



Erasmus for Young Entrepreneurs

Registration Guide- Host entrepreneurs



Internal Market,
Industry,
Entrepreneurship
and SMEs

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Background and purpose of the guide

The Erasmus for Young Entrepreneurs is a programme initiated by the European Union in 2009. Its overall objective is to ensure the transfer of knowledge and experience between European entrepreneurs in order to increase the number of successful start-ups and enhance cross border trade in Europe.

To participate in the programme, you should apply online via the website www.erasmus-entrepreneurs.eu and complete the registration form.

This guide has been especially developed to provide you with direction on the type and level of detail of information that should be submitted to ensure a high level of quality of applications and consequently more chances to be accepted in the programme.

Please note that once accepted, your profile will **not** be public but will be stored in an online database to allow other accepted new entrepreneurs and Intermediary Organisations officially appointed by the European Commission and responsible for placements to access your data and start matchmakings.

If you do not want to be contacted by the new entrepreneurs and Intermediary Organisations acting on behalf of the new entrepreneurs registered with them, there is an option at the end of the registration form which allows you to choose the degree of visibility of your profile in the online catalogue.

STEP 1 – Preparing your registration

It is important to make sure that you fulfil the eligibility criteria and the minimum quality standards set by the programme. Make also sure that you prepared the necessary compulsory information (i.e. brief CV, motivations and etc.) to validate your application.

Eligibility criteria

Host entrepreneur definition

Host entrepreneurs are successful and experienced entrepreneurs (ideally owners of a micro or small enterprise) or persons directly involved in entrepreneurship at SME board level, applying the EU definition of micro, small or medium-sized enterprise. Host entrepreneurs want to share their entrepreneurial experience and to benefit from the concrete contribution which a New Entrepreneur (NE) from another country will make to their business. Host entrepreneurs must be committed to work personally with the NE towards developing his/her entrepreneurial skills and know-how.

There is no minimum or maximum age to observe to participate in the programme.

SME definition

The European Commission Communication defines SMEs as follow: *“An enterprise is any entity engaged in an economic activity, irrespective of its legal form”. “Enterprises qualify as micro, small and medium-sized enterprises (SMEs) if they fulfil the criteria laid down in the Recommendation which are summarized in the table below. In addition to the staff headcount ceiling, an enterprise qualifies as an SME if it meets either the turnover ceiling or the balance sheet ceiling, but not necessarily both.*

Enterprise category	Head count	Turnover	or	Balance sheet total
medium-sized	< 250	≤ € 50 million		≤ € 43 million
small	< 50	≤ € 10 million		≤ € 10 million
micro	< 10	≤ € 2 million		≤ € 2 million

Geographical criterion

Entrepreneurs must have their '**permanent residence**' in an EU Member State or in any of the other participating countries to participate in the programme.

'**Permanent residence**' is defined as:

- The place where the company of the applicant is registered, if the applicant has a registered company;
- If a company has several establishments in different EU Member States or other participating countries¹, the entrepreneur should choose one of the countries as permanent residence;

Minimum quality standards

The motivations and expectations should be clearly expressed

You should explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and what you can offer to a New Entrepreneur.

You should also describe in a concise manner the activities that you would expect from the NE and indicate if any specific skills, including language skills, are required from the NE to perform a particular task – giving the latter the opportunity to decide whether to explore a relationship further.

Brief curriculum vitae

A summary CV specifying your entrepreneurial experience and information about your current business is required. The CV should contain at least a description of the product/service offered, years in the active business as well as a description of the previous experience as entrepreneur.

The Europass CV format is preferable, but not compulsory². The CV can be **submitted in any EU language**. However, you should take into consideration the language of the selected Intermediary Organization. In any case, **English is favoured** as it is understood by almost all users of the online database (New Entrepreneurs, Host Entrepreneurs and Intermediary Organisations) and consequently facilitates the matchmaking.

Ability to work in a foreign language

The communication between the New and the Host entrepreneur is crucial for a successful exchange.

Given that no language training is provided by the programme and that language skills are one of the main criterion for a suitable matching, it is important to ensure that you have a good command of the English language or master a second language, in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing in the language(s)).

¹ EU Member States, the Former Yugoslav Republic of Macedonia, Iceland, Montenegro and Turkey, Albania, Serbia, Bosnia and Herzegovina, Moldova and Armenia, as well as the corresponding EU outermost regions and Overseas Countries and Territories (OCTs).

² <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>

STEP 2 – Register!

The online registration form is available on the programme website www.erasmus-entrepreneurs.eu under the section 'Apply now'.

The screenshot shows the website's navigation bar with links for Home, Contact, English, Intermediary Organisations' Corner, and IT Tool login. The main header features the Erasmus for Young Entrepreneurs logo and navigation links: About the programme, Your local contact point, Frequently Asked Questions, and Apply now. A large banner with a green background and a European Union flag contains the text 'Home: Apply now'. Below the banner are two registration guide covers for 'new entrepreneurs' and 'host entrepreneurs', and a 'Join us' section with social media icons for Facebook, LinkedIn, Twitter, and YouTube. A paragraph of text provides information about the registration process and browser compatibility. At the bottom, there is a blue 'Apply now' button.

Home: [Apply now](#)

For more information regarding the registration process, please go through our simple step-by-step Registration Guide for [new entrepreneurs](#) and for [host entrepreneurs](#).

Erasmus for Young Entrepreneurs has been designed to work with the following web browsers: Internet Explorer 9, Firefox 31, Google Chrome 32 and Safari 5.

To view the questionnaire before registering, please [click here](#).

[Apply now](#)

Click on Apply Now and follow the instruction on the registration form.

Once you register, you will not be able to change your e-mail address (nor your first and last name) any longer. Therefore, please make sure that you will not lose access to this account in the future.

Welcome page of the application form for host entrepreneurs

The first page of the application form explains the registration process.

Choose your status 'Host entrepreneur' and click on 'Next'. It is recommended to save as draft your application at least once during the registration process

The screenshot shows the 'Welcome' step of a registration process. At the top, a navigation bar lists the steps: Welcome, Your profile, Motivation, Languages, Business sector, Geographical preferences, Duration and period of the exchange, and Selection of IO and submission. The main content area contains several paragraphs of text explaining the process, including information about the Intermediary Organisation (IO) and the documents required. A prominent question asks the user to choose between 'New entrepreneur' and 'Host entrepreneur'. The 'Host entrepreneur' option is selected. A tooltip provides a definition of a host entrepreneur. At the bottom, there are 'Next' and 'Save draft' buttons, and a note indicating that asterisks denote mandatory fields.

Registration steps: Welcome > Your profile > Motivation > Languages > Business sector > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

Welcome to the registration form to participate in Erasmus for Young Entrepreneurs as an entrepreneur!

The information you will provide in this multi-page form will be transmitted to your chosen Intermediary Organisation (IO). To view a list of the IOs officially appointed for the programme, please [click here](#).

Your chosen IO will normally contact you within 2 weeks after you have completed and confirmed your submission.

