

# **Web Forms**

## **How to complete the form**



When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on screen information, as well as warning messages, specific for the application form or field currently being entered. Please read this on screen information and if you require further assistance please consult the content related to the specific key action application request. This can be viewed from the Index page: [Web Application Forms Guidelines](#).

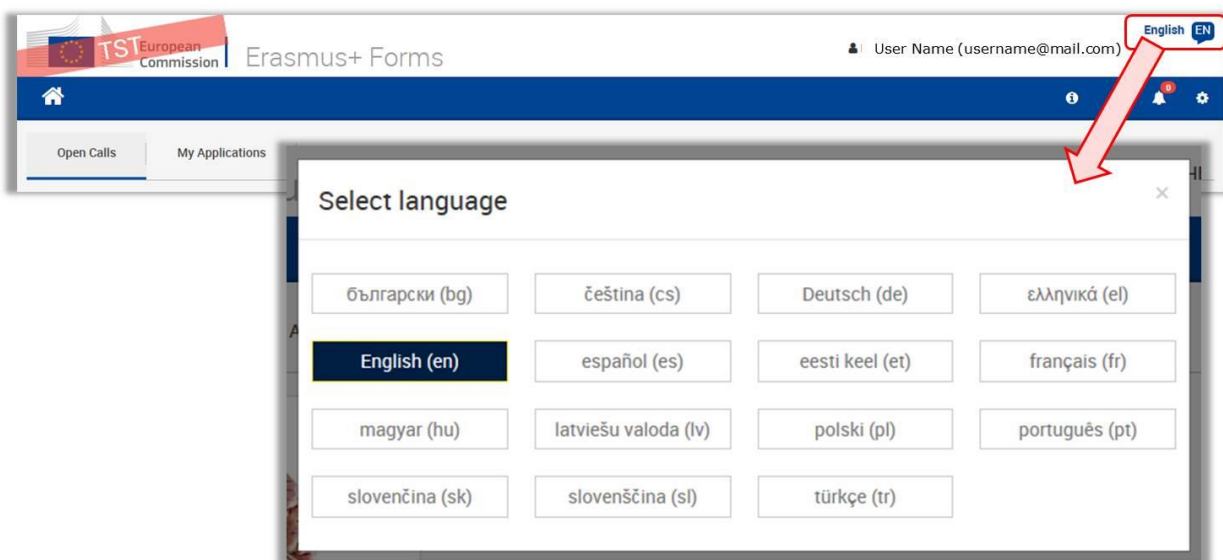
### Important: Do not use multiple tabs in browser

When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application. This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

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### Language Selection

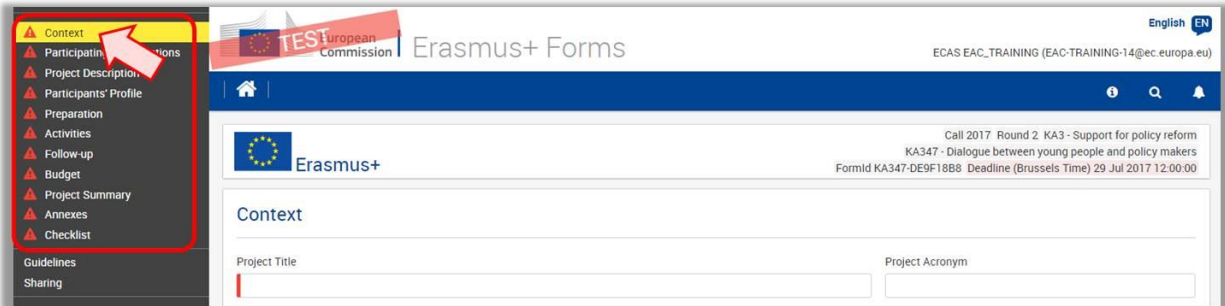
The default language of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the required language in the populated window.



