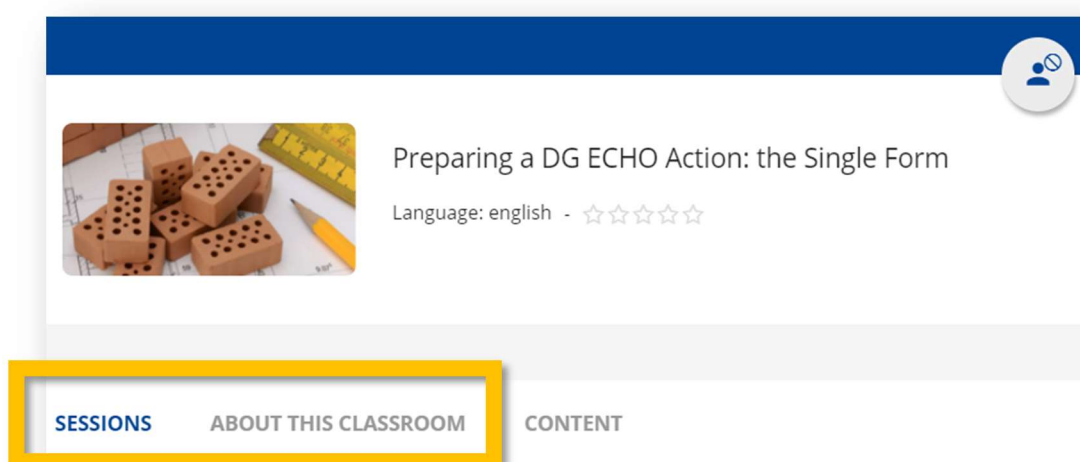


How to enroll in a Classroom Training Session

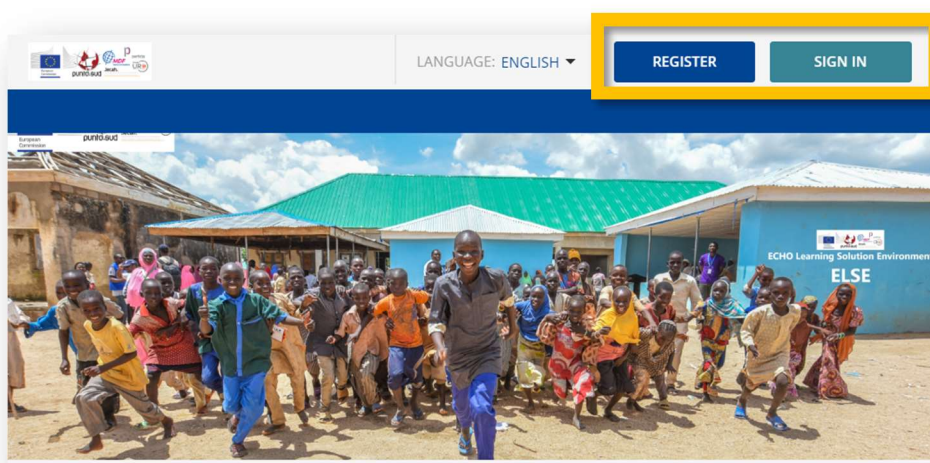
You will find all available classroom training courses in the public catalogue of the ELSE platform: <http://else.dgecho-partners-helpdesk.eu/learn>.

To see more information about the courses, select the course you are interested in. Under the “**Session**” tab, you will find where and on which dates the session will be held. The agenda and the description of the training session will be available under the tab “**About this Classroom.**”



