EUROPEAN YOUTH PORTAL

Volunteering Database

User Guide

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Introduction

Welcome to the Volunteering Database in the European Youth Portal

This system builds upon the existing EVS Database of organisations accredited to run EVS projects, and has been developed to:

- Help young people to find transnational volunteering projects more easily.
- Assist organisations to attract potential volunteers to their projects.
- Enable organisations which are accredited to run European Voluntary Service (EVS) projects to reduce the number of enquiries they receive when they do not have any projects to offer.

Please note that you still have to submit your formal EVS project applications to your Erasmus+ National Agency in order to receive funding – this system does not replace that process!

There are three main parts to this system:

- Firstly, a simple to use administration system for volunteering organisations to advertise their projects and manage how much contact information is made public about their organisation.
- Secondly, a public interface designed to let young people search for the volunteering opportunities that are being advertised.
- Finally, a separate public interface to let young people search for organisations accredited to run EVS projects.

We hope you find the Volunteering Database a useful tool to help your organisation find new volunteers for your projects, or to simply help reduce the number of enquiries you receive when you do not have any projects to offer. If you need any help to use the system, or want to give us feedback or suggestions on how to improve it, please use the *"Support and feedback"* section at the back of this guide.

Getting ready to use the Volunteering Database
Things to think about before starting to enter a new opportunity…

Logging in to the Volunteering Database

We want to make it easy for you to log into the Volunteering Database. Therefore it has been set up to allow automatic access to two people detailed in the original EVS Erasmus+ accreditation application form: the *Legal Representative* and the *Contact Person*.

Access to the VoD is controlled via EU Login (European Commission Authentication Service, formerly called ECAS). This means that:
1)   You need to have an EU Login account before you can log in to the VoD
2)   The email address used to create the EU Login account must be identical to the email address of the *Legal Representative* <u>or</u> the *Contact Person*.

These details can be checked and amended by contacting the Erasmus+ National Agency responsible for your organisation. Please allow 24 hours for the changes to take effect in the EYP once the NA makes the amendments.

If you do not have an EU Login account already, the next section of this User Guide will give you more information about how to get one – it is not too difficult!

Gathering information about the new project opportunity to enter into the VoD

Before you start to enter details about your project/activity, check that you have at least some of the following information available:

1) How would you briefly describe the project to attract the attention of potential volunteers?
2) When is the volunteering activity due to start and finish? Does it have fixed start and end dates, or is it flexible, eg, a number of weeks between a start month and end month?
3) What role is your organisation going to play in the opportunity? (Hosting, Sending or Coordinating?)
4) Do you have any project partner organisations yet (Hosting, Sending, Coordinating)? Are they already accredited to run EVS projects? Which countries are they from? If they are not yet EVS accredited, which towns/cities are they from, and what are their website addresses?
5) Are you looking for volunteers from particular countries?
6) What kind of people are you looking for as volunteers? Do they need any special skills?
7) Do you have a deadline for applications? How should a young person apply? How can they get in contact (email, telephone, etc)?
8) What support can the project offer for young people with fewer opportunities?
9) Is there any other information that would be useful for potential volunteers, such as accommodation, training, transport, etc?

Do not worry if you do not have all of this information at the beginning – you can start entering a project and save it without finalising all of the information.
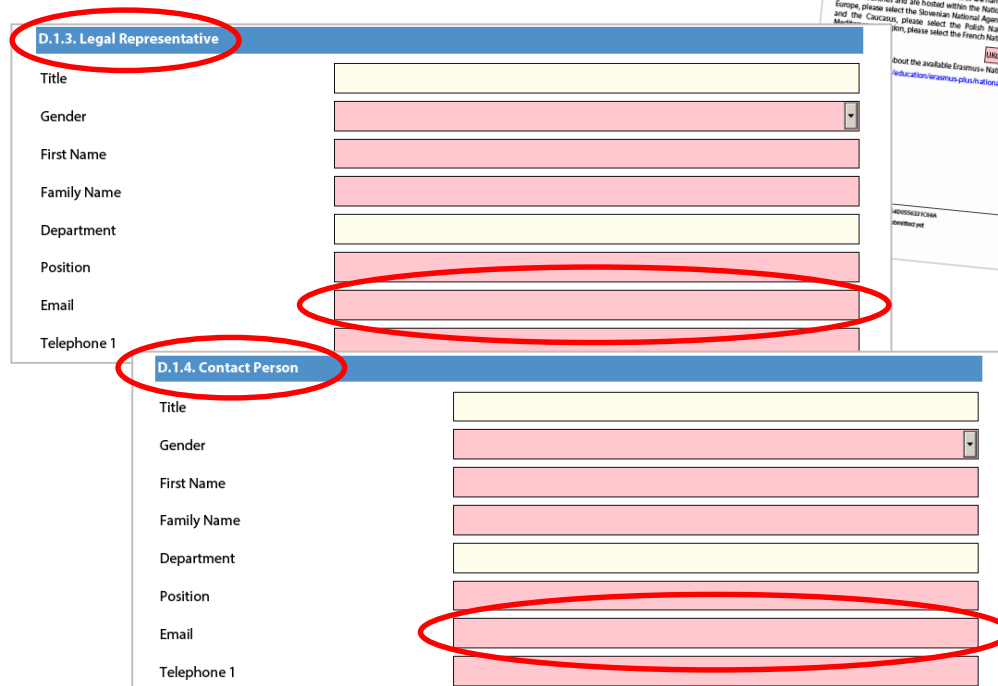
Top Tips!

- If your organisation and your project partners are willing to accept enquiries from young people throughout the year, then add an opportunity to the Volunteering Database without start and end dates (see page 14).

- If your organisation has a "contact point organisation" (a different organisation that receives enquiries and often coordinates projects on your behalf), you can add an opportunity explaining this and put the details of the other organisation in the "Contact email address" field. The "contact point organisation" will then receive enquiries related to volunteering in your organisation.