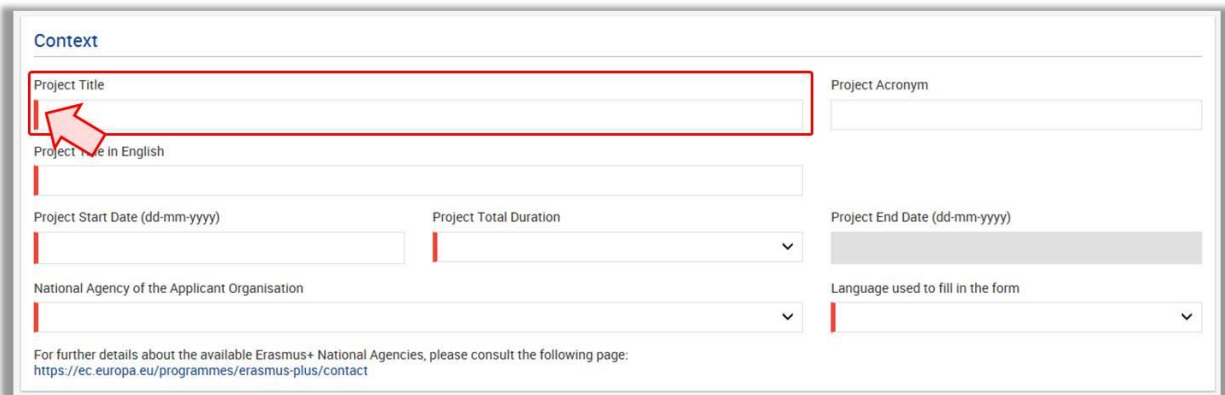
## Mandatory Sections and Fields

Mandatory sections are marked with a red exclamation mark  indicating missing information or that not all rules for filling in the application form were respected.


Most individual fields which are mandatory are marked with red to make it easy to identify and fix issues.

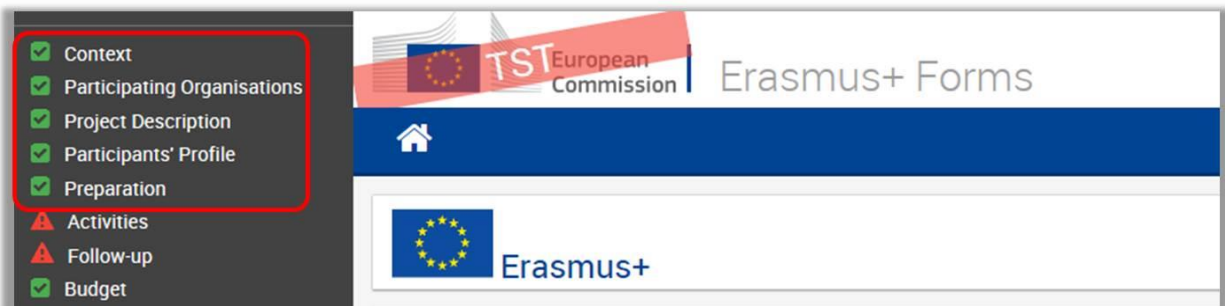


The screenshot shows the 'Erasmus+ Forms' application interface. On the left sidebar, the 'Context' section is highlighted with a red border and a red exclamation mark icon. The main content area shows the 'Context' section with a red border around the 'Project Title' field. The 'Project Title' field contains the text 'Youth meets Experience'. Other fields include 'Project Acronym' (YmE), 'Project Start Date' (01-08-2017), 'Project Total Duration' (12 months), and 'Project End Date' (31-07-2018).



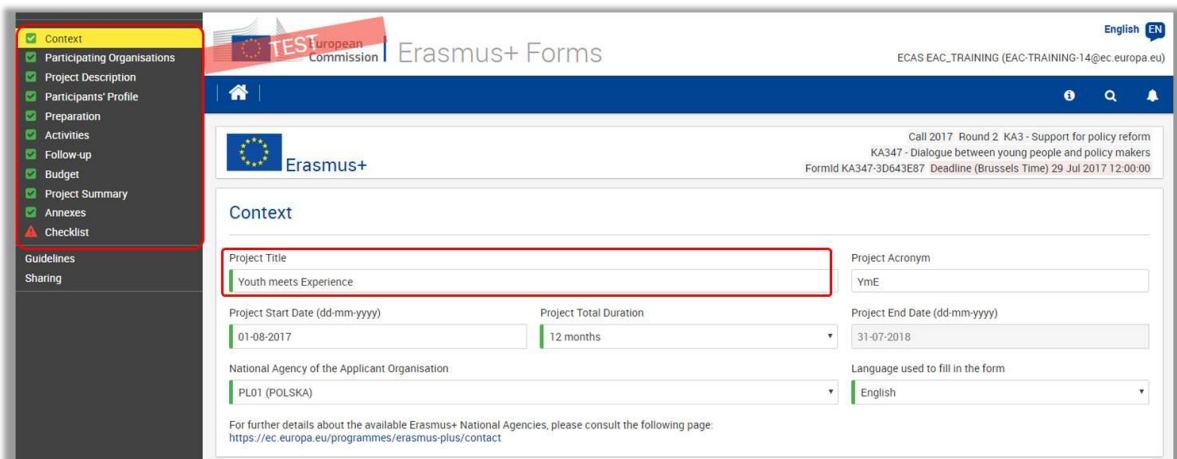
This screenshot is a zoomed-in view of the 'Context' section. The 'Project Title' field is highlighted with a red border and a red arrow. The 'Project Acronym' field contains 'YmE'. The 'Project Start Date' is '01-08-2017', 'Project Total Duration' is '12 months', and 'Project End Date' is '31-07-2018'. The 'National Agency of the Applicant Organisation' is 'PL01 (POLSKA)' and the 'Language used to fill in the form' is 'English'.