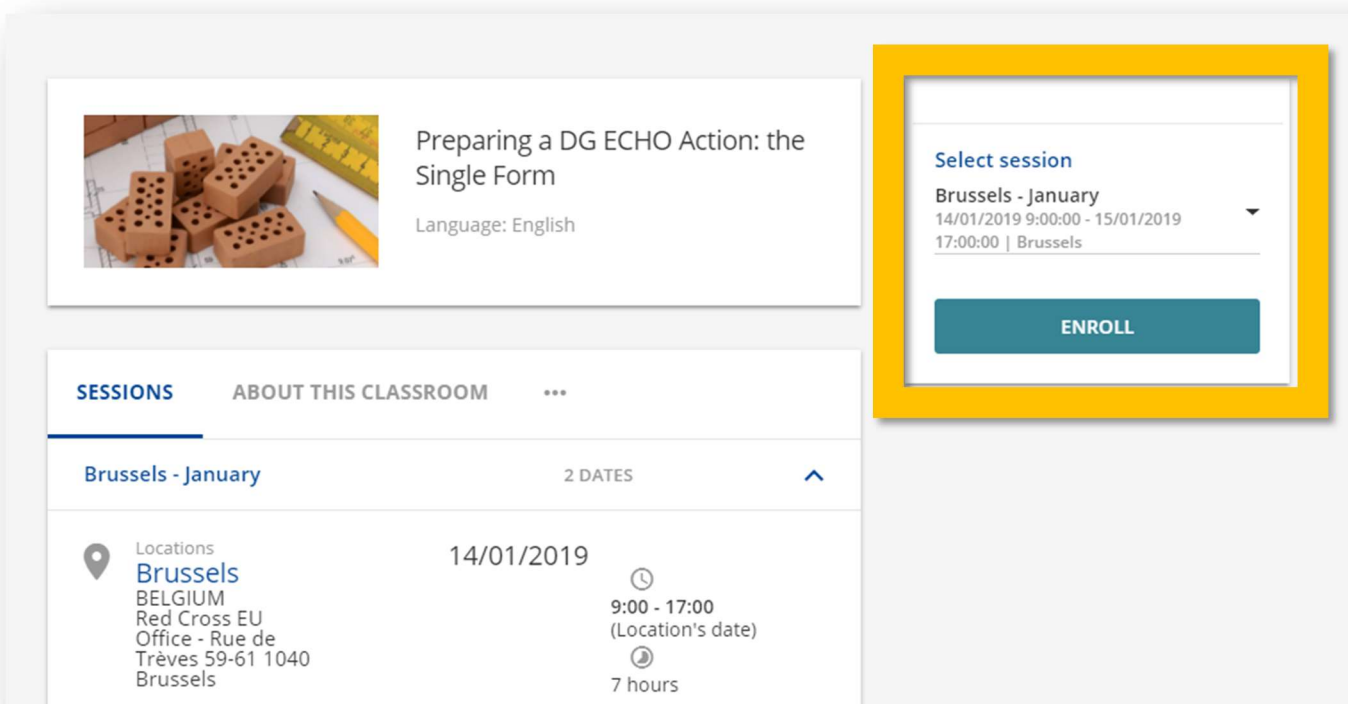
To enroll in a classroom course, enter the platform following one of the steps below:

- If you are **not** already registered in the platform you should click on **Register** and follow the instructions (for more details, click here)
- If you are already registered, you should click on **Sign in** and enter your credentials



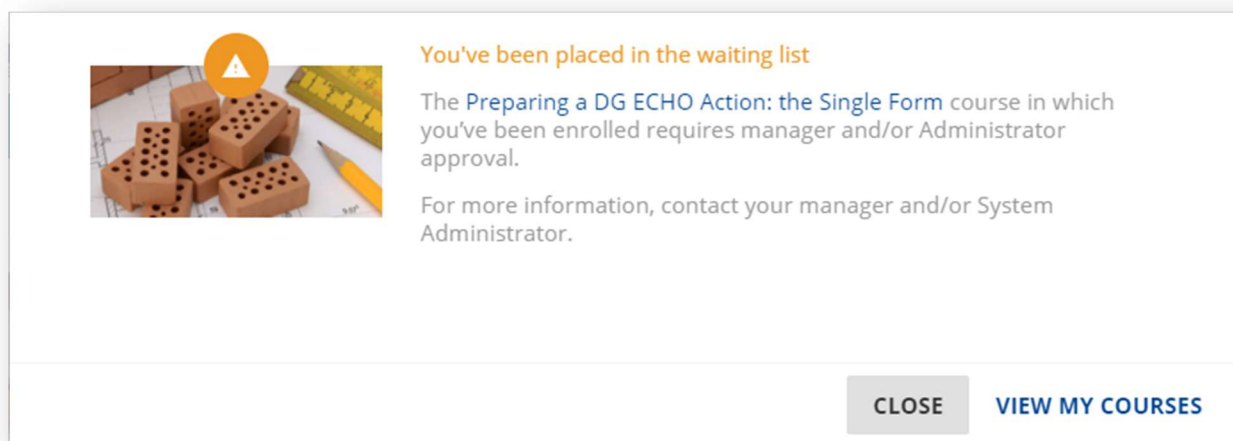
Once you are in the platform, select the course you are interested in under the section **Classroom training sessions – FPA/FAFA or Classroom training sessions – Policies.**

