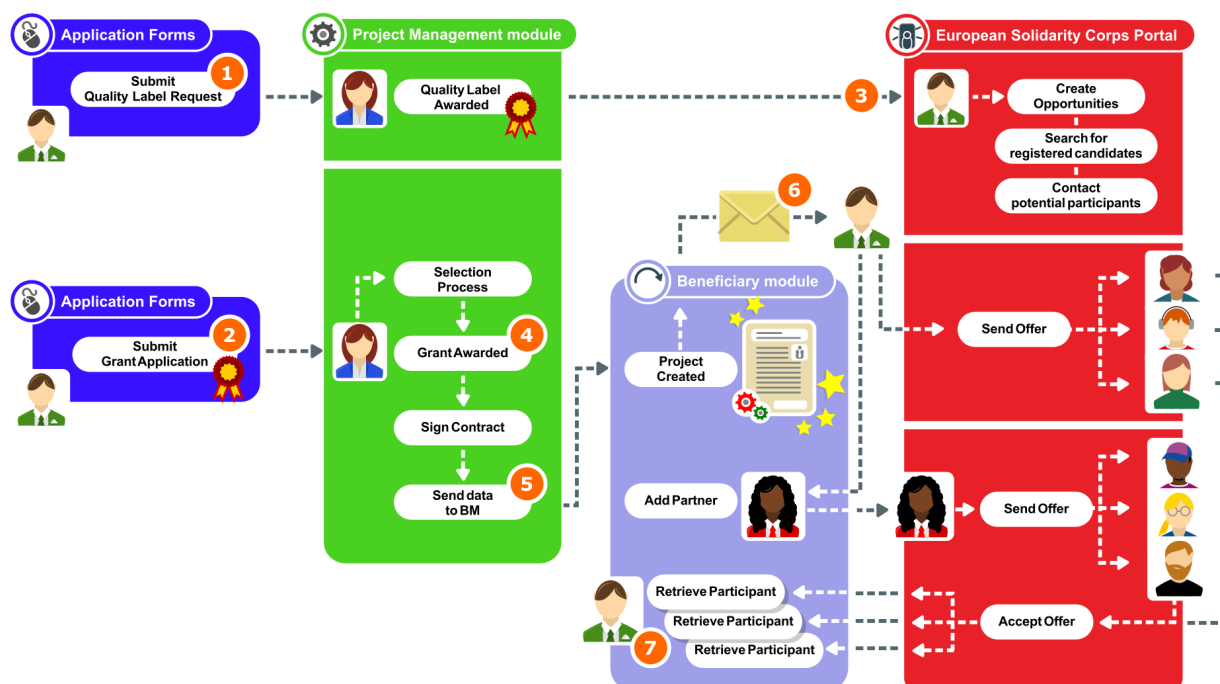
- **Young Person:** an individual aged between 18 and 30 years, who is legally residing in a participating country, has registered in the European Youth Portal, and takes part in a solidarity activity.
- **Accompanying person:** the person who accompanies participants with special needs during an activity, in order to ensure protection and provide support and assistance.

This page explains how to retrieve participants of the type **Young Person** from the **European Solidarity Corps Portal** and how to add and manage **Accompanying persons** in an **ESC51** project, so that you can later on associate them to activities. The association of a participant to an activity is called **Participation**. See **Participations in ESC51 projects** for further details.

In order to retrieve a young person's details from the European Solidarity Corps Portal and to add participations for that participant, the project organisations must have made an offer to the participant via **PASS (also known as Organisation Portal)**, and the participant must have accepted the offer.

 The young persons' details, changed in the European Solidarity Corps, can be updated in the project until the **final beneficiary report** is submitted. After the report is submitted, the project data is frozen and, if any of the participants' details are changed after this point, a message will be displayed when opening the project, informing you that new participant data has been received.

Should this update require changes in the project, the beneficiary needs to contact their National Agency. The National Agency can then take the necessary steps to open the project for updates, and a new final beneficiary report must be submitted.






2. Participants of the type "Young Person"

2.1. Click on "Retrieve participant(s) from EYP" to update the Participants list

When you click on the **Retrieve participant(s) from EYP** button, the list is populated with all participants of the type **Young Person** who have accepted the offers for the current project. If there are new participants to retrieve, these will be added to the list.

 **Take note**  
All the information regarding the participants of the type **Young Person** is retrieved from the European Solidarity Corps Portal and **cannot be changed**.

The success or information message at the bottom-right corner of the screen will indicate the number of **updated** participants and the number of **created** (newly-retrieved) participants. The **Total number** in this case only refers to young persons, even if there are also participants of the type Accompanying Person in the list.

Participants

Selection details

Please select a participant

Participants (5)

+ Retrieve participant(s) from EYP





















+ Create

Q Search...