Once your application has been processed and accepted by your IO, the information you provided will be entered into the on-line catalogue of accepted entrepreneurs, where you will be able to find possible counterparts. The catalogue is accessible to all IOs, the accepted Host Entrepreneurs (HEs) and the accepted New Entrepreneurs (NEs), except where indicated otherwise.

Before proceeding to fill out this form, please make sure you have at hand the following documents: updated version of your CV, your business plan (only if you are a new entrepreneur) and other relevant documents you may find useful to accompany your application.

You can at any time save a draft of your application and resume the registration process later on. It is recommended to do frequent saves of your information, to avoid any loss of data.

*** Do you want to register as a NEW or a HOST entrepreneur?**

New entrepreneur

Host entrepreneur

Someone who is firmly planning to set up his or her own business or has already started a business within the last three years is considered a new entrepreneur. Experienced entrepreneur should own or manage an SME in the EU. For more information, [click here](#).

Next

Save draft

* = mandatory fields

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Your Profile

This section is about your personal data. Please indicate your contact details and then click 'Next' (the fields with an *** are mandatory**).

If you do not specify your country you will not be able to select an Intermediary Organisation on the last step of your registration process.

Registration steps: Welcome **Your profile** Motivation Languages Business sector Geographical preferences Duration and period of the exchange Selection of IO and submission

*** Profile information**

Title:

Last name:

First name:

Company name:

Address (300 character(s) left):

Zip code(postal code):

City:

Country:

Phone:

Fax (if any):

Email:

Website (if any):

Skype ID (if any):

*** Number of employees in the company (if applicable):**

Please fill-in your personal information.

Please fill-in the total number of employees you currently have (type zero if none).

Previous Next Save draft

Click "Next" or "Save draft".

Motivation

In this section, you are required to explain why you are interested in participating in the Erasmus for Young Entrepreneurs programme and how you wish to contribute to the New Entrepreneur.

You should demonstrate that:

- You have sufficient experience in running a business;
- You are engaged in an activity that will give the New Entrepreneur the relevant learning opportunities;
- You wish to share your entrepreneurial experience and act as a mentor working personally with the new entrepreneur. You need to specify how you will work with the New Entrepreneur towards developing his/her entrepreneurial skills and know-how.

Please indicate here (in up to 2000 characters) why you wish to participate in the programme. Be as concise and concrete as possible as it is an important criterion for your participation.

The screenshot shows a registration progress bar with steps: Welcome, Your profile, Motivation (highlighted), Languages, Business sector, Geographical preferences, Duration and period of the exchange, and Selection of IO and submission. Below the bar is a form titled '* Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations:'. It features a text input field with '2000 character(s) left' and a 'Choose File' button. A grey box on the right contains the instruction: 'Please be as concise and concrete as possible, as your motivation is a very important criterion for selection.'

Upload here a summary of your Curriculum Vitae.

The screenshot shows a form titled '* Please upload your CV (Preferred format: PDF). The [European CV format](#) format is preferable, but not compulsory:'. It includes a 'No file select...' button and a 'Choose File' button. A grey box on the right states: 'Please upload your CV file (.PDF, .DOC). Maximum file size of 200KB.'

If you have any additional supporting document, please upload it.

The screenshot shows two sections. The first is titled 'Other supporting document:' and contains a 'No file select...' button and a 'Choose File' button. A grey box on the right says: 'If you want to provide some other useful document. Maximum file size of 200KB.' The second section is titled 'Description of the document:' and has a text input field with '2000 character(s) left'. A grey box on the right says: 'Write a description of the attached document.'

Add the information about professional work experience as entrepreneur in number of years.

The screenshot shows a form titled '* Experience in running a business (number of YEARS):'. It has a text input field. A grey box on the right says: 'Professional work experience as entrepreneur (years, number only). NOT THE WORKING EXPERIENCE AS AN EMPLOYEE.'

Specify the profile that your business partner should have.

The screenshot shows a form titled 'Please indicate any specific skills that the NE should have:'. It has a text input field with '2000 character(s) left'. A grey box on the right says: 'If you require specific skills, please add them here.'

Click 'Next' or 'Save draft'.

Languages

The spoken language is one of the main criteria when seeking a suitable business partner. You must be able to communicate properly with your New Entrepreneur to have significant exchanges.

You should therefore be comfortable working in the foreign languages you have selected in your applications in addition to your mother tongue (i.e. no difficulty in understanding, speaking and writing the language(s)).

Please first select your mother tongue.

The image shows a registration progress bar with steps: Welcome, Your profile, Motivation, Languages (highlighted), Business sector, Geographical preferences, Duration and period of the exchange, and Selection of IO and submission. Below the bar is a form titled '* Please specify your mother tongue:'. It contains a dropdown menu with 'Please select' and a button labeled 'Please select your mother tongue.'.

Select any other language that you have no difficulty in understanding, speaking and writing.

The image shows a form titled 'Please specify other languages in which you are comfortable working:'. It features a grid of 21 languages, each with an unchecked checkbox: Bulgarian, Greek, Norwegian, Croatian, Hungarian, Polish, Czech, Icelandic, Portuguese, Danish, Irish, Romanian, Dutch, Italian, Slovak, English, Latvian, Slovene, Estonian, Limburgish, Spanish, Finnish, Lithuanian, Swedish, French, Macedonian, Turkish, and German, Maltese. To the right of the grid is a grey box with the text: 'A working language is a foreign language that you have no difficulty to understand, speak and write.' At the bottom are buttons for 'Previous', 'Next', and 'Save draft'.

Indicate the specific languages that New Entrepreneur should speak if the proposed work or project requires some specific languages skills (e.g. foreign market research).

This is a duplicate of the form described above, showing the same grid of 21 languages and the explanatory text box.

Click 'Next' or 'Save draft'.

Business sector

The business sector is another important criterion for finding a suitable business partner. Specify the main business sector of your current activity.

Registration steps: Welcome > Your profile > Motivation > Languages > **Business sector** > Geographical preferences > Duration and period of the exchange > Selection of IO and submission

* Please specify the main business sector of your future or current business activity:

Please select

This is the primary business sector of your future or recently started company.

Choose up to 4 additional sectors that best correspond to the nature of your current business.

Please specify other business sectors of interest:

- Advertising, promotion, printing, media and related products and services
- Agricultural, forestry, horticultural, aquacultural and apicultural products and services
- Architectural, construction, engineering and inspection services
- Automotive industry
- Chemical products
- Clothing, footwear, leather and textile, luggage articles and accessories
- Community, social and personal services
- Construction sector and real estate
- Crafts, art materials and accessories
- Distribution and Retail sector
- Education and training services
- Electrical machinery, apparatus, equipment and consumables; lighting
- Energy, fuel, electricity and other sources of energy
- Financial and insurance services
- Food, beverages, tobacco and related products
- Furniture, domestic appliances and cleaning products
- Health, beauty and social services
- Hotel, restaurant, tourism, travel services and wellness
- IT, office and communication equipment, services and supplies
- Industrial machinery production, installation, repair and maintenance
- Legal, fiscal and other consultancy services
- Medical equipments, pharmaceuticals and personal care products
- Mining, machinery for mining, basic metals and related products
- Music, theater, events and related cultural and entertainment services
- Organic/Bio/Eco products and services
- Research and development equipment and services
- Security, fire-fighting, police and defence equipment
- Social economy/responsible entrepreneurship/CSR
- Transport and Logistics services
- Water distribution, Sewage, refuse, cleaning and environmental services

Chose up to 4 additional sectors which best correspond to the nature of your future or current business.

Previous Next
Save draft

Click 'Next' or 'Save draft'.

Geographical preferences

In this section, you should indicate your preferred countries of origin for the New Entrepreneur.

Select your primary choice.

The screenshot shows a progress bar at the top with steps: Welcome, Your profile, Motivation, Languages, Business sector (highlighted), Geographical preferences, Duration and period of the exchange, and Selection of IO and submission. Below the progress bar, a green header reads: "* Please specify the main business sector of your future or current business activity:". A dropdown menu with "Please select" is on the left, and a grey box on the right contains the text: "This is the primary business sector of your future or recently started company."

Select up to 4 other possible countries for the exchange.

The screenshot shows a green header: "* Please indicate your preferred source country for the exchange (this has to be different from your country of residence):". Below it is a dropdown menu with "Please select" and a grey box with the text: "Indicate here the country from which the NE you will host should ideally come from." Below this is another green header: "Please indicate other possible countries for the exchange:". A list of countries with checkboxes is on the left, including Albania, Armenia, Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, The Former Yugoslav Republic of Macedonia, Turkey, and United Kingdom. A grey box on the right contains the text: "Select up to 4 further countries as secondary choice." At the bottom, there are "Previous" and "Next" buttons.

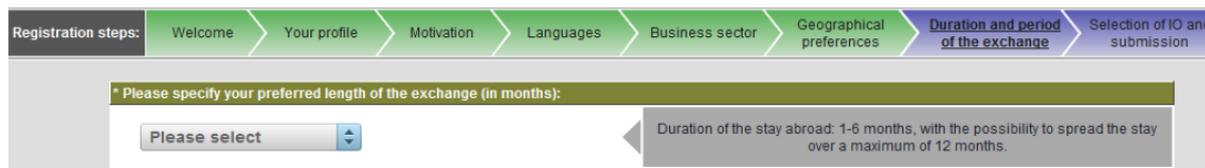
Click 'Next' or 'Save draft'.

Duration and period of the exchange period

In this section, you should mention the maximum number of months you can host a New Entrepreneur and the periods where you are available for the exchange. This information is of utmost importance in the search for a suitable New Entrepreneur.

Specify the length of your exchange

The exchange should last between one and six months and should be completed within an overall time span of twelve months.



The screenshot shows a registration progress bar with steps: Welcome, Your profile, Motivation, Languages, Business sector, Geographical preferences, **Duration and period of the exchange**, and Selection of IO and submission. Below the bar, a green header reads: "* Please specify your preferred length of the exchange (in months):". A dropdown menu shows "Please select". To the right, a grey box contains the text: "Duration of the stay abroad: 1-6 months, with the possibility to spread the stay over a maximum of 12 months."

Please note that if your application is accepted for the selected length, it is not a guarantee that the exchange you will propose will be accepted for this period.

Specify your preferred periods for the exchange

The exchange period is one of the main criterion for a suitable match. The more flexible you are the greater choice you will have in finding a host entrepreneur.



The screenshot shows a registration form with a green header: "* Please specify the months in which you will be available for the exchange:". Below the header is a list of months from November 2012 to December 2013, each with an unchecked checkbox. To the right, a grey box contains the text: "The more flexible you can be, the more chance there is to find a good match." At the bottom, there are buttons for "Previous", "Next", and "Save draft". A small note at the bottom left says: "* = mandatory fields".

Note that the selection of months done at this step will have an influence on the range of Intermediary Organisations among which you will have to choose one at the last step. Should you like to register with a specific Intermediary Organisation, please make sure that the months selected do not exceed the contract end date of that organisation. Please contact the IO you would like to register with and request this date upfront to know which months you can select.

Selection of an Intermediary Organisation, visibility options, and submission

212 Intermediary Organisations/Local contact points have been officially appointed by the European Commission to establish contacts between new and host entrepreneurs. The selected Intermediary Organisation should be active in your country of “**permanent residence**” defined by the programme as:

- The place where the company of the applicant is registered, if the applicant has a registered company;
- If a company has several establishments in different EU Member States or other participating countries, the entrepreneur should choose one of the countries as permanent residence;

If you live in a country without an active Intermediary Organisation, you may choose another one close to your country.

The chosen Intermediary Organisation is responsible for recruiting; establishing contacts between you and your preferred new entrepreneur and for helping you prepare your exchange. It will act as guide and contact throughout the entire process.

The list of Intermediary Organisations is available on the programme website www.erasmus-entrepreneurs.eu under the section “Your local contact point”.

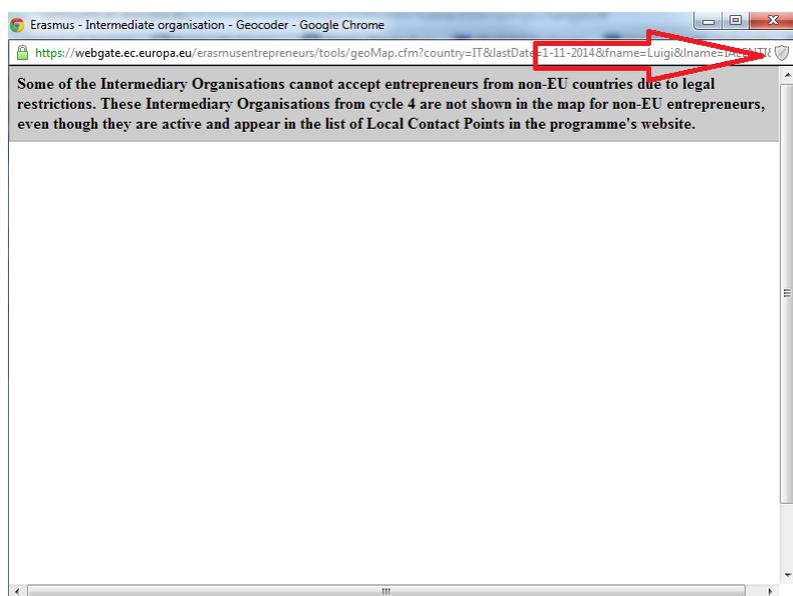
Tips and tricks for the selection of the Intermediary Organisation

Note: the list of organisations available to be selected will depend on the preferred periods for the exchange that you have selected in the previous step. If you select dates too far in the future, the Intermediary Organisation that you might wish to choose could be unavailable for selection as they might not be active during that period.

Please verify first that your browser is a compatible one, and the pop-ups are enabled.

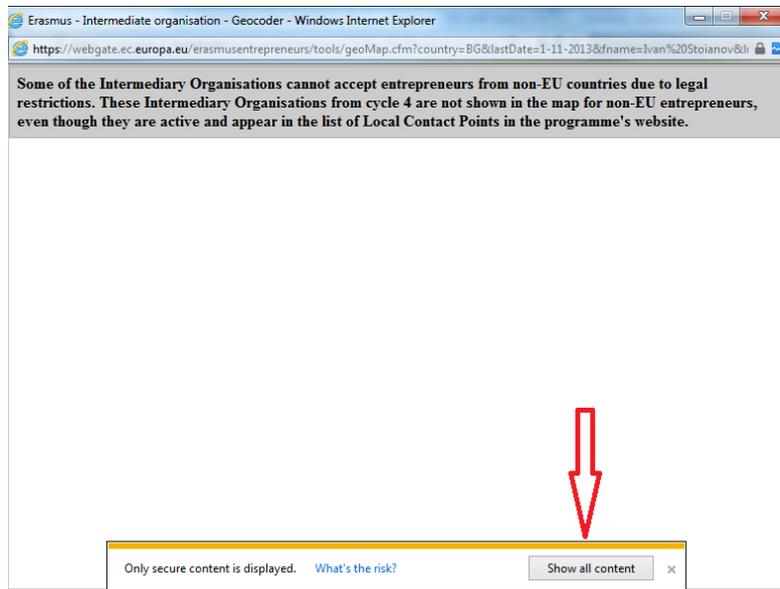
Look carefully at all dialog boxes and questions you may receive and click “Yes” to accept the display of all contents.

E.g. Google Chrome



Click on the small shield icon and select the option which permits the download of the unsafe script. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

E.g. Internet Explorer



Click on the “Show all content”. A Geomap will open subsequently and you will be able to select an Intermediary Organisation.

If despite this, you cannot complete the step “Select your IO”, it may be due to one of the following situations:

Situation 1

You receive the message “No Intermediary Organisation found”

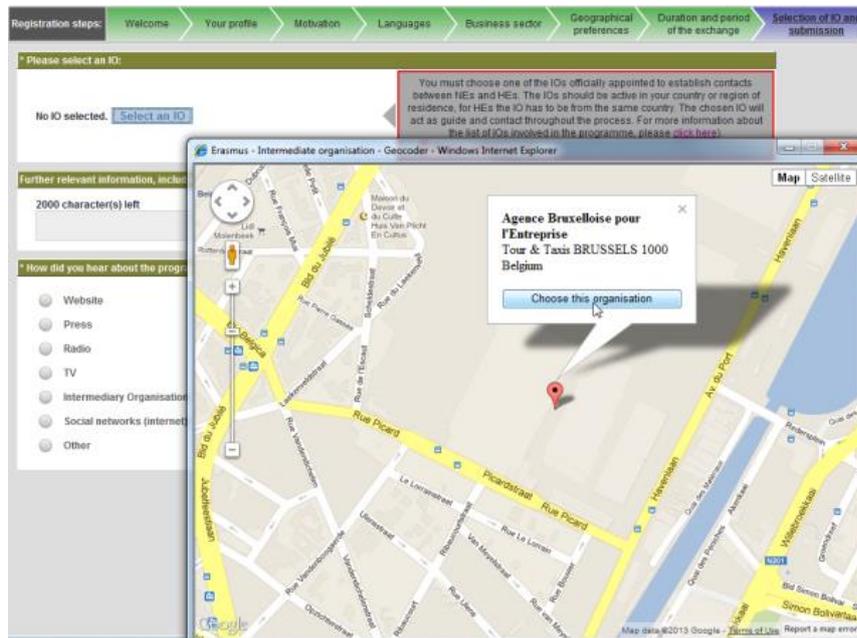
Please verify that your address and country are correctly selected on the second tab.

Situation 2

If you click on the field “Select an IO”, the geomap is displaying correctly but you can see only part of the IOs and not the one you want to select.

The reason for this is that the exchange months you selected at a previous step exceed the period during which the respective IO will be visible to the public. You have to contact your IO and ask for the “activity end date” of their organisation and then fill in the availability period again with months until the one specified by your IO.

Choose your Intermediary Organisation



The  icon will be replaced by a  if multiple IOs are located very close to each other. In this case, click  to locate those IOs with a greater zoom factor on the map.

The  indicates the entrepreneur's home address as specified on page 2 of the application form.

Select a visibility option for the on-line catalogue

You can decide to be contacted only through your IO, if you choose visibility options 2. Furthermore, you can choose not to show your profile to other NEs until you reach the draft relationship status (in which case it will only be shown to the parties involved in the relationship) via Privacy Option 3 but you will not have any access to the Search/Match tool and you will not appear in the catalogue, so all matching will need to be done by your IO only.

* Visibility of your data in the online catalog:

Option 1=All my profile information is generally available
 Option 2=My profile should be generally available but contacts should be made through my IO
 Option 3=My profile should not be generally available; however, once I enter into a draft relationship, all my profile information should become available to all parties involved in the relationship (counterpart entrepreneur, NIO)

Your profile will not be public but only available to those NEs, that have been accepted in the programme. If you do not wish to be contacted directly by an NE or do not want to have your profile included in the on-line catalog available to NEs, please select options 2 or 3.

Submit or Save a Draft of your application

After completing the last page of the registration form:

Either:

⇒ **Submit** your form directly: click 'Confirm my registration' button at the bottom of the page.

Or:

⇒ **Save the form as draft** without submitting it yet (i.e. if you want to review your information first): click the 'Save as draft' hyperlink at the bottom of the page.

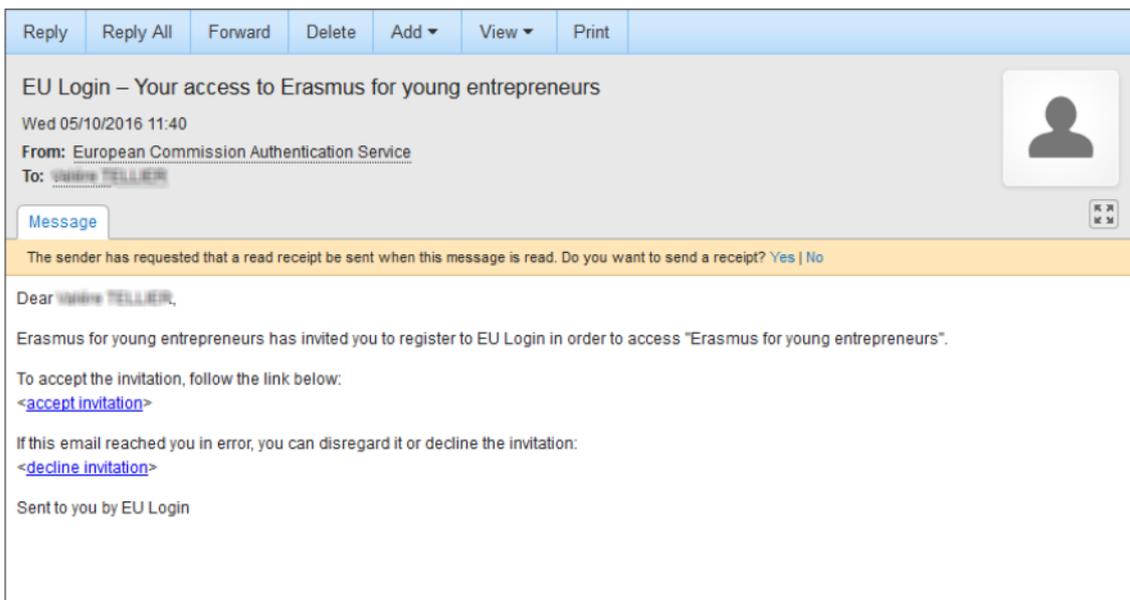
STEP 3 – Confirm your registration

Once you have **submitted/saved as draft your application**, you will receive an automatic email from European Commission's user authentication service (EU Login) through which you are invited to set-up a password (this is **ONLY** for users who didn't have a previous EU Login account):

Note: If you do not receive an email from EU Login to set up your password, please go to <https://webgate.ec.europa.eu/cas/init/passwordResetRequest.cgi?> and request a new email. Please make sure that the domain on the screen says External and NOT European Commission.

To initialize your EU Login account:

1. Open the Inbox associated to the email address with which you registered to Erasmus for Young Entrepreneurs in the past, and open the email message that was sent to you by European Commission Authentication Service.
2. Click the '**accept invitation**' hyperlink in the email:



1h30 restriction

Please note that although the instructions email mentions a standard 1h30 period for initializing your account after receiving the message, you can still click the link passed this delay. Only, you will be asked to 'make another request' for the same email address. A new instructions email will then be sent to you, with a new link to press in order to set your password.

Result: This will bring you to the following page:

3. Check your account information and click 'Confirm'.

Result: You are prompted to set a password :

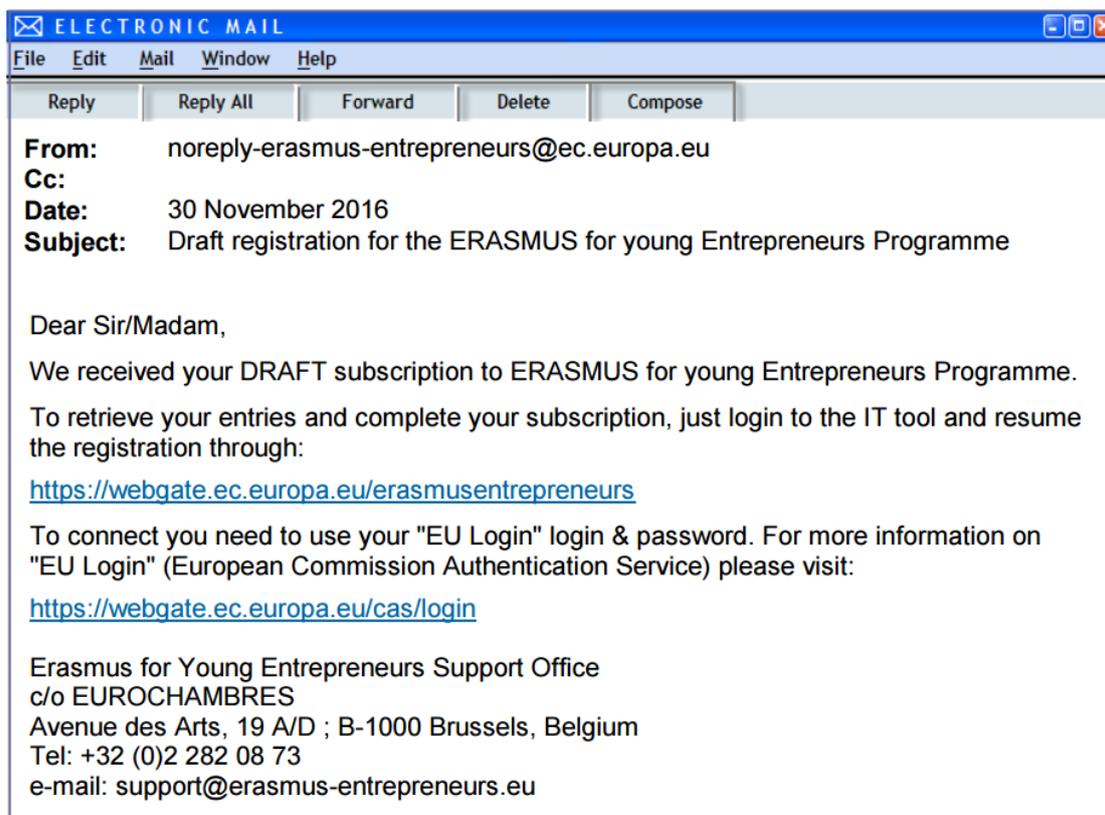
On the New password page, enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click Submit.

Enter a password of your choice (please observe the format requirements at the bottom of the page), repeat the password in the next box and click 'Submit'.

The system informs you that your password has been successfully initialized. You now have a valid EU Login account, with a login name and a password of your choice. You can always use your email address as user instead of the one generated by the system.

LOG IN TO THE APPLICATION

If you **saved your application form as draft**, you will also receive an email informing that you have to login to the application to resume and complete the registration.

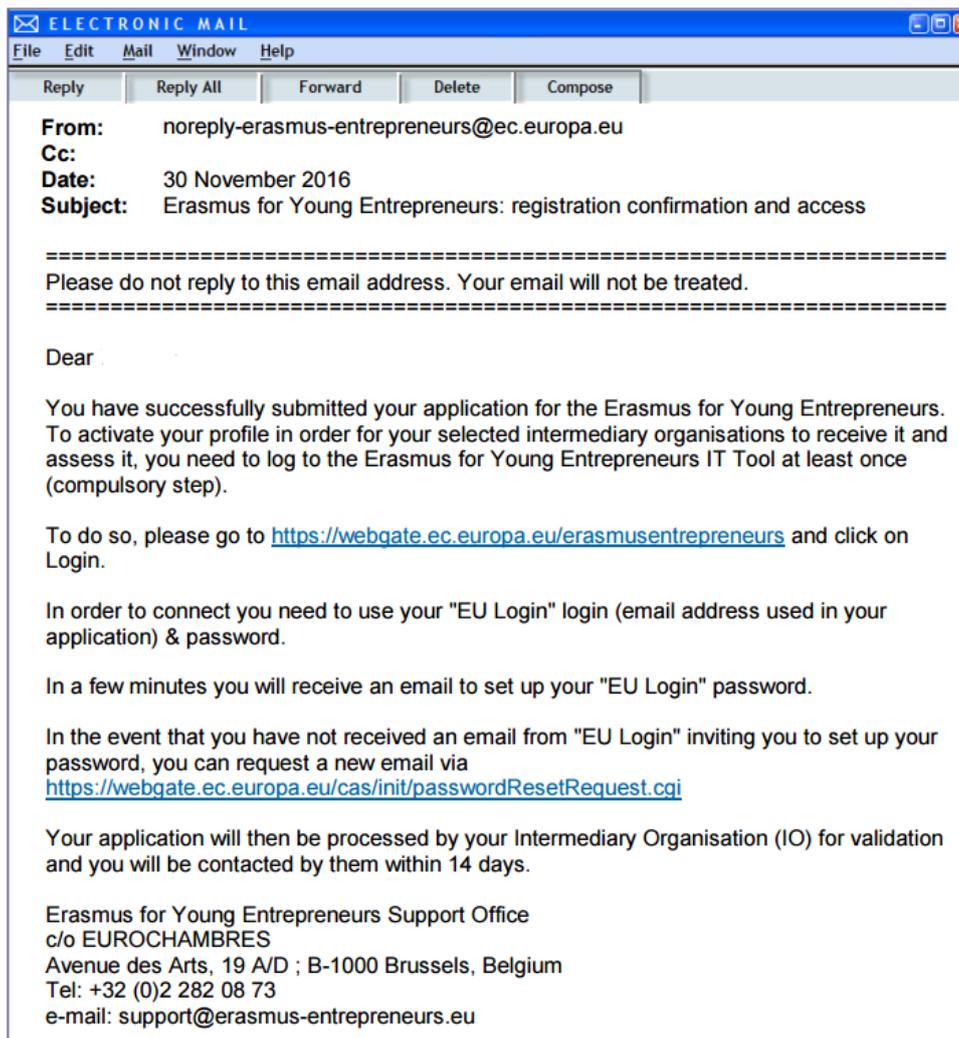


At this stage:

- Return to the Erasmus for Young Entrepreneurs registration page at <https://webgate.ec.europa.eu/erasmusentrepreneurs>
- Click '**Login**'
- Enter your EU Login credentials, and click Sign in
- Click the '**Resume registration (draft)**' button
- Complete your registration form as necessary and then click '**Submit**' when you are ready.

Upon submitting your form, you will receive an email confirming that your registration has been successfully received. The email also informs you that one final confirmation is still required from you for the form to be actually sent to your IO.

In the email click the <https://webgate.ec.europa.eu/erasmusentrepreneurs> link and log in using your EU Login credential:



Please note that failing to Login in your registration will not be complete.

After you submit your application and you log in, you automatically receive the status '**Applied**'. At this stage, you do not have access to the online catalogue of profiles (co-called IT Tool) to search for a business partner. This status only means that your application has been received and is currently being treated by your Intermediary Organisation.

An IT Tool user's manual is available in the "**Help**" section of the online database to help using the tool.

Within a maximum of 2 weeks of receipt of application, your IO has to perform an initial check and take action accordingly. You will be automatically informed by email about any change of your application status.

Possible statuses:

- **Accepted** → your application fulfils all programme requirements and you should be granted to the online catalogue;
- **On Hold** → important information is missing or application is unclear;
- **Back to Applicant** → your selected IO is not in a position to accept entrepreneurs or the IO is terminating its contract;
- **Refused** → your application is inappropriate or irrelevant.

If your Intermediary Organization considers that some key elements are still missing in your application, you will be automatically notified by email that your application has been put "On hold". Your Intermediary Organization will contact you separately either by phone or by email requesting the lacking information in your application (business plan etc...). You should provide this information within a delay of **6 weeks maximum**. If this information is not provided on time, your application will be rejected. You may apply again later once you will be able to provide all information required by the programme.

Your application will be deleted if it contains irrelevant data, errors and/or has been submitted by mistake.

If the responsible Intermediary Organization considers that your application is of quality and that it fulfils all the programme criteria necessary, you will be notified by email that you are successfully accepted in the programme.

=====
=====
Please do not reply to this email address. This is a no-reply address and your email will not be treated. Instead, please address your email to the contact detailed below
=====
=====

Dear [Title] [Last name],

We are pleased to inform you that your application for the ERASMUS programme has been accepted.

Your Intermediary Organisation will contact you shortly to organise your ERASMUS exchange.

Meanwhile, you can already search in the online catalogue for a partner entrepreneur at <https://webgate.ec.europa.eu/erasmusentrepreneurs>

Your EU Login login & password will be required.

Please refer to the IT user's guide available in the HELP menu for further help and assistance.

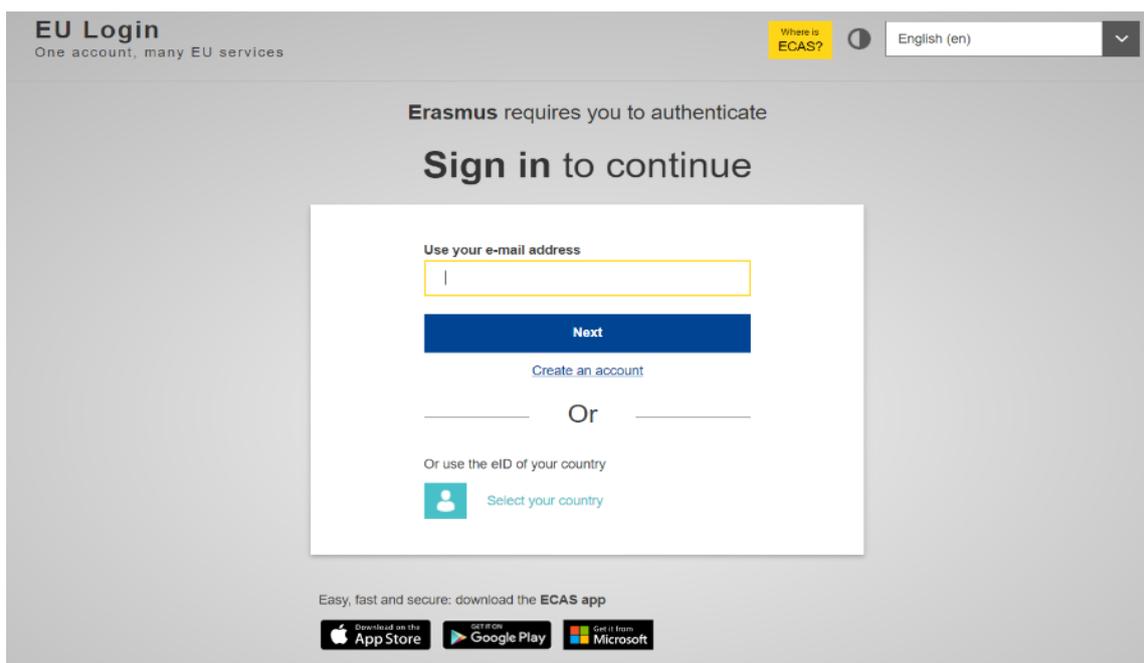
STEP 4 – Starting the Erasmus IT Management Tool

To start the Erasmus IT Management Tool:

- Open the Erasmus IT Management Tool login page (as specified in the email notification):
<https://webgate.ec.europa.eu/erasmusentrepreneurs/>
- Click '**Login**'



- Enter your email address and click "**Next**".



- Enter your Password and click “**Sign in**”

Please check that the correct ‘domain’ is displayed above the Username and Password boxes. **External** is required for people outside the European Commission. If necessary, click **Change it** hyperlink and select the appropriate domain. Login will fail if you do not select the correct domain.

