Placement Administration and Support System (PASS)

User Guide

System Version 2.0 – 25 July 2017 (v6)
Placement Administration and Support System (PASS)

User Guide

System Version 2.0 – 25 July 2017

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Name</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>..</td>
<td>Contents</td>
<td>i</td>
</tr>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Overview of process</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Before you start</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Logging in</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>System selection</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Welcome screen</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Organisation selection</td>
<td>8</td>
</tr>
<tr>
<td>8</td>
<td>Search for participants</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Search results</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Participant details</td>
<td>13</td>
</tr>
<tr>
<td>9</td>
<td>Contact participants</td>
<td>15</td>
</tr>
<tr>
<td>10</td>
<td>Offer a placement</td>
<td>17</td>
</tr>
<tr>
<td>11</td>
<td>Further help, support and feedback</td>
<td>22</td>
</tr>
</tbody>
</table>
1 Introduction

Welcome to the European Solidarity Corps Placement Administration and Support System (PASS).

This system is designed to make it easier for the representatives of authorised organisations like you to search for European Solidarity Corps participants for their projects and make contact with them.

Representatives of organisations accredited under Erasmus+ for European Voluntary Service, and organisations certified under EU Aid Volunteers, will automatically have access to this system to search for potential participants. Also, representatives of organisations which have successfully applied to one of the different funding programmes to provide European Solidarity Corps placements will also be given access to PASS.

The first version of PASS was launched at the beginning of March 2017, and a series of upgrades are planned during the rest of 2017 to add new features to the tool.

This user manual will be kept up-to-date with these changes, so please make sure you are using the most up to date version.

The most up-to-date version of this manual is always available from the technical support page of the European Solidarity Corps website: http://europa.eu/youth/solidarity/technical-support-public
# Overview of process

The Placement Administration and Support System is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.

After you have logged in (see page 4), the following are the key steps to follow in the process:

1. **Search for participants, and make contact with them (see page 9)**
   
   Use the search screen to find potential participants for your placements.

2. **Contact individual participants and discuss the placement with them (see page 15)**
   
   For privacy protection reasons, you must first use PASS to ask the young person for permission to contact them. After they have given you this permission, you can email them or call them directly, outside of PASS, to discuss the placement that is available.

3. **Send an offer to the participant and get them to accept or decline it (see page 17)**
   
   When you have finished your discussions then you must send the young person an offer via PASS. The young person then has to either accept or decline the offer. The offers expire 15 days after they have been sent. This step is very important, because once the young person has accepted the offer they will become eligible to access to additional online European Solidarity Corps services. The funding for your project may also not become available until the offer is accepted.

A series of upgrades are planned during the rest of 2017 to add a lot of new features to the tool. This user manual will be kept up to date with these changes, so please make sure you are using the most up to date version of this document, available from:

http://europa.eu/youth/solidarity/technical-support-public
3 Before you start...

To help make the most out of using PASS, it would be useful to do the following before you first log in:

• If you already have an EU Login (formerly ECAS), then find the email address used and password – you will need both of these to login to PASS.
• Have a good understanding about the project placement that you want to fill. In particular, the search will give you better results if you know the following information:
  • The start and end dates of the placement;
  • How long the placement will last (between 2 and 12 months);
  • The knowledge and experience that you want participants to have;
  • The country where the placement will happen;
  • Any countries which you are specifically searching for participants from. This is particularly relevant if you are trying to find participants for a European Voluntary Service placement, and need to ensure they come from countries where you already have a relationship with “sending organisations”;
• Be ready to give participants that you contact information about the planned project, and what they will be offered, for instance for accommodation, travel, insurance cover, training, etc.

Having all of this available before you start to use the system will help you to more easily find the participants that are best suited for your particular project placements.
4 Logging in

The Placement Administration and Support System (PASS) requires users to authenticate themselves via the European Commission’s secure EU Login system (formerly called ECAS).

