

Add group activities in projects (KA121, KA122) NA WG

REVIEW

Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

This page is relevant for:

- Erasmus+ Call 2021
 - KA121-ADU - Mobility for staff of accredited organisations in adult education
 - KA121-SCH - Mobility for learners and staff of accredited organisations in school education
 - KA122-ADU - Mobility for staff in adult education
 - KA122-SCH - Mobility for learners and staff in school education

When implementing **group activities** in your project, you may need to request different funding for different participants in the same group, depending on their specificity, for example different start dates or means of transport, participants with fewer opportunities, etc.

Each group activity between a sending organisation and a receiving organisation should be recorded only once in your project.

For these reasons, to keep groups as homogeneous as possible in terms of funding, it is advisable to split a group into subgroups for each specific situation within that activity. If necessary, you can create a subgroup for a single person.

In My Projects, this is done in two steps:

1. Create the group activity, provide all mandatory details and save it.
2. Edit the activity to add participant subgroups. For all subgroups in a group the sending country and the destination country must be the same.

Unlike mobility activities, group activities do not require the names and personal details of the participants in the group. The only person whose name and email are specifically required is the **Lead accompanying person**, as this person will receive the invitation to fill in the participant report.

This page explains how to add group activities and subgroups, using an example project for KA122-SCH - Mobility for learners and staff in school education.

- [Quick Steps](#)
- [Detailed Steps](#)
- [Expected Outcome](#)
- [Related Articles](#)

Quick Steps

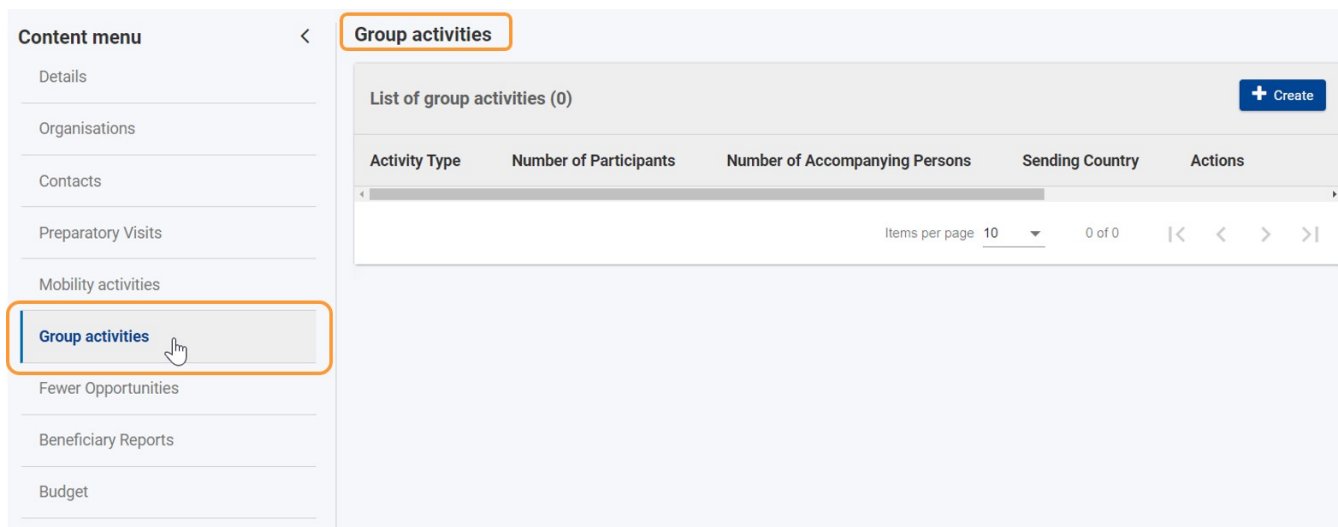
1. Click on "Group Activities" in the Content menu

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-

Detailed Steps

1. Click on "Group Activities" in the Content menu

Click on **Group Activities** in the Content menu. The Group activities screen opens, where you will see the list of group activities, as you add them. The basic [list functionalities](#) are described at the bottom of this page.



The screenshot displays the 'Group activities' interface. On the left, the 'Content menu' is visible, with 'Group activities' selected and highlighted by an orange box. The main content area shows a table titled 'List of group activities (0)' with a '+ Create' button in the top right corner. The table has the following columns: Activity Type, Number of Participants, Number of Accompanying Persons, Sending Country, and Actions. The table is currently empty, and a pagination bar at the bottom indicates 'Items per page 10' and '0 of 0'.

Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Actions
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2. Add a group activity

2.1. Click on "Create"

Click on the **Create** button at the top of the group activity list.

The **Group Activities** screen opens. Here you will add the details of the group activity and create subgroups for each particular situation. All details must be filled in at once, in order to save the group mobility record. It is not possible to save draft records at this stage.

The screenshot shows a user interface for adding a group activity. At the top left, there is a table with columns 'End Date' and 'Actions'. A blue button with a plus sign and the text '+ Create' is positioned above the 'Actions' column. An orange arrow points from this button to the 'GROUP ACTIVITIES' form below. The form has a header with 'GROUP ACTIVITIES' on the left and 'DRAFT' in an orange pill on the right. Below the header, there is a section titled 'GROUP ACTIVITIES' with a collapse arrow. The form contains several fields: 'Group activity ID *' with the value '009355-MOBGRP-1', 'Activity Type *' with a dropdown menu showing 'Group mobility of school pupils', 'Description: what was the content of the activity? *' with a text area and a '5000' character limit, 'Main language used during mobility activity *' with a dropdown menu, and 'Other languages used during mobility activity' with a dropdown menu. Red text 'Value missing' appears below the description and main language fields. At the bottom, there is a text prompt: 'According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and explanations of the key competences [here](#) *'. Below this is another dropdown menu. At the bottom right of the form, there are 'Cancel' and 'Save' buttons.

At the top of the screen you can view the activity status. The status changes from **Draft** to **Complete** when at least one subgroup of participants has been added to the group activity and all mandatory information has been provided in all sections and subsections.

The form consists of several sections. Each section can be expanded or collapsed individually, using the dedicated arrow.

Fill in the fields per section as required. Mandatory fields are marked with an asterisk (*).

Information

Fields vary according to the action type of your project. Please read the onscreen information carefully when filling in the fields.

The form content will adapt based on your input. The form will provide feedback such as warning messages or error messages in case there is missing information or eligibility rules are not observed.

GROUP ACTIVITIES DRAFT

GROUP ACTIVITIES >

FROM / TO >

DURATION >

PARTICIPANTS >

PARTICIPANTS SUMMARY >

PARTICIPANT SURVEY v

BUDGET >

COMMENTS >

Cancel Save

2.2. Fill in the "Group Activities" section

Fill in the requested information.

Please note:

1. The **Group activity ID** is assigned automatically. You can change it according to your preferences, but it must be unique within the project.
2. The **Activity type** is preselected based on the key action of your project, and cannot be changed.
3. **Language, key competences** and **thematic areas** (adult learner mobility projects only) fields: click on the drop-down field, then select the desired option(s) from the available lists. Where multiple options are possible, they will be displayed above the respective field as you select them.

GROUP ACTIVITIES

Group activity ID * 009355-MOBGRP-1 Activity Type * Group mobility of school pupils

Description: what was the content of the activity? * 5000

Value missing

Main language used during mobility activity * 1 009355-MOBGRP-1 Activity Type * 2 Group mobility of school pupils

Value missing

Description: what was the content of the activity? * 4989

According to your definitions and

Value missing

Main language used during mobility activity * 3 Finnish Other languages used during mobility activity English French Serbo-Croatian 3

According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and explanations of the key competences [here](#)

Active citizenship Digital and technology-based competences 3

2.2.1. Force Majeure

The Force majeure flag indicates that the group activity is considered as a case of force majeure in accordance with Article 2 of Annex II of the grant agreement with the participant.



Tip

If you check the **Force Majeure** flag at group level, all the subgroups will also be automatically flagged as Force Majeure. The flag can be deselected later for each subgroup, in accordance with the subgroup specifics.

If you check this flag, you must fill in the additional **Force majeure explanations** field, describing the facts that prove the group activity should be accepted as a case of force majeure.

In addition, the following fields and grants are affected at group level in case of force majeure:

- **Duration (days):** The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total travel grant:** The field becomes editable. If any values were already present they are preserved.
- **Duration for individual support:** The field becomes editable. If any values were already present they are preserved in the Participants Details screen, The business rule checking the minimum duration will no longer apply in case of Force Majeure
- **Total individual support grant:** The field becomes editable. If any values were already present they are preserved.
- **Organisational Support:** The field becomes editable. If any values were already present they are preserved.
- **Inclusion support for organisation:** The field becomes editable. If any values were already present they are preserved



Take note of the following:

- The lead accompanying person must fill in the Participant report in all cases.
- The current implementation does not include any specific conditions related to Covid-19 as a force majeure situation.

Force Majeure

Force Majeure Explanations *

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

5000

Force Majeure

Force Majeure Explanations *

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

5000

Value missing

2.3. Fill in the "From-To" section

Select the **Sending organisation** and the **Receiving organisation** from the applicable drop-down lists. The **Country** and **City** for each organisation are prefilled automatically with those registered in the Organisation Registration system (for organisations with an OID) or in the project (for organisations without an OID). These are the default locations and can be changed manually in the project. If you change any of the default details, you will be required to provide an explanation in the subgroup screen.

The selected locations are applicable to all the subgroups of participants involved in the activity.

FROM / TO

Sending Organisation *
Value missing

Sending Country *
Value missing

Sending City *
Value missing

Receiving Organisation *
Value missing

Receiving Country *
Value missing (Draft field)

Receiving City *
Value missing

FROM / TO

Sending Organisation *
Test-org.RS.01

Sending Country *
Serbia

Sending City *
Belgrade

Receiving Organisation *
Test-org.FI.01

Receiving Country *
Finland

Receiving City *
Helsinki

2.4. Fill in the "Duration" section

1. Fill in the **Start date** and **End date** of the group activity. These dates must be within the project dates.
2. The group activity **Duration (days)** is calculated automatically and it does not include the travel days.
3. If the activity is a **Blended mobility activity**, check the applicable flag and specify the **Number of days in virtual Mobility activity**. There are no duration constraints for the virtual component of the activity, and it is not taken into in the Duration (days) and other budget calculations based on the physical duration of the activity.

The image shows three sequential screenshots of a 'DURATION' form, illustrating the steps to complete it:

- Step 1:** The form shows 'Project Duration' from 01/01/2022 to 31/03/2023. The 'Start Date' and 'End Date' fields are empty, with a placeholder 'dd/mm/yyyy' and a calendar icon. Red text below these fields says 'Value missing (Draft field)'. The 'Duration Calculated (days)' field shows '2 - 30'. The 'Blended Mobility activity' checkbox is unchecked.
- Step 2:** The 'Start Date' is now 06/03/2022 and the 'End Date' is 25/03/2022. The 'Duration Calculated (days)' field now shows '20'. The 'Blended Mobility activity' checkbox is checked. A new field 'Number of days in virtual Mobility activity' is visible, with a value of '0'.
- Step 3:** The 'Number of days in virtual Mobility activity' field is now set to '5'. The 'Duration Calculated (days)' field remains '20'.

2.5. The "Participants" section

The **Participants** section is not visible at this stage. It will become visible after you save and create the group activity record. Here you will create the subgroups of participants, with details for each subgroup, after having saved the group details.

See [Add a subgroup to a group](#) below for further instructions.

2.6. Fill in the "Participants Summary" section

This section is mostly prefilled based on the details provided for each subgroup in the **Participants** section of the screen. The fields will be updated as you fill in the Participants details, after saving the activity group.

At the bottom of the section you will also view the **Organisational Support** grant. This grant will be calculated automatically based on the subgroup information you provide. This amount cannot be changed manually except in cases of force majeure, and it is capped at EUR 1000 per group activity.

In addition:

1. Calculate and type the **Average age of the group**.
2. Specify the **Lead accompanying person** details.

Important

The **Lead accompanying person** will be required to fill in the participant report for the entire group, even in case of Force majeure. Ensure the email address you provide is correct, as the invitation to fill in the participant report will be sent to this email.

PARTICIPANTS SUMMARY ▼

Number of Participants *	Average age *	Participants gender *	Participants gender *	Participants gender *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Number of participants with fewer opportunities

Inclusion support for organisations €

Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Number of Accompanying Persons *

Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
<input type="text" value="Value missing (Draft field)"/>	<input type="text" value="Value missing (Draft field)"/>	<input type="text" value="Value missing (Draft field)"/>

Organisational Support * €

PARTICIPANTS SUMMARY ▼

Number of Participants *	Average age *	Participants gender *	Participants gender *	Participants gender *
<input type="text" value="10"/>	<input type="text" value="12"/>	<input type="text" value="7"/>	<input type="text" value="1"/>	<input type="text" value="2"/>

Number of participants with fewer opportunities

Inclusion support for organisations €

Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="3"/>

Number of Accompanying Persons *

Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
<input type="text" value="accp@email.test"/>	<input type="text" value="Acc Person"/>	<input type="text" value="Name"/>

Organisational Support * €

2.7. "Participant Report" section

In this section you will be able to monitor the status of the participant report and, if needed, resend the invitation to the Lead accompanying person to fill in the report. For more details about this section, see the page [Manage participant reports in projects](#).

2.8. Review the "Budget" section

The **Total group grant** is displayed at the bottom of the activity screen, in the **Budget** section. It is calculated automatically as the sum of all relevant grants calculated in the subsections above. This amount cannot be changed manually. To view the real grant value, you must fill in the subgroup information first.

BUDGET

Total group grant

0,00 €

2.9. Add "Comments" if applicable

Please add any additional explanations you consider relevant concerning the group in the **Comments** field.

! Important

For compliance with the **EU General Data Protection Regulation**, please do not include any sensitive information about the participant's personal situation related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

COMMENTS

COMMENTS

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

5000

2.10. Click "Save"

Once all the mandatory details are filled in, click on the **Save** button at the bottom of the screen to save and create the group activity record. A success message is displayed and the activity is displayed in the **Group activities** list.

You can now edit the activity to add subgroups of participants.

5000

Cancel Save



Group activities

List of group activities (1) + Create

Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Actions
Group mobility of school pupils			Serbia	Finland	

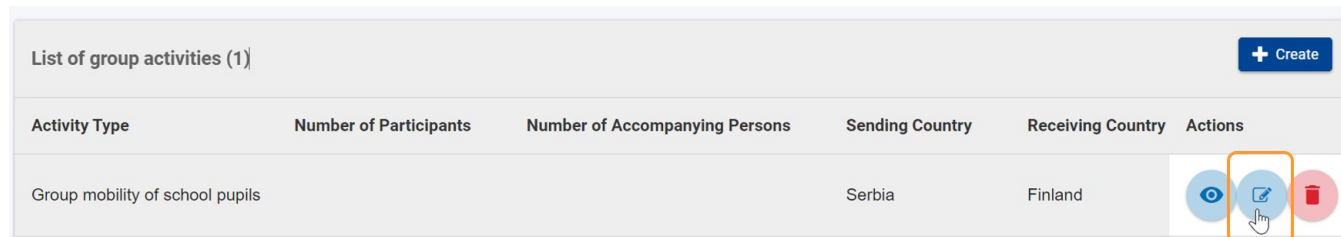
Items per page 10 1 - 10 of 1



SUCCESS
Successfully saved Group Mobility

3. Add a subgroup to the group

3.1. Click on "Edit" in the "Group activities" list

In the Group activities list, click on the **Edit** icon next to the group activity for which you wish to add the participant subgroups. The **Group activities** screen opens.



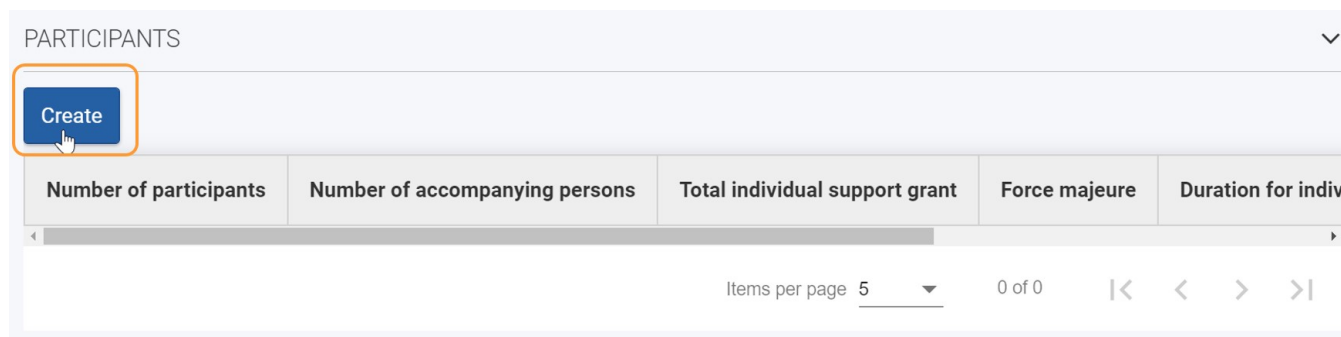
Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Actions
Group mobility of school pupils			Serbia	Finland	  

3.2. Click on "Create" under "Participants" to open the subgroup details screen

In the **Group activities** details screen, scroll down to the **Participants** section and click on the **Create** button. The subgroup details screen opens in edit mode.

Similarly to the Group activities screen, the subgroup details screen consists of various subsections, which can be opened and collapsed by using the dedicated arrows.

All mandatory details in the subgroup screen must be filled in at once in order to save the subgroup details.



PARTICIPANTS

Create

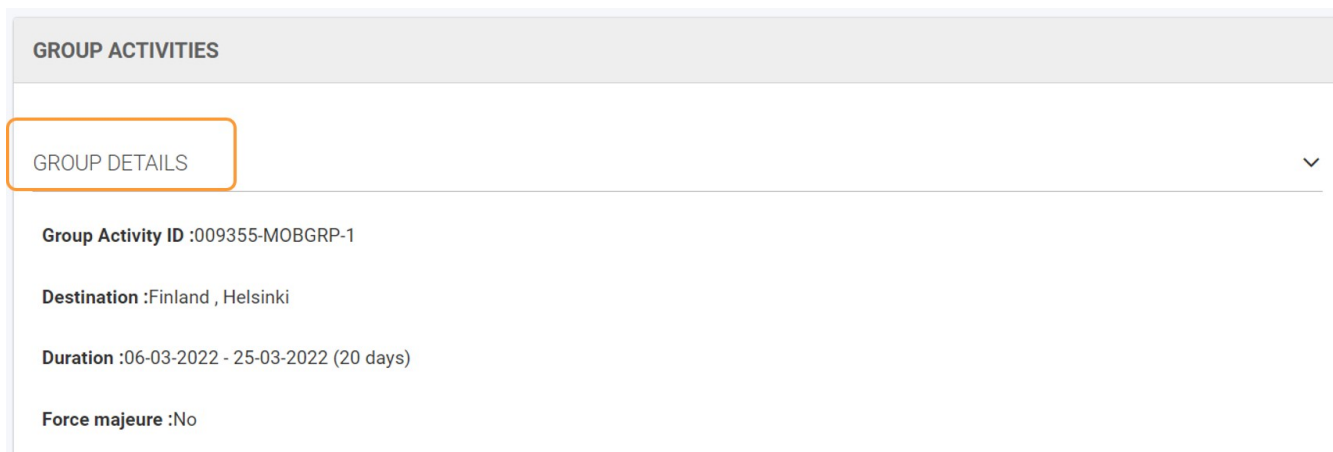
Number of participants	Number of accompanying persons	Total individual support grant	Force majeure	Duration for indiv
------------------------	--------------------------------	--------------------------------	---------------	--------------------

Items per page 5 0 of 0

3.3. View the "Group details"

At the top of the screen you can view the key group details:

- the **Group activity ID** - cannot be changed at subgroup level
- the **Destination country and city** - cannot be changed at subgroup level
- the **Start date, End date**, and calculated **Duration**, excluding the Travel days - cannot be changed at subgroup level
- whether the group has been flagged as a case of **Force majeure** - can be changed at subgroup level



GROUP ACTIVITIES

GROUP DETAILS

Group Activity ID :009355-MOBGRP-1

Destination :Finland , Helsinki

Duration :06-03-2022 - 25-03-2022 (20 days)

Force majeure :No

3.4. Fill in the "Participant details"

1. Each subgroup is assigned an **ID** automatically. You can change it according to your preferences, but it must be unique within the project.
2. Specify the number of female, male or participants of other genders. The total **Number of participants** is calculated automatically and displayed.
3. If the subgroup includes **Participants with fewer opportunities**, check the applicable flag, and type the **Number of participants with fewer opportunities in the dedicated field**. You may also consider creating one or more subgroups that include only these participants, in accordance with their specificity. These participants and the beneficiary organisation are entitled to inclusion support. If applicable, fill in the desired **Inclusion support for participants** amount.

PARTICIPANT DETAILS

1 ID *
009355-SBGRP-1

2 Number of participants * Female * Male * Undefined *
0 0 0 0

3 Participants with fewer opportunities *

ID *
009355-SBGRP-1

Number of participants * Female * Male * Undefined *
3 2 1 0

Participants with fewer opportunities

3 Number of participants with fewer opportunities * Inclusion support for participants
4 1 200,00 €

4. Specify the **Number of accompanying persons** of each type, in the dedicated fields.

4 Number of accompanying persons * 0

Types of accompanying persons: Education staff guiding the learning activities * 0

Types of accompanying persons: Personal assistants (for people with disabilities or similar) * 0

Types of accompanying persons: Other accompanying adults * 0

Number of accompanying persons * 2

Types of accompanying persons: Education staff guiding the learning activities * 1

Types of accompanying persons: Personal assistants (for people with disabilities or similar) * 1

Types of accompanying persons: Other accompanying adults * 0

5. If applicable, check the **Force Majeure** flag and provide an explanation in the **Force majeure explanations** field.
 - If this flag was already set at group level, you can remove it here if it is not applicable for this particular subgroup.

5 Force Majeure

Force Majeure Explanations
Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Force Majeure

Force Majeure Explanations *
Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

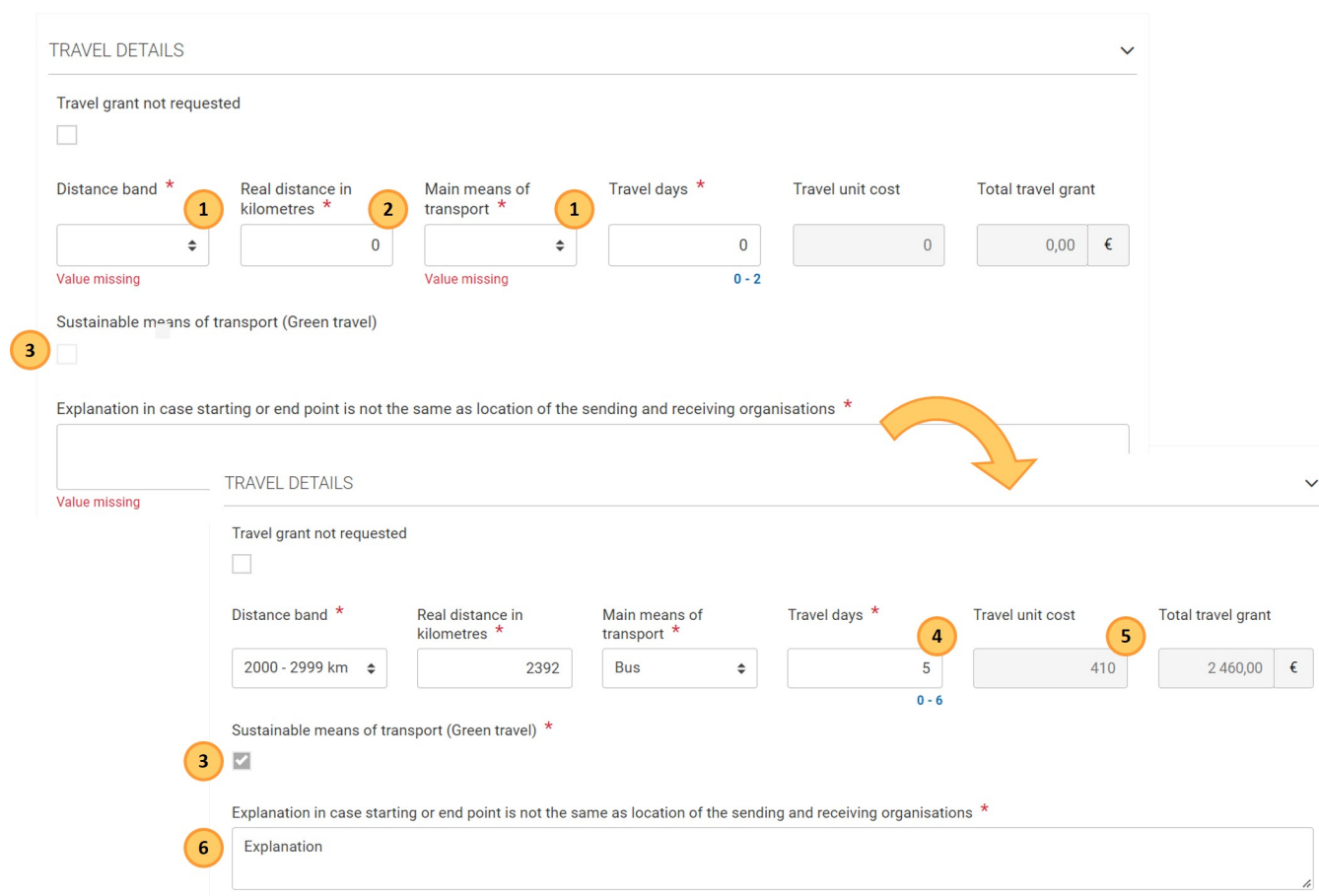
Value missing

3.5. Fill in the "Travel details"

1. The **Distance bands** to choose from differ according to whether the selected **Main Means of Transport** is considered to be sustainable or not. Select the applicable **Main Means of Transport** first, and then the distance band from the respective drop-down lists.
2. Type the **Real distance in kilometres** between the sending and the receiving cities.
3. The **Sustainable Means of Transport (green travel)** flag will be checked automatically depending on the selected means of transport. The following means are considered sustainable: bike, bus, carpooling, train, other sustainable transportation.
4. Enter the number of **Travel Days**. You can add up to 2 days for non-sustainable travel and up to 6 days for sustainable (green) travel.
5. The **Total travel grant** is calculated automatically based on the number of participants (including the accompanying persons) and the unit cost. This amount cannot be changed manually, except in cases of force majeure.
6. If you selected a different location in the group details, fill in the additional field **Explanation in case starting or end point is not the same as location of the sending and receiving organisations**.

Take note

If you check the **Travel grant not requested** flag, the Travel unit cost and Total travel grant will be set to 0.



The screenshot displays the 'TRAVEL DETAILS' form in two states. The top state shows the form with 'Travel grant not requested' checked, resulting in zero values for distance, travel days, unit cost, and total grant. The bottom state shows the form with 'Sustainable means of transport (Green travel)' checked, resulting in populated values for distance (2392 km), travel days (5), unit cost (410), and total grant (2,460.00 €). Numbered callouts (1-6) highlight specific fields and their dependencies. A curved arrow points from the 'Explanation' field in the bottom state to the 'Explanation in case starting or end point is not the same as location of the sending and receiving organisations' field in the top state.

Field	Value (Top State)	Value (Bottom State)
Distance band *	Value missing	2000 - 2999 km
Real distance in kilometres *	0	2392
Main means of transport *	Value missing	Bus
Travel days *	0	5
Travel unit cost	0	410
Total travel grant	0,00 €	2 460,00 €
Sustainable means of transport (Green travel)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explanation in case starting or end point is not the same as location of the sending and receiving organisations *	Value missing	Explanation

3.6. Fill in the "Exceptional Costs for Expensive Travel" section, if applicable,

If the Travel Grant does not cover at least 70% of the eligible travel cost of the participant, you are entitled to request a grant to cover **Exceptional costs for expensive travel** instead of the standard travel grant.

Tick the relevant box to **Request Exceptional Costs for Expensive Travel**, then type the **Real Travel Cost** in the relevant field.

The **Exceptional Cost for Expensive Travel - Total Grant** is calculated automatically as 80% of the Real Travel Cost. If you request the Exceptional costs for expensive travel grant, you must also fill in the additional field **Exceptional cost for expensive travel description and justification**.

EXCEPTIONAL COST FOR EXPENSIVE TRAVEL

Request exceptional cost for expensive travel *



Exceptional cost for expensive travel description and justification *

Explanation

Real travel cost *

4 000,00

€

Support rate *

80

Exceptional costs for expensive travel - total grant *

3 200,00

€

In the **Travel details** section you will also notice that the **Travel unit cost** and the **Total Travel Grant** have been reset to 0, and the **Real travel cost** is displayed instead.

Travel grant not requested *



Distance band *

2000 - 2999 km

Real distance in kilometres *

2392

Main means of transport *

Train

Travel days *

5

Travel unit cost *

0

Real travel cost *

4 000,00

€

Total travel grant *

0,00

€

Sustainable means of transport (Green travel) *



3.7. Fill in the "Individual Support" section

If you do not require any individual support for this subgroup, tick the **Individual support grant not requested** flag.

Otherwise, type the number of days for which you require the individual support grant for the subgroup, in the **Duration for individual support** field. This field is already prefilled with the maximum duration, calculated based on the activity duration and the number of travel days for this subgroup. Make sure that the number of funded days is in line with the participant grant agreement rules.

The **Individual support for participants** and the **Individual support for accompanying persons** are calculated automatically based on the respective unit costs, and cannot be modified manually. The **Total individual support grant** is also calculated and displayed. This amount cannot be changed manually, except in cases of force majeure.

INDIVIDUAL SUPPORT



Individual support - grant not requested

Individual support for participants

3 944,00 €

Unit cost per day for participants



64,00 €

Duration for individual support *

0 - 25

Individual support for accompanying persons

3 604,00 €

Unit cost per day for accompanying persons



117,00 €

Total individual support grant

7 548,00 €

3.8. Review the "Budget" section

The **Total grant** for the subgroup is calculated automatically based on the information you have provided and displayed at the bottom of the screen.

BUDGET



Total grant

11 208,00 €

3.9. Add Comments, if applicable

Please add any additional explanations you consider relevant concerning the subgroup in the **Comments** field.

Important

For compliance with the **EU General Data Protection Regulation**, please **do not include any sensitive information about the participant's personal situation** related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

COMMENTS



Overall Comments

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

3.10. Click "Save"

Once all the mandatory details are filled in, click on the **Save** button at the bottom of the screen to save and create the subgroup. A success message appears, and the subgroup is now displayed in the **Participants** list.

PARTICIPANTS

Create

ID	Number of participants	Number of accompanying persons	Distance band	Total travel grant	Exceptional costs for expensive travel - total grant	Duration for individual support	Total individual support grant	Force majeure	Actions
009355-SBGRP-64	4	2	2000 - 2999 km	2 460,00 €	0,00 €	16	7 548,00 €	No	  

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 **SUCCESS**
Successfully saved SubGroup Mobility

At this point, the group activity status changes from **Draft** to **Complete**.

GROUP ACTIVITIES

COMPLETE

GROUP ACTIVITIES

Group activity ID *

Activity Type *

3.11. List of "Participants" (subgroups) - Overview



All the subgroups you add are listed in the Participants section of the group mobility activity. Key details are displayed for each subgroup.

For each item in the list, you have the following options by clicking on the applicable icons:

- **View** the subgroup details - the Participant details screen opens; you can view, but cannot change the subgroup details.
- **Edit** the subgroup details - the Participant details screen opens and you can make changes. Remember to save any updates by clicking on the Save button at the bottom of the screen.
- **Delete** the subgroup - click Yes in the pop-up message to confirm the deletion.

PARTICIPANTS

Create

ID	Number of participants	Number of accompanying persons	Distance band	Total travel grant	Exceptional costs for expensive travel - total grant	Duration for individual support	Total individual support grant	Force majeure	Actions
009355-SBGRP-64	4	2	2000 - 2999 km	2 460,00 €	0,00 €	16	7 548,00 €	No	  
009355-SBGRP-104	1	1	2000 - 2999 km	720,00 €	0,00 €	22	3 550,00 €	No	  
009355-SBGRP-105	5	1	2000 - 2999 km	2 460,00 €	0,00 €	24	9 188,00 €	No	  



Items per page 5 1 - 3 of 3

4. "List of group activities"

All the group activities you add are displayed in the **List of group activities**. For each group there is one corresponding group activity. The details shown in the list are retrieved from the information you provided in the group and subgroup screens.

For each item in the list, you have the following options by clicking on the applicable icons, from left to right:

- **View** the group details - the group details screen opens; you can view, but cannot change the group details.
- **Edit** the group details - the group details screen opens and you can make the desired changes. Remember to save any updates by clicking on the **Save** button at the bottom of the screen.
- **Delete** the group and all activity details - click **Yes** in the pop-up message to confirm the deletion.










ID	Activity Type	Number of Participants ↑	Number of Accompanying Persons	Sending Country	Receiving Country	Start Date	End Date	Group Activity Status	Actions
009355-MOBGRP-2	Group mobility of school pupils	1	1	Romania	Poland	16/03/2022	31/03/2022	COMPLETE	  
009355-MOBGRP-3	Group mobility of school pupils	6	2	Belgium	Poland	04/01/2022	31/01/2022	DRAFT	  
009355-MOBGRP-1	Group mobility of school pupils	10	4	Serbia	Finland	06/03/2022	25/03/2022	COMPLETE	  

5. General list options

The following general functionality is available in lists:

- **Sorting by column:** by clicking on a column header (1st click ascending, 2nd click descending, 3rd click off). An arrow indicating the current sort sequence is displayed next to the selected column header.
- **Browsing:** use the browsing options below the list to change the display of items per page and/or the arrows to view more results.
- **Horizontal and vertical scroll bars** (if applicable): move from left to right and top to bottom to view all data in the table.

Here is an example of the Group activities list sorted by the Number of Participants:

ID	Activity Type	Number of Participants ↑	Number of Accompanying Persons	Sending Country	Receiving Country	Start Date	Actions
009355-MOBGRP-2	Group mobility of school pupils	1	1	Romania	Poland	16/03/2022	  
009355-MOBGRP-3	Group mobility of school pupils	6	2	Belgium	Poland	04/01/2022	  
009355-MOBGRP-1	Group mobility of school pupils	10	4	Serbia	Finland	06/03/2022	  

Expected Outcome

- Group activities have been added to the project.
- Once all the mandatory details are filled, the group activity status changes to **Complete** in and the related costs are reflected in the **Budget** tab.



Related Articles

- [Add group activities in projects \(KA121, KA122\) NA WG REVIEW](#)
- [Mobility activities in projects \(KA121, KA122\) NA WG REVIEW](#)
- [Budget in projects \(KA121, KA122 \) NA WG REVIEW](#)
- [Add group activities in projects \(KA121, KA122\)](#)
- [Budget in projects \(KA121, KA122 \)](#)
- [Mobility activities in projects \(KA121, KA122\)](#)
- [Add Preparatory visits in projects \(KA121, KA122\)](#)
- [Copy of Manage participant reports in projects NA WG REVIEW](#)
- [Copy of Organisations in projects NA WG REVIEW](#)
- [Manage participant reports in projects](#)
- [Project details](#)
- [Organisations in projects](#)
- [Add mobility activities to projects](#)
- [Budget in projects](#)
- [Project list](#)