Once all mandatory fields and validation rules in a section are met, sections will be marked with a green check. 



The screenshot shows the 'Erasmus+ Forms' application interface. On the left sidebar, the 'Context' section is highlighted with a red border and a green checkmark icon. The main content area shows the 'Context' section with a green border around the 'Project Title' field. The 'Project Title' field contains the text 'Youth meets Experience'. Other fields include 'Project Acronym' (YmE), 'Project Start Date' (01-08-2017), 'Project Total Duration' (12 months), and 'Project End Date' (31-07-2018).

Individual mandatory fields completed are marked green.



This screenshot is a zoomed-in view of the 'Context' section. The 'Project Title' field is highlighted with a green border and a green arrow. The 'Project Acronym' field contains 'YmE'. The 'Project Start Date' is '01-08-2017', 'Project Total Duration' is '12 months', and 'Project End Date' is '31-07-2018'. The 'National Agency of the Applicant Organisation' is 'PL01 (POLSKA)' and the 'Language used to fill in the form' is 'English'.

## Navigation through/within application sections

Within the Web Application Form you have several options to easily navigate between sections or sub-sections. In a variety of screens you have a **top menu**, which can be used to navigate back and forth within a project section.

The screenshot shows the Erasmus+ application form interface. On the left is a vertical navigation menu with items like 'Context', 'Participating Organisations', 'Project Description', 'Participants' Profile', 'Preparation', 'Activities', 'Follow-up', 'Budget', 'Project Summary', 'Annexes', and 'Checklist'. The 'Activities' section is highlighted in yellow. The main content area shows the 'Activity Details' for 'Activity A1'. At the top of this section, there is a breadcrumb trail: 'Activities > List of Activities > Activity Details'. A red box highlights this trail, and a red arrow points to the 'List of Activities' link. Other navigation options include 'Activity Details', 'Special Needs' Support', 'Exceptional Costs', and 'Total Activity Budget'.

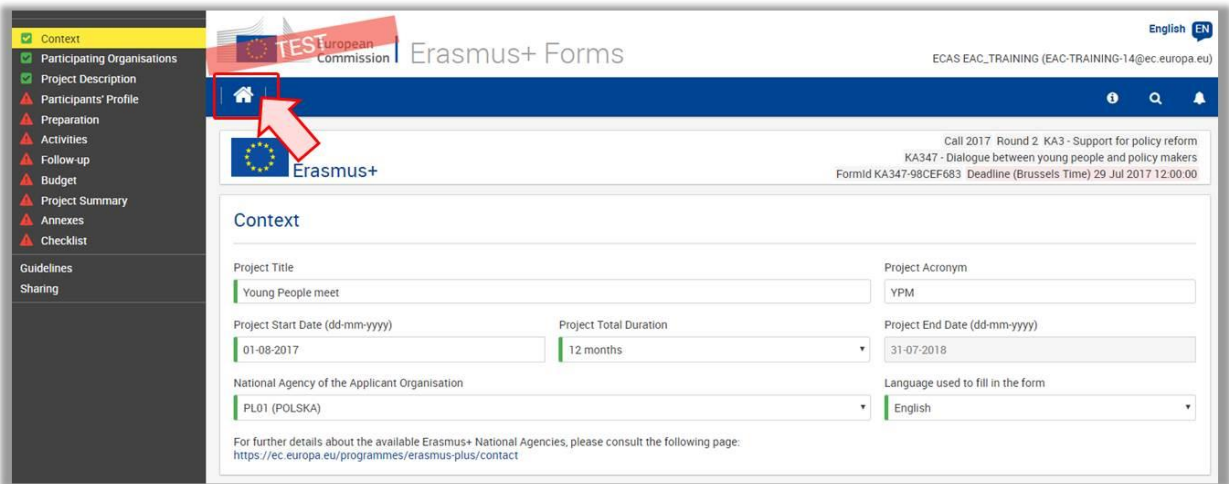
Within a project section you may have tabs available. Those can also be clicked on to quickly access specific information.

The screenshot shows the 'Participants' Profile' section of the Erasmus+ application form. The left navigation menu has 'Participants' Profile' highlighted in yellow. The main content area features a tabbed interface. A red box highlights the tabs: 'Participants' Profile', 'Participants with Fewer Opportunities', and 'Learning Outcomes'. Red arrows point to each of these tabs. The 'Participants' Profile' tab is active, showing a form with fields for 'Background information ...' and 'Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.' Below this is a section for 'Participants with Fewer Opportunities' with a dropdown menu for 'Does your project involve participants facing situations that make their participation in the activities more difficult?' (set to 'Yes') and a text input for 'How many participants (out of the total number) would fall into this category?' (set to '10').