After authentication through EU Login, you can only get access to PASS if the email address linked with your EU Login account is one of the email addresses officially linked to your organisation in PASS. How the link between your email and your organisation is made differs depending on whether your organisation is accredited under European Voluntary Service or not:

- **Organisations accredited under Erasmus+ for European Voluntary Service (EVS)**
  The official email addresses are those of the two persons detailed in the original application for EVS accreditation – the Legal Representative and the Contact Person. If these need to be updated, for instance because someone leaves and is replaced, please contact the Erasmus+ National Agency in your country, and ask them to update these contact details in your accreditation. These updates will automatically feed through to PASS.

- **Organisations not accredited under European Voluntary Service**
  When a non-EVS organisation is approved to provide European Solidarity Corps placements, the Directorate-General overseeing the funding programme informs the PASS administrators that the organisation and the email addresses of its nominated representatives should get access to PASS. If these nominated representatives need to be changed, the organisation should contact the Directorate-General responsible for the funding programme, and ask them to inform the PASS administrators of the changes.

Starting the login process

To login in to PASS, go to the European Solidarity Corps main page: [http://europa.eu/youth/solidarity](http://europa.eu/youth/solidarity) and click on “Administrator login” at the bottom of the page.
This opens the **EU Login** authentication screen, as shown. Use the email address of your existing EU Login / ECAS account, or if you do not have one, then we recommend that you use the "Create an account" button – you will be asked to verify your email address as part of the set up process.

After you have completed the EU Login authentication process, you will be automatically redirected back to the European Youth Portal.
5 System selection

After you have authenticated via EU Login, you will be presented with the "System selection" screen, as shown below.

If you represent an organisation which is accredited to provide placements under European Voluntary Service (EVS), then you can choose to either enter the European Solidarity Corps PASS tool, or the EVS Volunteering Database of the European Youth Portal.

If your organisation is not accredited for EVS, then you will see only the option to go to the European Solidarity Corps.

Note that you can return to this page at any time by clicking on the "System selection" button at the top left of the screen.
6 Welcome screen

When you enter PASS for the very first time, you will be presented with the Welcome screen below.

In order to continue to the rest of PASS, you must tick to confirm that you accept the Mission and Principles of the European Solidarity Corps, and various other statements related to the use and protection of your personal data and that of the young people you find through the system.

You will only be asked to complete this page once. Press "Continue" at the bottom of the screen to move to the next page.
7 Organisation selection

After completing the authentication process, and the Welcome screen (for first-users only) you come to the screen where you can start to use the system.

If you are authorised to administer more than one organisation, then you will see all of the organisations listed here.

From here you can:

1. Search for participants
2. Contact them via the Search results screen
3. Send participants an offer for a placement.

You can also:

4. Access the most up-to-date version of this User Guide and details for additional support.
5. Switch directly to the Volunteering Database (if your organisation is accredited to run projects under European Voluntary Service.)
8 Search for participants

This is where you can start to find participants for your placements.

There are two options: either fill in the search criteria using details of the proposed placement, or search for a specific participant using their unique Participant Reference Number (this is now visible to participants when they log in to their profile.)

Option 1: search using details of the proposed placement

To get the best search results, before you start please check when and where the placement will take place, and other characteristics of the placement.

Once you know this information, complete the search criteria as follows:

(see screen shot on page 11.)

1. **Placement type**
   You must choose whether you are searching for participants who are interested in volunteering or occupational placements.

2. **Earliest start date / latest end date / duration**
   When participants register, they are asked to specify when they are available, in terms of the start date and end date of the period, and the maximum number of months that they are available during this time. This gives participants the flexibility to say, for instance, that they are available for a maximum period of three months during a six month period.

   To provide the best results, try to be as precise as possible with the dates and duration. However, if this is not certain, then enter the earliest date that the placement will start, and the latest date that it will end, and the maximum length of the project (in months) between these dates.

   The search will then show all participants who are available during the period of the placement, and who have said that they can do a project of the duration. The search results will also show participants whose availability is just outside the placement start and end dates.