Search

Bulk Actions

More Filters

PRN	Type	Participant's first name	Participant's last name	Offer ID	Offer title	Participant's email	[reload]
7263792172534926	Young Person	Benjamin	PARTICIPANT	119143	Activity "DEF"		   
7263792172535023	Young Person	Isabell	PARTICIPANT	119144	Activity "KLM"		   
7263775172533176	Young Person	Yvonne	PARTICIPANT	119145	Activity "XYZ"		   
7263776172533239	Young Person	Julien	PARTICIPANT	119146	Activity "XYZ"		   
7263791172534863	Young Person	Marie	PARTICIPANT	119142	Activity "ABC"		   

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SUCCESS

Participants updated: 0  
Participants created: 5  
Total: 5


The list displays the following details:

- about the **participants**: **PRN** (personal reference number), **type**, **first name**, **last name**, **email**
- about the **offer** for the current project: **Offer ID**, **Offer title**

You can **View** the participant's details and **Select** a participant to **associate them to an activity**.

 It is **not possible** to **edit** or **delete** these participants, the relevant icons displayed for each participant in the list are **inactive**.

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

 The participant data is updated automatically, before the automatic invitations to fill in the participant report are sent. It is important to update the young persons' details before submitting the final beneficiary report, via the **Retrieve participant(s) from EYP** button.

2.2. View a young person's details

Click the **View** (eye) icon in the participant list, to display the participant's details. All fields are greyed out, as none of the fields can be changed. The information about the young person can only be updated via the European Solidarity Corps Portal. Click on the **Back** button at the bottom of the **Participant** details screen, to return to the list of participants.

Participants (5)

+ Retrieve participant(s) from EYP

+ Create

Q

Search...

Search

Bulk Actions

More Filters

PRN

Type

Participant's first name

Participant's last name

Offer ID

Offer title

Participant's email

[reload]

7263792172534926	Young Person	Benjamin	PARTICIPANT	119143	Activity "DEF"		<div> <div>View</div> <div></div> <div></div> <div></div> </div>
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Participants

PARTICIPANT

Young Person

YOUNG PERSON

PRN \*

7263792172534926

Participant's first name \*

Benjamin

Participant's last name \*

PARTICIPANT

Participant's email \*

Participant's date of birth \*

02/02/2005

Participant's gender \*

☐ Female
☒ Male
☐ Undefined

Participant's nationality \*

Germany

Country of the residence \*

Germany

Participant's contact language mentioned by the registrant in his profile \*

English

OFFER DETAILS

Offer ID

119143

Offer title

Activity "DEF"

Start date of the activity

09/04/2024

End date of the activity

10/05/2024

Activity type

Individual Volunteering

Organisation making the offer

Test-org.DE.01

Country of origin

Germany

City of origin

Munchen

Back

### 2.3. Delete a young person from the list



If your organisation has **withdrawn** its offer to a specific participant, in the European Youth Portal, they can be removed from the list. The **Delete** option for the affected participant(s) becomes **active** after the list of participants is refreshed via the **Retrieve participant(s) from EYP** button.

If the offer is withdrawn, but the participation has already been recorded, the participation is automatically set to **Draft** and it must be deleted before submitting the final report.

See [Participations in ESC51 projects](#) for details. Afterwards, you can **delete the participant**, as described below.

Click the **Delete** button to remove a participant and confirm the deletion in the pop-up window. The participant will be removed from the list.



Participants (5)

+ Retrieve participant(s) from EYP

+ Create

Q Search...

Search

Bulk Actions

More Filters

PRN	Type	Participant's first name	Participant's last name	Offer ID	Offer title	Participant's email	[reload]
7263792172534926	Young Person	Benjamin	PARTICIPANT	119143	Activity "DEF"	mob.train4.ben@gmail.com	<div><div>Delete</div><div></div><div></div><div></div></div>
7263792172535023	Young Person	Isabell	PARTICIPANT	119144	Activity "KLM"	mob.train4.ben@gmail.com	<div><div></div><div></div><div></div><div></div></div>
7263775172533176	Young Person	Yvonne				mob.train4.ben@gmail.com	<div><div></div><div></div><div></div><div></div></div>

Delete participant

!

Are you sure you want to delete the participant?  
Please note that all information you have entered for this participant will be permanently removed.

NO

YES

2.4. Select a young person from the list

Click the orange **Select button (1)**, to choose a participant from the list to view any existing participations or to associate them to an activity. The participant's details are displayed in the **Selection details (2)** area and, if the participant is already associated to any activities, these will be listed in the **Participations (3)** area. For more information on how to add/remove participations, see [Participations in ESC51 projects](#).