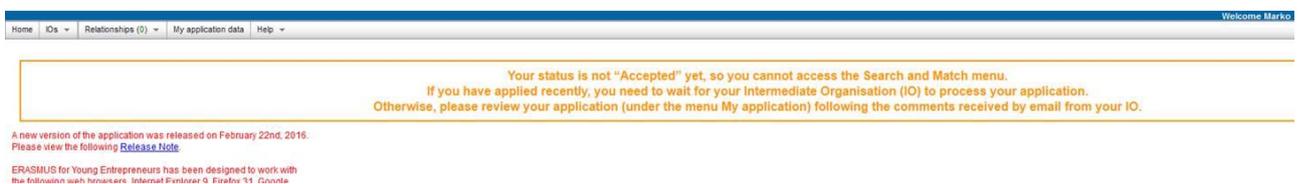
The home page of the Erasmus IT Management Tool appears. Please refer to the Erasmus IT Tool User Manual (under section Help in the IT Tool) for detailed information about how to use IT Tool.

The first time you log in a message saying:

Your status is not “Accepted” yet, so you cannot access the Search and Match menu.

If you have applied recently, you need to wait for your Intermediate Organisation (IO) to process your application.

Otherwise, please review your application (under the menu My application) following the comments received by email from your IO.



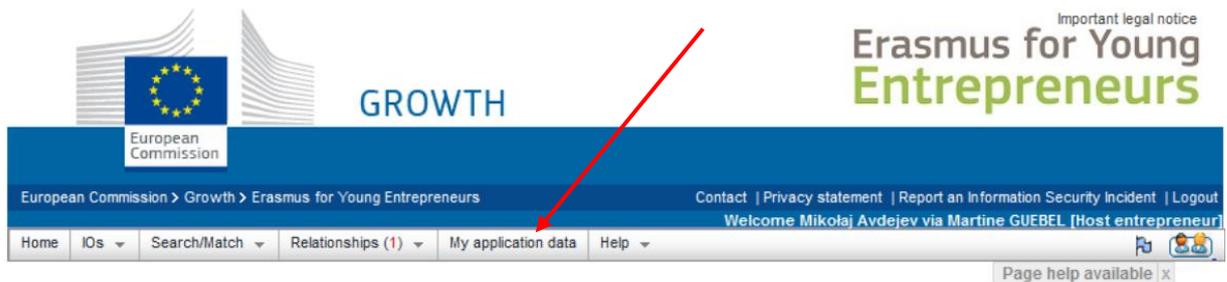
In the meantime, you can edit your application data and change your IO if needed.

How to review your application?

Status and possible actions with the application:

- **Accepted** – if the entrepreneur wishes to modify his personal data (except name and email) and CV or business plan he has to do so by contacting his Intermediary Organisation. No other actions can be done.
- **Applied, On Hold, Back to Applicant, Floating** – the entrepreneur has limited access to the IT tool, where he can change his personal application details (except name and email).
- **Refused** – the entrepreneur has no access and can only ask for deletion of his data after the usual period of audit.

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click **“Login”**
3. Enter your email address and click **“Next”**
4. Enter your password and click **“Sign in”**
5. Click on **‘My application data’**:



6. This will display a copy of the multiple page application form.

Erasmus for Young Entrepreneurs [Print]

Welcome

Welcome to the registration form to participate in the Erasmus for Young Entrepreneurs programme. The information you enter into this multi-page form will be used to create your profile and to store half completed questionnaires. You will be contacted by your IO within 2 weeks of your registration. The information you enter into this multi-page form will be used to create your profile and to store half completed questionnaires. You will be contacted by your IO within 2 weeks of your registration.

Do you want to register as a NEW or a HOST entrepreneur? New entrepreneur Host entrepreneur

Your personal information

Title: Mr
 Last name: David
 First name: Lisardo
 Organisation name: Archie Studio
 Address: C.Dottor Piera n°1
 Postal code: 00144
 City: Roma
 Country: Italy
 Phone: +39 606764945
 Fax: +39
 Email: lisardo@gmail.com

Motivation

Please indicate why you wish to participate in the Erasmus for Young Entrepreneurs programme and state your expectations. (Up to 200 words):
 My intention is to start a business in the field of hydraulic technology. I wish to find an established company manufacturing certain highly specialised components for use under heavy load conditions. Interested partners would be willing to consider integrating these components into our hydraulic check valves.

Please upload your CV (Europass CV format):
 Please give a short overview of your plans to start a business: (a) product or service idea (b) envisaged customer target group (c) activities planned for the first 12 months after the start-up. (Up to 400 words):
 Business

Business sector

Please specify your main business sector:
 IT, office and communication equipment, services and supplies

Please specify your secondary business sectors, if any:
 Education and training services

Geographical preferences

Please indicate your preferred country for the exchange:
 United Kingdom

Please indicate other possible countries for the exchange:
 France
 Malta
 Spain

Duration and period of the exchange

Please specify your preferred length of the exchange (in months):
 1

Please specify the months in which you will be available for the exchange:
 October 2013
 November 2013
 December 2013

Selection of IO and submission

You must choose one of the IOs officially appointed to establish contacts between NEs and HEs. The IOs should be active in your country or region of residence, for HEs the IO has to be from the same country. The chosen IO will act as guide and contact throughout the process. For more information about the list of IOs involved in the programme, please click here.

Please select an IO: BF

Visibility of your data in the online catalog: Option 1-All my profile information is generally available

How did you hear about the programme?: radio

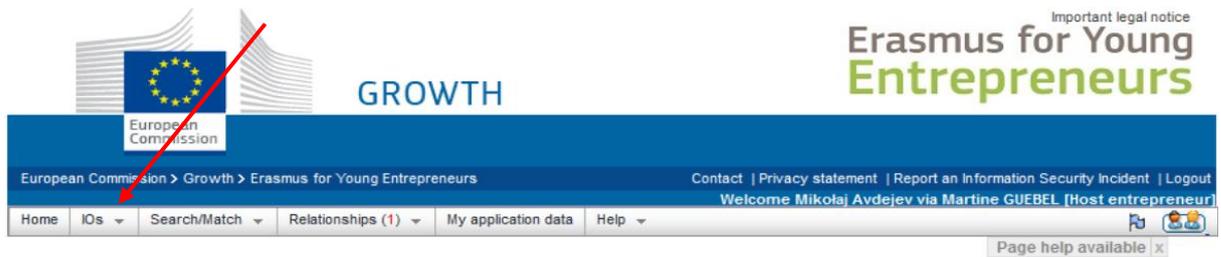
Other information

Experience in running a business (in years): 0
 Previous working experience (number of months): 0.5
 Please specify your mother tongue: French
 Please specify other languages in which you are comfortable working: English

The collected personal data (e.g. name, address, phone/fax numbers, e-mail) is intended for the express purpose of organising the Erasmus for Young Entrepreneurs exchange. This information may be disseminated electronically or on paper and conferred to other participants in the interest of facilitating communication among them, as well as for the promotion of future events on this subject or on similar subjects. This registration procedure is subject to data privacy rules and is executed in compliance with Regulation (EC) 45/2001 on the data protection of personal data and the processing thereof. A privacy policy statement specifies how your data will be used. If you want to exert your right to access, modify, rectify or delete your personal data please contact us. Complaints, in case of conflict, can be addressed to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

How to change your Intermediary Organisation?

