

SALTO E&T website

User manual for applicants

salto-et.net



Fifth edition
Last updated 12.03.2025

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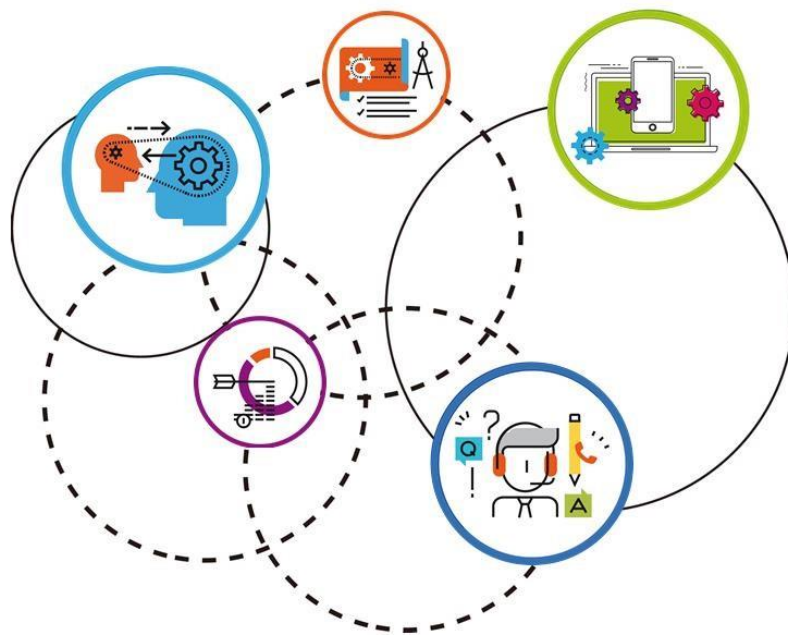
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1. Aims and objectives of the TCA Resource Centre

The EC established the SALTO Education and Training TCA Resource Centre in 2018.

The aims of the TCA Resource Centre are to

- **provide all information** about training and cooperation activities (TCAs) at one place, in the IT platform (<https://salto-et.net/>);
- **provide user friendly, collaborative online site** where users can manage their applications;
- **offer (learning and informative) materials;** user manual including FAQs, outcomes of realised TCAs;
- explore **research needs** and execute studies.



1. Figure: Aims and objectives of TCA RC

The development of the SALTO E&T website is an ongoing, step-by-step process.

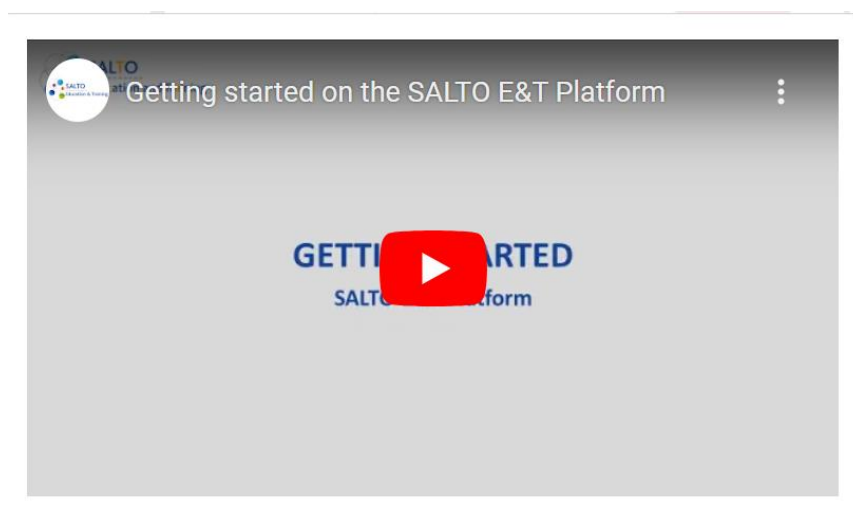
2. Before use

There are preferred devices and a browser to use the SALTO E&T website.

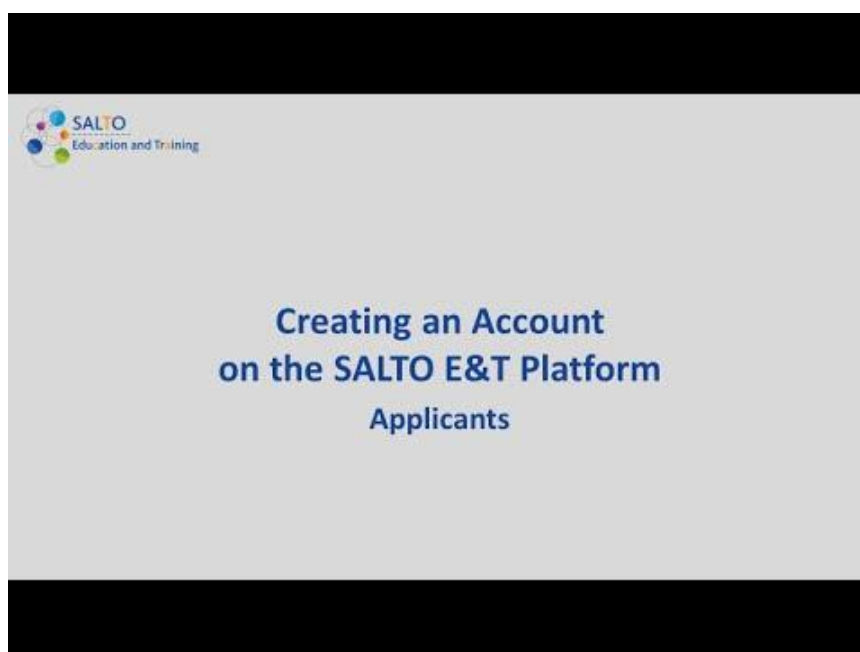
The **platform works best** with the **newest version of Google Chrome** (1920x1080 or 1366x720 resolution), however other browsers could be applied as well. When working on the site via Google Chrome, all operations systems (Windows, Linux etc.) are welcome. The **responsive development** of the **site can thus be used well from mobile devices too**. However, it is **recommended to use devices with wider screens**: computers, laptops, and tablets.

2.1. Video tutorials

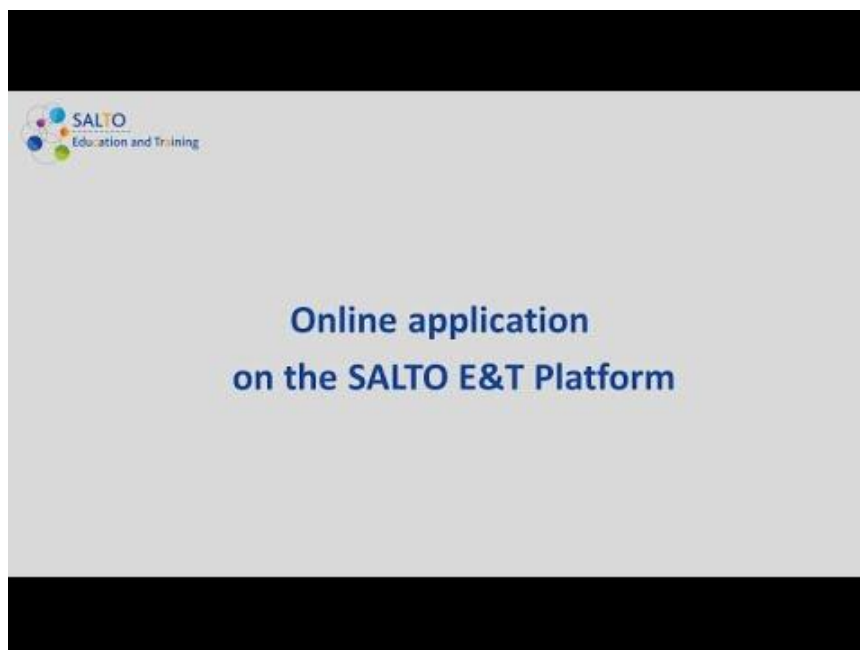
The following **tutorial videos** guide **applicants** through the core Platform functions. **Click on the pictures** to start the videos.



Getting started on the SALTO E&T Platform



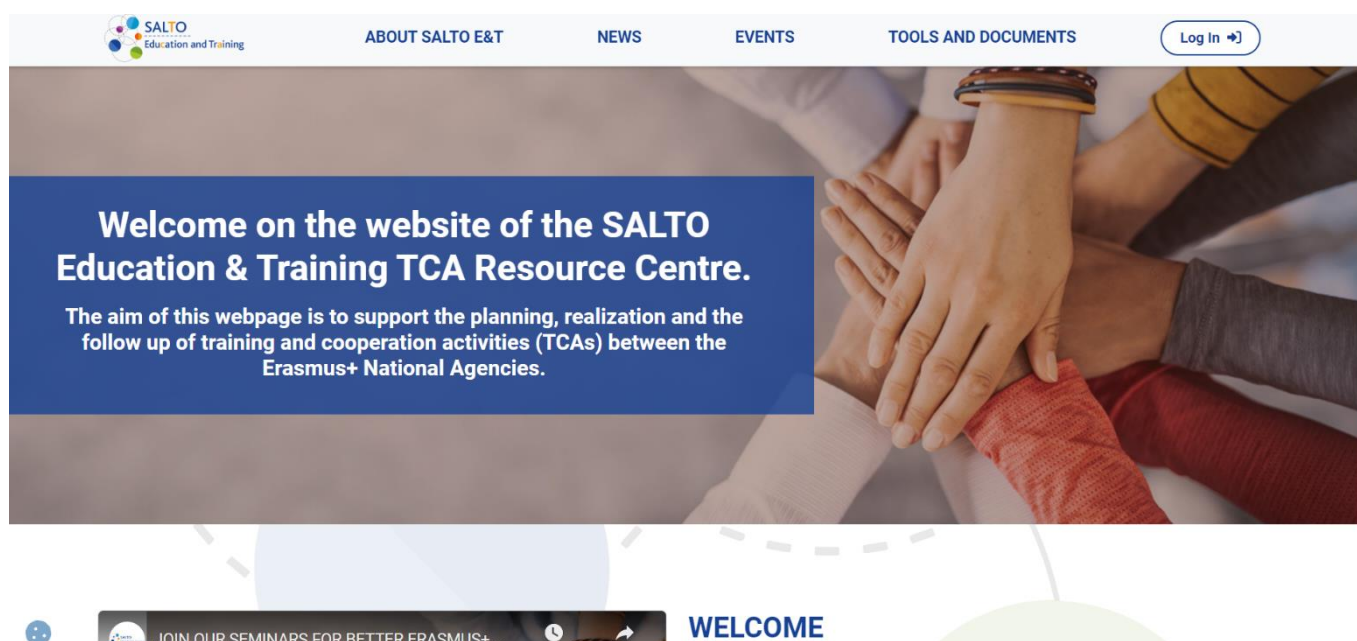
Creating an account on the SALTO E&T Platform



Finding and applying to TCAs on the SALTO E&T Platform

3. Structure of SALTO E&T platform

After **opening** the <https://salto-et.net> platform, the **“Welcome page”** will **appear** on the screen (see 2.Figure. Welcome page).



2. Figure: Welcome page

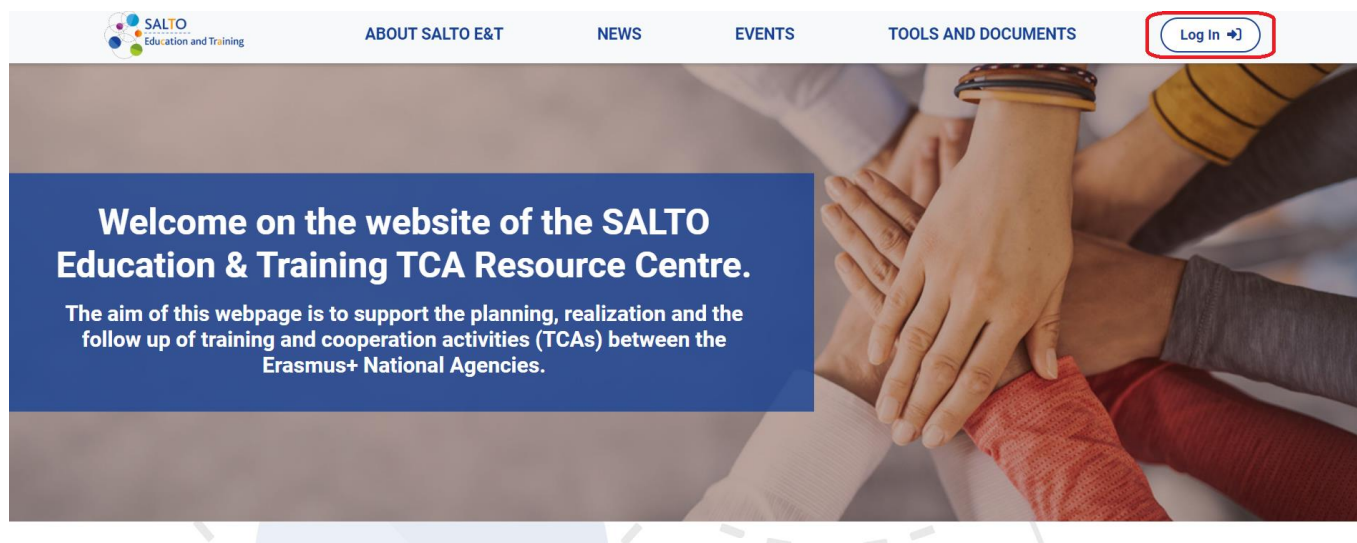
The **following items** are **available in the menu** (login is required to view **more content** in some menus):



3. Figure: Menu

- **About Salto E&T:**
 - [The TCA Resource Centre](#): general information / about us
 - [Institutions in E&T](#): National Agencies, SALTO Resource Centres, European Commission
 - [Colleagues and contacts](#): SALTO Education and Training TCA Resource Centre contacts
 - [Frequently Asked Questions](#)
 - **News**: News for Visitors, Applicants
 - **Events**: Show activities in card (Open, Actual, Past, All events) list and calendar view, event search, My applications menu (menu item after login)
 - **Tools and Documents:**
 - [Activity outcomes](#): searchable collection of the TCA, RT-LTA outcomes
 - [Erasmus+ documents](#): Erasmus+ documents for beneficiaries
 - [Glossary](#): short definitions of TCA-related terms, including terms of the Analytics module
 - **Log in**: a user menu is accessible after logging in
 - *User authority*: "Applicant"
 - *Sending National Agency/National Erasmus+ Office name*: selected at registration, click on it and the general email address of the Sending National Agency/National Erasmus+ Office will appear on the profile page.
 - *"User name"* menu item: takes you to the editable profile interface, where you can also change your password.
 - **It is important to note** that **once registered, the following fields cannot be changed: Email, Username, Sending National Agency/National Erasmus+ Office (NEO)**. If you **need to change any of this information**, please **contact us** at info.tca-rc@tpf.hu.
 - [My applications](#): list of TCAs for which you have created or submitted an application, editing and viewing interface for application forms, editing and viewing interface for Evaluation and Follow up forms
 - [My followed activities](#): list of followed activities with export option
 - [Notification settings](#): interface for setting personalised notifications
 - Log out
- **Bell icon** (logged in users):
 - [Notifications](#): role-based notifications and personalised notifications and reminders can be found here
 - [Notification settings](#): interface for setting personalised notifications

4. Registration, profile



4. Figure: Welcome page - Log in



Tutorial video

(click on the photo to watch)

To create a user account, click on the “**Log in**” button (<https://salto-et.net/login>) in the top right corner of the [SALTO E&T TCA platform](#) (see figure 4) and then on the “**Create Account**” button (<https://salto-et.net/login/registration>) (see figure 5). There are three sections to complete: “Applicant Details”, “Organisation” and “Permission”.