To access a specific project section, use the left hand side navigation menu.

The screenshot shows the 'Context' section of the Erasmus+ application form. The left navigation menu is highlighted with a red box and a red arrow pointing to it. The main content area displays the 'Context' section with various form fields: 'Project Title' (Young People meet), 'Project Acronym' (YPM), 'Project Start Date (dd-mm-yyyy)' (01-08-2017), 'Project Total Duration' (12 months), 'Project End Date (dd-mm-yyyy)' (31-07-2018), 'National Agency of the Applicant Organisation' (PL01 (POLSKA)), and 'Language used to fill in the form' (English). A link at the bottom provides further details about available Erasmus+ National Agencies.

The **Home** button brings you back to the Web Application Forms main page.

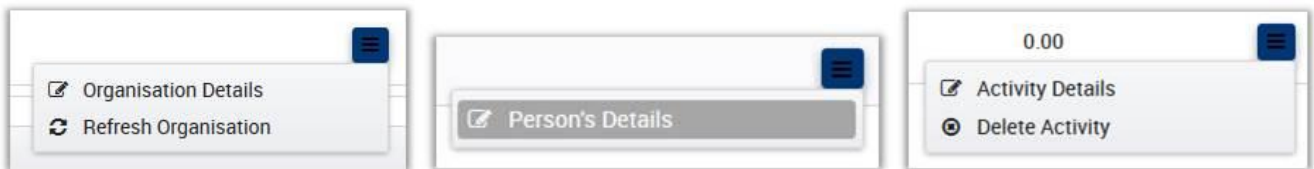


### Menu button

Within various parts of the application, you have a **MENU** button available; for example in the **Participating Organisations** or **Activities** sections.



Depending on the section you are working on you have different options available to select from once you clicked it. Here some examples:



### Underlined Links

You can access details of various elements of the application by clicking on hyperlinks. Those can be text or a dotted line.

Id	Title	Activity Type	Total No of Flows	Total No of Participants	Total Budget
A1	<a href="#">Kick Off Activity</a>	YOUTH-APV-EVS Advance Planning Visit à EVS	2	70	0.00

#### Associated Persons

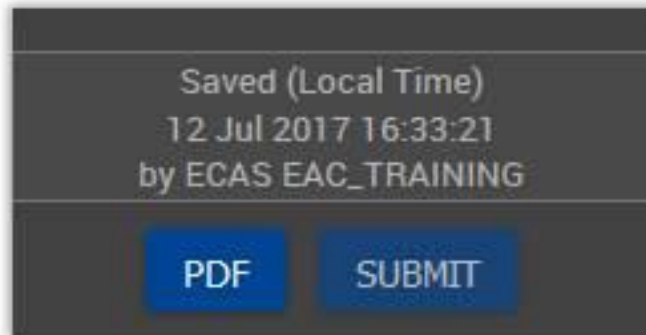
No	Name	Type
1	.....	Legal Representative
2	.....	Contact Person

ADD ASSOCIATED PERSON

## Auto Saving & Draft

The form is automatically saved every 2 seconds. The Saved (Local Time) information on the left hand side of the screen is updated accordingly.

After closing the form, you can access it again under the tab My Applications on the Web Application Forms homepage.



## Help and Guidelines

Throughout the form it is possible to acquire more information about particular parts by positioning your mouse pointer over the question mark sign.



Number of attachments (including the Declaration of Honour) is 10 and the maximum total size is 10240 kB  
Please attach all relevant documents. ?

In the left hand side menu you also have a Guidelines option. Clicking on this menu item will open the Guidelines screen with useful information.

A screenshot of the Erasmus+ application form. On the left is a dark sidebar menu with a list of sections: Context, Participating Organisations, Project Description, Participants' Profile, Preparation, Activities, Follow-up, Budget, Project Summary, Annexes, Checklist, and Guidelines. The "Guidelines" item is highlighted in yellow, and a red arrow points to it. The main content area shows the "Guidelines" section with text explaining the form's requirements, such as mandatory fields, auto-saving, and the number of attachments. At the top right of the main area, there is information about the call: "Call 2017 Round 2 KA3 - Support for policy reform KA347 - Dialogue between young people and policy makers FormId KA347-3D643E87 Deadline (Brussels Time) 29 Jul 2017 12:00:00". At the bottom left of the main area, there is a "Saved (Local Time)" notification: "14 Jul 2017 12:00:34 by ECAS EAC\_TRAINING" and two blue buttons: "PDF" and "SUBMIT".