   *Example: a participant gives a period of availability from 01/07/2017 to 31/12/2017, for a maximum of 4 months.*

   *If the placement is for 3 months from 01/08/2017 to 31/10/2017, then the participant will be shown in the search results. But, if the placement is for 5 months, between 01/08/2017 and 31/12/2017, then the participant will not be shown, because their maximum duration is only 4 months.*

3. **Placement country**
   Enter the country where the placement will take place. Only participants who have selected that country will appear in the search results.

4. **Country of residence**
   If you need to recruit participants from a particular country (for instance if you have a particular “sending” partner organisation) then specify the country here. Only participants from that country will be shown in the search results.
5. **Placement topics (choose up to 3)**
   All placements should contribute to at least one of the themes of the European Solidarity Corps. Please specify which topics your placement covers. You can choose whether the results show participants who have shown an interest in all of the placement topics you specify, or or alternatively who have an interest in at least one of them.

6. **Knowledge and experience (choose up to 5)**
   Specify the skills that you require participants to have for your placement. Again, you can choose whether the results show participants who have all of the knowledge and experience that you have specified, or alternatively who have at least one of them.

7. **Languages (choose up to 3)**
   If it is important that participants can speak a particular language, specify it here. Here you can also choose whether the results show participants who have all of the languages that you have specified, or alternatively who have at least one of them.

**Option 2 – search using the Participant Reference Number**

8. If you know the unique reference number of the participant, you can enter it here to directly see the details of that participant.

See screenshot on next page.
Search screen:

1. Placement type
2. Earliest start date
3. Placement country
4. Country of residence
5. Placement topics
6. Knowledge and experience
7. Languages
8. Participant reference number
Search results

After you press "search" you will be presented with a list of participants that match the criteria you have specified, with the best matches shown at the top of the list.

In the example below you can:

1) See the total number of participants that match the search criteria (this screenshot shows that you are viewing participants ranked 1 to 10 out of a total of 90 results.)
2) See the Participant Reference Number of the participants.
3) See their names and click on their name (or View) to see their full user profile.
4) Make first contact with the participant.
5) Identify the participant as a "favourite" (in future releases there will be a separate screen showing all of the participants listed as favourites by your organisation.)
6) See the last date that someone from your organisation sent the "first contact" email to the participant.
7) See the offer status and the date when the status has been changed (e.g. Offer sent – 25/04/2017 12:34);
8) Change the number of participants shown in one screen.
9) Move between different pages of results.
Participant details

The next page shows the participant details screen.

Here you can see most of the information that the participant has submitted in their profile.

To help protect the privacy of the participant, this page does not show their contact details. If you want to contact them, you must use the “contact” button beside the participant on the results page. (This will be explained more in the next section.)

If the participant has uploaded their CV, you will be able to download and view it.

Participants are free to enter free text in whichever language they choose. To help you better understand what they have written, beside each free text field is a "Translate" button (1). When you click on it, it will open a Google Translate screen pre-filled with the text from the field. Please specify your language in the Google Translate
## Participant Details

**Placement Administration and Support System (PASS)**

<table>
<thead>
<tr>
<th>Participant Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of birth</th>
<th>Country of residence</th>
<th>Nationality</th>
<th>Preferred contact language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>08/06/1990</td>
<td>Belgium</td>
<td>British</td>
<td>English</td>
</tr>
</tbody>
</table>

**Summary of education and employment experience**


**Additional information about yourself**


### Languages

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>native</td>
</tr>
<tr>
<td>French (Français)</td>
<td>basic</td>
</tr>
<tr>
<td>German (Deutsch)</td>
<td>basic</td>
</tr>
</tbody>
</table>

### Availability

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>MAXIMUM DURATION OF PLACEMENT (MONTHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2017</td>
<td>31/5/2018</td>
<td>6</td>
</tr>
</tbody>
</table>

**Kinds of European Solidarity Corps projects interested in**

- Social challenges
- Reception and integration of refugees and migrants
- Citizenship and democratic participation
- Disaster prevention and recovery
- Environment and natural protection

**Stated experience and knowledge**

- Working with children, young people
- Working with the elderly
- Working with disabled people
- Working with refugees
- Working with migrants
- Healthcare
- First aid
- Driving

**European Voluntary Service (EVS) experience**

Yes

**Countries I want to volunteer in**

No information

**Summary of previous volunteering experience**


**Motivation to volunteer with the European Solidarity Corps**

9 Contact participants

When you have reviewed the results, the next step is to make first contact with the participant. This process is necessary to protect the privacy of the participant.