- If you want to reduce the number of enquiries your organisation receives, then log in to the Volunteering Database and "hide" your organisation's contact details from public view)see page 12).

Registering for an EU Login account

In order to administer your organisation's details on the Volunteering Database (VoD), your EU Login account's email address must match either the email address of the *Legal Representative* or the *Contact Person* that is linked to your organisation's EVS accreditation.

These will probably be the same email addresses that you included in your original Erasmus+ "Application Form for Accreditation", unless you have asked your Erasmus+ National Agency to amend the details since then.
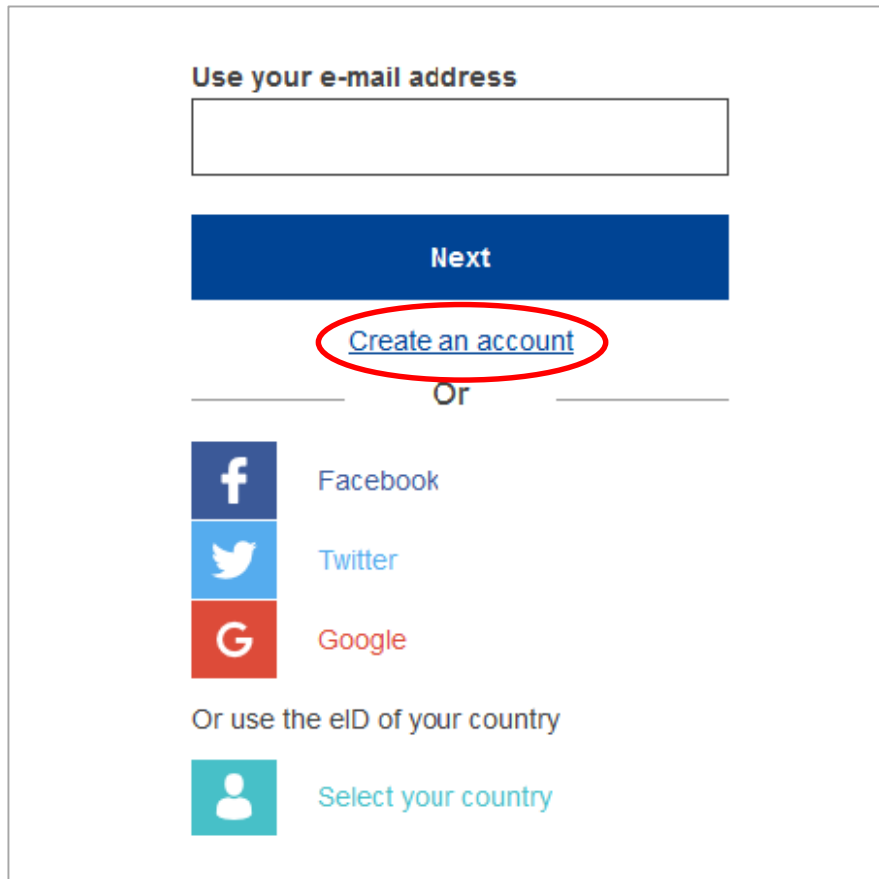
If your organisation's circumstances have changed and you need to amend the registered email addresses for the Legal Representative or the Contact Person, please contact your Erasmus+ National Agency.

Please note that it can take up to 24 hours after the NA makes these changes for the new data to be transferred to the VoD in the European Youth Portal.

Continue…
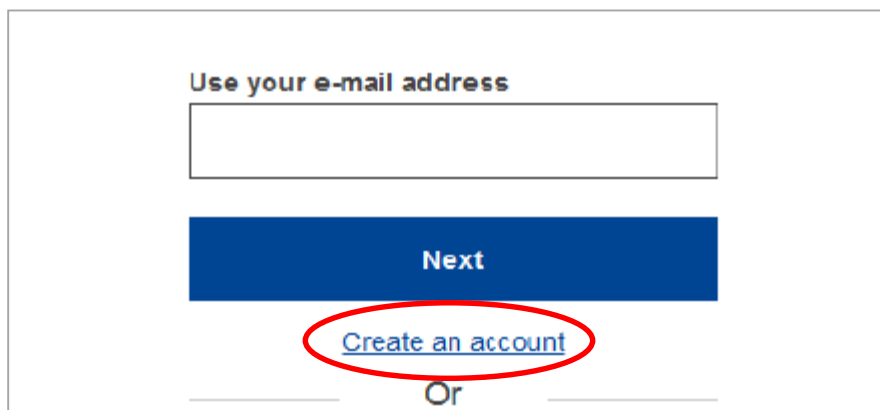
Step 1

Open the following link: https://webgate.ec.europa.eu/cas/.

Use your e-mail address

Next

Create an account

Or

f Facebook

y Twitter

G Google

Or use the eID of your country

👤 Select your country

Step 2

Click on the "**Create an account**" link on the EU Login main page. This will take you to the next page, where you start to enter your personal details.
Note: There is no need to fill in the "Use your e-mail address" field.
        Signing in with social media is only available for a limited number of services. VoD is not part of those services.