Then, select the location where you want to attend the course and click on **ENROLL.**



The screenshot displays the course selection interface. On the left, a course card for "Preparing a DG ECHO Action: the Single Form" is shown with a photo of dominoes and a ruler. Below the course card, a "SESSIONS" tab is active, showing "Brussels - January" with "2 DATES". A location card for "Brussels" is visible, including the address "Red Cross EU Office - Rue de Trèves 59-61 1040 Brussels" and the date "14/01/2019". To the right, a yellow-bordered modal titled "Select session" is open, showing the selected session "Brussels - January" with dates "14/01/2019 9:00:00 - 15/01/2019 17:00:00 | Brussels" and a prominent "ENROLL" button.

The following message will appear and a notification email will be sent to you saying that you have been registered on the **WAITING LIST.**



The notification message features a warning icon (a triangle with an exclamation mark) over a photo of dominoes. The text reads: "You've been placed in the waiting list". Below this, it states: "The **Preparing a DG ECHO Action: the Single Form** course in which you've been enrolled requires manager and/or Administrator approval." and "For more information, contact your manager and/or System Administrator." At the bottom right, there are two buttons: "CLOSE" and "VIEW MY COURSES".

IMPORTANT

Please note that the **maximum number** of participants per training session is **28**.

In order to allow the highest number of Partners Organizations to participate in the training sessions, at the beginning of the selection process, **ONLY 1 person per organisation** will be accepted (with priority given to those registering first).

How the selection process works:

After applying, all applicants will receive a notification email that they have been placed on the **waiting list**.

Only the first applicant for each organisation will receive a **confirmation email** and will have access to the training material and all the logistic information they need to attend the training.

Applicants from the same organization (from the second one onward) that do not receive any confirmation will be kept on the waiting list.

If spots remain available, **21 days before the training starts**, the 2° representative per organisation on the waiting list will be enrolled and confirmed by email.

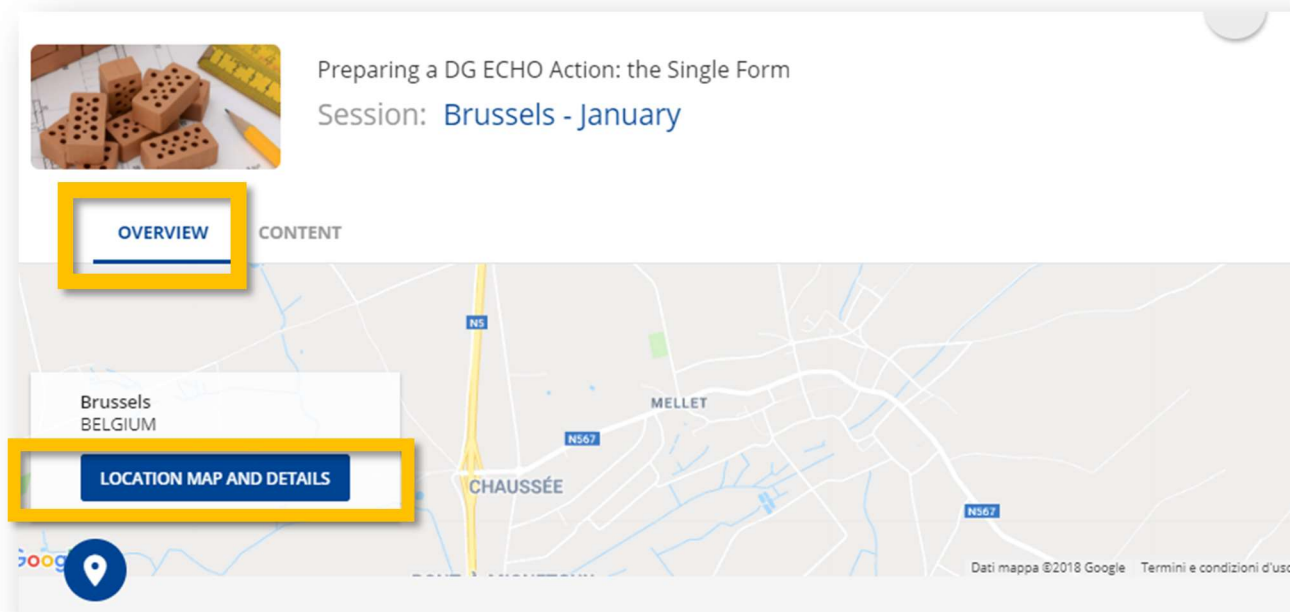
In the event of un-enrollments, pending applicants may be confirmed up to just a few days before the training begins.