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click **“Login”**
3. Enter your email address and click **“Next”**
4. Enter your password and click **“Sign in”**
5. From the Erasmus for Young Entrepreneurs menu, select IOs > **Change IO**.



1. Click the 'Click here to choose another IO' hyperlink on the *Change your IO page*.
2. Select the desired IO on the online map and click 'Choose this organisation':

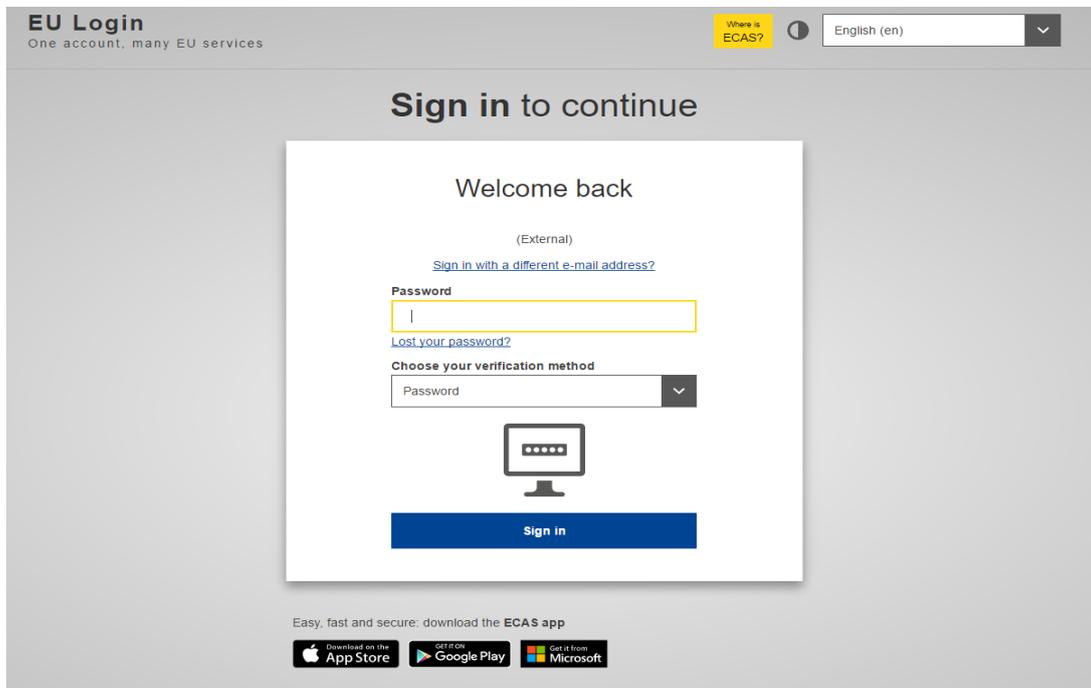
Change your IO

Current IO: Tellus Limited
New IO: [\[click here to choose another IO\]](#)
IO change motivation:

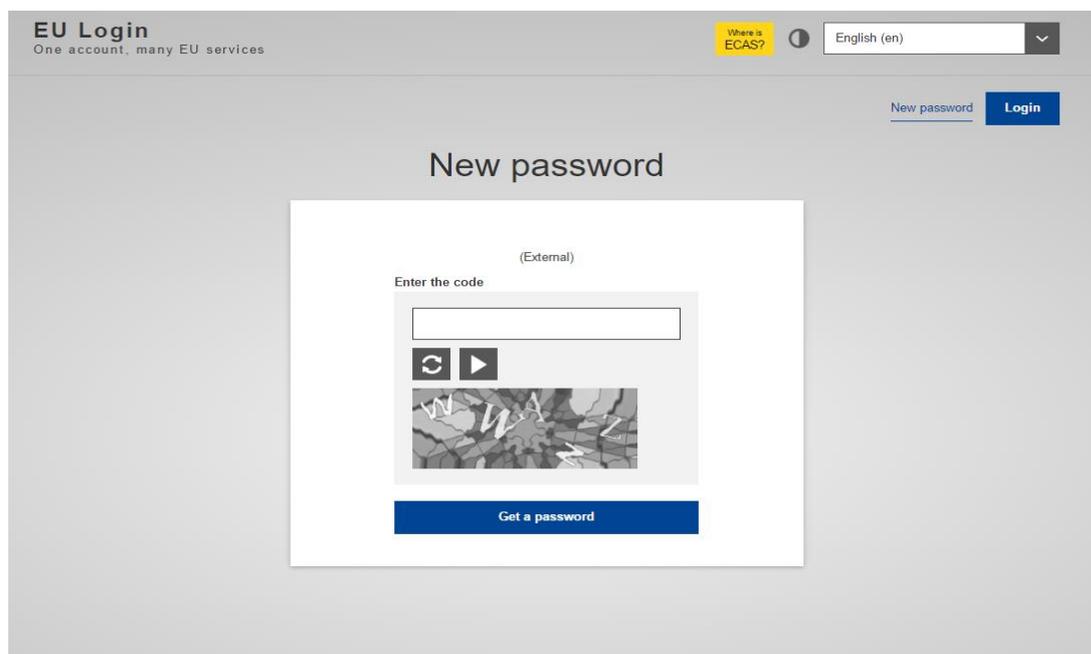
3. Click 'Save'.

How to change or recover your password?

1. Go to the webgate: <https://webgate.ec.europa.eu/erasmusentrepreneurs/>
2. Click on **“Login”**.
3. On the EU Login Sign in page, click **“Lost your password?”** Hyperlink under the **“Password”** box.



4. Enter the CAPTCHA code and click **“Get a password”**



5. You will then receive a new email with a link to change your password. Please note that you have a maximum of 5 min to click the link after the message is sent. Please click on the link:

Dear [First name] [Last name],

You have requested a reset of your EU Login password. You can do this by following the link below, preferably immediately - but a maximum of 5m after this message was sent. You should therefore follow the link before 12/07/2013 11:47 GMT+02:00.

<link>

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click here.

If this message was delayed or for some other reason you are unable to complete the rest of the process within 5m, please return here to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.

6. You will be prompted to enter a new password. Click on “**Submit**” when finished:

New password

Please choose your new password.

(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 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: qhoQ3HUkgZ sBHfGUmGP# gOGFZ^qYNT

[\[Generate other sample passwords\]](#)

7. You will receive a confirmation message. If you click on “**Proceed**” you will be redirected to Erasmus:

New password

Login

New password

Your EU Login password was successfully changed.

Click **Proceed** below to continue to **Erasmus**

Proceed

Advice and assistance

Please contact your Intermediary Organisation for any further information you may have about the registration process.

For issues regarding **functioning of the Erasmus IT Management Tool**, please contact the Erasmus Support Office at:

Email: support@erasmus-entrepreneurs.eu

Tel: +32 2 282 0873