Selection details 2

Zoe, PARTICIPANT, mob.train4.ben@gmail.com

+ Add participation

Participations (1) 3

Participant's first name	Participant's last name	Complete	[reload]
Zoe	PARTICIPANT	No	<div><div></div><div></div><div></div></div>

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Participants (7)

+ Retrieve participant(s) from EYP

+ Create

Q Search...

Search

Bulk Actions

More Filters

PRN	Type	Participant's first name	Participant's last name	Offer ID	Offer title	Participant's email	[reload]
7263775172533176	Young Person	Yvonne	PARTICIPANT	119111	Activity "ABC"	mob.train2.ben@gmail.com	<div><div></div><div></div><div></div><div></div></div>
7263777172533302	Young Person	Zoe	PARTICIPANT	119113	Activity "DEF"	mob.train4.ben@gmail.com	<div><div></div><div></div><div></div><div>Select</div></div>

3. Participants of the type "Accompanying Person"

The accompanying persons are not retrieved from the European Solidarity Corps Portal, but they need to be **manually created** from the **Participants** section.

3.1. Click on the "Create" button to add an accompanying person

Participants

Selection details

Please select a participant

Participants (4)

+ Retrieve participant(s) from EYP

+ Create

Q

Search...

Search

Bulk Actions

More Filters

PRN	Type	Participant's first name	Participant's last name	Offer ID	Offer title	Participant's email	[reload]
7263792172534926	Young Person	Benjamin	PARTICIPANT	119143	Activity "DEF"		<div><div></div><div></div><div></div><div></div></div>

3.2. Provide the required information and click on "Save"

The **Participant** screen opens. All fields displayed for the participant of type **Accompanying Person** are mandatory and must be filled in. Provide the required information, then click on **Save**.

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A PRN is not required for Accompanying Persons, as these persons do not need no register in the European Solidarity Corps Portal, nor are the organisations required to send offers to them.

Participants

PARTICIPANT

Accompanying Person

ACCOMPANYING PERSON

Participant's first name \*

Value missing

Participant's last name \*

Value missing

Participant's email \*

Value missing

Participant's date of birth \*

dd/mm/yyyy

Value missing

Participant's gender \*

Female

Male

Undefined

Participant's nationality \*

Participants

PARTICIPANT

Accompanying Person

ACCOMPANYING PERSON

Participant's first name \*

Frederik

Participant's last name \*

Name

Participant's email \*

frederik@email.com

Participant's date of birth \*

13/03/1998

Participant's gender \*

Female

Male

Undefined

Participant's nationality \*

Germany

Back

Save

3.3. The accompanying person is added to the list

A success message is displayed and the **Accompanying Person** record is now displayed in the **Participants** list. Once items are added to the list, the following icons become available under the **Actions** column:

1. **Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.

2. **View** - click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
3. **Edit** - open the details of the selected item in edit mode. Make the desired changes, then click on the **Save** button at the bottom of the screen to save the updated information.

In addition, the orange **Select** icon is available, allowing you to view the number of associated participations and/or to add participations for the selected participant. See the page [Participations in ESC51 projects](#) for details.

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.



#### Take note

**Accompanying persons** can only be added to activities where there are already participants with fewer opportunities.

#### Participants

##### Selection details

Please select a participant


Participants (5)

[+ Retrieve participant\(s\) from EYP](#) [+ Create](#)

[Search](#) [Bulk Actions](#) [More Filters](#)

[\[reload\]](#)

PRN	Type	Participant's first name	Participant's last name	Offer ID	Offer title	Participant's email	
	Accompanying Person	Frederik	Name			frederik@email.com	   
7263792172534926	Young Person	Benjamin	PARTICIPANT	119143	Activity "DEF"		   

 **SUCCESS**  
Successfully saved Participant

## Expected Outcome

- The beneficiary has retrieved and/or added participants to the project and can start adding participations, if the project activities have also been recorded in the project. See the pages:
  - [Activities in ESC51 projects](#)
  - [Participations in ESC51-VTJ project](#)
  - [How to complete participations in ESC51 Volunteering Projects](#)



## Related Articles

- [Update Project details \(ESC51-VTJ\)](#)
- [Locations in projects \(ESC51-VTJ\)](#)
- [Budget in ESC51 Volunteering Projects](#)
- [Participants in ESC51 projects](#)
- [Activities in ESC51 projects](#)
- [Participations in ESC51 projects](#)
- [Export and import mobility activities or participations using xlsx files](#)
- [Project handling specifics related to the Russian aggression on Ukraine](#)
- [Exceptional cost for inclusion support](#)
- [ESC51 Volunteering, Traineeships and Jobs Projects](#)
- [Participant Registration Number](#)
- [Beneficiary module FAQs](#)
- [Beneficiary module guide](#)
- [How to complete participations in ESC51 Volunteering Projects](#)
- [European Solidarity Corps project management overview](#)