What happens if you are accepted?

If you have been accepted, you will receive a confirmation email and you will be able to access the course from the **“My courses and Learning Plan”** section.

a) Logistic information

As soon as it becomes available, you will find the detailed **Logistic Information** by selecting the “**Overview**” tab and by clicking on the “**Location Map and Details**” button.



Preparing a DG ECHO Action: the Single Form
Session: [Brussels - January](#)

OVERVIEW CONTENT

Brussels
BELGIUM

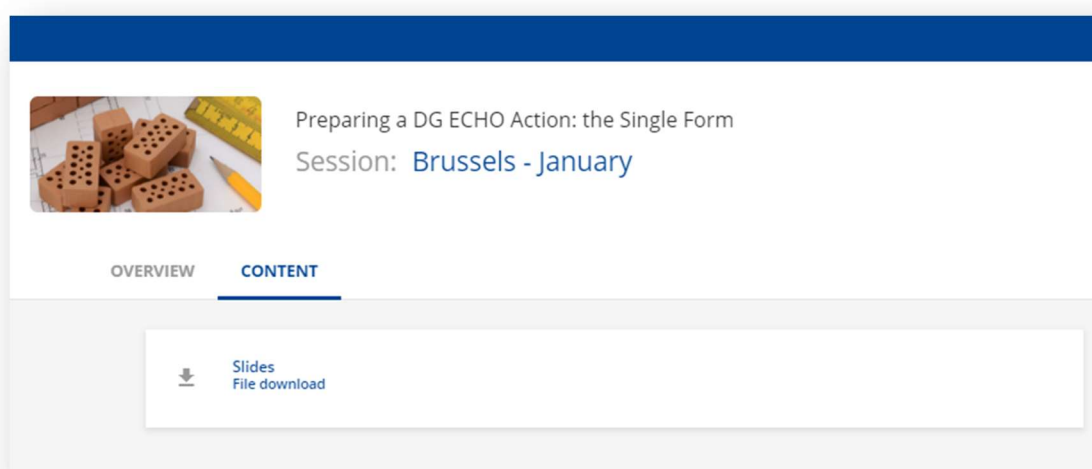
LOCATION MAP AND DETAILS

CHAUSSÉE MELLET

Dati mappa ©2018 Google Termini e condizioni d'uso

b) Training material

To access and download the training materials, click on the “**Content**” tab (the training material will be uploaded as soon as possible, so please do not forget to print out the trainee toolkit before coming to the course!).



Preparing a DG ECHO Action: the Single Form
Session: [Brussels - January](#)

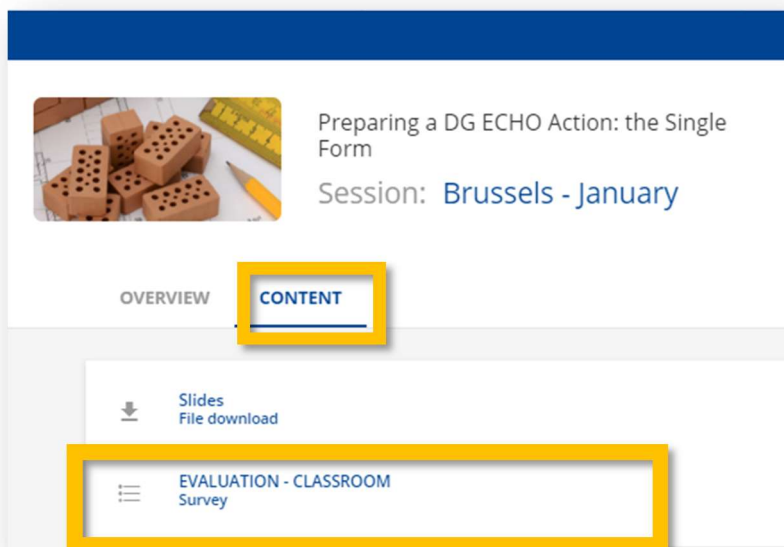
OVERVIEW **CONTENT**

↓ Slides
File download

The training material will remain **accessible** up to **1 week after the end** of the training session.