Use your e-mail address

Next

Create an account
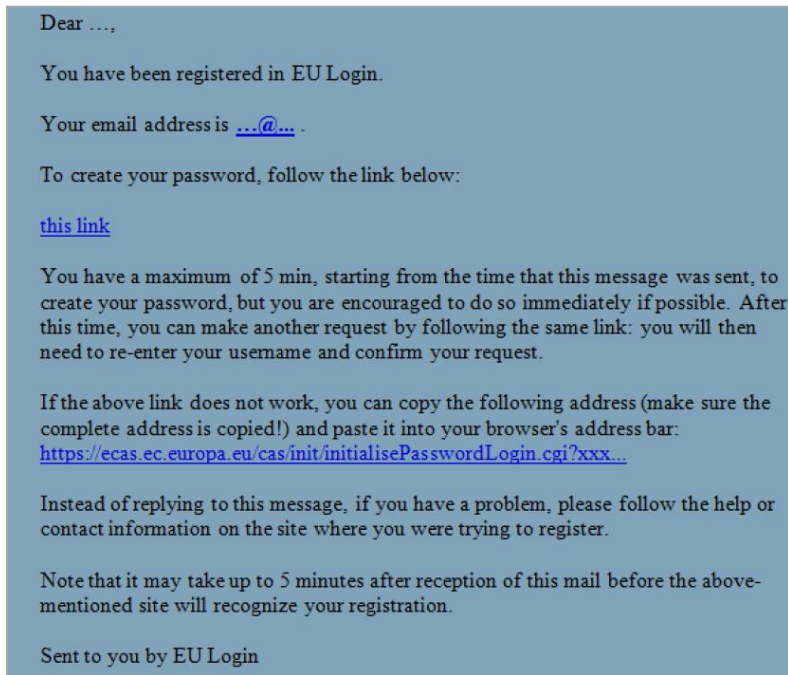
Or

Please ensure that you:
- Fill in all of the fields.
- Complete the "Captcha" at the bottom of the form. If the code is too difficult to read, click on the button with two arrows to generate a new one.
- Read and accept the privacy statement by ticking the box.

Once the details are complete, click on the "Create an account" button to submit your details to EU Login.

Step 3

If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it.

After a couple of seconds, you should receive an e-mail in your mailbox. If you cannot find the e-mail, check your spam or junk folder.

Dear …,

You have been registered in EU Login.

Your email address is …@… .

To create your password, follow the link below:

this link

You have a maximum of 5 min, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?xxx…

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

Step 4

Click the link in the e-mail or copy/paste it in the address bar of your browser.
- You are invited to **select a password** and to **confirm** it to make sure you did not mistype it.
Note that the E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously.
- Click **'Submit** button. You are now authenticated and can proceed further.

New password

⚠ Please choose your new password.

n…
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters:!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Examples: SEN5RbaW GwOzMg9m U(nuCuwh

[Generate other sample passwords]

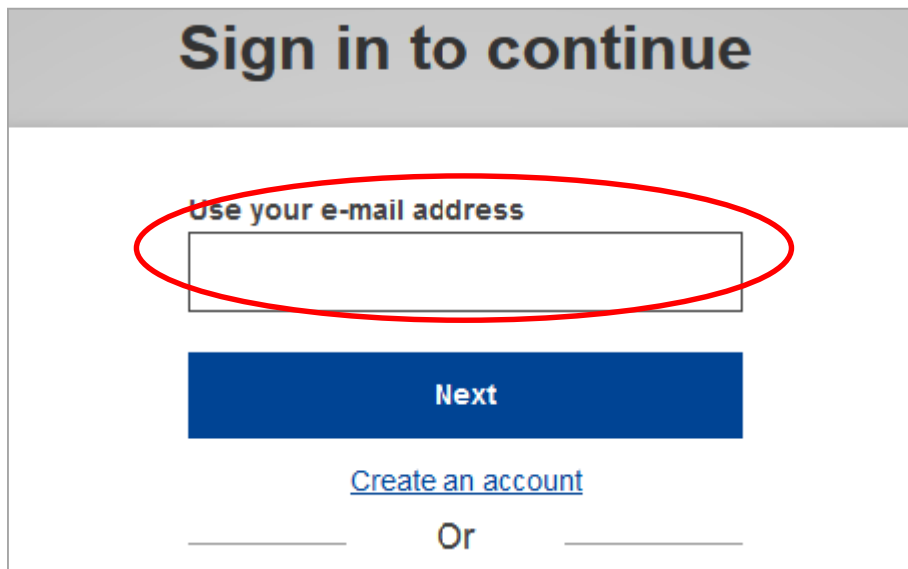# Logging in to the Volunteering Database

After you have obtained an EU Login account with an email address which matches the email address of either the *Legal Representative* or the *Contact Person*, you can then log in to the Volunteering Database (VoD).

Go to the European Youth Portal (EYP) http://europa.eu/youth - if given the choice, choose which language you want to browse the website in.

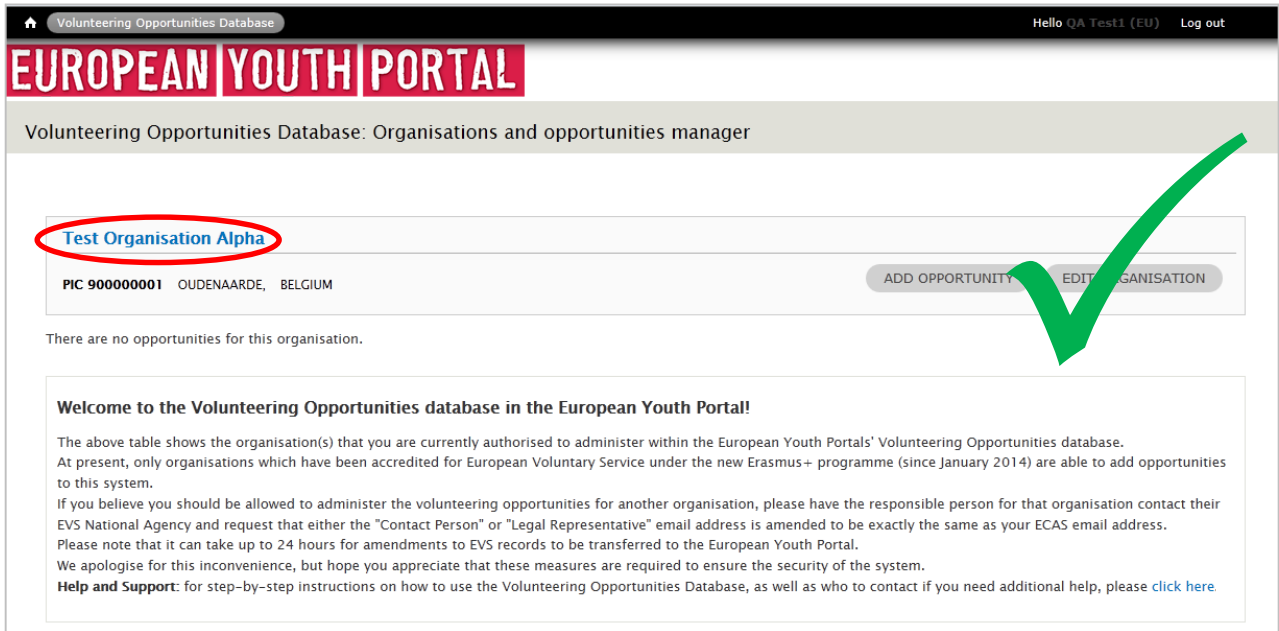At the bottom of the EYP pages, you can find the link "Administrator Login", as shown below:
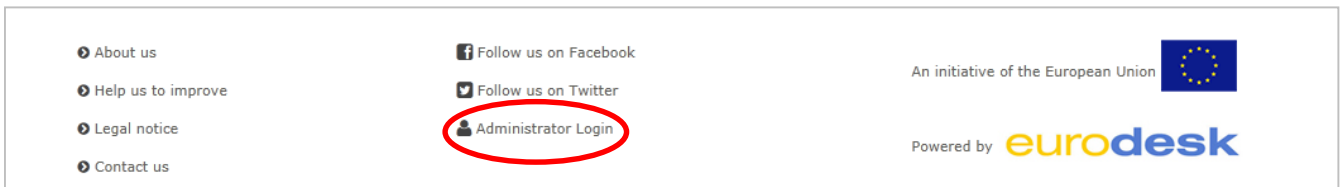
Click on "Administrator Login" to open the EU Login page.

Type in either your **e-mail address** you provided when creating your EU Login account or EU Login username ,in the "Use your e-mail address" field and click on "**Next**" button. This will then take you into the VoD administration pages.

If your login has been successful, and your EU Login account email address is found in the VoD, then you will see a list of all of the organisations that have been accredited for EVS under Erasmus+ that you are able to administer in the VoD. The screenshot below shows that the user is able to administer one organisation, in this example "Test Organisation Alpha".

However, if your EU Login email address does not exactly match any of the EVS accredited organisations that have been accredited under the Erasmus+ programme, then you will receive this message:

If you think that you should be able to see one or more organisations, then please double-check the email address that you registered for your EU Login account does precisely match either the email address of the *Legal Representative* or the *Contact Person* that is currently registered for the organisations – contact your Erasmus+ National Agency if necessary and ask them to check in their systems.

If you made a mistake registering the email address in your EU Login account, it is possible to sign in to EU Login via https://webgate.ec.europa.eu/cas and use the *Account Information* option to make the necessary changes.

Using the *Organisations and opportunities manager* screen

After you have successfully logged in to the Volunteering Database, you will see the following *Organisations and opportunities manager* screen:

This is the main administration screen for the VoD, and gives you many different options:

1. Go to the homepage of the European Youth Portal (EYP).
2. Return to this *Organisations and opportunities manager* page from any other page in the EYP.
3. View your user account details.
4. Logout from the EYP VoD.
   NOTE – this only logs you out from the EYP system, NOT the EU Login system. To fully log out from EU Login , either go to https://webgate.ec.europa.eu/cas and press the LOGOUT button, or completely close down your web-browser.
5. View the Organisation's public details in the EVS database in the EYP.
6. Add an opportunity for this organisation.
7. Edit the public contact details displayed for your organisation.
8. View the opportunity details in the EYP.
9. See the current status of the opportunity.
10. Edit the opportunity.
11. Delete the opportunity.
    We suggest that when an opportunity is completed, then you keep it listed in the system to provide a history of your past activities for other organisations and potential volunteers to see.

Edit your organisation contact details

Almost all of the data that is visible to the public through the European Youth Portal about your organisation is maintained by your Erasmus+ National Agency. Only the public contact *email address* is able to be changed by you through the Volunteering Database – to change anything else, you need to contact your Erasmus+ National Agency and ask them to make the amendments. It can take up to 24 hours for changes made by the NA to be transferred to the EYP.

When you click on the "Edit Organisation" button on the *Organisation and Opportunity Management* screen, you can do three things:

1. **Hide contact details from visitors**
   To help your organisation receive fewer emails from young people, especially if there are no projects on offer, you can tick this box to remove the following fields from public view for your organisation (your organisation's website address will always be displayed):

   - Contact email address
   - Telephone number
   - Street, town/city, postal code

   We would encourage your organisation to have a visible email address. You can always change the status of an opportunity to indicate that it is "Full" or "Closed" and that you are no longer wanting to receive applications (see "Edit an opportunity" section).

2. **Email address**
   Enter the email address that you want the public to use to contact your organisation. It is not mandatory to publish an email address. This will be hidden if you tick the box in (1).

3. **Organisation logo**
   You have the option to upload a small graphic to act as the logo for your organisation. This will be displayed at the top of your organisation's detail page in the VoD.

You must press the "Save" button for any changes to take effect.

Add a new volunteering opportunity

As stated before, the purpose of this system is to advertise your project to young people who are looking for opportunities to volunteer. Therefore these fields have been designed to provide young people with the information that they want to know so that they can decide if they want to apply to volunteer with your project.

Note: If you want to add a project that is part of the European Solidarity Corps then please specify this in the 'Project Type' section (top side of the page) and go to the page 23 for further information.

Tips for entering content:

- The number of characters you can type into these fields is deliberately small, so you need to be concise and clear in what you write. If you put too much, young people may just move on and read the next project instead.
- Use the different text fields in the system , and do not try to put everything in the first description box! There are special fields that you can use to, for instance, describe the skills and qualities you are looking for from potential volunteers, and where you can add information about accommodation, travel, training, etc.

Section 1: Opportunity details

1. Tick this box if the project is part of the European Solidarity Corps
By ticking the box you will specify that the opportunity you are adding is part of the European Solidarity Corps. (see page 23)

2. Title
Give your opportunity a short title – something that is interesting!
(mandatory field – max 70 characters)

3. Description
This is where you can give a description of the project, its aims and objectives and the type of tasks the volunteers will be asked to carry out.
Do not use this field to talk about the skills or qualities you are looking for in the volunteers or to provide information about accommodation, training, procedures to apply, etc – there are other fields for this information.
(mandatory field – max 1,000 characters)

4. Opportunity topics
Choose up to three Topics which best describe the themes of your project. Potential volunteers will be able to search by these topics.
(mandatory to choose at least one topic)

Section 2: Opportunity dates

You have a choice whether to enter Precise dates or Flexible dates, depending on the nature of your project. Potential volunteers will be able to search for projects based on these dates.

It is not mandatory to add these dates . If you do not enter dates, then your opportunity will be listed below opportunities that do have dates.

1. **Precise dates**
    Use this field if you know the dates that your project is going to start and finish.
    (format: dd/mm/yyyy – the end date must be later than the start date)

2. Flexible dates

Use this field if you are not sure when the project will start, or if there is some flexibility on when volunteers could start and end.

Specify the number of weeks that the project will last, and indicate the earliest month/year it could start plus the latest month/year that it could finish, eg, "10 weeks between January 2015 and April 2015".

(the number of weeks must not exceed the total number of full weeks available between the 1st day of the Start month and the 30th/31st of the End month)

Section 3: Volunteer details

VOLUNTEER DETAILS

① Number of volunteers: *

How many volunteers you want to find?

② Volunteer profile: *

600 characters remaining.

Information about the kind of volunteers you are looking for, including any special skills or intersets they should have. In ENGLISH language (600 char. max.).

Countries volunteers will be recruited from

③ - Select a Country -

1. **Number of volunteers**
    Indicate the number of young people you want to recruit as volunteers.
    (mandatory field – numbers only)

2. **Volunteer profile**
    Use this field to give details of the skills and qualities that you are looking for in volunteers for this project.
    (mandatory field – max 600 characters)

3. **Countries volunteers will be recruited from**
    Potential volunteers can search for projects based on the country they are from. Use this field to choose up to 20 countries that the project will accept volunteers from.
    You also have the choice to choose "Any country" – if you do so, then your project will appear in the list of opportunities regardless of whatever country the user specifies in the search.
    (mandatory field – must choose at least one country from the list, or 'Any country')

Section 4: Application details

1. and 2. Application with no deadline or application with a deadline
You should indicate if there is or not a deadline for the application. Either indicate date (**2**) you want people to apply before or tick the 'Application without a deadline' box (**1**). If you specify a deadline date, your opportunity will stop being displayed in the list of available opportunities the day after this date. "Full" and "Closed" applications can still be seen in the pages of linked organisations after the deadline date.
(Application deadline – format dd/mm/yyyy)

3. How to apply
Give information on how you want potential volunteers apply for this project. For instance, you might want them to send their CV and letter of motivation by email. There is a separate field to specify which email address to use to contact the coordinator of this opportunity.
(mandatory field – max 300 characters)

4. Contact person name
If you wish, you can give the name of the person that potential volunteers can contact. This is not a mandatory field – you can leave it blank.
(non-mandatory field – max 30 characters)

5. Contact email address

Specify the email address that potential volunteers must use to contact the people coordinating this project.

(mandatory field – max 50 characters)

6. Contact telephone number

If you wish, you can give a telephone number for potential volunteers to contact the coordinators of this project. This is not a mandatory field – it can be blank.

(<u>non</u>-mandatory field – max 30 characters)

Section 5: Partners

We want to show potential volunteers the different partner organisations that are involved with projects. This section allows you to specify which partner organisations are linked to the different roles in your EVS opportunity, e.g., the Hosting, Coordinating and Sending partners.

You might not yet know which organisations are going to be the partners in your project, so it is okay to leave these blank. However, <u>YOU MUST add your own organisation</u> as one of the Hosting, Coordinating or Sending organisations – you will not be able to save this project without doing so.

For each role, you have two choices:
- Choose an organisation which is already accredited for EVS. When you choose the country they are from, a list of all of the EVS accredited organisations for that country will appear in the dropdown box. When a potential volunteer clicks on this organisation in the opportunity details page in the EYP, they will be taken to the organisation's EVS information page in the VoD.
- Or, add basic details for an organisation which is not yet accredited for EVS. When a user clicks on one of these organisations, they will be taken directly to the organisation's website.

You can add only one Hosting organisation and only one Coordinating organisation, but you can add up to 20 different Sending organisations. An organisation cannot be chosen as both a Hosting and a Sending organisation at the same time.

The following applies when adding Hosting, Coordinating and Sending organisations. Hosting is being used as the example for all three.

When you click on "Choose an organisation…", you will see the first screen shown above.

1) **Choose either: *EVS accredited organisation* or *Organisation not yet EVS accredited***
   If the identified partner organisation is accredited for EVS (either through the Youth in Action programme or Erasmus+ programme) then choose the first option.
   If the organisation is not yet EVS accredited, choose the second option.
2) **EVS accredited organisation: Country of organisation**
   Select the country of the organisation. This will cause the next field, *Organisation name*, to be populated with accredited EVS organisations from that country. If the country has no EVS accredited organisations, the *Organisation name* box will be empty.
3) **EVS accredited organisation: Organisation name**
   Choose the partner organisation from the list of accredited EVS organisations.
4) **Add this organisation –** click here to link the organisation to your project.

5) **Not yet EVS accredited: Organisation name**
   Enter the name of the partner organisation
   (mandatory field if adding a non-EVS organisation – maximum 100 characters)
6) **Not yet EVS accredited: Country of organisation**
   Select the country that the organisation is located in.
   (mandatory field if adding a non-EVS organisation)
7) **Not yet EVS accredited: Town/city**
   Type in the Town/city where the organisation is based.
   (mandatory field if adding a non-EVS organisation – maximum 50 characters)
8) **Not yet EVS accredited: Region**
   If relevant, specify the region where the organisation is located.
   (non-mandatory field if adding a non-EVS organisation – maximum 50 characters)
9) **Not yet EVS accredited: Organisation website**
   Enter the organisation's website – it must have *http://* or *https://* at the front of the url
   (mandatory field if adding a non-EVS organisation)
10) **Not yet EVS accredited: Add this organisation**
    Click this button to confirm the link between the organisation with the project

Additional information:

Location of the opportunity
The *Town/city* and the *Country* of the linked Hosting organisation are used automatically as the location of the opportunity. If no Hosting organisation is entered, then the opportunity will be displayed without a location, and it will not appear in search results based on the location of the opportunity.

Changing / amending Partners
If you want to change the partner organisations, you must *[remove]* the old organisation before adding a new one (see screenshot below).
At present, if you want to amend the details for a non-EVS accredited organisation, you must first *[remove]* it and then enter the details again – sorry! (We will change this in the future!)

Section 6: Participants with fewer opportunities

The involvement of young people with fewer opportunities is one of the key themes of the Erasmus+ programme. Use this section to describe what facilities and resources this project will make available for young people in this situation.

1. **The *Physical environment* and *Additional mentoring or other support* tick-boxes**
   If relevant, tick either or both of these boxes to show that your opportunity is able to provide these types of assistance.
   (*non*-mandatory)
2. **Other provision**
   Tick this box if your opportunity is able to provide other resources to assist young people with fewer opportunities, and enter the details of what it can offer into the pop-up text box.
   (*non*-mandatory – maximum 300 characters)

Section 7: Additional information

1. **Any extra information**

   Use this field to provide additional information that would be useful for potential volunteers. For instance, you might include information about accommodation, travel and training, and financial arrangements.

   (non-mandatory – maximum 600 characters)

2. **Related websites**

   Provide links to websites that might be useful to the potential volunteer, such as tourist information websites for the area, etc. Remember, the partner organisations will already have their websites included in their information, so you do not need to enter their website details into here.

   You can remove a website from the list by deleting the characters from the fields.

   You can re-order the list of websites by dragging up and down the "+" symbol on the left of the website Title fields.

   (non-mandatory fields)

Section 8: Organisation logo

You should add the Logo picture of the organisation to your opportunity, which will be displayed at the top of the opportunity detail page.

1. **"Choose File"** – click on here to select the logo picture, then…
2. **"Upload"** – click this button to add the organisation's logo picture

   (non-mandatory field – picture size limited to 8mb – file formats are limited to: .jpg .jpeg .gif .png .bmp)

If you do not add a Logo picture, a generic default picture will be added instead:

Section 9: The Final Part…

In this final section you control when your opportunity is visible to the public.

1. **Opportunity status**
   You can change the status of your opportunity to four different statuses:
   Draft – this is the default status when you enter a new opportunity. It is not visible to the public when it has this status.
   Open – after you have finished entering all of the relevant information and you are ready to start accepting applications or enquiries from potential volunteers, then change the status to "Open". It will remain visible until the day after the *Application Deadline Date*, or until you change the status back to Draft, or to Closed or Full.
   Closed – if you wish to stop the opportunity from being visible to the public, you can set the status to closed. It will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.
   Full – if the opportunity has received enough applications from volunteers, you can set the status to full. Again, it will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.

   It is possible to go from Closed or Full back to Draft or Open, in case you need to re-open an opportunity to find additional volunteers, perhaps at the last minute.

2. **Save Opportunity**
   Click here to save the details of the opportunity. If there is any information missing, you will receive warnings and the relevant fields will be outlined in red.

   You can Save and re-edit an opportunity as often as you need.

3. **Cancel**
   Press this button to return to the Organisation and opportunities manager page – you will lose all information entered into the form.

Congratulations! After doing all this, you will have entered an opportunity for your organisation into the Volunteering Database!

You can now view your opportunity in the Opportunity List page in the European Youth Portal: ***http://europa.eu/youth/vp/opportunity_list***

Specificities for European Solidarity Corps opportunities

After you have successfully logged in to the Volunteering Database, you will see the Organisations and opportunities manager screen as described on the **page 11**.

Click on the 'Add opportunity' button (see page 11, number 6) and the ' Creating an opportunity for: [your organisation]' page will be displayed.

Section 1: Project type

1. On the top side of the page you will see the **'Tick this box if you want your volunteering opportunity to be also displayed on the European Solidarity Corps portal'** box**.** Select it.
    This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system.

2. European Solidarity Corps topics:
Choose up to three topics which best describe the themes of your project. Potential participants will be able to search by these topics. *(mandatory to choose at least one topic)*

PROJECT TYPE

☑ Tick this box if you want your volunteering opportunity to be **also** displayed on the European Solidarity Corps portal

This will enable young people registered in the European Solidarity Corps to search and apply for your placement opportunity through the system

European Solidarity Corps topics *

(2)   Choose some options

Section 2: European Solidarity Corps opportunity

OPPORTUNITY DETAILS

IMPORTANT – the information entered about this opportunity must be in accordance with the tasks, themes and responsibilities for which the opportunity partner organisations have received their European Voluntary Service accreditation.
Failure to do so may leave organisations liable to have their EVS accreditation reviewed or even removed.

Title: *

(1)

70 characters remaining.
Title of the opportunity or project (70 char. max.).

Description: *

(2)

1000 characters remaining.
Brief details about the opportunity or project that are of interest to potential volunteers, for instance the purpose of the project, the anticipated tasks, daily routine, etc. This is not the place to give information about the different projects partners. In ENGLISH language (1000 char. max.).

Accommodation, food and transport arrangements:

600 characters remaining.
Brief details about the arrangements for accommodation, food and transport during the project. In ENGLISH language (600 char. max.).

Training during the opportunity:

600 characters remaining.
Brief details about the training that will be provided for the volunteer during the project. In ENGLISH language (600 char. max.).

1. Title
Give your opportunity a short title – something that is interesting!
(mandatory field – max 70 characters)

2. Description

This is where you can give a description of the project, its aims and objectives and the type of tasks the volunteers will be asked to carry out.

Do not use this field to talk about the skills or qualities you are looking for in the volunteers or to provide information about accommodation, training, procedures to apply, etc. – there are other fields for this information.

(mandatory field – maximum 1,000 characters)

Section 3: European Solidarity Corps Opportunity address

1. Organisation name

In this filed you can specify the name of the organisation

(non-mandatory field – maxim 200 characters)

2. Street and house number

In this field you can specify the street name and the house number.

(non-mandatory field – maxim 200 characters)

3. Town/city

Specify the town / city of where the opportunity will take place.

(mandatory field – maxim 160 characters)

4. Postal code

In this field you can specify the street name and the house number.
(non-mandatory field – maxim 128 characters

5. Country

 Specify the country where the placement will take place.
(mandatory field – maxim 160 characters)

Section 4: European Solidarity Corps opportunity dates

You have the choice whether to enter Precise dates or Flexible dates, depending on the nature of your project. Potential **volunteers** will be able to search for projects based on these dates.

It is not mandatory to add these dates . If you do not enter dates, then your opportunity will be listed below opportunities that do have dates.

1. Precise dates

Use this field if you know the dates that your project is going to start and finish.
(format: dd/mm/yyyy – the end date must be later than the start date)

2. Flexible dates

Use this field if you are not sure when the project will start, or if there is some flexibility on   when volunteers could start and end.
Specify the number of weeks that the project will last, and indicate the earliest month/year it could start plus the latest month/year that it could finish, eg, "10 weeks between January 2015 and April 2015".
(the number of weeks must not exceed the total number of full weeks available between the 1st day of the Start month and the 30th/31st of the End month)

Section 5: European Solidarity Corps participant details

1. Volunteer profile

Use this field to give details of the skills and qualities that you are looking for in volunteers for this project.
(mandatory field – max 600 characters)

Section 6: Application details

APPLICATION DETAILS

① Either tick "Application with no deadline" or enter a date into the "Application Deadline" box.

☐ Application without a deadline.
  This opportunity application will have no deadline.

Application Deadline:
② [   ]
  Closing date for young people to apply for this opportunity. The opportunity will be removed from the list of available opportunities at 23:59 on this date. Contact information (email, contact name and telephone) will aslo be removed from public view at this time.

Contact person name:
③ [   ]
  30 characters remaining.
  A person who can be contacted for more information about this opportunity (30 char. max.).

Contact email address: *
④ [   ]
  50 characters remaining.
  The email address that young people will use to contact you about this opportunity (50 char. max.).

1. and 2. Application with no deadline or application with a deadline

You should indicate if there is or not a deadline for the application. Either indicate date (**2**) you want people to apply before or tick the 'Application without a deadline' box (**1**). If you specify a deadline date, your opportunity will stop being displayed in the list of available opportunities the day after this date. "Full" and "Closed" applications can still be seen in the pages of linked organisations after the deadline date.
(Application deadline – format dd/mm/yyyy)

3.   Contact person name

If you wish, you can give the name of the person that potential volunteers can contact. This is not a mandatory field – you can leave it blank.
(non-mandatory field – max 30 characters)

4.   Contact email address

Specify the email address that potential volunteers must use to contact the people coordinating this project.
(mandatory field – max 50 characters)

Section 7: Organisation logo

Organisation logo

(1) Choose File | No file chosen   Upload   (2)

Width: 400px / Height: 200px
*Files must be less than **8 MB**.*
*Allowed file types: **jpg jpeg gif png bmp**.*

You should add the Logo picture of the organisation to your opportunity, which will be displayed at the top of the opportunity detail page.

1. **"Choose File"** – click on here to select the logo picture, then…
2. **"Upload"** – click this button to add the organisation's logo picture
   (_non_-mandatory field – picture size limited to 8mb – file formats are limited to:
   .jpg .jpeg .gif .png .bmp)

If you do not add a Logo picture, a generic default picture will be added instead:

Section 8: The Final Part…

THE FINAL PART…

Opportunity status *

Draft ▾

To make this opportunity visible to the public, change the status to "Open" and click "Save changes" button. If you need to stop this opportunity being shown to the public, change the status to "Closed" and click on the "Save Opportunity" button.

(Save Opportunity)   (Cancel)

In this final section you control when your opportunity is visible to the public.

1. **Opportunity status**
   You can change the status of your opportunity to four different statuses:
   Draft – this is the default status when you enter a new opportunity. It is not visible to the public when it has this status.
   Open – after you have finished entering all of the relevant information and you are ready to start accepting applications or enquiries from potential volunteers, then change the status to "Open". It will remain visible until the day after the *Application Deadline Date*, or until you change the status back to Draft, or to Closed or Full.
   Closed – if you wish to stop the opportunity from being visible to the public, you can set the status to closed. It will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.
   Full – if the opportunity has received enough applications from volunteers, you can set the status to full. Again, it will disappear immediately from the big list of opportunities, but will still be visible in the list of opportunities at the bottom of an organisation's details page.

   It is possible to go from Closed or Full back to Draft or Open, in case you need to re-open an opportunity to find additional volunteers, perhaps at the last minute.

2. **Save Opportunity**
   Click here to save the details of the opportunity. If there is any information missing, you will receive warnings and the relevant fields will be outlined in red.

   You can Save and re-edit an opportunity as often as you need.

3. **Cancel**
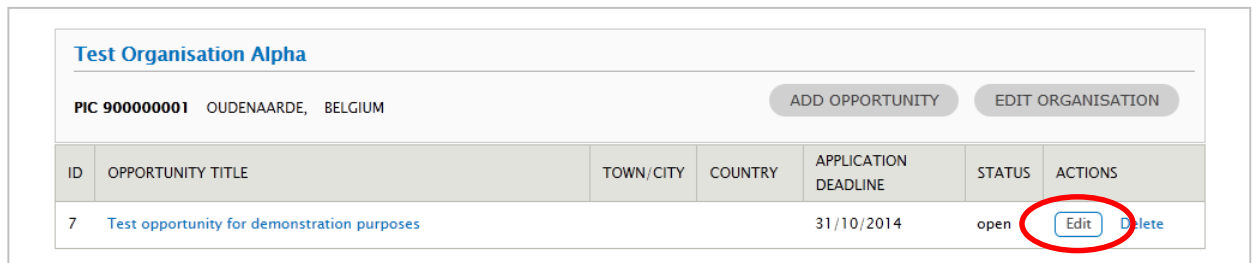   Press this button to return to the Organisation and opportunities manager page – you will lose all information entered into the form.

Congratulations! After doing all this, you will have entered an opportunity for your organisation into the Volunteering Database!

You can now view your opportunity in the Opportunity List page in the European Youth Portal: http://europa.eu/youth/vp/opportunity_list
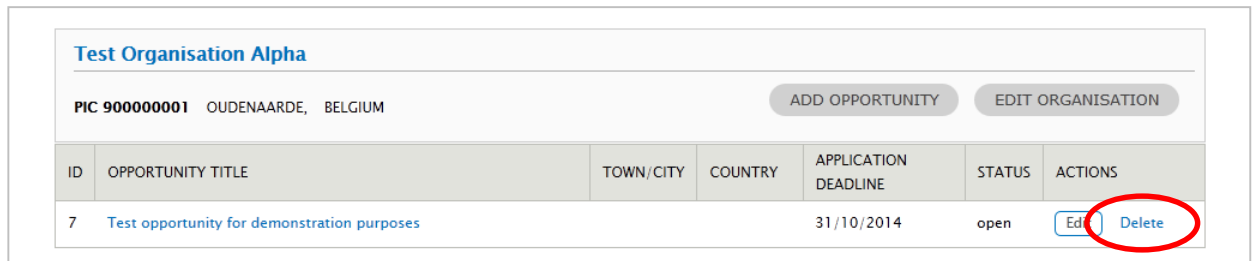
Edit an opportunity

To change an opportunity, click on the *Edit* button beside the opportunity title, as shown above, to open the opportunity edit form. You can amend all of the data for an opportunity from this form.

If the *Status* of the opportunity is "Open", any changes that you save will be immediately visible to the public.

Delete an opportunity

To remove an opportunity from the VoD altogether, click on the *Delete* button beside the opportunity title, as shown above. You will then be asked to confirm the deletion.

Note: if you delete an opportunity, it immediately disappears from public view, and it cannot be recovered.

We suggest that you do not delete opportunities when they are "Full" or "Closed", because over time these will build into a public history of the projects that you, and your partner organisations, have been involved with. Potential volunteers can then use these old projects to evaluate your organisation when they are considering volunteering on one of your current opportunities.

Search for potential project partner organisations

You can use the European Youth Portal to search for **EVS accredited organisations** that you might want to involve as partners in future projects.

Visit the database of organisations accredited to run EVS projects and use the filters to find potential project partners – go to: http://europa.eu/youth/evs_database

You can search using the following filters:
- The country the organisation is located in, and the town/city where it is based.
- Name of the organisation.
- It's EVS Accreditation number (if accredited under the Youth in Action programme) or its PIC number (if accredited under the Erasmus+ programme).
- The EVS role that the organisation is accredited for: Hosting, Sending or Coordinating.
- The project topics of interest to the organisation.
- The inclusion topics of interest to the organisation.

DATABASE OF EUROPEAN VOLUNTARY SERVICE ACCREDITED ORGANISATIONS

This is a list of the organisations which have been accredited to run projects under European Voluntary Service, part of the European Union's Erasmus+ programme.

We recommend that you first use the list of volunteering opportunities to find projects that you might be interested in. However, if you cannot find suitable projects and want to contact an accredited EVS organisation, use the filter options on the left of the screen to find organisations that might have volunteering projects that you are interested in. Then click on the organisation to see more information about them.

You can contact individual organisations to say that you are interested in volunteering with them, but please be aware that not all of the organisations listed may currently have a project which is looking for new volunteers. Some organisations may not show their contact details because they have no EVS projects at present.

For more information visit the European Voluntary Service section of this website.

FILTER LIST BY:

EVS accreditation for ...   **Organisation topics**   3894 results.

Organisation country
- Any -

Organisation town/city

Organisation name

Organisation PIC number

EVS accreditation number

EVS accreditation type
- ⦿ - Any -
- ○ Sending organisation
- ○ Receiving organisation
- ○ Coordinating organisation

Organisation topic
- Any -

Inclusion topic
- Any -

Support and feedback contacts

Support issues

If you need some help or support to use the Volunteering Database (VoD), **please read below** to find the best place to get this support:

- **Problems identifying the correct email address to use when setting up an EU Login account to log in to the VoD**
  Contact your *Erasmus+ National Agency* and ask them to check / amend their systems for the current Legal Representative and / or Contact Person email address.

- **Amendments to the data about your organisation that is displayed to the public in the EVS database in the European Youth Portal** *(but not the public contact email address displayed for your organisation)*
  Contact your *Erasmus+ National Agency* and ask them to make the necessary changes.

- **Changing the public contact email address for your organisation, or hiding the email address, telephone number and street address from public view**
  You can do this via the VoD - log in and click on "Edit organisation" in the *Organisation and opportunities manager* section at page 11 of this User Guide.
  If you have any difficulties doing this, contact the European Youth Portal development team by email at EAC-EYP@ec.europa.eu

- **Any other problems using the Volunteering Database or the rest of the European Youth Portal**
  Please **s**end an email to the EYP development team at EAC-EYP@ec.europa.eu

Feedback

We are continuously working to improve all of the services we provide through the European Youth Portal, and will be making regular updates to the Volunteering Database software to add new features and fix any problems that occur.

We would welcome your feedback with ideas and suggestions on how the site and the Volunteering Database in particular could be improved. Please send these by email to: EAC-EYP@ec.europa.eu