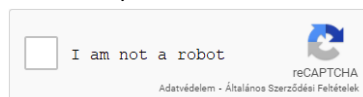
Important: SALTO E&T TCA RC only creates accounts for staff working in National Agencies and National Erasmus+ Offices (NEOs), as indicated in the text at the top of the registration interface. If you do not work in a National Agency / National Erasmus+ Office, please register via the website.

5. Figure: Create account

Fill in all required fields (required fields are marked with an asterisk) and **other relevant fields**. Tick

the checkboxes in the **permissions** and then the **reCAPTCHA**

on the **“Create Account”** button at the bottom of the page to **create the user account** (see figure 6).



● **Please note** that the fields **Email**, **Username** and **Sending National Agency/National Erasmus+ Office (NEO)** cannot be changed after registration. If you still need to change these details, please contact us via info.tca-rc@tpf.hu.

● **Important:** When selecting the **Sending National Agency/National Erasmus+ Office (NEO)**, there are **two aspects to consider**. **Country code:** Sending National Agency/National Erasmus+ Office (NEO) is always the National Agency/National Erasmus+ Office (NEO) of the country where you live/work.

Number (if there are **more than one NAs with the same country code**, e.g. BE01, BE02, BE03): The **sector in which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE)). The **list of National Agencies can be found [here](#)** and the **list of National Erasmus+ Offices [here](#)**.

● **Important:** The **password** must be at **least 8 characters long** and must **contain at least one number, one uppercase and one lowercase character**. In addition, it is important that the **password does not contain special characters or symbols**.

I AM AN APPLICANT

Fill out the registration form below

Are you a professional working in School Education, Higher Education, Vocational Education and Training or Adult Education?
Please fill out the registration form below, to apply to TCAs through the SALTO E&T TCA Platform.

[Tutorial video](#) 

I AM A TCA OFFICER OR NA/SALTO/NEO STAFF MEMBER

Request a user account

Are you working in a National Agency or National Erasmus+ Office that coordinates the Erasmus + Programme in your country?
Please request a user account by filling out [this form](#). Our team will review your submission and create the account shortly.

APPLICANT DETAILS

Please note that the Email, Username and Sending National Agency/National Erasmus+ Office (NEO) fields cannot be modified after registration.

First name *

Last name *

Email *

Username *

Password *



Confirm Password *



Contact number

Sex *

Select the right **Sending National Agency (NA)/ National Erasmus+ Office (NEO)** based on:

1

- **Country code** (Belgium e.g. BE) Your country of residence or work.
- **Number** (if there are more than one NAs with the same country code, e.g. BE01, BE02, BE03): The **sector** of your represented institution.

Refer to the list of National Agencies [here](#) and the list of National Erasmus+ Offices [here](#).

Country of residence

Sending National Agency / National Erasmus+ Office (NEO) *

ORGANISATION

Organisation *



Please find more information on PIC [here](#) and on OID [here](#).

Does your organisation have a PIC/OID number? *

PIC/OID number

Country *

City *

ZIP code *

Street *

Street number *

Website

Sector *

PERMISSION

COOKIES

We use cookies on your browser to optimize site functionality and provide service based on your preferences (e.g. remembering your login and password). You can read our [Cookie policy](#) [here](#).

☐ I understood.

GDPR

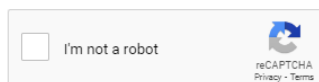
Your personal data and TCA activity are processed by the Tempus Public Foundation in compliance with the Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR), the Regulation (EU) 2018/1725 Article 5 (1) (d) and the Hungarian legal basis, Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information. The data processing is based on the data processor's and your employer's legitimate interest (see GDPR Art. 6 1/f) as the processing is necessary for their contractual obligations regarding Education and Training TCA management. These obligations state the duty of creating a network between the National Agencies who fulfil their project tasks with the contribution of their competent employees. You have numerous rights in relation to data processing that you may find in the [Privacy Notice](#) [here](#).

☐ I understood.

ADULT

Please confirm that you are over 18 years old.

☐ I understood.



[Back to Login](#)

[Create Account](#)

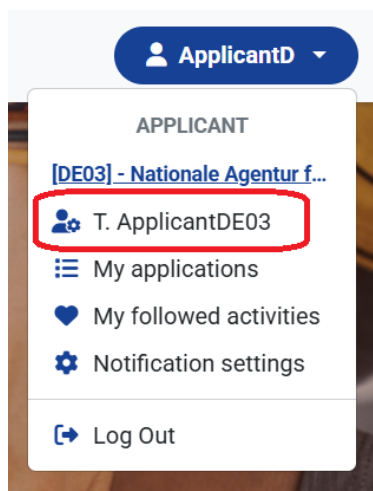
6. Figure: Registration form

After registration, a system notification will be sent to the email address you have provided to confirm your registration. **Please check all folders, including the Spam folder.** The **notification** will come from the **sender Salto-et.net <info@salto-et.net>** with the subject **“Activation of registration”**.

Until the user clicks on the activation code, their **account is inactive**, and **they cannot log in to the interface**. By **clicking on the activation link you can finalise your registration**, after which **you can log in to the site and use all the site's features**.

● If the registration email was not received, the applicant should contact the TCA Resource Centre (info.tca-rc@tpf.hu).

Once **logged in**, the **username will appear in the place of the “Log in” button**, which will **bring up the user menu**. The top menu item is the **profile menu**, marked with the user's name, which can be clicked to access the **profile editing interface**.



7. Figure: User menu- Profile

In this page the **user can edit the profile's data**, however the **Username**, the **Email** and **Sending National Agency/National Erasmus+ Office cannot be changed**. All the required fields are marked with an asterisk *. After **clicking on the “Save profile” button the modifications will be saved**.

5. Log in and log out

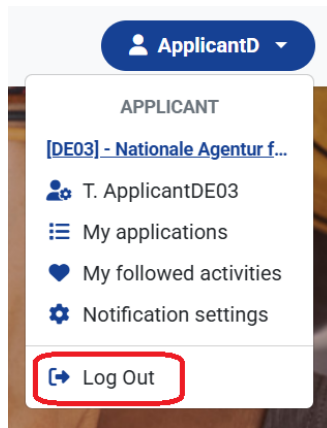
5.1. Log in

The registered user can navigate to the **Login interface by clicking on the “Log in” button** in the top right corner (see figures 4-5.).

You can **access the interface using the username and password**, and by **ticking the reCAPTCHA**. Once logged in, you can access the full content and functions of the site.

5.2. Log out

If the **user wishes to log out**, they can do so by **clicking on the “Log Out” button** located at the **bottom of the User menu** (see figure 8).



8. Figure: Log out

6. Request new password

In case of a **forgotten password**, clicking on the “**Forgotten Password?**” button at the bottom of the “**Log in**” interface (see figure 9) will take you to the “**Password reset**” interface (<https://salto-et.net/login/password>).

9. Figure: Forgotten password

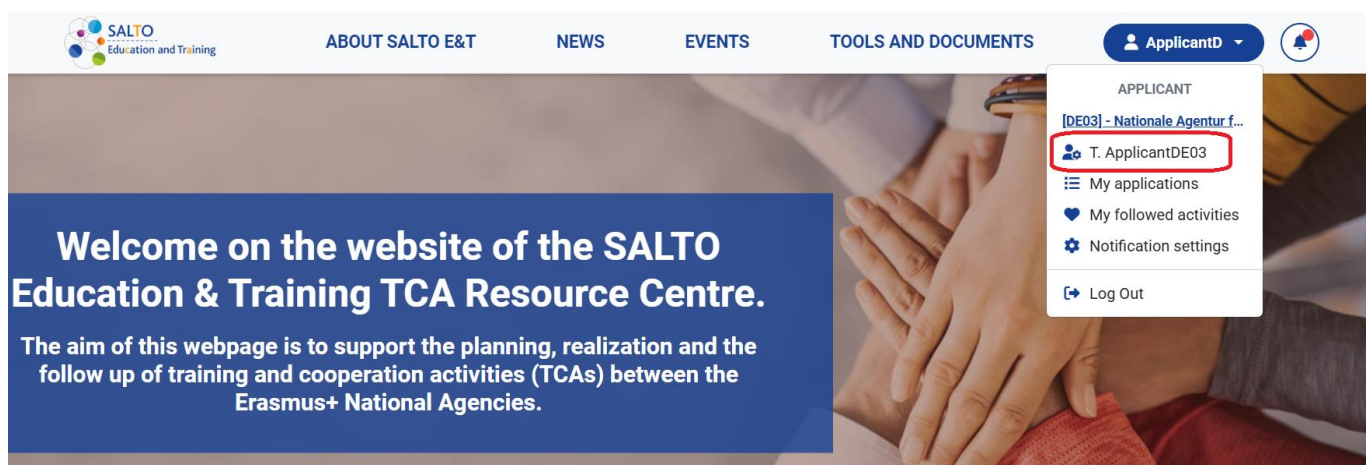
In the “**Password reset**” interface (see figure 10), you can **request a new password by e-mail by filling in the e-mail address and reCAPTCHA and pressing the “Request” button**. The new generated password will be sent to the e-mail address you entered (**check also your Spam folder**).

It is **recommended to change the new password upon first login**.

10. Figure: Password reset

7. Change password

The **password can be changed** in the **profile menu**, which can be accessed by the logged in user by **clicking on the drop-down menu under their name** (figure 11).



11. Figure: Change password

The **“New password” button** in the bottom left corner of the profile page will **redirect you to the form to change your password** (see figure 12).

SALTO
Education and Training

ABOUT SALTO E&T NEWS EVENTS TOOLS AND DOCUMENTS ApplicantD

* SE - School Education
 * VET - Vocational Education and Training
 * HE - Higher Education
 * AE - Adult Education
 * YH - Youth

PERMISSION

COOKIES

We use cookies on your browser to optimize site functionality and provide service based on your preferences (e.g. remembering your login and password). You can read our [Cookie policy here](#).

☒ I understood.

GDPR

Your personal data and TCA activity are processed by the Tempus Public Foundation in compliance with the Regulation (EU) 2016/679 (General Data Protection Regulation, GDPR), the Regulation (EU) 2018/1725 Article 5 (1) (d) and the Hungarian legal basis, Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information. The data processing is based on the data processor's and your employer's legitimate interest (see GDPR Art. 6 1/f) as the processing is necessary for their contractual obligations regarding Education and Training TCA management. These obligations state the duty of creating a network between the National Agencies who fulfil their project tasks with the contribution of their competent employees. You have numerous rights in relation to data processing that you may find in the [Privacy Notice here](#). By registering, you'll receive email notifications that can be customized later in the "Notification Settings".

☒ I understood.

ADULT

Please confirm that you are over 18 years old.

☒ I understood.

New password **Save profile**

12. Figure: New password

You can **set a new password by entering the current password** and the **new password**. The new password must be entered **twice**.

Important: The **password** must be at **least 8 characters long** and must **contain at least one number, one uppercase and one lowercase character**. In addition, it is important that the **password does not contain special characters or symbols**.

After **clicking** on the **"Save" button**, the system saves the changes.

PROFILE

NEW PASSWORD

Current password *

New password *

New password again *

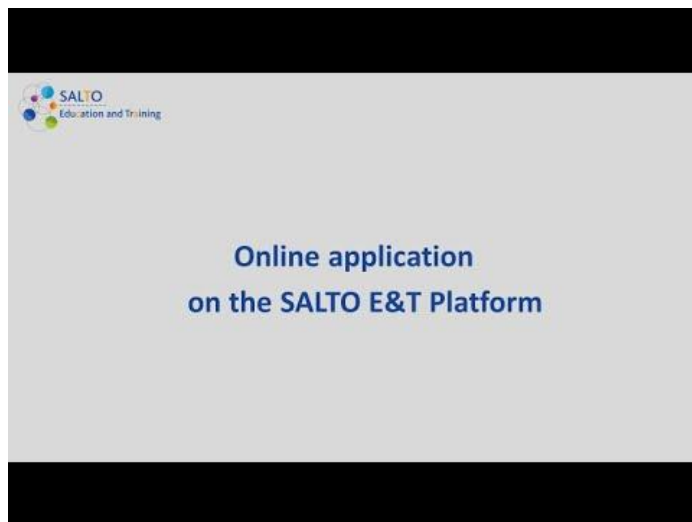
[Back to Profile](#) **Save**

13. Figure: Profile – New password

8. Activities

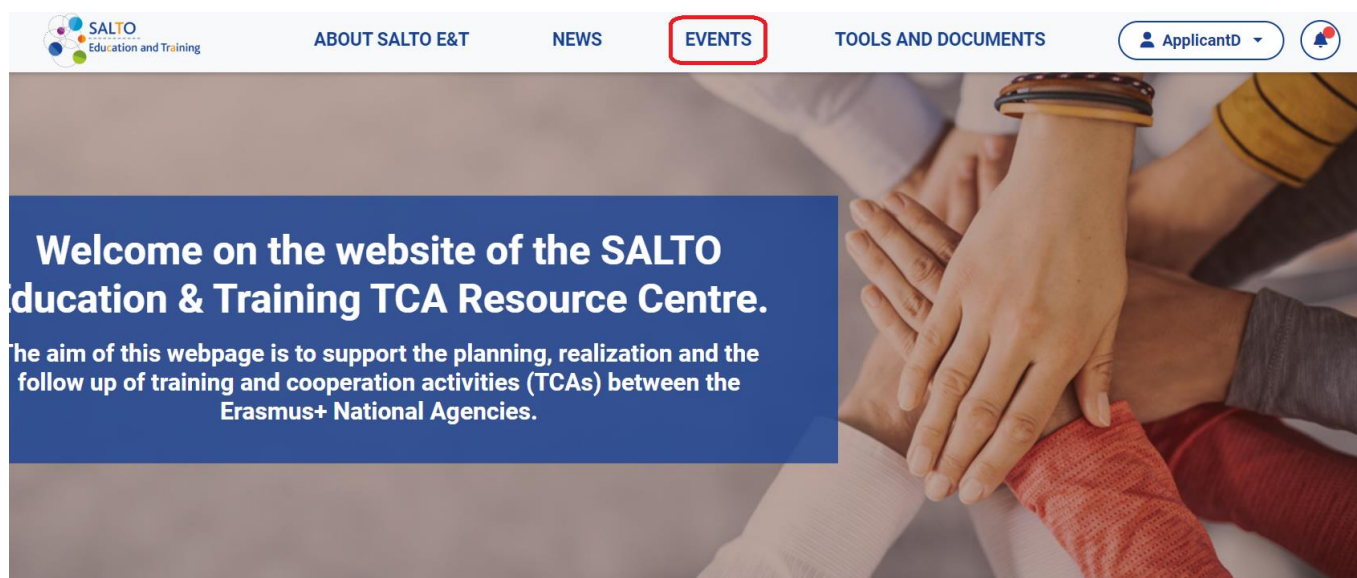
The “[Events](#)” menu contains the events announced on the platform, which are visible to all logged-in users and visitors.

8.1. Events



Tutorial video
(click on the picture to watch)

Clicking on the “[Events](#)” menu item in the main menu bar on the [Front page](#) (see figure 14) will take you to the “[Events](#)” interface.

