



Basic functionalities of the Organisation Registration system

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Basic functionalities of the Organisation Registration system

Information

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

This page explains the basic functionalities of the Organisation Registration system.



The illustrations in the associated ORS wiki pages are for consultation purpose only and do not reflect the latest implementation.

There are minor changes to the screen appearance and layout which are described on this page.

1. [The Erasmus+ and European Solidarity Corps platform](#)
2. [Screen layout and basics of the Organisation Registration system](#)
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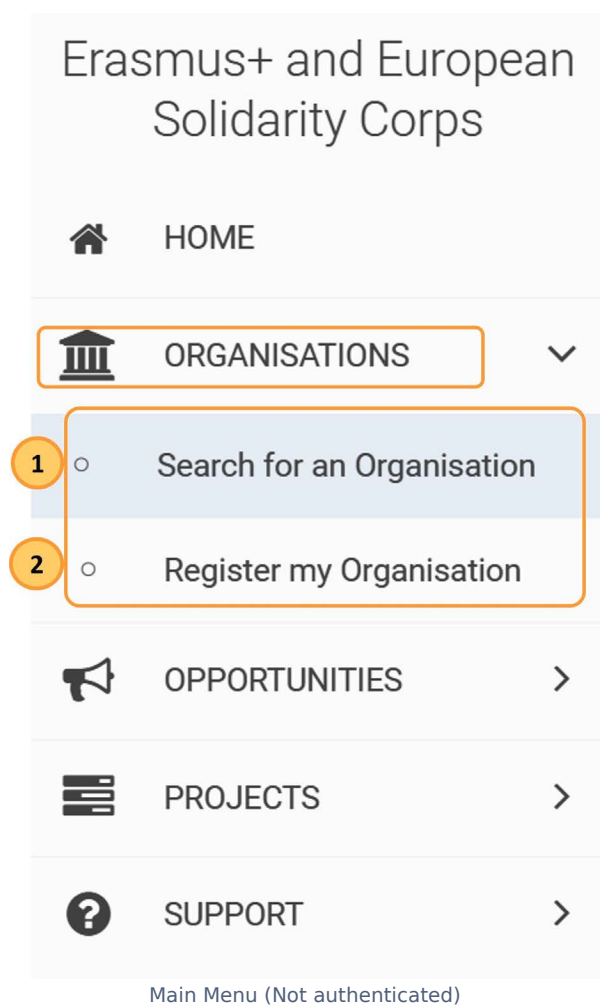
1. The Erasmus+ and European Solidarity Corps platform

The **Organisations** section of the [Erasmus+ and European Solidarity Corps platform](#) serves as your starting point for the following actions:

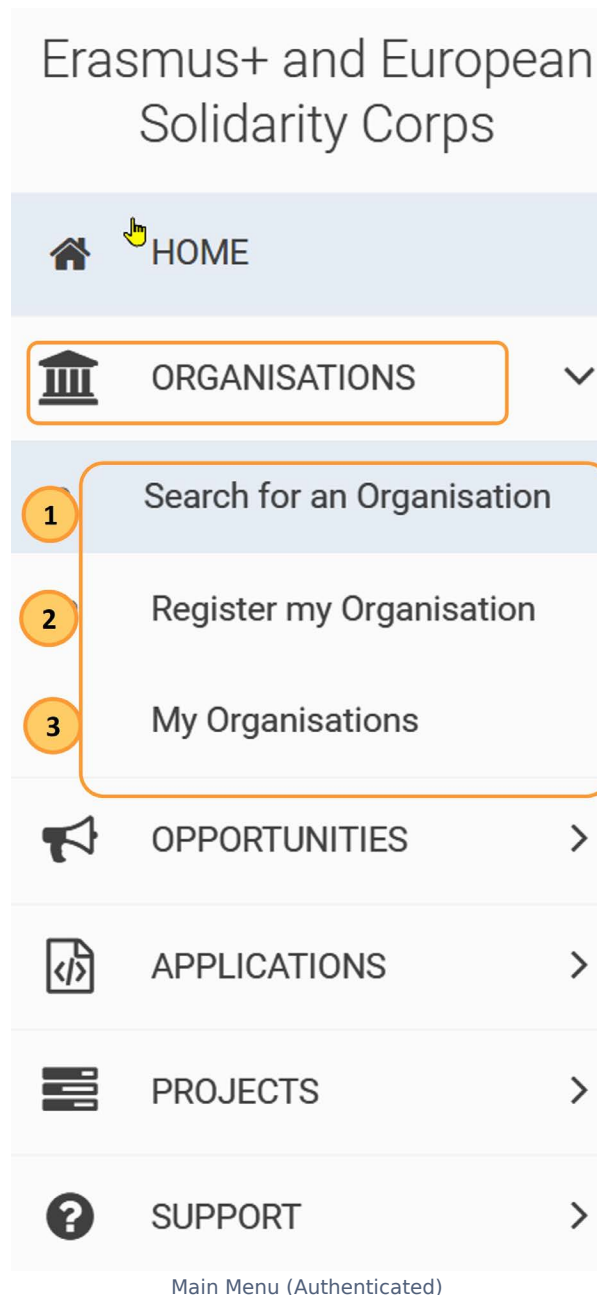
1. **Search for an Organisation:** Allows you to search for already registered organisations. For more details, refer to [How to search for organisations](#)
2. **Register My Organisation:** Enables you to register your organisation for participation in Erasmus+ or European Solidarity Corps decentralised actions. For instructions, refer to [How to register an organisation](#)
3. **My organisations:** Provides a list of all organisations for which you have authorisation. For further details, refer to [My Organisations](#)

The first two subsections (**Search for an Organisation** and **Register My Organisation**) are accessible even without an EU Login account. However, the **My Organisations** subsection is only visible to authorised users.

The following options are available to users who have not yet signed in to EU Login:



Authenticated users have access to the following actions:



2. Screen layout and basics of the Organisation Registration system

2.1. Select language to be used in when registering or editing an organisation



New from 2025 - Organisation Registration system available in different languages

From 2025, it is now possible to register or edit an organisation using your preferred language.

Translations of labels and guide text in the system are ongoing and may not yet be available for all languages. Where screens are not yet prepared in the selected language, labels and text will be displayed in English.

To select a language other than English for completing your form:

1. Click the language box **(EN)** in the top-right corner.
2. A language selection box will appear.
3. Select your preferred language from the list.

Content Menu

- ✗ Organisation data
- ✗ Legal address
- ✗ Organisation Contact Person
- ✗ Users

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name (original language) * Legal name (original language) 240

This field is required

Select language for completing Organisation details

2.2. Register my organisation

When you request to **register a new organisation**, or select an organisation from the **My Organisation** screen in the **Erasmus+ and European Solidarity Corps platform**, the **Register My Organisation** screen opens.

Elements Displayed on the Screen

The following elements are displayed on the screen:

1. **Submit** button - Active only once all sections are completed.
2. **Status** line - Displays the status of the registration.
3. **Navigation** buttons - Allow movement to the next or previous section.
4. **Content Menu** - Enables navigation to various sections of the registration form. However, you must complete a section before proceeding to the next one.

The icons next to menu items indicate the completion status of each section:

- a. **Red X**: Section incomplete. You cannot proceed to the next section until this one is completed.
- b. **Green tick**: Section complete. You can proceed to the next section.

5. The **Main screen**.

Register My Organisation

✗ Your form is not complete, please check the red marks on the content menu. 2

Content Menu

- ✗ Organisation data
- ✗ Legal address
- ✗ Organisation Contact Person
- ✗ Users

Organisation data

The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name (original language) * Legal name (original language) 240

Legal name (English) * Legal name (English) 400

Legal status * ☐ International organisation

* ☐ a natural person ☐ a legal person

Register my Organisation screen

2.3. Edit my organisation

When you choose to view or edit an organisation from the **My Organisation** screen in the Erasmus+ and European Solidarity Corps platform, or after completing the registration process, the **Edit My Organisation** screen opens.