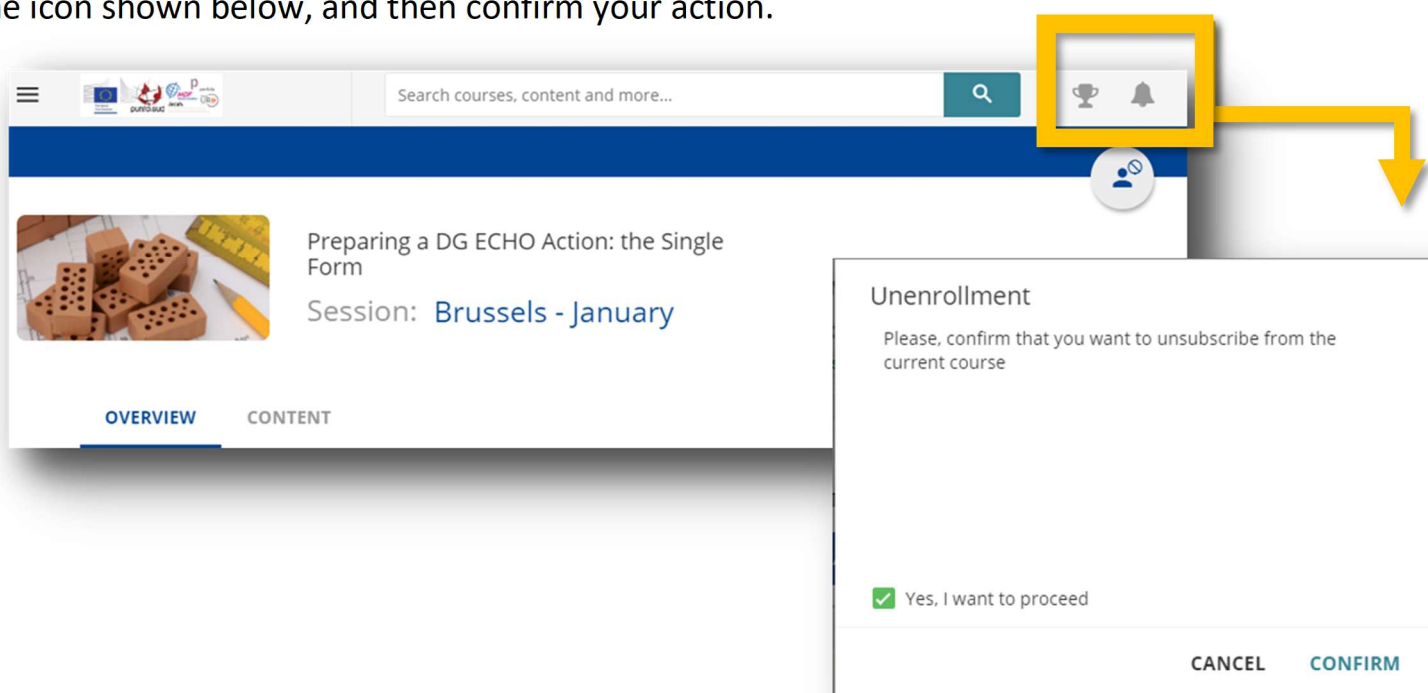
c) Evaluation and Certificate of Attendance

At the end of the course, to download your **Certificate of Attendance**, you will be asked to complete the **Evaluation Form**.



What happens if you are not able to attend the training?

In the event that you are not able to attend the training, you **MUST un-enroll** by clicking on the icon shown below, and then confirm your action.



Remember that you can always be **replaced by one of your colleagues**, by informing us at this email address: echo-fpa-training@dgecho-partners-helpdesk.eu.

Please note that DG ECHO and the relevant HQ will be notified of absentees that fail to follow the above-mentioned procedure.

Contacts

For any technical problems, please write an email to this email address: echo-fpa-training@dgecho-partners-helpdesk.eu.