How to record participants in Mobility Tool+

1. Recording Accompanying Persons and Representatives of organisations on Advanced Planning Visits.

To add participants who are not young people, i.e. not volunteers or Solidarity Project participants, this will need to be done manually in the tool. You can do this by completing the following steps:

(1). Go to the 'Participants' tab in Mobility Tool+.

(2). Click on the green 'Create' button.

(3). Input the relevant data and personal details of a participant and select their role in the project, i.e. Accompanying Person or an APV representative. Please ensure that you click the 'Save' button on the bottom left hand side.

2. Recording a Young Person, i.e. a volunteer or a Solidarity Project participant.

Unlike Erasmus+, a young person cannot be entered manually into the participant section of Mobility Tool+. Instead they should be retrieved from the PASS portal, i.e. Placement Administration and Support System. To ensure that your participants are correctly recorded, you will need to complete the following:

Step 1. The PASS Portal

You will need to start by making an offer in PASS to the participants on your project. To make an offer, please have your participant's PRN to hand. You can simply ask for their Participant Reference Number (PRN) via internal channels once they have let you know that they have registered on the European Solidarity Corps Portal. The sending of the offer is split into 5 steps and these are outlined on **pages 24-32 of the PASS User Guide**. Please read through this carefully in order to follow the steps you need to take.

Step 2. Pulling information through to Mobility Tool+

Once an offer has been made in PASS and accepted by the participant, you will be able to pull their details through to Mobility Tool+. To do this you will need to do the following:

(1). Go to the 'Participants' tab of the tool.

(2). Click on the 'Retrieve now' button which can be found in the top right hand side of the tab.

(3). Wait for a few seconds for the details to be pulled through. The participant should now be visible on the tool.

For those participants who you have incorrectly recorded as an Accompanying Person, they will need to be removed by clicking on the dustbin icon on the right hand side of the individual participant entry in the 'Participants' tab, which will confirm their deletion.

Step 3. Recording mobilities

For volunteering projects, it is also important to remember that you need to "connect" your participants with a relevant activity. To do so, you need to:

(1). Under 'Activities' tab on Mobility Tool+, click on activity a given participant is taking part in, e.g. A1.

(2). Then, on the right hand side you will see a small window with a button 'Add participation'.

(3). Click on it and choose the participant's name from the list that will appear.

(4). Complete all the relevant information for this mobility, i.e. the dates, venue etc.

(5). Finally, please ensure you save all the changes by clicking on the 'Save' button at the bottom of the mobility window.

Please also remember you also need to complete all the information for each activity on the tool. In the 'Activities' tab, click on a given activity, then on 'Update' button with the pencil icon in the small window that will appear on the right hand side. Under the description of the activity, you will need to provide the information on the Host Organisation as well as the country and city of the activity. Once this is completed and saved, then you will be able to complete each individual placement, or mobility, otherwise the budget may not be calculated properly.

Finally, ensure you add all your partner organisations to your project on the tool under 'Organisations' tab by following the below steps:

(1). Under 'Organisations' tab, click on the green 'Create' button in the top right hand side of the screen.

(2). Complete your partner's details accordingly in the new pop-up window. You will need to fill in all of the required fields marked with 'Value Required'.

(3). Press 'Save' once you complete this section to ensure a given partner is added to the project.

If any details change for your partners, they can be amended here as well, e.g. phone numbers or address. However, all changes should be also sent to your Project Officer to ensure that UK National Agency's systems are kept up-to-date.

For more guidance on Mobility Tool+, it is highly recommend that you consult the documents you can find on the cover or home page of the tool. This is an extensive gateway to material produced by the European Commission and it is both informative and user-friendly.

Link to Mobility Tool+: https://webgate.ec.europa.eu/eac/mobility