To make contact, click on the "Contact" button beside the participant in the search results screen. You will then see a pop-up button asking you to confirm that you wish to make contact with the participant, showing the name of the participant. Click on "Yes" to confirm.

As soon as you confirm, an email will be sent to the participant advising them that your organisation wishes to contact them (see next page for a copy of the email that is sent). It will be sent in the contact language that the participant specified in their profile. At the bottom of the email will be two buttons, "Accept contact" and "Decline contact". The participant have to click on one of the two buttons, and login to the European Solidarity Corps to decide to make their contact details visible to you or not.

An exact copy of this email will also be sent to your email address, in English.

You will then be informed by email about the participant's decision. In case the participant clicked on "Accept contact", you will receive an email with the participant's contact details – see page 17 for a copy of the Accept email sent by the system. You can then use these details to contact the participant directly to discuss the placement and negotiate the terms of it.

After the contact email is sent to the participant, you will see that the "Last contact" date is updated in the search results (1). This is updated each time you send a "first contact" email to the participant via PASS.
"First contact" email sent to participants
This is the English language version – the actual email will be sent to the participants in their preferred contact language.

Dear [Name],

We are pleased to let you know that the organisation below is looking for people for one of its placements, and wants to contact you about it. Check out the details below.

Please note that this request will expire after 15 days, so do not delay in responding to this. If the organisation does not hear from you soon, then they may contact someone else from the Corps.

For your security, we do not make your personal contact information, such as your email address, telephone numbers and physical address, visible to an organisation without your explicit permission.

Therefore, if you would like to speak to this organisation about a placement, please click on the "Accept" button below, and we will make your contact details available to them.

Or, if you do not wish to be contacted by the organisation, then please let them know by clicking on the "Decline" button instead.

Good luck! We hope that you and the organisation are able to work something out.

Very best wishes

European Solidarity Corps

Accept contact

Decline contact

ORGANISATION DETAILS

Name: [Organisation Name]

Address: [Organisation Address]

Website: [Organisation Website]
Email sent to organisations when a contact is accepted

Dear [name of organisation],

We are delighted to inform you that the participant below has accepted your contact through the European Solidarity Corps.

You will find the participant’s contact information below.

We hope that you and the participant have a great experience through the European Solidarity Corps!

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Full name: [name of participant]

E-mail: [email of participant]

Participant Reference Number: [reference number]

---

You have received this because your email address has been used to register with the European Solidarity Corps. To stop receiving contact requests or placement offers from authorised organisations, please login to your European Solidarity Corps profile and either set your profile to be invisible to searching organisations, or change your contact permissions to stop receiving any communications about the Corps.
10 Offer a placement

After you have come to an agreement with the participant about the placement, you must make an offer to them through PASS.

This final step is very important because:

- It is part of the process to trigger the payment of funds for placements;
- It may, in the future, unlock special features for the participant, such as access to special training and other online tools;
- It will ensure that the participant does not appear in search results for the period that they will be on a placement.

There are two steps to making an offer (see screenshot on next page):

Step 1 – Select the participant
Use the Participant Reference Number to find the correct participant.

Step 2 – Input details of the proposed placement
1. Give the placement a relevant name;
2. Enter the precise start and end dates of the placement, as previously discussed with the participant;
3. Enter the location where the placement will take place, including the postal code and country;
4. Choose the Solidarity Corps topics linked to the placement.

Then press "Send offer" to send the details to the participant.

