

ETWINNING-ONLINE

1. WHAT IS ETWINNING-ONLINE?

eTwinning-Online is a Software for school collaboration management in Europe. It allows users to manage projects, applications, recognitions digitally and transparently.

With **eTwinning-Online** you can place the online application forms for each event on your web page and let the applicants enjoy their digital eTwinning journey.



**Welcome to the eTwinning Database -
the portal to your training abroad in Europe.**

Once the institution has been registered, all teachers can assign themselves to the institution for future training and complete the application form online. Please check if your institution is already registered - if not, please register the institution first and then yourself. The fully completed application form for eTwinning Training and Events will only be submitted online.

Please contact etwinning@sop.co.at if you need assistance.

Event number 2018-002

Event title PDW: History and Art

Short description Kurzbeschreibung xxy

Link [Go to the event](#)

Start date 06.09.2018

End date 31.01.2019

Event location Slokas iela 1, 1048 Riga

Login or forward to registration.

Login to the eTwinning-Database

E-mail address

Password

Login

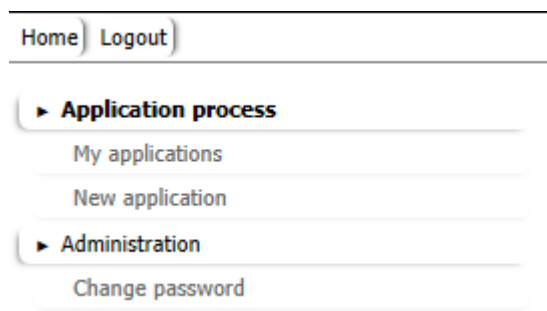
Forgot your password?

Don't have an account yet?

Create new account

2. ETWINNING ACCOUNT OF THE APPLICANT

The applicants have their own accounts with a simple menu on the left side:



In the section "My applications" the applicants see their applications and the status of their applications.

Event ID	Contract number	Start of event	Applicant	Name of institution	Application status	Submission date
Future Classroom Lab: "Active learning in my school and classroom"	2018-020	01.12.2018	Shved, Oksi	eTwinning-AT Test Schule	Antrag eingereicht	15.01.2019
PDW: History and Art	2018-002	06.09.2018	Shved, Oksi	eTwinning-AT Test Schule	Antragfassung gestartet	

By clicking on the name of the event, the user receives detailed information about the event.

Application progress

Application process started ————— Application submitted ————— Application formally accepted —————>

Event details

Event number 2345

Event title Erasmus+ Neue Wege in der europäischen Zusammenarbeit

Short description Internationale Projektarbeit bringt Freude und Motivation ins Schulleben. Die Veranstaltung informiert über Partnerfindung, Antragstellung, Einstieg und Durchführung solcher Projekte. Informationsveranstaltung für Schulen, die sich für die Durchführung eines Erasmus+ Projektes interessieren Die Veranstaltung bietet einen Überblick, Informationen, Anleitung und Tipps aus der Praxis zur Beantragung und Durchführung von Erasmus+ Projekten der Leitaktion 1 (Lehrerfortbildung und Schulentwicklung): job shadowing, Bildungsangebote etc. Leitaktion 2 (Schulpartnerschaften): Internationale Kooperationen öffnen den Blick über den Tellerrand eTwinning, dem europäischen Online-Netzwerk für Schulen Die Veranstaltung richtet sich sowohl an interessierte Lehrkräfte aller Schularten, die europäische Projekte starten wollen und noch keine große Erfahrung besitzen als auch an Erasmus+ Profis. Nie war die Zeit so günstig einen erfolgreichen Antrag zu stellen! (Quelle: <https://www.kmk-pad.org/veranstaltungen/details/erasmus-neue-wege-in-der-europaeischen-zusammenarbeit-1711.html>)

Link [Go to the event](#)

Start date 01.09.2019

End date 04.09.2019

The applicants can also complete the process online. The system takes the applicant through the process from one step to another. The steps performed are then automatically displayed as checked.

Qualifications and Motivation

Qualifications and professional activity

With reference to your professional environment: What do you see as the added value of your participation in this event?

I am the best!

Motivation and goals

Please describe briefly why you apply to take part in this event and state your objectives - also with regard to future planned cooperations

"If You Are Working On Something That You Really Care About, You Don't Have To Be Pushed. The Vision Pulls You." - Steve Jobs

Part 2 - Application progress

<input checked="" type="checkbox"/>	Qualification and motivation	<input type="button" value="Edit data"/>
<input type="checkbox"/>	Duration and budget	<input type="button" value="Edit data"/>
<input type="checkbox"/>	Print confirmation	<input type="button" value="Print"/>
<input type="checkbox"/>	Upload Confirmation	<input type="button" value="Upload"/>

When logged into the account, every applicant also has a possibility to make a new application.

eTwinning Organisation (Demo) **ETWINNING-ONLINE**

Home | Logout | Okxi Shved Quick search Find Quick input... (English)

- Application process
 - My applications
 - New application**
 - Administration
 - Change password

Register for the following seminar

Name of call for vacancies: <- Please select ->

<- Please select ->
 Community Event 2019
 eTwinning Seminar in Madrid: Multilateral Contact Seminar
 eTwinning-Seminar in Sofia

Register for the following seminar

Name of call for vacancies: Community Event 2019

Event number 201906

Event title Community Event 2019

Short description June 12 and 13, 2019 the ever-growing Mobility-Online Community will meet - as every year - to get informed about the latest developments of our software, to discuss specific topics and to network and chat with colleagues from 25 countries. This time individual meetings can be booked on the day before the community event as well as on the day after it - i.e. on 11th and 14th of June 2019.

Link [Go to the event](#)

Start date 12.06.2019

End date 13.06.2019

F001 Fact Sheet_eTwinning management, Version: 28.03.2019

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3. ETWINNING ACCOUNT OF THE MANAGER?

The administrator's account allows managers to work with applications. By clicking on the icon, which is marked red below, the manager can look at the application in detail:

eTwinning Organisation (Demo) ETWINNING-ONLINE

Home | Favorites | History | Logout SOP Systemadministrator (okso) (SOP Administratoren) Quick search Find Quick input... Englisch Display all

Application process/Applications Create new record Advanced Search Search Reset all filters

Event ID	Contract number	Start of event	Applicant	Name of institution	Application status	Submission date
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Community Event 2019	201906	12.06.2019	Hudyma, Karolina	eTwinning-AT Test Schule	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Community Event 2019	201906	12.06.2019	Lina, Karo	SOP School	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Erasmus+ Neue Wege in der europäischen Zusammenarbeit	2345	01.09.2019	Shved, Oksi	eTwinning-AT Test Schule	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Erasmus+ Neue Wege in der europäischen Zusammenarbeit	2345	01.09.2019	Hudyma, Karolina	eTwinning-AT Test Schule	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> eTwinning Seminar in Madrid: Multilateral Contact Seminar	2018-019	15.11.2019	Lina, Karo	SOP School	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> eTwinning-Seminar in Sofia	2018-013	05.07.2018	Huber, Mustermann	eTwinning-AT Test Schule	Antrag bewilligt	04.05.2018
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Future Classroom Lab: "Active learning in my school and classroom"	2018-020	01.12.2018	Shved, Oksi	eTwinning-AT Test Schule	Antrag eingereicht	15.01.2019
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PDW: History and Art	2018-002	11.01.2020	Lina, Karo	SOP School	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PDW: History and Art	2018-002	11.01.2020	Paris, Karine	SOP School	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> PDW: History and Art	2018-002	11.01.2020	Shved, Oksi	eTwinning-AT Test Schule	Antragserfassung gestartet	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Summer Academy: "Enhancing creativity and innovation in mv"	2018-012	02.07.2018	Huber, Mustermann	eTwinning-AT Test Schule	Antrag bewilligt	18.05.2018