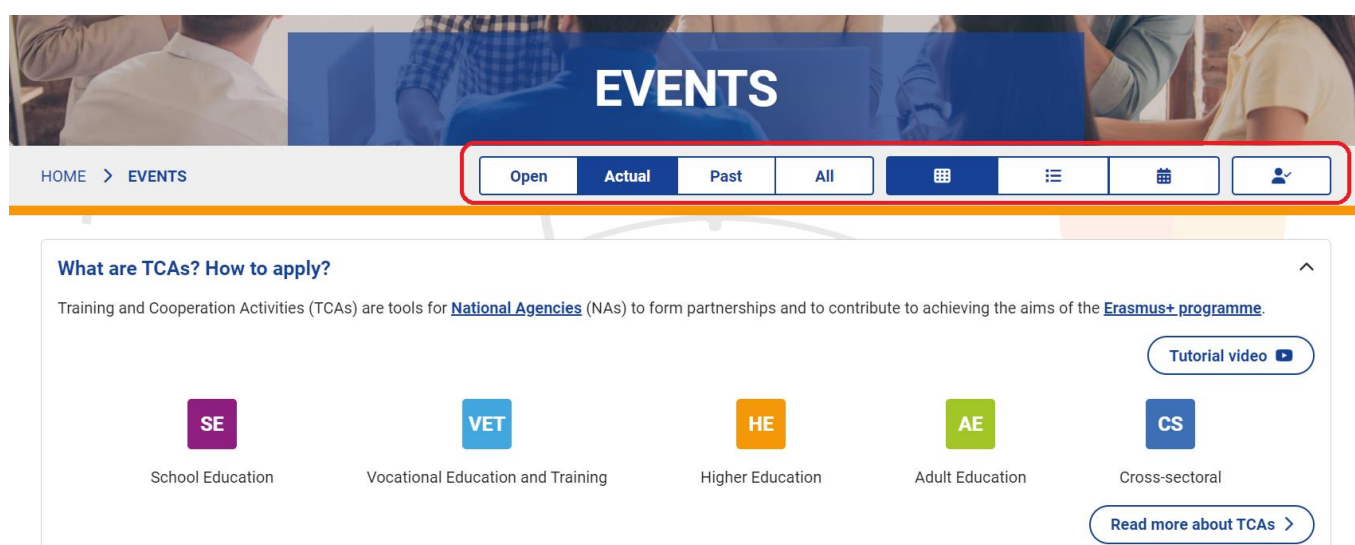


14. Figure: Events

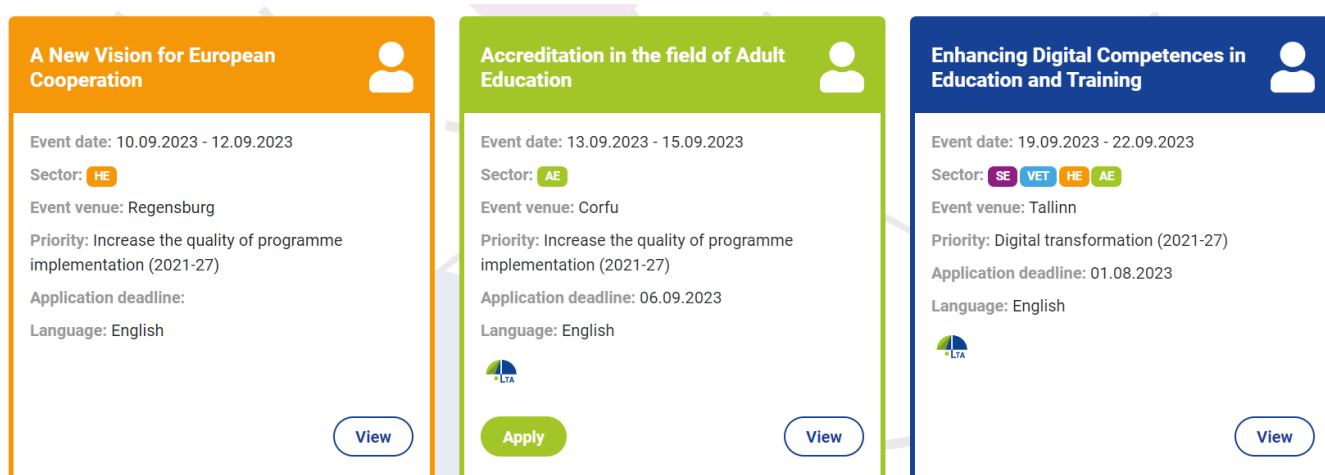
Click the **action buttons** on the right below the slider image to **select the current view of the events**. By default, the **“Actual” events** are displayed in the **event card view**. You can also select the **“Open”, “Past”** and **“All” event card view**. If you select **“Open” view**, the page lists the events that are **currently open for application**.

You can also **select the “List view”, where all events are displayed in a tabular, filterable view**, and the **“Calendar view”, which displays the events in a calendar**.

There is also a **“My applications” button** at the **end of the button bar** (for logged in users), which provides access to the **“[My applications](#)” menu** in the User menu, which **displays the applications submitted for events and their editing interface**.

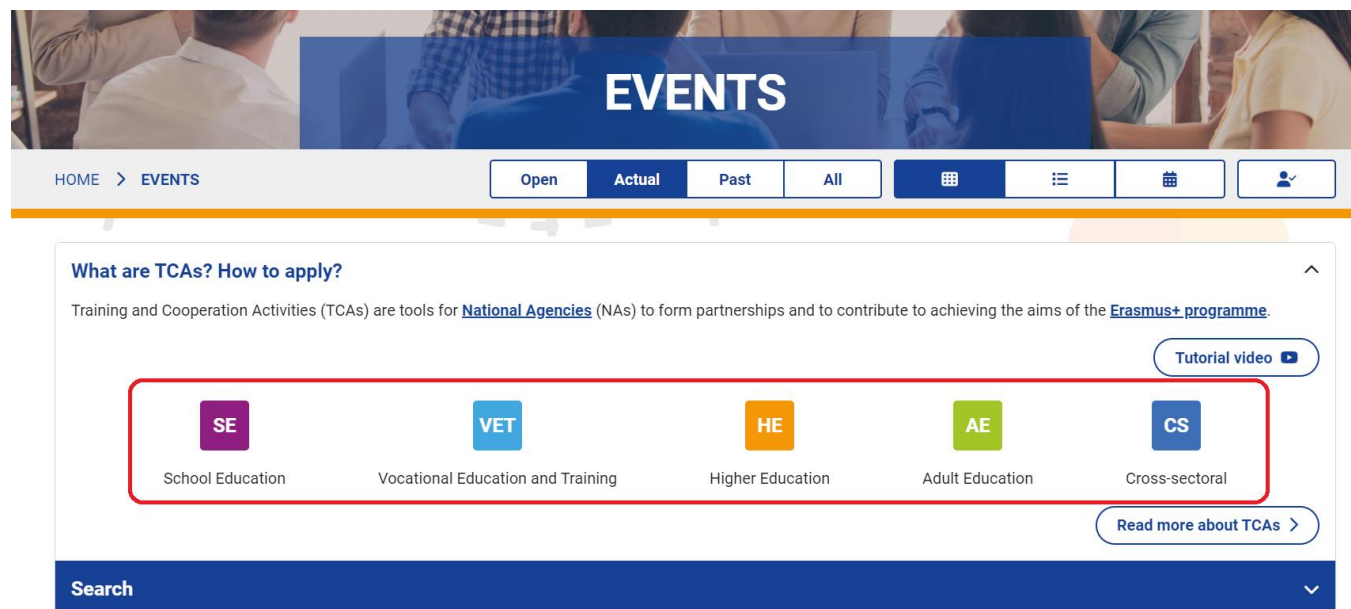


15. Figure: Actions



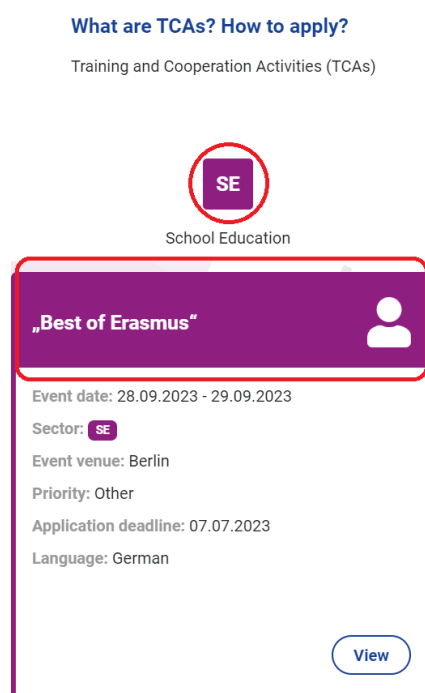
16. Figure: Events - Cards

The **event card** shows the **name**, the **date**, the **relevant sector(s)** (which can also be identified by the colour-code as shown in the image below), the **location**, the **priorities**, the **deadline for application**, and **(work)language**. If a TCA is connected to an LTA/RT-LTA, the LTA logo will also appear on the event card.



17. Figure: Sectors

The **colour-coded sector designations help you** to choose which events are relevant for your application. The colouring of the cards makes it easy to visualise to **which sector the event belongs** (see figure 18).



18. Figure: Event – sector

Cancelled events will receive a label **CANCELLED** on the Front page on all interfaces where the events appear. As well as the **event card will be greyed out**.

Postponed events are indicated by a **red event card** as well as a **POSTPONED** label.


Clicking on the “**View**” button on the event card will open the event details datasheet, including basic event details, as well as information and deadlines provided by the Organiser National Agency.

The main blocks of the event template:

- **MAIN INFO:** Contains the main data of the event e.g. Sectors, Priority, Type of presence, Scope, Venue, Working language, Dates etc.
- **TCA DESCRIPTION:** Textual description of the event, its theme, purpose, intended outcomes, other information.
- **PARTNERS AND PARTICIPANTS:** In this block you will find the details of our own Sending National Agency/National Erasmus+ Office, if you are logged in. This block contains the name of the Organiser National Agency, the number of planned participants, the profile of the applicants provided by the organiser, etc.

















Here you will also find the partner National Agencies/National Erasmus+ Offices, with a green applicant icon next to the approved partners, with a number indicating the number of places they have reserved (number of planned participants: applicants + NA staff). Here you can check if your National Agency/National Erasmus+ Office is a partner. If so, you can apply as a participant for the event.

Legend

 Pending booked places

 Accepted places


Sending partner(s):

CZ01 - 2  DE02 - 2  DK01 - 1  EE01 - 2  ES01 - 6  FI01 - 6  FR01 - 2  HR01 - 2  HU01 - 2  IE01 - 2  LU01 - 2  NL01 - 2 
PL01 - 3  BE03 - 3  MK01 - 2  PT01 - 3  SE01 - 2 

19. Figure: Accepted Sending partner NAs/NEOs

- **TCA PARTICIPANT APPLICATION:** In this block you will find the deadlines for participant application given by the Organiser National Agency.
 - **Start date of TCA Participant application:** From this date onwards, applications can be submitted via the website (If there is no date here, but there is one for the other deadlines, the application is probably being submitted off-site).
 - **Application deadline:** Up to this deadline you can submit your application for the event.
 - **Confirmation deadline for Sending NAs:** This is the deadline for partner NAs/NEOs to assess the applications received and forward the approved ones to the Organiser National Agency.
 - **Confirmation deadline for Organiser NAs:** This is the deadline for the Organiser National Agency to process applications received from partner Sending National Agencies/National Erasmus+ Offices.
- **LONG-TERM ACTIVITY INFO:** If the TCA is part of an LTA (Long-term Activity) the basic data and textual content of the LTA will be displayed in this drop-down block. For more information on LTAs, see chapter [8.3 Long - Term Activities \(LTA\)](#).

- **SINGLE ACTIVITIES CONNECTED TO THIS LONG-TERM ACTIVITY:** If the TCA is part of an LTA the TCAs related to the LTA are listed in this drop-down block and the TCA datasheets are available by clicking on their code.

The **event** datasheet can be **downloaded** in **PDF** format by clicking the  button at the top of the event datasheet.

The **event** can also be **followed** by clicking on the  button at the top of the datasheet and **unfollowed** by clicking on “Unfollow”. For **more information on following activities**, see the relevant chapter [10. Follow activities](#).

8.2. National TCA

TCA can have a transnational or national scope.¹

If a **National Agency organises a National TCA**, the TCA’s **Sending partners** through the site can only be **other E&T National Agencies operating in the country** of the organiser NA. Also, **only participants from the organising country can apply to National TCAs**.

On the event cards of National TCA, the **flag of the organising country** as well as the text “National TCA” when hovering over it appear, indicating that it is a national TCA. The **“Scope” value was displayed** in the Main info block of **the event template** as well. A **filterable “Scope” column** has been placed in the **tabular view of the events**.

¹ 2024 Guide for NAs: 10.1.2.1.

2.

TCA can have a transnational or national scope. TCAs with a national scope are eligible provided that they offer clear European added value and are instrumental to improving the quality of the Programme and/or reaching its objectives.

3.

Activities concerning the ‘Evaluation and analysis of programme results’ can only have a transnational scope.

20. Figure: National TCA - Event card

In order to make **National TCAs searchable** on the [page](#), a new “**Scope**” field has been added to the **Search panel** in the card view of the “**Events**” menu, and a **filterable “Scope” column** has also been placed in the **list view of the events**.

When applying for **National TCAs**, **applicants have the opportunity to answer the questions of the English application form in their own language**; users are also informed about this in the Application form related to the event.

Info text for applicants:

“Please note that this is a National TCA, therefore you can submit your application in the working language of the event. Only English template is available for you but you may answer to the questions in that given language. Thank you.”

8.3. Long - Term Activities (LTA)

Long-Term Activities present a strategic framework that **can cover several years**.² They are carried out by several NAs who have agreed to cooperate to develop a series of activities linked to a policy area with the aim to produce an impact on the development of the programme and of the policy area they are tackling.

² 2024 Guide for NAs: 10.1.2.3.

1.

Long-term activities: recurrent or complex activities, which support the Programme or policy development and are carried out in accordance with paragraph 2;

2.

Long-term activities shall present a strategic framework that can cover several years. They are carried out by several National Agencies who have agreed to cooperate to develop a series of activities linked to a policy area with the aim to produce an impact on the development of the Programme and of the policy area they are tackling.

This activity format can intervene both supporting the programme or the policy development. They are eligible under both the Erasmus+ programme (TCA) and the European Solidarity Corps (NET) in accordance with the priorities and objectives of each programme.

LTAs can be:

1. **Recurrent activities** = **one activity** is developed and **replicated several times** on the **same model** within a given time frame (i.e. trainings with fixed formats);
2. **Complex activities** = **several activities** of similar or **different format** are developed as a set of activities aiming to contribute to a **common purpose** (cycle of activities).

One NA takes the lead and manages the overall **coordination** of a long-term activity - **Coordinator National Agency**. The **other NAs** participating in the LTA can **organise specific activities** during the period of duration of the Long-Term Activity.³

A multi-annual **LTA is made up of single events (TCAs) linked to the theme and objectives of the LTA**. These TCAs are formally identical to the other individual events and are characterised by the same process (e.g. TCA participant application as the other events from the applicant's point of view).

The **card view and datasheet** of an event **linked to an LTA will display the logo** of the LTA activity type



, and in **list views the label "LTA"**, indicating that it is part of an LTA. The **event datasheet** will be **completed with the "LONG-TERM ACTIVITY INFO" block**, which contains basic information about the LTA, as well as additional events already on the website that are part of an LTA.

In the **event search**, detailed in the next section ([9. Search Activities](#)), it will be possible to **filter for events related to LTAs** by **setting** the search field **"Is this TCA is part of a Long-term Activity?"** to **"yes"**.

8.4. Research type activity – RT-LTA

We have created a **Research Type Long-Term Activity (RT-LTA)** for the **implementation of research activities**. As research activities usually take place over a longer period of time, they are displayed on the platform as long-term activities.⁴

These **research activities** are basically run as a **stand-alone activity** with **research material as the output**. However, **TCAs can be connected to them** and the information from the **RT-LTAs will be displayed on the event datasheet of these TCAs** in a similar way to the [LTA](#) described above.

³ 2024 Guide for NAs 10.1.2.7.

The National Agency may cover the following roles:

- **Coordinator** of a long-term activity
- **Organiser** of a single TCA/NET
- **Co-organising** National Agency
- **Sending** participants to activities organised by other National Agencies

⁴ 2024 Guide for NAs 10.1.2.1. Eligible TCA activities

- Evaluation and analysis of Programme results

These TCAs are formally identical to the other individual events and are characterised by the same process (e.g. TCA participant application as the other events from the applicant's point of view).