The participant will receive an email in their preferred contact language informing them that your organisation has made them an offer - see page 19 for a copy of the email. At the bottom of the email will be two buttons, "Accept offer" and "Decline offer". The participant has to click on one of the two buttons, and login to the European Solidarity Corps to confirm their choice. (This is for security reasons.) You will receive a copy of this email in English.

You will then be informed by email about the decision - see pages 21 and 22 for copies of the Accept and Decline emails sent by the system.

The offer is technically limited to 15 days, after which time the unique codes that link the participant to the offer will no longer work. Also, the offer is linked specifically to the participant, and they cannot share it with anyone else.

If the participant declines the offer, or does not respond within 15 days, you can either send them a new offer or send an offer to a different participant.

After the offer is sent to the participant, the 'Offer status' and the according date is updated in the search results (1). This is updated when the user accepts/declines the offer or when the offer expires.
Solidarity

Placement Administration and Support System (PASS)

Test Organisation Alpha

Placement details

1. Placement name

2. Dates
   - From: 13/03/2017
   - To: 13/03/2017

3. Address details
   - Street
   - City
   - Postal code
   - Country

4. Topic(s) of placement
   - Choose some options

Send offer
Offer email sent to participants

Dear 1e27076a,

We are delighted to let you know that you have been offered a placement through the European Solidarity Corps!

Details of the offered placement are listed below - please take some time to fully consider them. Hopefully you have already been in discussions with the organisation about this placement, but if you would like more information, then contact the organisation directly via the email address below.

It is up to you whether you wish to accept or reject this offer – your decision will not affect your ability to receive other European Solidarity Corps offers in the future.

If you agree to go on this placement, you must formally accept it by clicking on the "Accept offer" button below.

If you do not wish to go on this placement, please formally reject it by clicking on the "Reject offer" button below.

Your decision will be sent to the organisation.

We hope that you are able to accept this offer, and that you have a great experience through the European Solidarity Corps!

Very best wishes
European Solidarity Corps

**ORGANISATION DETAILS**

Name: 
Address: 
Contact person about this placement: 
Contact email address: 

**PLACEMENT DETAILS**

Placement name: 
From: 14/03/2017 To: 31/03/2017
Topic(s): Reception and integration of refugees and migrants, Citizenship and democratic participation
Address: 

[Accept Offer]  [Decline Offer]
Email sent to organisations when an offer is accepted

Dear [Name],

We are delighted to inform you that the participant below has accepted your offer of a placement through the European Solidarity Corps.

Please contact the participant directly to finalise arrangements to begin the placement.

We hope that you and the participant have a great experience through the European Solidarity Corps!

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Name: [Name]
Participant number: [Number]
Email address: [Email]

PLACEMENT DETAILS

Placement name: [Name]
From: 14/03/2017 To: 31/03/2017
Address: [Address]

Topic(s): Reception and integration of refugees and migrants, Citizenship and democratic participation
Email sent to organisations when an offer is declined

Dear [Name],

We are sorry to inform you that the participant below has declined your offer of a placement through the European Solidarity Corps.

If you wish you can get in touch with the participant again and afterwards send them a new offer.

Or you may wish to contact someone else from the pool of European Solidarity Corps participants.

Very best wishes

European Solidarity Corps

PARTICIPANT DETAILS

Name: [Name]
Participant number: [Number]
Email address: [Email]

PLACEMENT DETAILS

Placement name: [Name]
From: 14/03/2017 To: 31/03/2017
Address: [Address]
Topic(s): Reception and integration of refugees and migrants, Citizenship and democratic participation
11 Further help, support and feedback

Tell us how to improve PASS!

As mentioned previously, it is planned that this Placement Administration and Support System will be continuously improved, with enhancements and new features being released every few weeks.

This User Guide will be regularly updated to reflect the changes to the system – download the latest version from http://europa.eu/youth/solidarity/technical-support-public

And please tell us what you think about the tool – we would like to hear your views on how it could be improved. The most simple way to do this is to send an email to eu-solidarity-corps@ec.europa.eu

If you have problems using the tool, please also send an email to this mailbox, and we will do our best to help resolve things.
Space for your notes: