



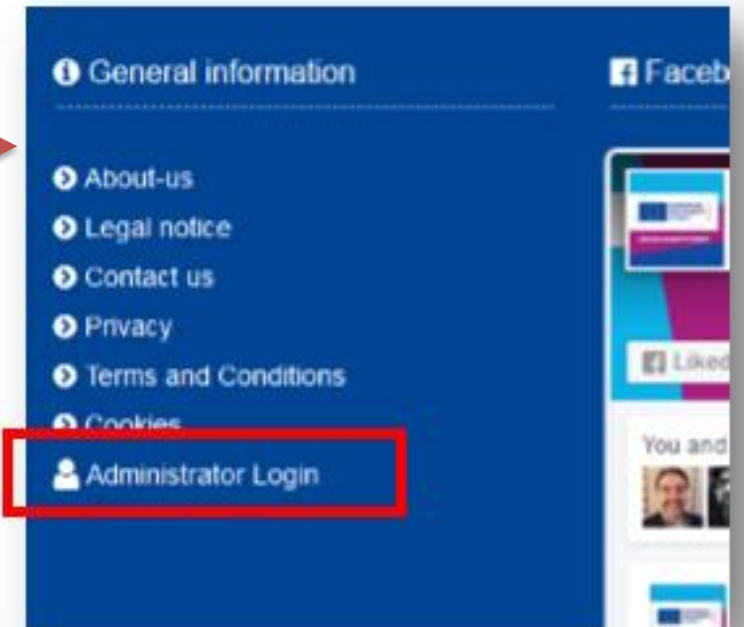
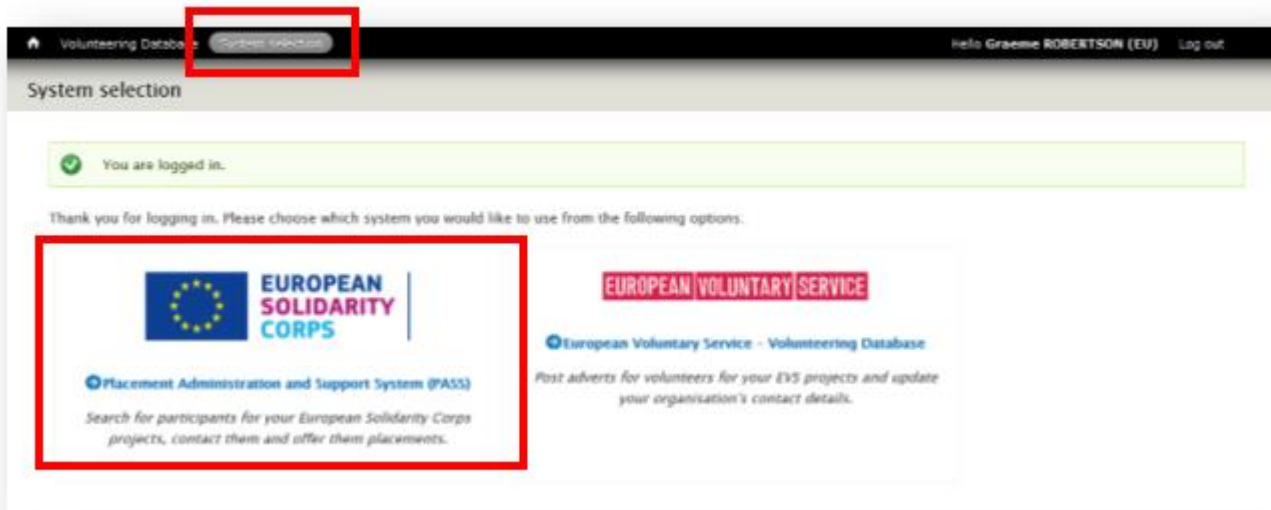
PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

- PASS je novi elektronski sustav Europske Komisije koji olakšava spajanje organizacija i volontera putem ECAS logina
- **Spajanje (matching) organizacije i volontera je obavezno!**
- PASS sustav omogućuje:
 - Predstavljanje projekta i pretragu potencijalnih sudionika
 - Kontakt i dijalog s potencijalnim sudionicima
 - Slanje ponude za sudjelovanje sudioniku
 - Izdavanje certifikata
- Participant Reference Number (PRN)
 - jedinstveni registarski broj svakog sudionika
 - sudionici ga mogu saznati klikom na „dashboard” nakon logiranja
 - organizacije ga mogu saznati od samog sudionika ili pretragom po ponuđenim parametrima



ULAZAK U SUSTAV

- Sustavu se pristupa preko poveznice <http://europa.eu/youth/solidarity> ili preko naslovnice European Youth Portala
- Korak 1 – za login je potrebno upotrijebiti email adresu s EVS akreditacije
- Korak 2 - Administrator login (dolje lijevo među opcijama) →
- Korak 3 - System selection - EVS





AGENCIJA ZA
MOBILNOST I
PROGRAME EU

OSNOVNA FUNKCIONALNOST

- 1&2 – Pretraga i kontakt sudionika
- 3 – Slanje ponude
- 4 – Certifikati (nakon slanja ponude)
- 5 – Najnovija inačica vodiča za korisnike
- 6 – System selection – za prelazak na EVS bazu podataka

Volunteering Database System selection **6** Log out

EUROPEAN SOLIDARITY CORPS

PLACEMENT ADMINISTRATION AND SUPPORT SYSTEM (PASS)

Thank you for logging into European Solidarity Corps Placement Administration and Support System (PASS).
This system is designed to let you search for and make contact with European Solidarity Corps participants, and finally offer them placements.
[Download the PASS User Guide](#) **5**

The following are the key steps to follow in the process:

- Step 1 Search for participants, and make contact with them**
Use the search screen to find potential participants for your placements.
- Step 2 Contact individual participants and discuss the placement with them**
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.
- Step 3 Send an offer to the participant and get them to accept or decline it**
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.

If you are authorised to manage placements for more than one organisation, you will see all of the organisations listed below. Follow the three steps for the organisation you want to manage placements for

NAME	ACTIONS
TEST ORGANISATION ALPHA	1 & 2 3 4 1 2 Q Search and Contact 3 Send an offer Certificates



PRETRAGA

- 1 – Odabir programa
- 2 – Vrsta aktivnosti
- 3 – Datumi
- 4 – Država u kojoj se provodi aktivnost
- 5 – Država podrijetla
- 6 – Priložen životopis
- 7 – Motivacija za volontiranje
- 8 – Teme za aktivnosti
- 9 – Znanje i iskustvo
- 10 – Jezici (do 3)
- 11 – PRN

[Back to the "Choose Organisation" page](#)

Searching on behalf of: **TEST ORGANISATION A** 1

for a placement funded by: * Erasmus+ / European Voluntary 3 (EVS) ▼

Placement type * 2 Volunteering **Earliest start date *** 5 **Latest end date *** **Duration (months) *** **Placement country *** 4 - Select - ▼

Country of residence 5 - None - ▼ ☐ **Has a C.V.** 6 ☐ **Has volunteering motivation** 7

Placement topics * 8 Choose up to 3 - None - ▼
☒ Show participants who match all ☐ Show participants who match at least one

Knowledge and experience 9 Choose up to 5 - None - ▼
☒ Show participants who match all ☐ Show participants who match at least one

Languages 10 Choose up to 3 - None - ▼
☒ Show participants who match all ☐ Show participants who match at least one

11

Participant reference number *



REZULTATI PRETRAGE

- 1 – Ukupan broj sudionika koji odgovaraju kriterijima pretrage
- 2 – PRN
- 3 – Ime i prezime
- 4 – Kontakt – sudionik može prihvatiti ili odbiti
- 5 – Add to favorites - za praćenje potencijalnih volontera
- 6 – Status kontakta – posljednja promjena u svezi kontakta sa sudionikom
- 7 – Status ponude – posljednje promjene u svezi poslane ponude za sudjelovanje
- 8 – Broj prikazanih sudionika
- 9 – Stranice s rezultatima


The screenshot displays a web application interface with a table of items. The table has columns for REF, NAME, ACTIONS, CONTACT STATUS, and OFFER STATUS. The ACTIONS column contains links for View, Contact, and Add to favourites. The table is paginated, showing items 1 to 10 of 11981. The interface includes a search bar, a filter dropdown, and a table with 10 columns. The table rows are numbered 1 to 10. The table has a header row and 10 data rows. The table is annotated with red circles and numbers 1 through 9. The annotations point to the following elements:

- 1: Search bar
- 2: Filter dropdown
- 3: Table header row
- 4: Table body row
- 5: Table body row
- 6: Table body row
- 7: Table body row
- 8: Table body row
- 9: Table body row



SLANJE PONUDE I PRIJAVE

- Send an offer – na dnu ekrana, slanje ponude za volontiranje
- Applications – pojavljuje se tek kad barem jedan sudionik iskaže interes za sudjelovanje

**EUROPEAN
SOLIDARITY
CORPS**

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Test Organisation Alpha	<div><div>1</div><div>2</div><div>3</div></div> <div>Search and Contact Send an offer Certificates Applications</div>



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

SLANJE PONUDE I PRIJAVE

1. Ime projekta
2. Kod projekta
3. Datumi početka i završetka aktivnosti
4. Lokacija projekta
5. Teme projekta
6. Program iz kojeg se projekt financira

Volunteering Database System selection Hello [Name] Log out

PLACEMENT DETAILS

Step 1

Search for Participant using the Participant reference number *

Step 2

1 Placement name *

2 Project code
YYYY-R-AANN-KANN-NNNNNN

3 **DATES ***

17/01/2018

to: *

17/01/2018

4 **Street ***

City *
Postal code *
Country *

- Select a value -

5 **Topic(s) of placement ***

Choose some options

6 **Funding programme ***

Erasmus+ / European Voluntary Service (EVS) ▾



Erasmus+



Obzor 2020.



euraxess



eTwinning



europass



euroguidance



eurodesk
hrvatska



CEEPUS