The **card view and datasheet** of an event **linked to an RT-LTA will display the logo** of the LTA activity



type , and in **list views the label “LTA”**, indicating that it is part of an RT-LTA. The **event datasheet** will be **completed with a drop-down “RESEARCH TYPE LONG-TERM ACTIVITY INFO” block**, which contains basic information about the RT-LTA, as well as additional events already on the website that are part of an RT-LTA.

In the **event search**, detailed in the next section ([9. Search Activities](#)), it will be possible to **filter for events related to LTAs** by **setting** the search field **“Is this TCA is part of a Long-term Activity?”** to **“yes”**.

8.4.1. RT-LTA Outcomes

Organisers can **upload useful research information and documents to RT-LTA** during and after the activity. These can be **viewed in the “[Outcomes](#)” menu**, which is described in more detail in the [13. Outcomes chapter](#).

9. Search Activities

The user can filter and browse the activities in the [“Events”](#) section (see figure 21).

[ABOUT SALTO E&T](#)[NEWS](#)[EVENTS](#)[TOOLS AND DOCUMENTS](#)

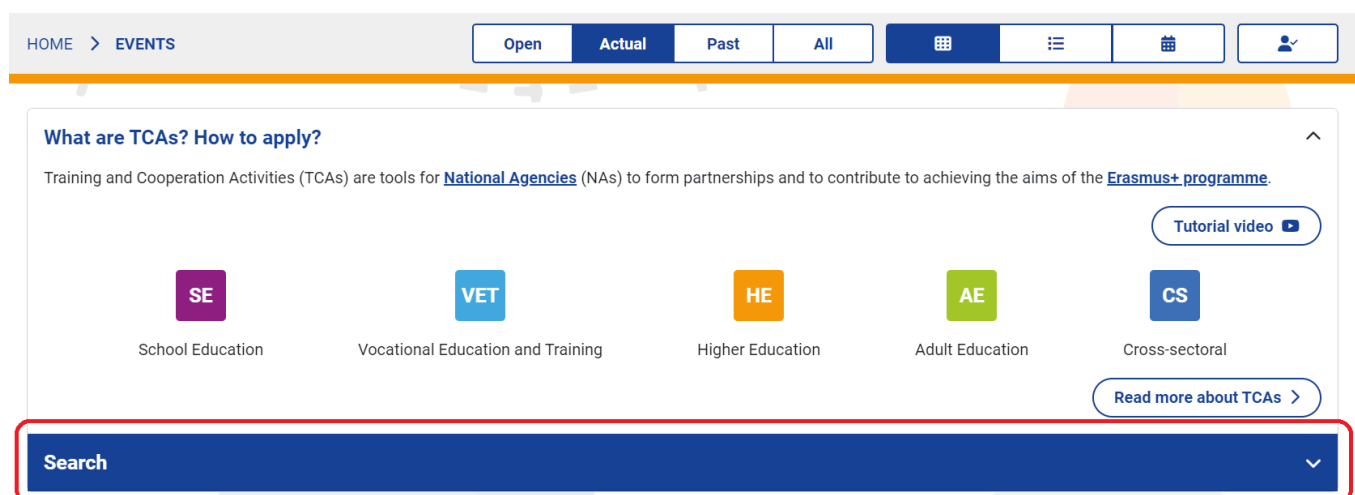
21. Figure: Events - Search activities

Use the action buttons below the slider image to filter events and switch views.

Options are **“Open”, “Actual”, “Past”, “All”, “Grid View”, “List View”, “Calendar view”, “My Application”** (for logged in user). If you select **“Open”** view, the page lists the events that are currently open for application.

In the event card view, the default view is always **“Actual”** events. By adjusting the filter, you can also list open, past or all events.

You can **open the “Search” panel under the TCA sectors**, (see figure 22) where the search boxes are located.



22. Figure: Search

The **“Clear search criteria”** button empties the search form. Pressing the **“Search”** button searches for events based on the fields you have set (one or more fields), in the view you selected by the action buttons (Open, Actual, Past, All, as default always searches in Actual view).

The **number of the results will be visible** on the page and the events can be browsed.

After pressing the “Search” button you can perform the certain search in the other two unselected views as well by selecting another event view after pressing the arrow on the “Search” button.

By pressing the **“Export Activities to Excel”** button, all events in the current view or the result of the search can be exported to an Excel file.

Search

Title

Theme

Profile

Target group

Erasmus+ Programme experience level

Is this TCA is part of a Long-term Activity?

Scope

Subtopic

Sector

Priority

Type of presence

Country

Organiser National Agency

Sending partner National Agency

Starts after

Ends before

Deadline of Application

Key Action

Part of E+ Academy

Postponed

NA staff welcome

Reference Number

Clear search criteria

Export search result to Excel (actual)

Search in ALL

Search in PAST

Search

23. Figure: Searching form

The search boxes are:


- Title
- Theme
- Profile
- Target group
- Erasmus+ Programme experience level
- Is this TCA is part of a Long-term Activity?
- Scope
- Subtopic
- Sector
- Priority
- Type of presence
- Country
- Organiser National Agency
- Sending partner National Agency (if you select your NA/NEO from the list, it will list the events in which the NA/NEO is an accepted partner. You can apply for these events if the application window is open)
- Starts after
- Ends before
- Deadline of Application
- Key Action
- Part of E+ Academy

- Postponed
- NA staff welcome
- Reference number

Important: SALTO E&T TCA RC is only responsible for the operation of the website. You can contact us via the email address and contact box in the “Contact information” block at the bottom of the website if you have any questions about the processes on the website. For more information about events, please contact your Sending National Agency/National Erasmus+ Office or the Organiser National Agency. Contact details for National Agencies can be found here: <https://erasmus-plus.ec.europa.eu/national-agencies> and the National Erasmus+ Offices here: <https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices>.

10. Following activities

Activity following is a useful feature for applicant users. This feature allows **logged-in users to follow activities of interest to them** and, if they have **set up personalised notifications, to be reminded of important deadlines**. For more information on setting up notifications, see the [14. Notifications chapter](#).

When you **open a TCA datasheet** from the “[Events menu](#)”, a “**Follow**” option will appear in the **top right-hand corner** of the datasheet. **Clicking this button will follow the event**. For **followed events**, an “**Unfollow**”  option will appear in the same area, which can be clicked to unfollow the event.



HEALTH E+MOTIONS – INTERNATIONAL SEMINAR ON MENTAL HEALTH IN SHORT AND LONG-TERM INTERNATIONAL MOBILITY PROJECTS

MAIN INFO

Sector:	SE VET HE AE YH	Priority:	Inclusion and Diversity (2021-27)
Scope:	Transnational	Type of presence:	Face-to-Face
Venue country:	Poland	Venue city:	Warsaw
Working language:	English	Key Action:	KA1
TCA documents:	Files	Postponed:	No
E+ Academy:	No	Start date:	15.10.2024
End date:	18.10.2024	Subtopic:	mobility networking interactive equal opportunities raising awareness

24. Figure: Following a TCA

Followed activities are displayed in a **tabular, filterable view** in the “[My Followed Activities](#)” menu. The menu can be accessed from the drop-down menu under the user name.

In the “**Actions**” column, click “**Unfollow**” to stop following, and the “**Show activity**” option will take you to the activity's datasheet.

The “**Export to Excel**” button in the top right corner will **export the entire spreadsheet**.

MY FOLLOWED ACTIVITIES

Search: Type to search... Show: 10

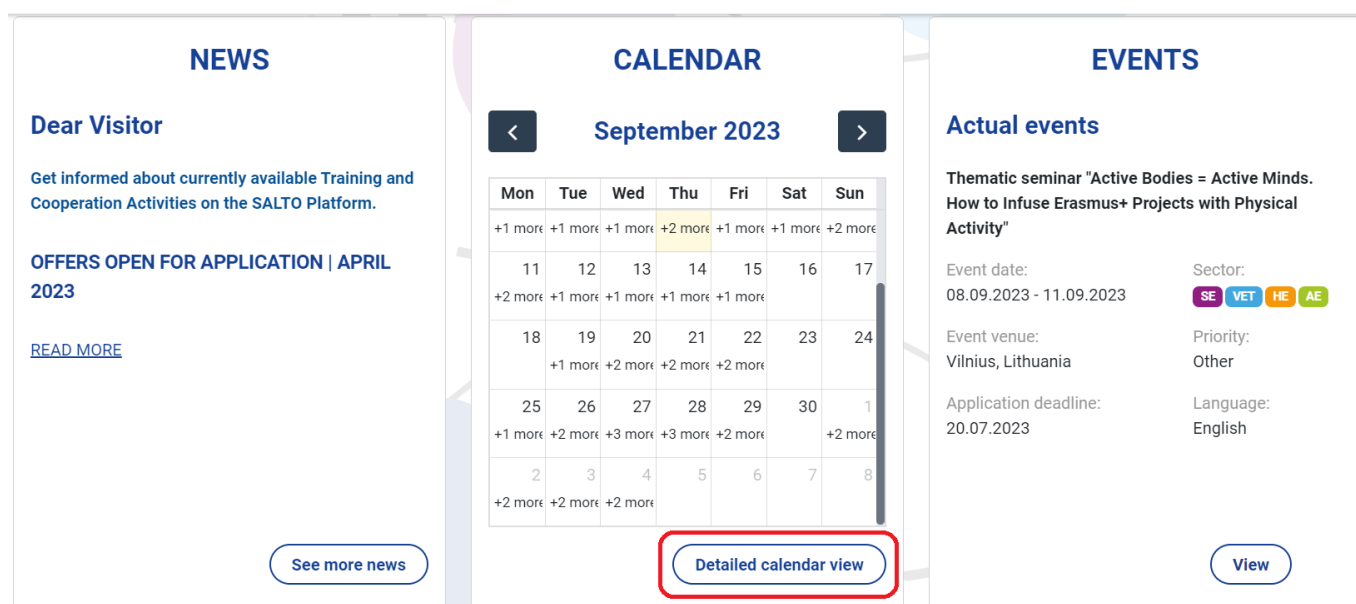
Reference number	Title	Priority	Sectors	Activity dates	Actions
HU01_0378_TSS_2024	2024 Autumn OW test TCA	Inclusion and Diversity (2021-27)	SE VET	16.04.2025 - 18.04.2025	
ETRC_0389_THO_2024	New activity noti	Digital transformation (2021-27)	HE	01.03.2025 - 02.03.2025	<ul style="list-style-type: none"> Unfollow Show activity

25. Figure: My followed activities

11. Calendar

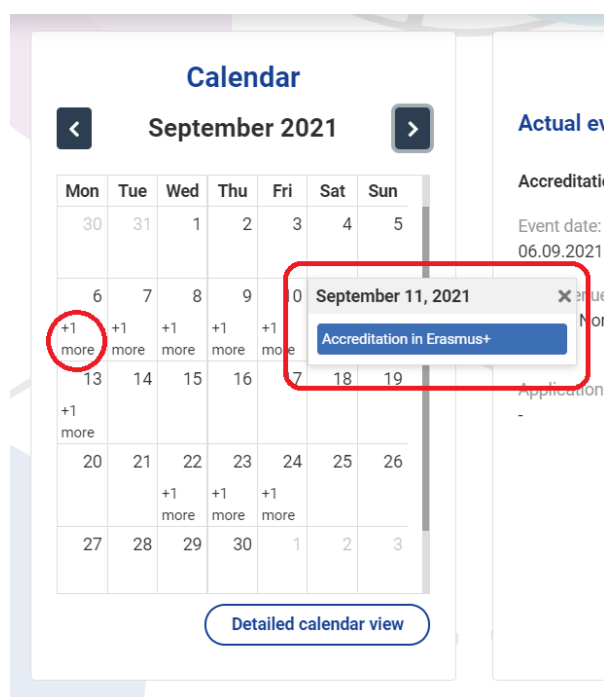
Events published on the “[Front page](#)” can also be **viewed in a calendar view** by all users and visitors, which helps to make events transparent.

You can **reach the calendar** from the “[Welcome](#)” page the “**Calendar**” card next to “**News**”. The card always **displays the current month** and **clicking on the “[Detailed calendar view](#)” button** in the lower right corner provides a **detailed calendar function**.



26. Figure: Calendar - Welcome page

The **calendar** indicates the **days when events take place** and the **number of events** taking place at the same time. **Clicking on a certain day** the titles of the events will **pop up**, clicking on them gives you **access to the datasheets of the events**.



27. Figure: Calendar card- event view

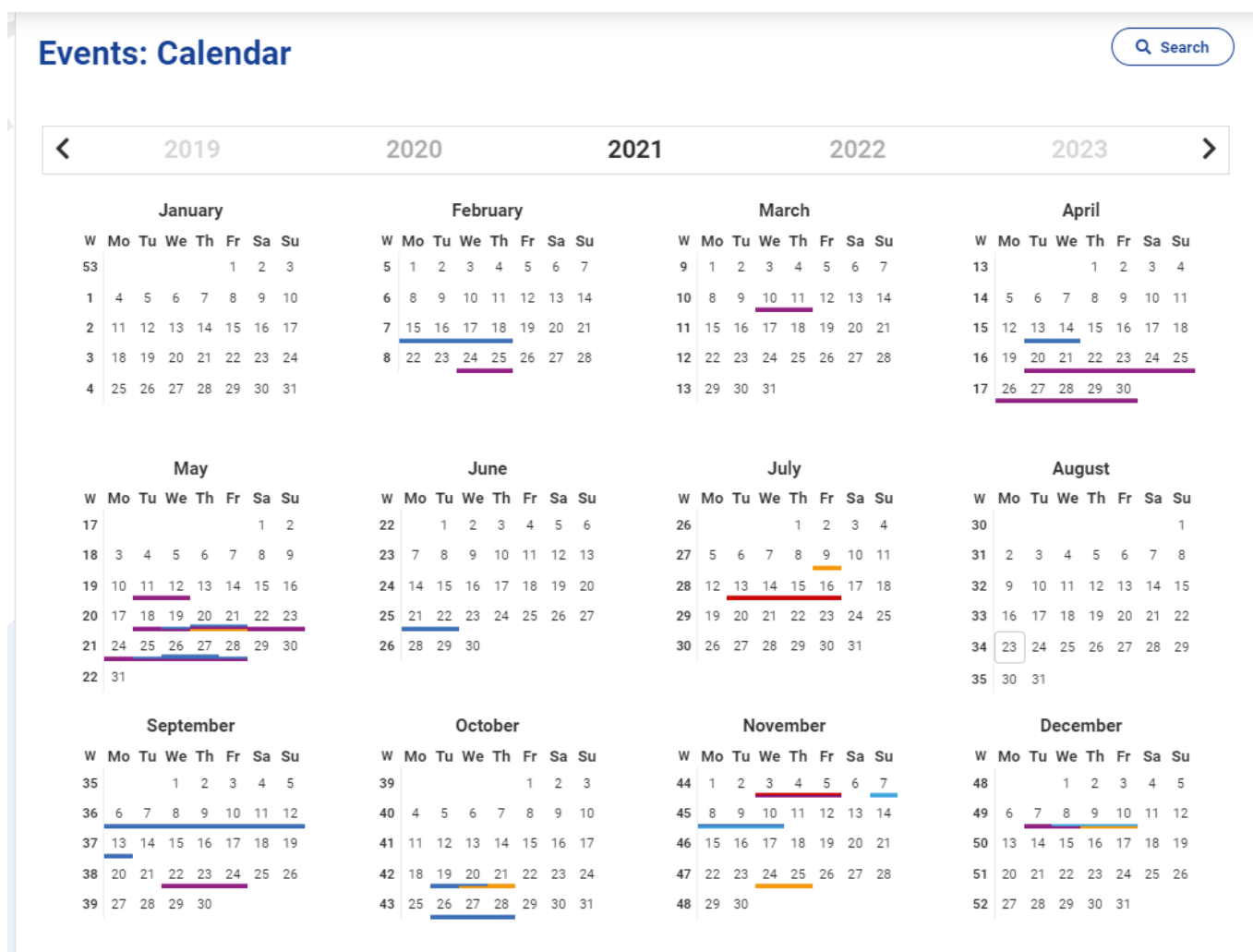
You can **reach the annual view** of the calendar by **clicking on the “Detailed calendar view”** button in the lower right corner of the **calendar card** or by **clicking “Calendar view”** in the **“Events”** menu item.



28. Figure: Events menu - Calendar view

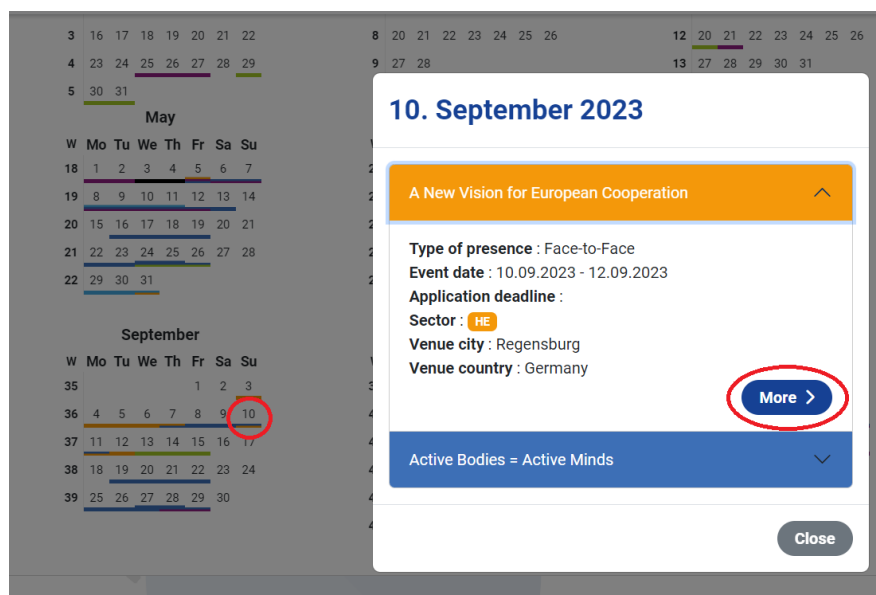
In the **annual view** of the calendar, the **year is displayed by default**, displaying **all events of the year** that have been **announced to applicants** on the Front page. **Events are displayed** in the corresponding **sector colour** in the calendar.

We can select the years with arrows. The **“Search” button** in the upper right corner **navigates to the search block** of the events.



29. Figure: Calendar

When you **click on a day that hosts events**, the **title of the events pops up**. Clicking on a title will **display the basic data** of the event and **clicking on the “More” button** will take you to the detailed event datasheet.



30. Figure: Calendar – event view

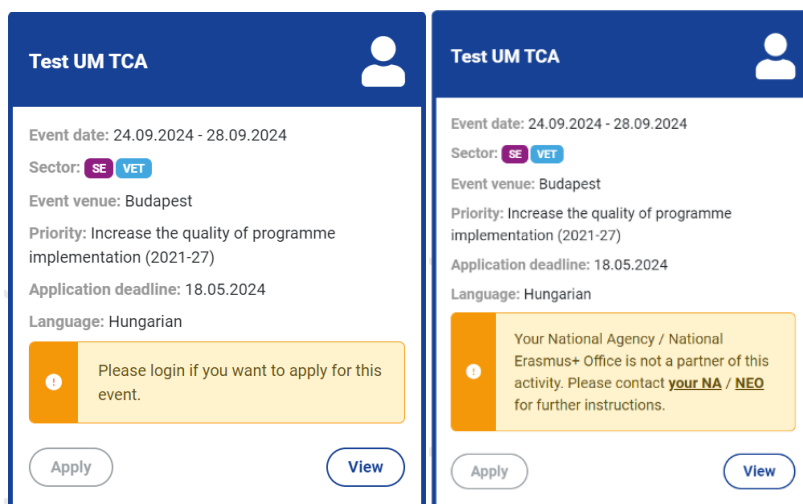
12. TCA Participant application

12.1. Application process

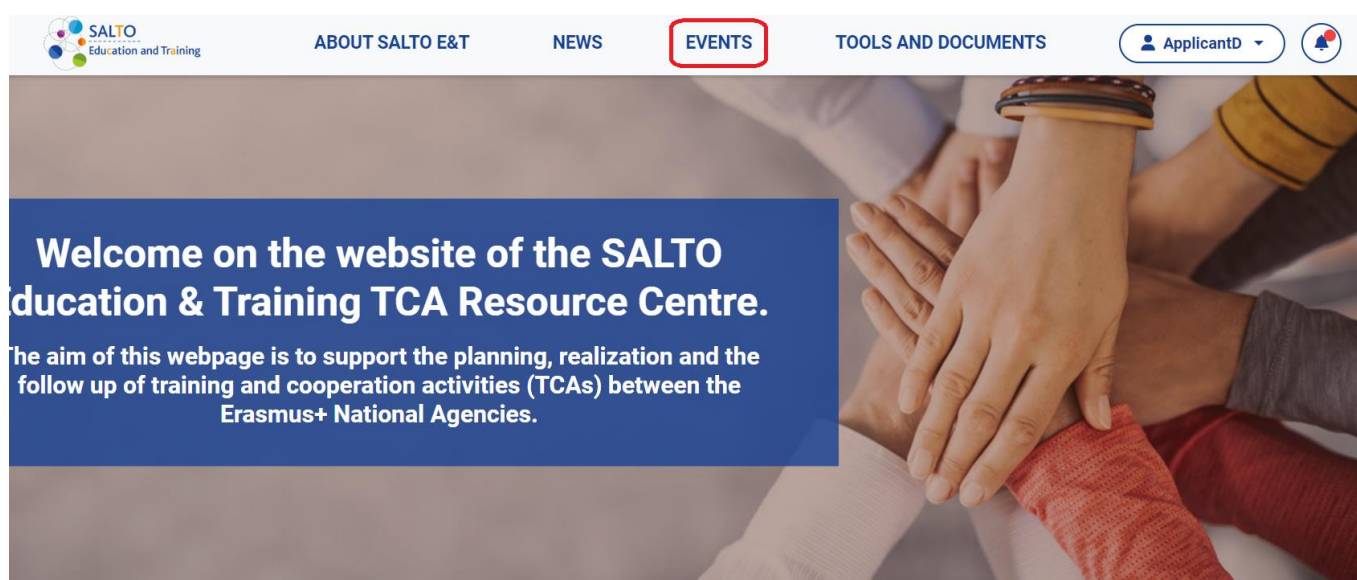
The **“Apply” button** appears at all events where the online participant application is currently open on the site. It is also visible to all logged-in users and to visitors as well.

However, the **button is inactive** until the required conditions for the application are fulfilled, which are also **highlighted in a warning**, (e.g. **“Please log in if you want to apply for the event”** and **“Your National Agency/National Erasmus+ Office is not a partner of this activity. Please contact your NA/NEO for further instructions”**).

If you see **“Your National Agency/National Erasmus+ Office is not a partner of this activity”** it simply means that the **sending National Agency or National Erasmus+ Office** to which **you are registered** has **not applied to be a sending partner** for this activity. This may be because **they do not wish to send a participant to this event**, which means **you cannot apply for this event**.

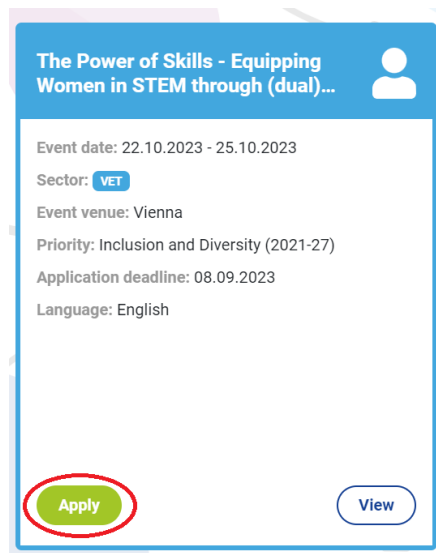


31. Figure: Application notifications



32. Figure: Events – to apply

After logging in, you can reach the **page listing the events** by clicking on the “[Events](#)” menu item from the [Front page](#) (see figure 32). You **can apply for an event with an active “Apply” button** on the event card.



33. Figure: Apply button

After **pressing** the **“Apply” button** on the card (see figure 33), you will **reach the event datasheet** and you will **need to click on the** **Apply** **button again to display the Application form.**

Under the **“TCA Details” block 3 permanent questions must be filled in** concerning the experience of the applicant:

- “Please give a short summary of your professional background, interests, and present role in your organization.”
- “What professional benefits do you hope to obtain from participating in this activity at a personal level?”
- “What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels?”

Following that, a maximum of 5 optional questions must be also answered provided by the event Organiser National Agency.

APPLICATION

TCA DETAILS

Sending National Agency	Event
DE03 - Nationale Agentur für EU-Programme im Schulbereich im Pädagogischen /	event_2024_jan_08
Start date	End date
05.04.2024	06.04.2024
Venue country	Venue city
Czech Republic	Blansko

Help to successfully complete the Application form:

- Type the text directly into the text boxes
- Do not copy and paste text, especially from a website, as this may cause a saving problem
- If you must copy, paste text without formatting, e.g. from Notepad
- The counter below the text boxes indicates the number of characters
- You can use any browser, but the use of Google Chrome is highly recommended
- Once all fields have been filled in correctly, and after saving, the Send application button will become active for submission of the application

EXPERIENCE AND RELEVANCE

Please give a short summary of your professional background, interests and present role in your organization. *

Characters : 0 / 3000

What professional benefits do you hope to obtain from participating in this activity at personal level? *

Characters : 0 / 3000

What professional benefits do you hope to obtain from participating in this activity at institutional and higher levels? *

Characters : 0 / 3000

Back

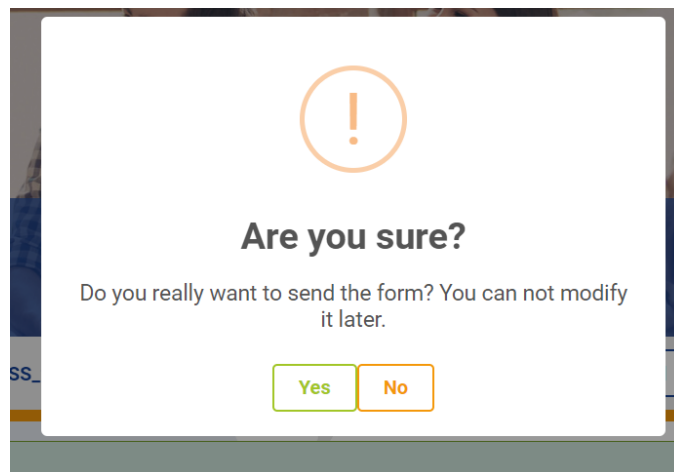
Save Send application

34. Figure: Application

All mandatory fields must be filled in with at least 1 (max. 3,000) character and saved so that the **Send application** button is active next to the **Save** button. The application can be submitted for evaluation by pressing the “Send application” button.

It is possible to save the partially filled-in application form and complete all fields later. Before sending, a confirmation window pops up (see figure 35) as the submitted application can no longer be modified on the site.

- **Please note that** sometimes there may be problems with browsers and when entering text content. The website can be used in any browser, but the use of **Google Chrome** is highly recommended.
We recommend that you type the text directly into the page or copy it from Notepad without any formatting. Copying formatted text, especially from a webpage can cause problems. You may not be able to save the page.
- **It is also important to note** that the grey counter below the text boxes indicates the number of characters.

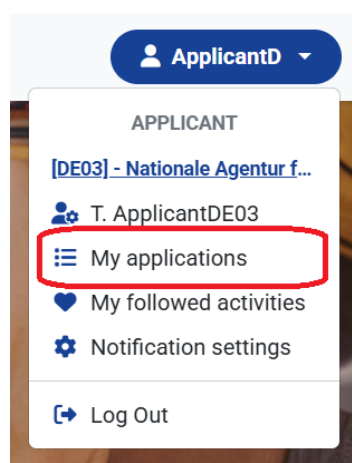


35. Figure: Confirmation popup

Important: SALTO E&T TCA RC is only responsible for the operation of the website. You can contact us via the email address and contact box in the “Contact information” block at the bottom of the website if you have any questions about the processes on the website. For more information about events, or for non-technical questions about registering for an event, please contact your Sending National Agency/National Erasmus+ Office or the Organiser National Agency. Contact details for National Agencies can be found here: <https://erasmus-plus.ec.europa.eu/national-agencies> and the National Erasmus+ Offices here: <https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices>.

12.2. My applications

Saved or submitted applications can be tracked in the menu bar under the name of the logged-in user, under “[My Applications](#)” (see Figure 36). This is also where any evaluation and follow-up forms received in connection with events are located.



36. Figure: My applications menu



You can **continue** to fill in the **unsubmitted, saved application forms** here by **clicking on the eye icon** in the “**Action**” column in the event row, as long as the event's application deadline is open.

HOME > EVENTS > MY APPLICATIONS

Open
Actual
Past
All

MY APPLICATIONS

Search:
Show: 10

Event	Status	Sending Decision	Organiser Decision	Evaluation	Follow up	Actions
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	Finalized	Finalized	
SALTO test event 2020.10.28	Finalized	Accepted	Accepted	Finalized	Finalized	

Showing 1 to 2 of 2 entries

Previous
1
Next

37. Figure: My applications

The **status of the application form** submission can be viewed in the “**Status**” column.

Status	Meaning of status	Actions that can be performed by clicking on the eye icon in the “Actions” column
Saved	the application form has been saved	the application form can still be edited (until the application deadline)
Submitted	the application form has been sent for assessment	the application form can no longer be edited, only viewed
Finalized	the final decision on the application has been made	the application form is available for viewing

Once logged in, you can also follow the assessment process at the top of the event application form (see picture 38).

The screenshot shows the SALTO Education and Training application portal. The top navigation bar includes links for ABOUT SALTO E&T, NEWS, EVENTS, and TOOLS AND DOCUMENTS. A user profile dropdown shows 'applicant'. The breadcrumb trail is HOME > MY APPLICATIONS > HU01_0322_AELE_2022. Below this is a filter bar with buttons for 'Open', 'Actual', 'Past', 'All', and a calendar icon. The main content area is titled 'APPLICATION' and contains a red-bordered box labeled 'APPLICATION DETAILS'. Inside this box, the status is 'Submitted', and the 'Sending Decision' and 'Organiser Decision' are both marked with a dash '-'. Below the red box is the 'TCA DETAILS' section, which shows the 'Sending National Agency / National Erasmus+ Office (NEO)' as 'HU01 - Tempus Public Foundation' and the 'Event' as 'NAT TCA hu01 off 2022.04.04'.

38. Figure: Application Details

12.3. Sending National Agency


Please note that there is a **Sending National Agency/National Erasmus+ Office** linked to your application. This agency is **managing your application**.

- The **appropriate Sending National Agency/National Erasmus+ Office** must be **selected when registering on the website, according to two criteria**.
Country code: Sending National Agency/National Erasmus+ Office is **always the National Agency/National Erasmus+ Office of the country where you live/work**.
Number (if there are **more than one NAs with the same country code, e.g. BE01, BE02, BE03**):
The **sector in which the institution you represent operates** (adult education (AE), vocational education and training (VET), higher education (HE), school education (SE))
The **list of National Agencies** can be found [here](#) and the **list of National Erasmus+ Offices** [here](#).

You can **apply for an event** if the **application is currently open via the website**, if your **[Sending National Agency/National Erasmus+ Office](#)** is an **accepted partner for the event**. The “Apply” button on the event card is **active only if your National Agency/National Erasmus+ Office is an accepted partner for the event**. Otherwise, the “Apply” button is inactive and you cannot apply for the event.

You can **find the National Agencies/National Erasmus+ Offices that have applied for the event** by opening the **event data sheet in the PARTNERS AND PARTICIPANTS block**. There is a **green applicant icon** for **accepted partners**, with a **number** next to it **indicating the number of participants** (applicants and NA colleagues combined) **they wish to send**. Here you can **check if your National Agency/National Erasmus+ Office is an accepted partner**.

Legend

 Pending booked places

 Accepted places

Sending partner(s):

CZ01 - 2  DE02 - 2  DK01 - 1  EE01 - 2  ES01 - 6  **FI01 - 6**  FR01 - 2  HR01 - 2  HU01 - 2  IE01 - 2  LU01 - 2  NL01 - 2 
PL01 - 3  BE03 - 3  MK01 - 2  PT01 - 3  SE01 - 2 

39. Figure: Accepted Sending partner NAs/NEOs

If you do not know which **Sending National Agency/National Erasmus+ Office** you registered with when you registered on the website, you can find this information in the user drop-down menu above your name or in the blue info box in your profile, along with the general email address of the sending **National Agency/National Erasmus+ Office** (or in the field of the Sending National Agency/National Erasmus+ Office).

Also, as a logged-in user, in the blue info box of the PARTNERS AND PARTICIPANTS block on the event template and after application via the saved/submitted application in the “[My applications](#)” menu, by clicking on the eye icon in the event row.

HOME > PROFILE

PROFILE

1 Your Sending National Agency/ National Erasmus+ Office: HU01 - Tempus Public Foundation
Your Sending National Agency/ National Erasmus+ Office email address: info@tpf.hu

APPLICANT DETAILS

First name *

Last name *





40. Figure: Sending National Agency/National Erasmus+ Office

HOME > EVENTS > MY APPLICATIONS

Open Actual Past All

MY APPLICATIONS

Search: Show: 10

Event	Status	Sending Decision	Organiser Decision	Evaluation	Follow up	Actions
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	Finalized	Finalized	 
SALTO test event 2020.10.28	Finalized	Accepted	Accepted	Finalized	Finalized	 

Showing 1 to 2 of 2 entries

Previous 1 Next

41. Figure: My application view

If you need to **contact your Sending National Agency/National Erasmus+ Office** before registration, please find contact details at <https://erasmus-plus.ec.europa.eu/national-agencies> or <https://erasmus-plus.ec.europa.eu/contacts/national-erasmus-offices>.

APPLICATION

APPLICATION DETAILS

Status:	Finalized
Sending Decision:	Accepted
Organiser Decision:	Accepted

TCA DETAILS

Sending National Agency / National Erasmus+ Office (NEO)

HU01 - Tempus Public Foundation

Event

EmpowerEd: Thematic seminar for inclusive education

Start date

01.09.2023

End date

04.09.2023

Venue country

Belgium

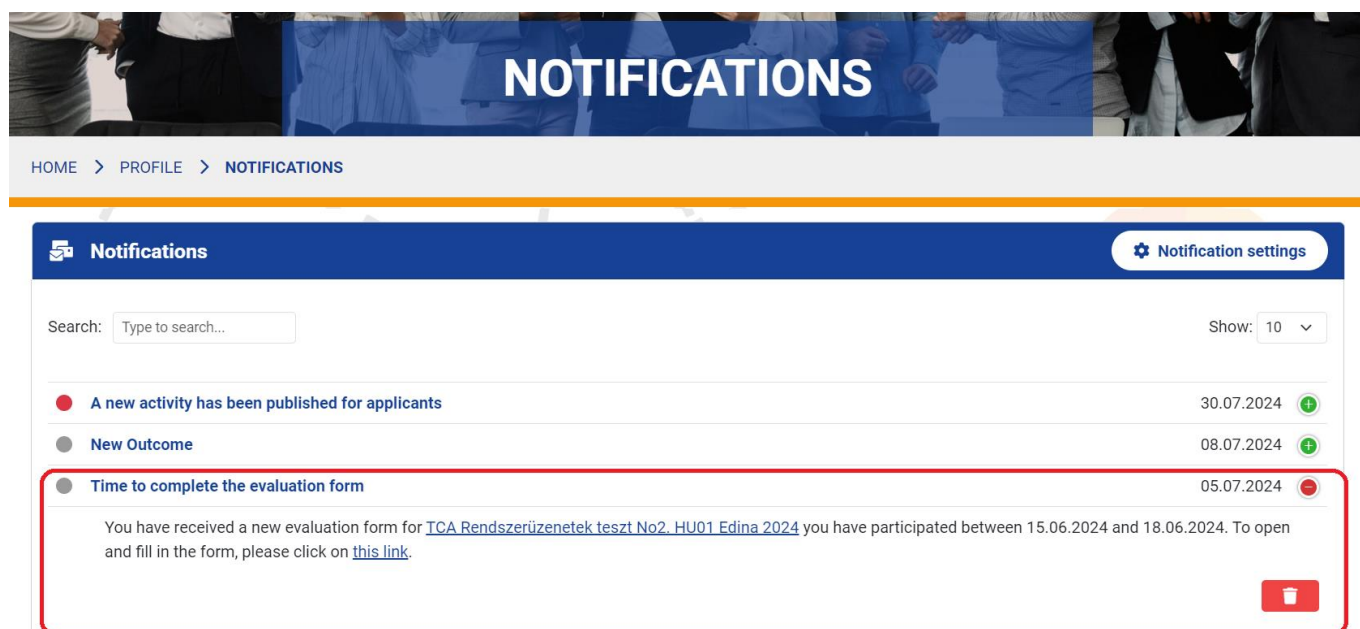
Venue city

Brussels

42. Figure: Application form - Sending National Agency/National Erasmus+ Office

12.4. Event evaluation – short term

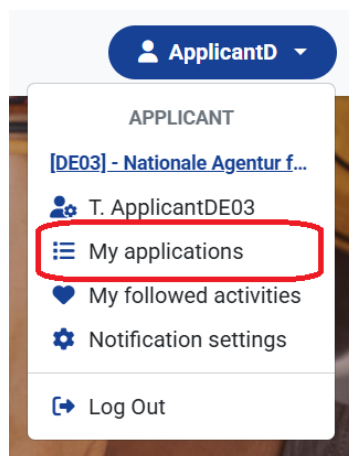
After participating in a TCA, the **Organiser National Agency** may send you an **evaluation form** to be filled in.⁵ In this case, **you will receive a new notification** titled **“Time to complete the evaluation form”**, as presented below. You can **find this notification** under the **“[Notifications](#)”** menu item.





43. Figure: Time to complete the evaluation form notification

You can **open the evaluation form** by **clicking** on the blue **hyperlinked “this link”** section or view the form in **“[My applications](#)”** menu, under **“Actions”** column by **clicking** on the **letter icon**.

⁵ It is important to note that your National Agency / National Erasmus+ Office may have already sent you an evaluation form for the event, which is necessary for finalising financial reporting. However, the evaluation form you receive through our platform is equally important, as its results are used by the organisers of TCAs to improve future events.



44. Figure: My applications

HOME > EVENTS > MY APPLICATIONS						
<div> <div>Open</div> <div>Actual</div> <div>Past</div> <div>All</div> </div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> </div>						
MY APPLICATIONS						
Search: <input type="text" value="Type to search..."/>				Show: 10		
Event	Status	Sending Decision	Organiser Decision	Evaluation	Follow up	Actions
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	Finalized	Finalized	
SALTO test event 2020.10.28	Finalized	Accepted	Accepted	Finalized	Finalized	
Showing 1 to 2 of 2 entries				Previous 1 Next		

45. Figure: Evaluation

The “**Evaluation**” column shows the **status of the evaluation form**.

Evaluation form status	Meaning of status	Actions that can be performed by clicking on the letter icon in the “Actions” column
Received	Evaluation form has been received	the form can be filled in, edited
Saved	Evaluation form has been saved	the form can be further edited
Finalized	Evaluation form has been submitted	the form is now available for viewing only

On the evaluation form you can find the **main details of the event**, and by clicking on the “**More info about this Activity**” button you can access the **full event details**.

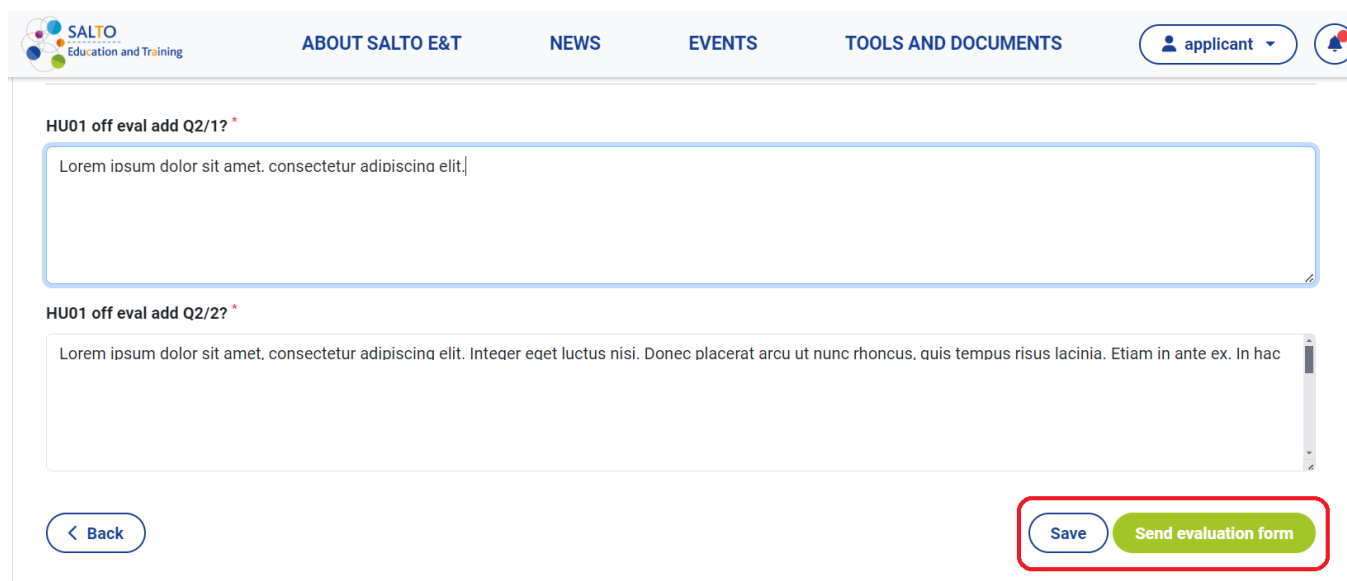
The **form contains fixed questions**, including **multiple choice, evaluation and explanation questions**. At the end, the **National Agency organising the event** can optionally add up to 5 questions.

Questions marked with an asterisk (*) are compulsory. For the explanation questions, the maximum length of the answer is 3,000 characters.

The form can be saved while filling it in.

If you only opened or saved your evaluation form, but you haven't submitted yet, you will see a "Save" button at the bottom of the form. To submit the evaluation, click on the "Send evaluation form" button at the bottom of the evaluation form.

If you sent your evaluation by clicking on the "Send evaluation form" button, you will be able to view your submitted evaluation form, but you can't edit it.



46. Figure: Save/send evaluation form available at the bottom of the form

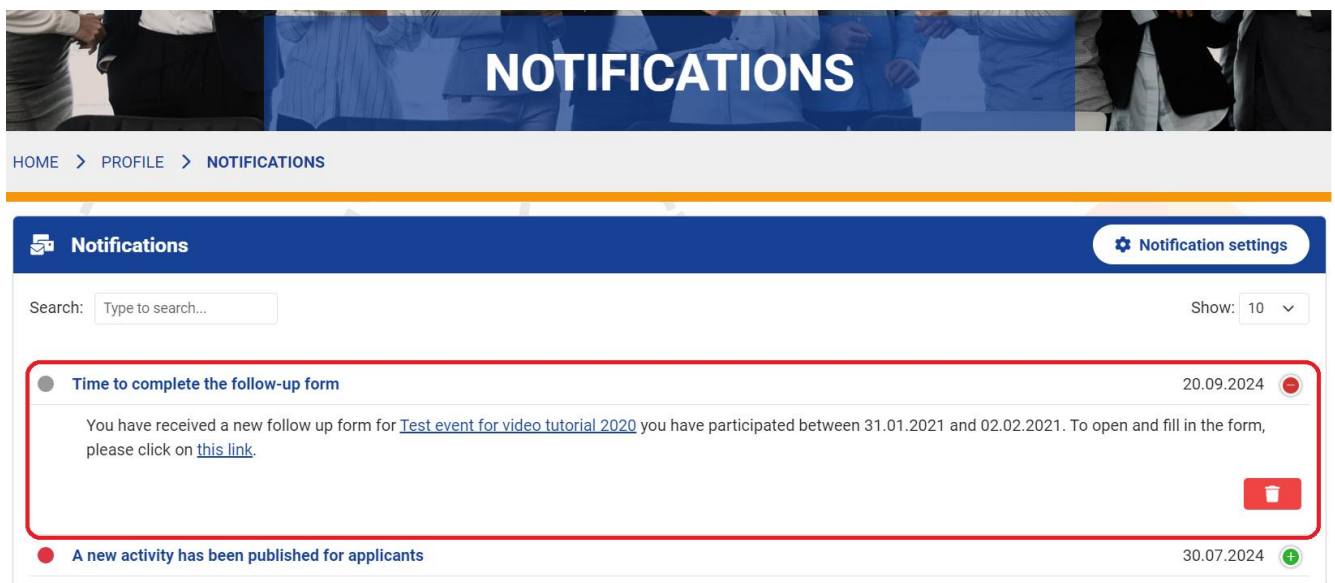
Evaluation form aims to survey participants in short term mainly about general event feedback and benefits gained, plus collects comments and suggestions for further TCA development.

12.5. Event follow up – long term⁶

After participating in a TCA, your Sending National Agency/National Erasmus+ Office may send you a follow up form to fill in. This case, you will receive a new notification titled "Time to complete the follow-up form", as presented below. You can find this notification under the "[Notifications](#)" menu item.

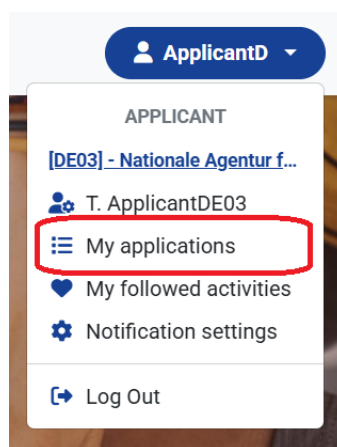
⁶ Evaluation vs. Follow-up of a TCA event

- **Evaluation** takes place immediately after the event and is initiated by:
 1. The **Sending National Agency** for financial reporting purposes.
 2. The **Organiser National Agency** for quality assurance.
- **Follow-up** occurs 3–6 months later and focuses on assessing the **impact** of the TCA. It can take different forms: e.g., a **survey** or an **online/in-person event**, where participants share outcomes such as Erasmus+ projects, partnerships, or ideas that emerged from the TCA.







47. Figure: Time to complete the follow-up form notification

You can **open the follow up form** by **clicking on the blue hyperlinked “this link”** section or view the form in “**[My applications](#)**” menu, under “**Actions**” column by **clicking on the folder icon**.



48. Figure: My applications

HOME > EVENTS > MY APPLICATIONS						
<div> <div>Open</div> <div>Actual</div> <div>Past</div> <div>All</div> </div> <div> <div></div> <div></div> <div></div> </div> <div></div>						
MY APPLICATIONS						
Search: <input type="text" value="Type to search..."/>					Show: 10 ▾	
Event ▾	Status ▾	Sending Decision ▾	Organiser Decision ▾	Evaluation ▾	Follow up ▾	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SALTO test event 2020.10.27	Finalized	Accepted	Accepted	Finalized	Finalized	 
SALTO test event 2020.10.28	Finalized	Accepted	Accepted	Finalized	Finalized	 
Showing 1 to 2 of 2 entries					Previous 1 Next	

49. Figure: Follow up

The “**Follow up**” column shows the **status of the follow up form**.

Follow up form status	Meaning of status	Actions that can be performed by clicking on the folder icon in the “Actions” column
Received	Follow up form received	the form can be filled in, edited
Saved	Follow up form has been saved	the form can be further edited
Finalized	Follow up form has been submitted	the form is now available for viewing only

On the follow up form you can find the **main details of the event** and by **clicking** on the “**More info about this Activity**” button you can **access the full event details**.

The **form contains fixed questions**, including **multiple choice and explanation questions**. At the end, your **Sending National Agency/National Erasmus+ Office** can **optionally add up to 5 questions**. **Questions marked with an asterisk (*) are compulsory**. For the **explanation questions**, the **maximum length of the answer is 3,000 characters**.

The **form can be saved while filling it in**.

If you only **opened or saved** your **follow up form**, but you **haven’t submitted** yet, you will see a “**Save**” **button** at the bottom of the form. To **submit the follow up**, **click on the “Send Follow up form” button** at the bottom of the follow up form.

SALTO
Education and Training

ABOUT SALTO E&T NEWS EVENTS TOOLS AND DOCUMENTS

applicant

If you have selected "submitted/intend to submit" an application for the next Erasmus+ call, please specify your partnership.

☒ I already have partners from the TCA event
☐ I already have partners outside of the TCA event
☐ I do not have partners yet

Comments, suggestions

Lorem ipsum

Back Save Send Follow up form

50. Figure: Save/send follow up form available at the bottom of the form

If **you sent** your **follow up** by **clicking** on the **"Send Follow up form"** button, you **will be able to view** your **submitted** follow up form, **but you can't edit** it.

Follow up form aims to **survey participants** in long term mainly about **how the participant used the gained knowledge**, if they have **submitted an Erasmus+ or other application**, plus collects comments and suggestions for further TCA development.

13. Outcomes

The **"Outcomes" menu** provides useful **conclusions, information** and related **documents about activities that have already been completed**.

The menu contains a **list view of the activities** for which the organiser has uploaded outcomes - these **can be TCAs or RT-LTAs**. The list can be **filtered and sorted by columns**. **Click on the eye icon** at the end of each row **to view the Outcomes interface for that event**.

ACTIVITY OUTCOMES

Search:

Show: 10 ▾

Reference number ▾	Title ▾	Start date ▾	End date ▾	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
RS01_0520_TSS_2023	Teaching Mathematics – Overcoming Challenges	14.12.2023	15.12.2023	🔗
DK01_0530_THO_2023	Exchanging assessment experience of experts on accreditation fin	31.10.2023	01.11.2023	🔗
CY01_0482_TSS_2023	Impact of Erasmus+ Traineeships on Higher Education	31.10.2023	02.11.2023	🔗

51. Figure: Outcomes


14. Notifications


Upon **logging in for the first time**, a **notification will appear** prompting you to the availability of **customisable notifications**, which can be **configured within the “[Notification Settings](#)” menu**.

Login, click the **bell icon in the header** of the Front page to **see the last five notifications**.

In the header of the drop-down menu, **click the gear icon to open the “[Notification Settings](#)” menu**.

Click on **“See all notifications”** at the bottom of the drop-down menu **to access the “[Notifications menu](#)”**. The **“Notifications menu” includes fixed system notifications and customisable notifications and reminders**. A red dot above the bell indicates if there are unread notifications (see Figure 52).







[ABOUT SALTO E&T](#)
[NEWS](#)
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[TOOLS AND DOCUMENTS](#)

applicant ▾
 

Welcome on the website of the SALTO Education & Training TCA Resource Centre.

The aim of this webpage is to support the planning, realization and the follow up of training and cooperation activities (TCAs) between the Erasmus+ National Agencies.

Notifications

- 
Time to complete the follow-up fo... 20.09.2024
 You have received a new follow up...
- 
A new activity has been published... 30.07.2024
 A new activity has been published ...
- 
New Outcome 08.07.2024
 New outcome(s) has been upload...
- 
Time to complete the evaluation f... 05.07.2024
 You have received a new evaluatio...
- 
Organiser National Agency has ev... 05.07.2024
 Your application for the following ...

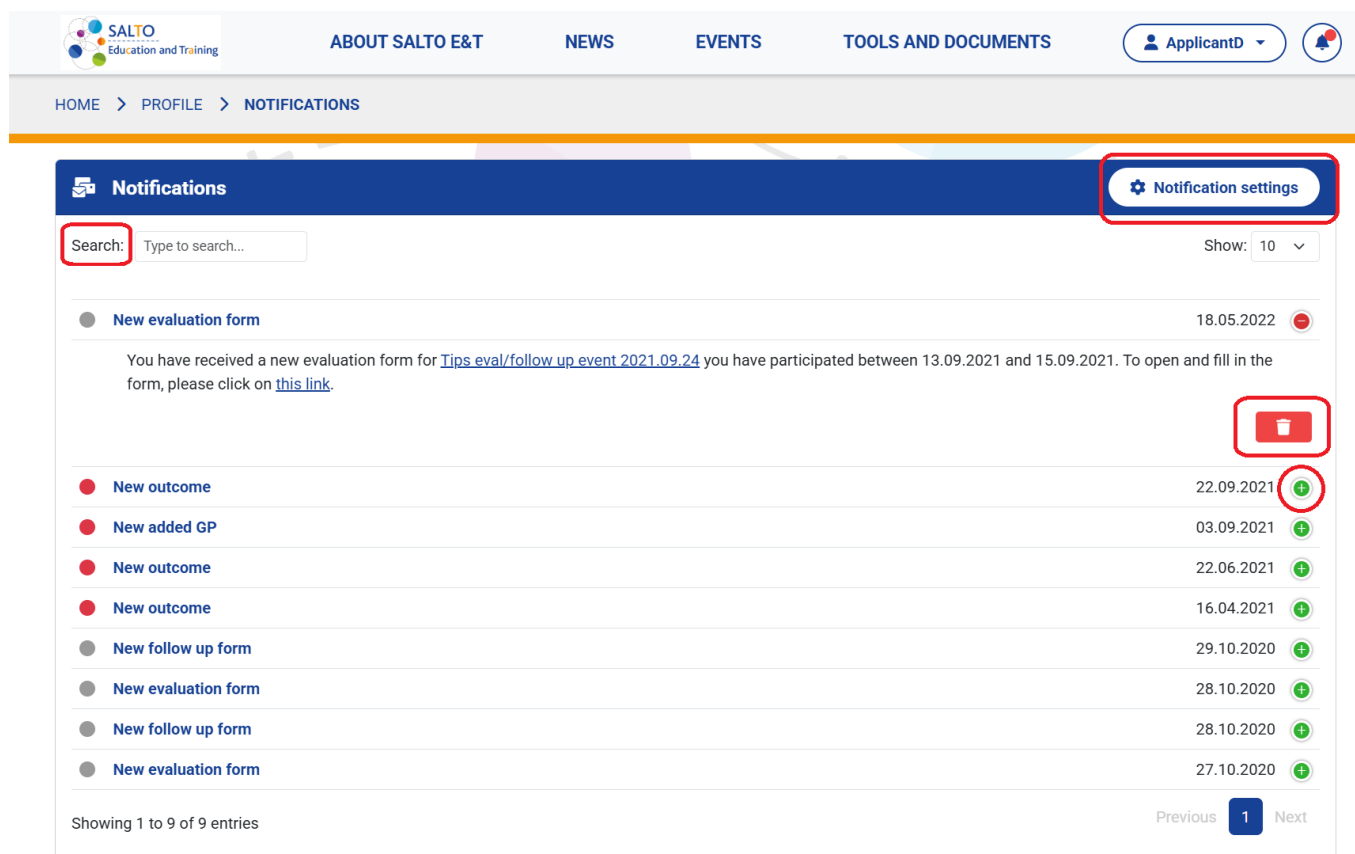
See all notifications

52. Figure: Notifications

In the “[Notifications](#)” menu, **notifications** are displayed in a **searchable list view**. To **open the notification**, click the **green plus sign**. **Unread notifications** are indicated by a **red dot** that **turns grey** when opened.

You can **delete notifications** one at a time by **clicking the trash icon in the bottom right corner of the open notification** (see figure 53).

You can **search for notifications based on their subject**.



53. Figure: Notification view

14.1. Notification settings

In the top-right corner of the “[Notifications](#)” menu, you will find a “[Notification Settings](#)” button which you can **click to access the customisable notification settings menu**.

The “[Notification Settings](#)” menu is also **accessible via the gear icon in the drop-down menu header below the bell icon**, and from the **drop-down menu below the user's name**.

This interface allows each **user to configure the types of notifications and reminders** that are relevant to them.

Please note that the fixed notifications related to the user's tasks, e.g. notifications related to event applications, cannot be personalised and will always be sent to the appropriate recipients.

The **notifications that can be personalised** are the following (see figure 54.):

- **News notifications:** Tick this to be notified when a news item is published on the site.

- News publishing (for visitors and registered users)
- **Activity notification:** This can be set to notify you when a new TCA is published on the Front page for applicants.
 - New TCA published for applicants
- **Outcomes notification:** If this is checked, the system will notify you when an Outcome is uploaded to a TCA or RT-LTA.
 - New Outcome

You can also use this panel to **set reminders for the activities you are following**. For **more information on following activities**, see the relevant chapter [10. Follow activities](#).

Followed activity reminders:

- **TCA Participant application reminders:** This is where you can set reminders for participant application deadlines. These can be useful if you are interested in attending an event and want to be alerted when the application opens. Reminders are provided 7 days before the opening of applications and on the opening day, and 7 and 1 day(s) before the closing date.
 - Reminder: Participant application opens (7 days earlier)
 - Reminder: Participant application is opened
 - Reminder: Application deadline (7 days earlier)
 - Reminder: Application deadline (1 day earlier)

These **notifications can be turned on and off at any time**, and changes can be **saved by pressing the “Save” button** in the bottom right corner.

The **“Notifications” button** in the top right corner **takes you to the “Notifications” menu**.

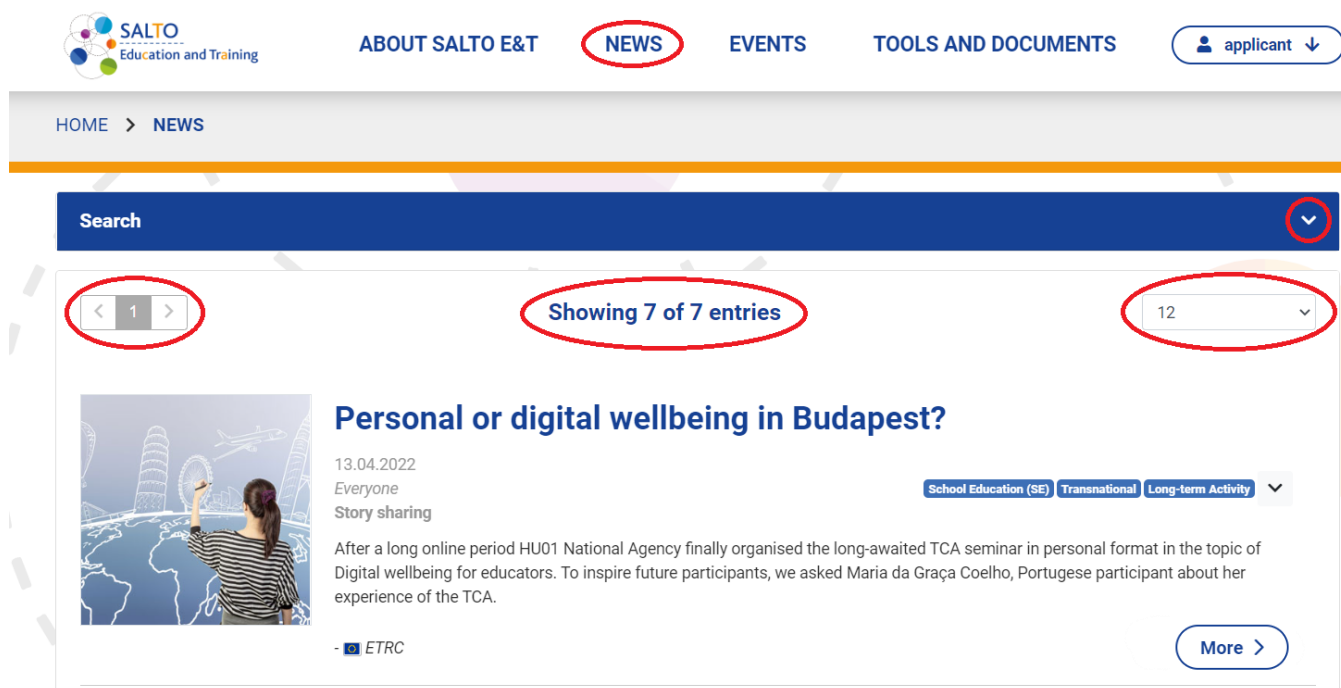
The screenshot displays the 'Notification settings' interface. At the top, there's a navigation bar with the SALTO Education and Training logo and links to 'ABOUT SALTO E&T', 'NEWS', 'EVENTS', and 'TOOLS AND DOCUMENTS'. A user profile dropdown shows 'ApplicantD'. Below this is a breadcrumb trail: 'HOME > PROFILE > NOTIFICATION SETTINGS'. The main content area has a dark blue header with a gear icon and the text 'Notification settings'. A red box highlights a 'Notifications' button in the top right corner of this header. The settings are divided into two columns. The left column contains three sections: 'News notification' with a checkbox for 'News publishing (for visitors and registered users)'; 'Activity notification' with a sub-section 'TCA notification' and a checkbox for 'New TCA published for applicants'; and 'Outcomes notification' with a checkbox for 'New Outcome'. The right column contains a section 'Followed activity reminders' with a sub-section 'TCA Participant Application reminders' and four checkboxes: 'Check all', 'Reminder: Participant application opens (7 days earlier)', 'Reminder: Participant application is opened', 'Reminder: Application deadline (7 days earlier)', and 'Reminder: Application deadline (1 day earlier)'. A red box highlights a 'Save' button in the bottom right corner of the settings area.

54. Figure: Notification settings

15. News

The “[News](#)” menu on the “[Front page](#)” aggregates **all the news on the platform**.

The **news is displayed in a list view** when the menu is opened, with the **number of news items on the platform and the number of items displayed on each page displayed at the top**. You can **move between pages** using the arrow in the **top left-hand corner**, while the **number of news items that can be displayed on a page can be selected** from the drop-down list in the **right-hand corner**. There is also a **Search panel** at the **top of the page** which can be used to filter the news, see [15.2 Search News](#) for more information.



55. Figure: News menu

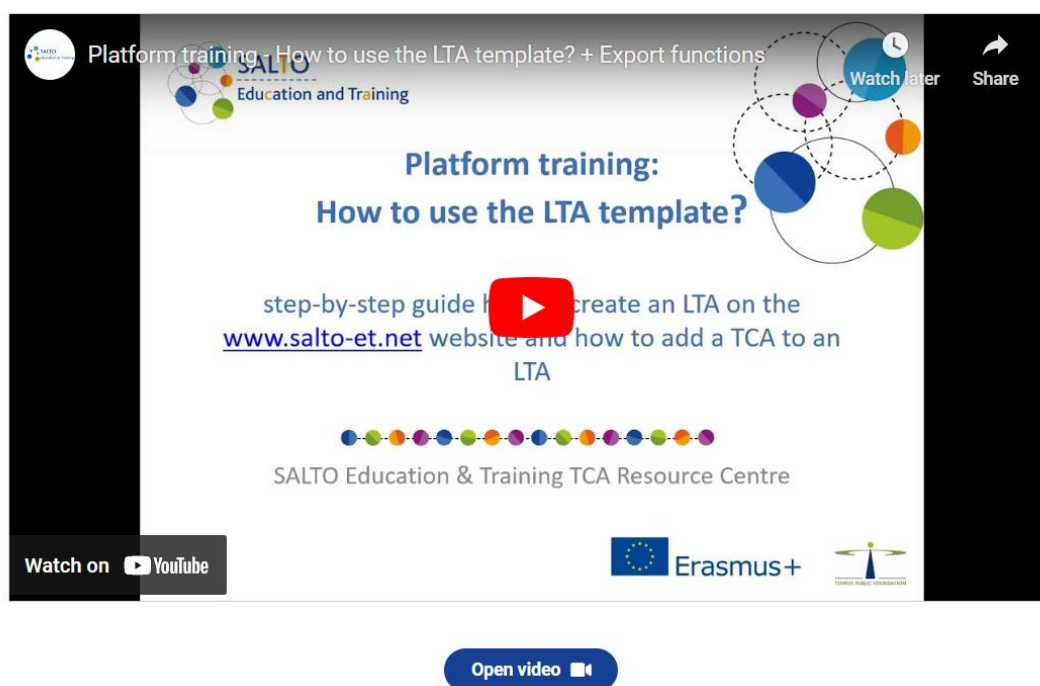
In the **news list view**, the **following items are on the “card” of a news item**:

- **Title** with news link
- **Date of publication**
- **Visibility** status
- **News type**
- **Labels**
- **Abstract**
- **Publisher NA/NEO code**
- News type **thumbnail** (stamp image)

By **clicking the “More” button**, the **reading interface** of the article **opens**. At the top of the page, there is information that can also be seen in the news list view, followed by the full text of the news.

If a **video link** is added to the news, it **can appear in two ways** at the end of the article. In the case of a **YouTube video link**, the video will **appear embedded** so that you can watch it on the page.

In the case of **other video links**, an **“Open video”** button will be displayed, which can be clicked to open the page containing the video.

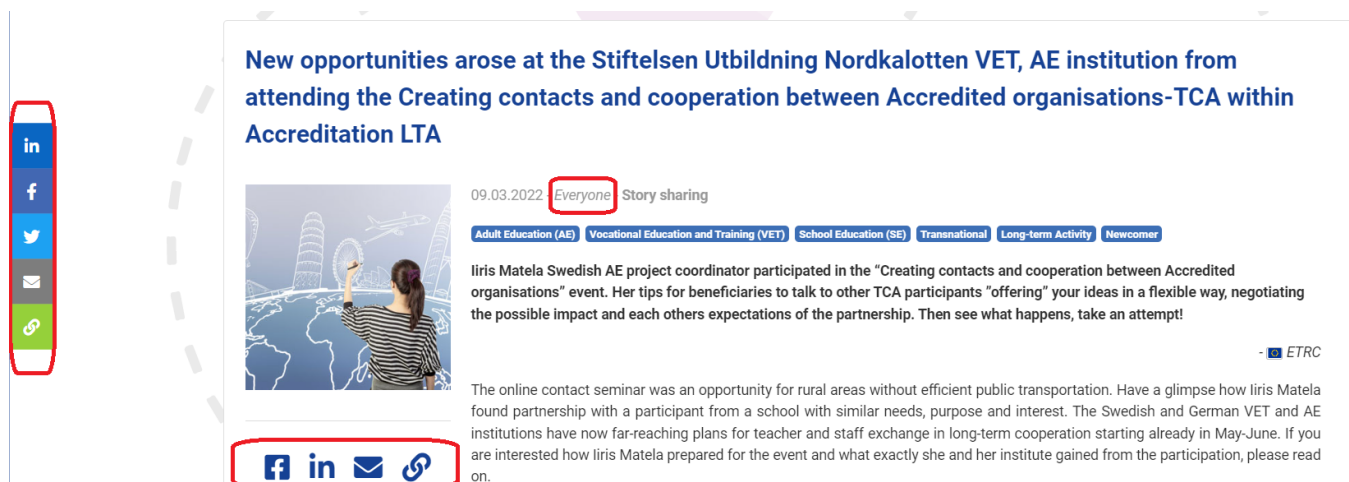


56. Figure: Video in the news

On the left side of the news, in the bar below the thumbnail, you will find **“Related news”**, which are **selected by the system based on the same labels**, so that the **reader can access content similar to the article** they are reading.

On the **left side of the news** and **below the thumbnail**, various icons help sharing the news directly on the page. You can read more about this in the next chapter.


15.1. Share news



57. Figure: Sharing icons

A **News** item can be **shared directly** through the site via **various social media platforms and email**.

A News item can be **shared via the floating icons on the left and icons below the thumbnail**. These allow a **news item** to be **shared directly on LinkedIn, Facebook and Twitter**, or you can **send it by email**. You can **also copy the news link and paste it** on the desired interface.

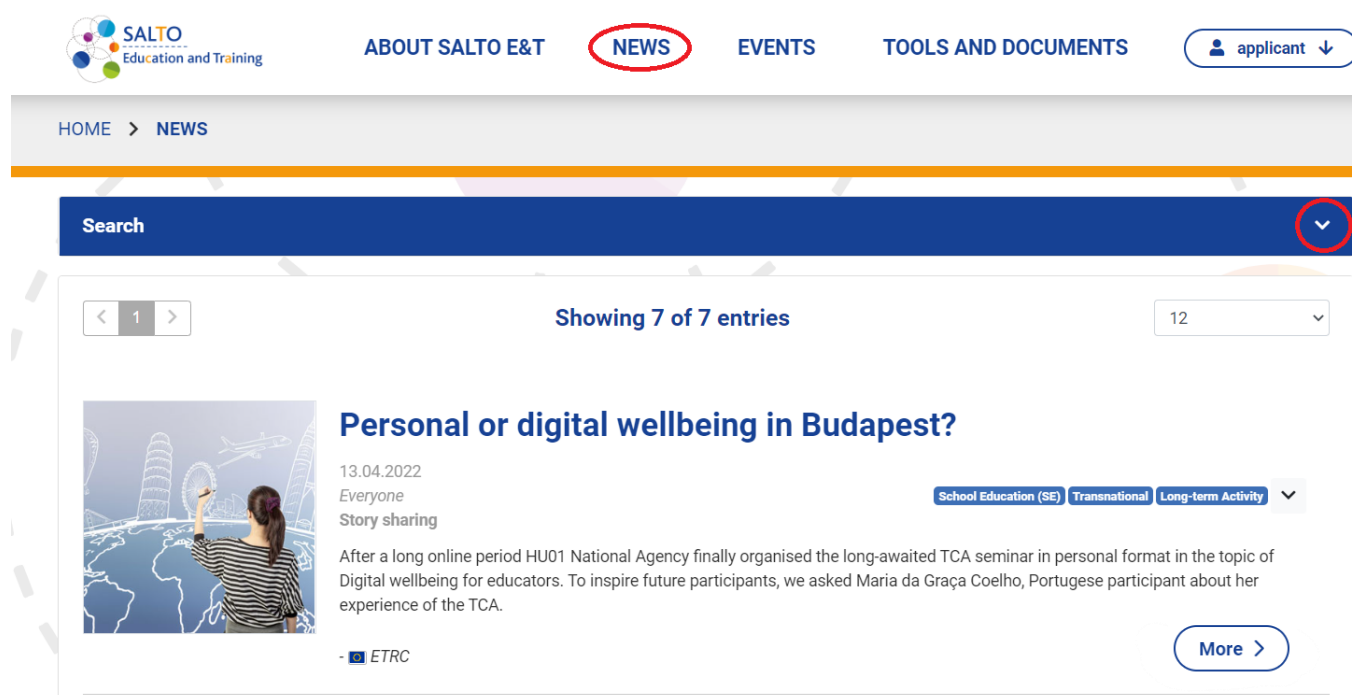
 **Please note** that in the case of social media and email sharing, the **platform will share the news via the social media accounts and mailing platforms you are logged into**.

Clicking on the icon will take you to the social media/email interface, where you can share the news according to the way the site works.

After sharing **on social media platforms, the thumbnail, title, beginning of the abstract and link to the news will automatically appear**.

15.2. Search news

Published **news** items can be **searched using various criteria**. The **search panel** can be **opened at the top of the menu**.



58. Figure: News search

Readers can search on the following aspect:

- **Title:** searches the news title for the specified content
- **Abstract:** searches for the specified content in a short introduction to the news
- **Body:** searches for the specified content in the news
- **News type:** searches for the type of news. News type can be selected from a specific list, each news type can have one type, types also have a pre-set thumbnail.

- **Labels:** searches in the news labels, several relevant labels can be specified for a news item, so several can be selected at the same time when searching.
- **Publisher National Agency:** filter for the NA/NEO or EC that published the news item
- **Date published from:** date filter, sets the start date of the search time period based on the publishing date of the news items
- **Date published to:** date filter, sets the end date of the search time period based on the publishing date of the news items

By **clicking** on the “**Search**” button, the page will **display the number of results** and **list the results**.

The specified **search criteria** can be **deleted** by **clicking** on the “**Clear search criteria**” button.

59. Figure: News search panel

16. Glossary

The “[Glossary](#)” menu is **available to all users and visitors** as a submenu of the “[Tools and Documents](#)” main menu on the [Front page](#).

The menu **displays a list of frequently used terms** and **their explanations** for **TCA and the SALTO platform**, in alphabetical order. The concepts include content that is primarily relevant to the professional staff of the National Agencies/National Erasmus+ Offices.

The **full contents of the definitions** can be **accessed by clicking on the arrow** at the end of the line. The glossary is constantly being expanded and updated.

The **contents** of the menu **can be searched and filtered** using the fields above the columns and the “Search” field above the table.

You can also **copy the link to the term** so that you can send it to others if you need to, **using the link icon** in front of the term name.

GLOSSARY

Short definitions of TCA-related (Training and Cooperation Activities) terms, including terms of the Analytics module.

Search:

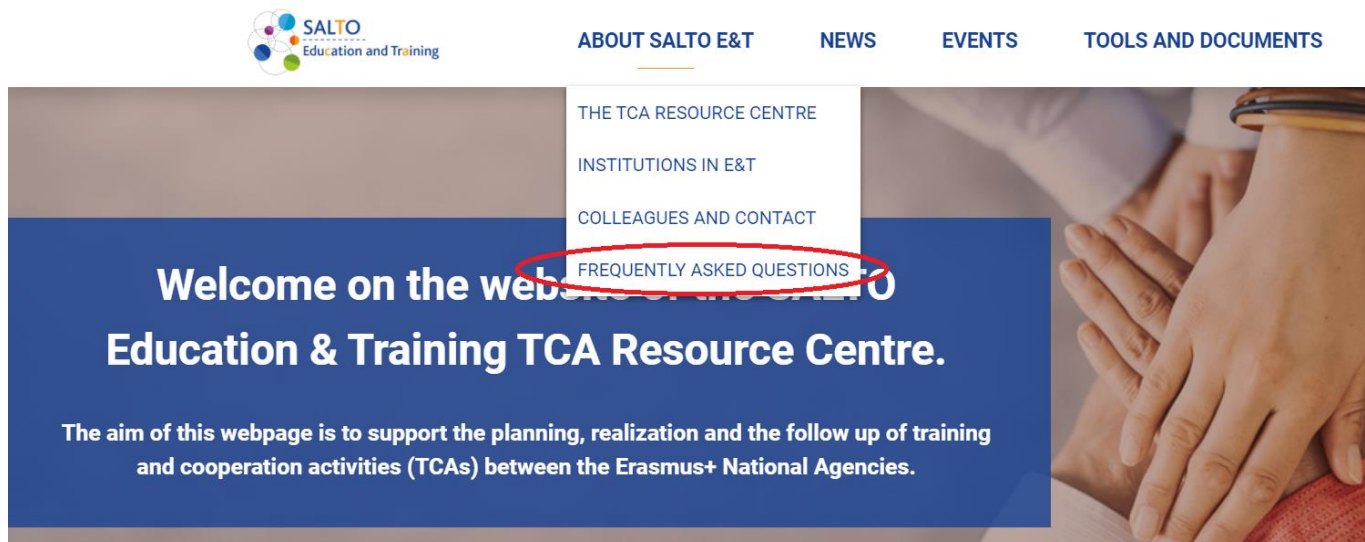
Show: 10

Alphabet	Term	Definition
All		
A	Activity Type	All activities on the Platform are classified into an activity type. ...
A	Applicant	Most commonly users who have already applied for participation in an activity. ...
A	Attended activities	Analytics module: The Analytics module allows one to see how actively a Country or...

60. Figure: Glossary

17. FAQ

In the “[Front page](#)” menu, under “[About Salto E&T](#)”, you will find the “[Frequently Asked Questions](#)”, the FAQ. Here you will find short answers to the most frequently asked questions.



61. Figure: FAQ

FREQUENTLY ASKED QUESTIONS

APPLICANTS

+ What are TCAs?	▼
+ Who are TCAs for?	▼
+ How can I apply?	▼
+ User manual for Applicants	▼

62. Figure: FAQ – Applicants

17.1. Applicants

What are TCAs?

Training and Cooperation Activities (TCAs) are international events and activities organised by Erasmus+ National Agencies. They aim to connect participants, foster collaboration between organisations, and enhance the quality and impact of Erasmus+ projects.

TCAs bring people and organisations together to share knowledge, build skills, and create impactful Erasmus+ projects.

TCAs come in various formats, including **training sessions, thematic workshops, partner-finding events** (contact seminars) and **study visits**. Whether you are new to Erasmus+ or experienced, these activities are **designed to build skills, explore specific topics** related to inclusion, digitalisation, green transition or civic participation, and create opportunities and spaces **to develop partnerships, project ideas or future projects**.

They focus on **sharing best practices, and learning from experts**, from each other while **building connections** to make Erasmus+ even more impactful on a broader scale.

Inside the experience: training activity highlights from around Europe - [playlist](#)

Who are TCAs for?

Training and Cooperation Activities (TCAs) are open to a broad range of participants connected to the Erasmus+ Programme. They are tailored to:

- **Representatives of organisations:** Those from institutions that are already participating in Erasmus+ or planning to apply for grants. This includes schools, universities, NGOs, and other organizations across multiple sectors such as Adult Education (AE), Vocational Education and Training (VET), Higher Education (HE), School Education (SE), and Youth(YH).*
- **Educators and Trainers:** Teachers, trainers, and professors aiming to enhance their skills, explore innovative approaches, or connect with international peers.

- **Project Leaders and Managers:** Individuals responsible for designing, implementing, or managing Erasmus+ projects who wish to improve quality, expand networks, or find international partners.

TCAs are often multi-sectoral, meaning participants from more education& training sectors can join to explore shared priorities such as inclusion, digitalisation, green transition, and civic participation.

**For youth-specific Training and Cooperation Activities, visit the salto-youth.net portal.*

How can I apply?

Before you can apply for a TCA, you must create a user account on the site ([Log in >> Create Account](#)).

Please **select the TCA** of your interest in the [Events](#) menu. Pay attention that you **match** the criteria described in the “**Profile of participant**” section. Consider if the time, location, working language and other details of the TCA are appropriate for you. Upon your decision to participate, you can express your wish by **submit an application** if you see the “Apply” button for the TCA.

If you have questions to your country's **National Agency** or to the Organiser National Agency of the event, please find **contact details** [here](#).

If you have **technical questions** about this website (registration/application), please **contact us at** tca-rc@tpf.hu.

User Manual for applicants

User manual for applicants is available [here](#).

If you have questions about the operation of this website do not hesitate to contact tca-rc@tpf.hu.