Elements Displayed on the Screen

The following elements are displayed on the screen:

1. **Update** button - Used to save changes to your organisation. This button is active only once all sections are completed and validated.
2. **Status** line - Displays the current status of the form.

3. **Organisation card** - Shows basic information and the status of the organisation. Additional details can be viewed by clicking the down arrow at the bottom of the card.
4. **Navigation buttons** - Allow movement to the next or previous section.
5. **Content Menu** - The **Content Menu** enables navigation to the various sections of the registration form. However, you must complete a section before proceeding to the next.
Some sections display a number in a blue circle, indicating the number of instances in that section.
The icons next to menu items indicate the status of the section:
 - a. **Red X**: Section incomplete. Information provided in this section is invalid or incomplete.
 - b. **Green tick mark**: Section complete.
6. The **Main screen**.

Edit My Organisation

1. **Update** button

2. **Warning message:** Your form is not complete, please check the red marks on the content menu.

3. **Organisation card header:** Organisation ID : E10000456, Legal name (English): Test123, Registered status.

4. **Navigation buttons:** Previous and Next arrows.

5. **Content Menu:**

- Organisation data (Red X icon)
- Legal address (Green tick icon)
- Organisation Contact Person (Green tick icon)
- Users (Green tick icon, 1 instance)
- Accreditations (Green tick icon, 0 instances)
- Documents (Green tick icon, 0 instances)

6. **Organisation data section:**

Warning: The data contained in the highlighted fields below () are publicly available to anyone searching for an organisation (legal entities and natural persons) through the [Erasmus+ and European Solidarity Corps platform](#). You can find more information here [Privacy Statement](#).

Legal name (original language) * Legal name (original language) (240 characters)

Legal name (English) * Legal name (English) (400 characters)

Legal status ☐ International organisation

Edit my Organisation screen

3. Mandatory sections and fields in the form

Fields that are mandatory for completing the registration form are marked with a **red asterisk (*)**.

Tooltips, indicated by the **information icon** , provide additional instructions and assistance for each field. Hover over the icon to display the information.

Free-text fields include a character counter, showing the remaining number of characters available for input.

Legal name (original language) * 233

The Legal name (original language) should be the name as stated in the legal statute/registration act/decreed of the organisation in the official language of the organisation.
The Legal name (original language) can be maximum 240 characters long.
The Legal name (original language) should be using the particular characters of the organisation's language (ex: Greek, Cyrillic, Nordic, Latin, Arabic, etc.)
If you are registering as an informal group of people, please fill in the name of the group.

* ☐ a natural person ☒ a legal person

* ☒ private entity ☐ public body

* ☒ non-profit ☐ for profit

* ☐ sme

Official language * English

Establishment/registration country * Belgium

Region * Prov. Vlaams-Brabant

Legal form * N/A

☒ VAT number not applicable

Registration number * Registration number 100

Registration date * dd/mm/yyyy 1

Registration authority * Registration authority 500

☐ VIES format applicable ☐ VAT number not applicable

Add Organisation data - main screen

If the input in a mandatory field violates the rules or if all previously entered information is removed, a warning message will be displayed. These errors must be resolved before you can proceed.