Master data	Institutions (1)	Persons (1)	Evaluator (0)	Evaluations (0)	Documents (0)
Event ID	PDW: History and Art				
I have been informed about this event by	Facebook				
Qualifications and professional activity					
With reference to your professional environment: What do you see as the added value of your participation in this event?	Ich bin super! <input type="button" value="?"/>				
	There are still 1500 characters available				
Please describe briefly why you apply to take part in this event and state your objectives - also with regard to future planned cooperations	"You Learn More From Failure Than From Success. Don't Let It Stop You. Failure Builds Character." - Unknown <input type="button" value="?"/>				
	There are still 1500 characters available				
Duration and budget					
Arrival on	25.02.2019	<input type="button" value="Today"/>			
Departure on	25.02.2020	<input type="button" value="Today"/>			
I'm travelling from	Bratislava	<input type="button" value="?"/>			
To	Vienna	<input type="button" value="?"/>			
Means of transportation	train	<input type="button" value="?"/>			
Travel cost	300,00	<input type="button" value="?"/>			
Event cost (including accommodation)	200,00	<input type="button" value="?"/>			
Hotel cost	100,00	<input type="button" value="?"/>			
Costs for extra night**	30,00	<input type="button" value="?"/>			
Requested grant (journey, extra night)	50,00	<input type="button" value="?"/>			
Currency	EUR	<input type="button" value="?"/>			
If you require a grant for an extra night, please explain why here.	Ich muss schlafen <input type="button" value="?"/>				
	There are still 500 characters available				
If you require a grant for special needs, please explain why here.	<input type="text"/> <input type="button" value="?"/>				
	There are still 500 characters available				
Declaration including signature and stamp of the principal, applicant	Please enter the Declaration including signa <input type="button" value="?"/>				
Description File name	SOP.pdf <input type="button" value="?"/>				

The program also offers automated mail communication. The email templates can be easily created and edited as needed.

The screenshot shows the 'eTwinning Organisation (Demo)' interface. The user is logged in as 'SOP Systemadministrator (okso) (SOP Administratoren)'. The main menu on the left includes 'Documents', 'Template groups', 'Mail templates/funding programme', 'Letter templates/funding programme', 'Financial and budget data', 'Event data', 'Control data', 'Application process', 'Letter sending', and 'Mail sending'. The main content area displays a table of mail templates under the heading 'Master data/Program data/Mail templates/funding programme'.

Grant programme	Scholarships type	Language	Number	Template name
All programs	Both	Englisch	REGIST_TEACHER	Confirmation of registration
All programs	Both	Englisch	REG_INTERN	Notification of a new school registration
All programs	Both	Englisch	BEWILLIGUNG_ANTRAG	Approval of the application
All programs	Both	Englisch	APPLIC_FORMAL_REJECT	Application formally rejected

The screenshot shows the email editor interface for a mail template. The subject is 'Approval Application for Seminar [Event_Title]'. The editor includes a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The text content is as follows:

We are pleased that your application for funding for eTwinning training under the EU Erasmus+ education programme has been approved.

With this letter, we will send you the Grant Agreement as the contractual basis for the payment of the grant and ask you to read it carefully. Please return two signed and stamped copies to us by post no later than two weeks before the start of the event. Please note that you are not permitted to make any changes to the text of the contract.

NA will return a countersigned grant agreement to your institution after receiving it on time. Within the framework of the seminar, the participation fees (incl. accommodation costs) will be paid directly by the National Agency Erasmus+ and the expenses for travel costs after the seminar will be reimbursed up to the maximum approved amount.

Other functionalities offered in eTwinning-Online are Budget management, report generator, and data exchange.

- Budget data
 - ▼ Master data
 - ▼ Projects
 - ▼ Disbursements
 - ▼ Reimbursements
 - ▼ Deposits
- Reports
 - ▼ Master data
 - ▼ Budget data
 - ▼ General information
- Tools
 - Data exchange
 - ▼ Import
 - ▼ Transparency database
 - ▼ Data management
 - Report generator

Want to know more? Please contact us at <mailto:sales@sop.co.at>