Legal name (original language) * 240

This field is required

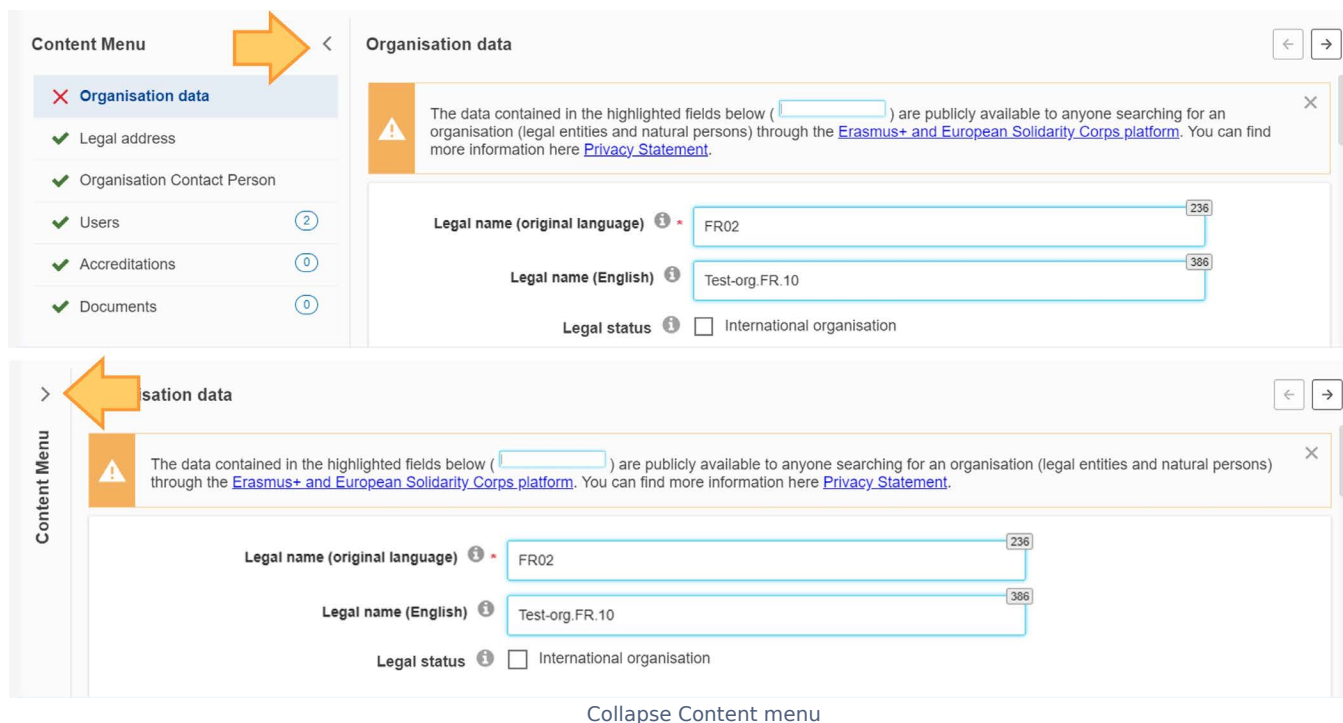
Legal name (English) * 400

Validation error

4. Navigation through form sections

- Use the **Content Menu** to navigate between sections in the registration form, or alternatively, use the navigation arrows at the top of the page to move to the previous or next section.
- When registering an organisation, you can proceed to the next section only after the current section is completed, as indicated by a **green tick mark**.
- If the current section is incomplete or contains errors, you will not be able to proceed to the next section.

The **Content Menu** is collapsible by clicking the left arrow next to it. Even when collapsed, you can continue navigating through sections using the navigation arrows.



Collapse Content menu

5. List functionalities

The Organisation Registration System uses lists to provide an overview of organisations in the **Search for an Organisation**, **Register My Organisation**, and **My Organisations** sections.

The search and list functionalities, as detailed in [How to search for organisations](#) and in [My Organisations](#), include the following key features:

- Record Count:** The **number of records** found is displayed at the top of the list.
- Sorting:** You can **sort the list by** any column in ascending or descending order by clicking on the column header. A small arrow next to the column name indicates the current sort order.
- Search Result Box:** A search box at the top of the results list allows further filtering of the displayed records.
- Result List:** Displays all organisations that meet your search criteria.
- Pagination:** Use the arrows at the bottom of the list to navigate to the next or previous page of results, if available. You can also select the number of results displayed per page. Vertical and horizontal scroll bars are enabled if the result list exceeds the displayable area on your device.
- Organisation Updates (in My Organisations):** You can initiate an update for an organisation you are authorised to manage by clicking on its blue **Organisation ID**.



List functionalities

6. Registration Status messages

Initial status, or status if page contains validation errors:

Your form is not complete, please check the red marks on the content menu.

Message if the form has been changed, but not yet saved:

Your form is complete, don't forget to save your changes.

No message: Organisation data are valid and have not been changed since last save.

