

**EXCHANGE PROGRAMME ONLINE REGISTRATION FORM****USER GUIDE****A. Logging to the online registration form**

To log on the Exchange Programme online registration form, complete the following steps:

1. Go to the following URL: <http://ejtn-exchange.azurewebsites.net/Participant/>. You will be prompted to the below screen.

## Please choose an action / Veuillez choisir une option

Pre-activity registration / Enregistrement préalable à l'activité

Post-activity reporting and expense claim / Retour et demande de remboursement post-activité

2. Click on the 1<sup>st</sup> option: “Pre-activity registration / Enregistrement préalable à l'activité”. You will then be prompted to the below screen:

## Please enter your access details information / Veuillez saisir vos données d'accès

\*E-mail (used with original application/adresse utilisée pour la candidature)

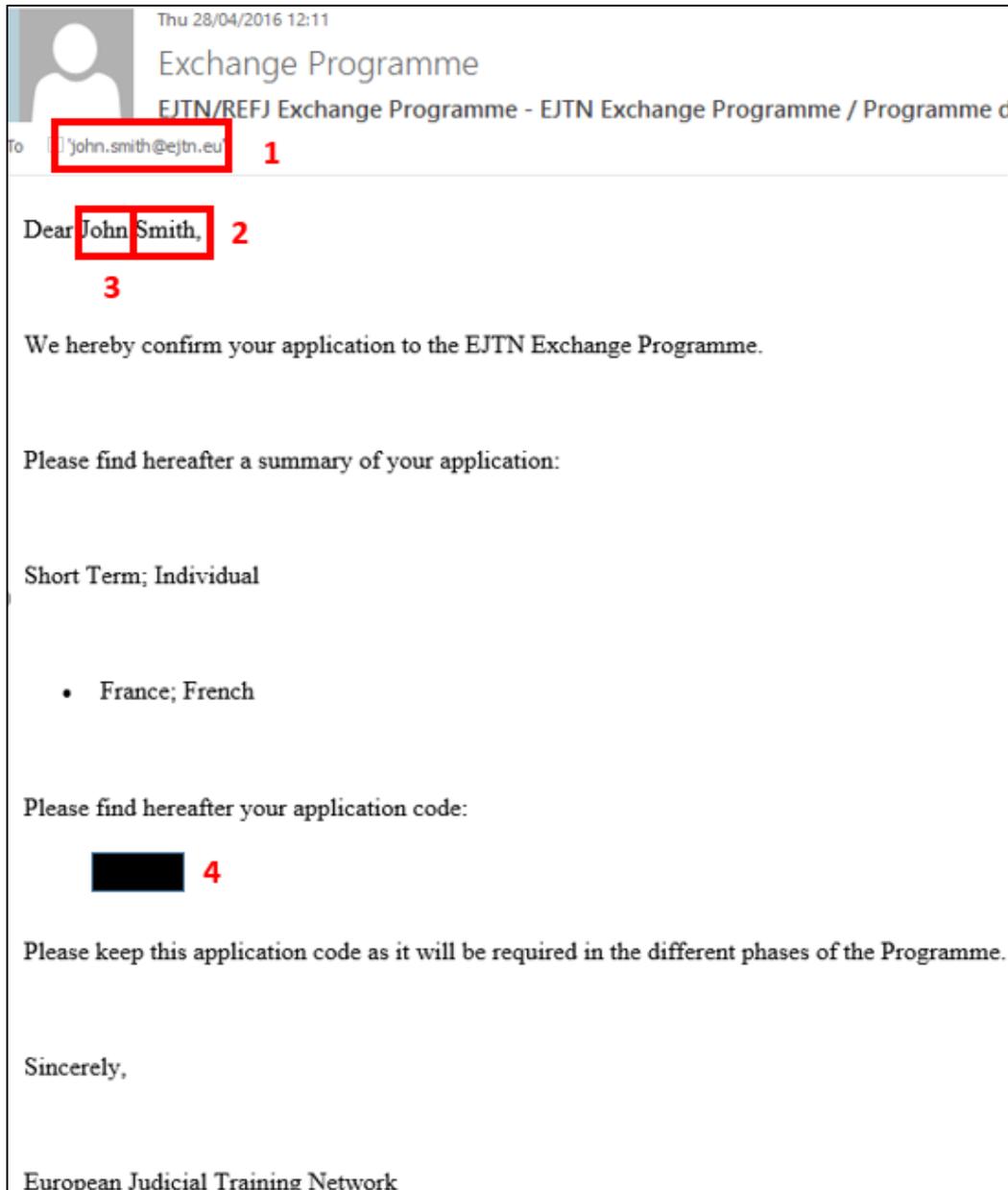
\*Last Name(s) / Nom(s)

\*First Name(s) / Prénom(s)

\*Application Code / Code personnel d'accès (please consult notification e-mail/veuillez consulter votre notification e-mail)

**Submit / Valider**

3. Please use the same data you used in your application. To make sure you are using the same data, we kindly advise you to look at the notification e-mail you received from EJTN to confirm your application. The following data must be entered (see below): e-mail (1), last name (2), first name (3), application code (4). Please take into consideration that you should type your last name and first name exactly as you typed in your application, ie. full names, accents, etc...



Please enter your access details information /  
Veuillez saisir vos données d'accès

1 \*E-mail (used with original application/adresse utilisée pour la candidature)  
john.smith@ejtn.eu

2 \*Last Name(s) / Nom(s)  
Smith

3 \*First Name(s) / Prénom(s)  
John

4 \*Application Code / Code personnel d'accès (please consult notification e-mail/veuillez consulter votre notification e-mail)  
|

Submit / Valider

4. Once you have successfully logged on, you will arrive at the below page. You are now ready to register online.

## I. Participant Information / Informations participant

Activity Type / Type d'activité  
Short Term

Last Name(s) / Nom(s)  
Smith

First Name(s) / Prénom(s)  
John

Title / Titre  
Mr

Function / Fonction  
Judge/Juge

Nationality / Nationalité  
British/britannique

Office E-mail / E-mail professionnel  
john.smith@ejtn.eu

Private Email / E-mail privé

Application Code / Code personnel d'accès  
X6MR7

## B. Using the online registration form

Please note that you may come back as many times as you wish to the online registration form to fill in additional information and/or correct entered data.

The online registration page contains the following sections:

- I. Participant Information
- II. Registration
- III. Banking Information
- IV. Tutor information

### I. Participant information section

You do not have to fill in this section. All fields are in grey and, as such, cannot be modified. It contains the main information of your application.

## I. Participant Information / Informations participant

### Activity Type / Type d'activité

Short Term

### Last Name(s) / Nom(s)

Smith

### First Name(s) / Prénom(s)

John

### Title / Titre

Mr

### Function / Fonction

Judge/Juge

### Nationality / Nationalité

British/britannique

### Office E-mail / E-mail professionnel

john.smith@ejtn.eu

### Private Email / E-mail privé

### Application Code / Code personnel d'accès

X6MR7

## II. Registration section

In this section, you are requested to add information about your exchange as agreed with the national contact point of your hosting country or your tutor in the host court/institution.

1. Please note that the first three fields “Host institution”, “Activity Start “and “Activity End” may have been already filled in by your national contact point or by the EJTN Exchange Programme team. In this case, please check that the information is correct. In case it is not filled in, please add the appropriate information.
2. Please fill in the fields “Arrival Date” and “Departure Date”. Please note that the arrival and departure dates are taken into account to calculate the per diem due.
3. The fields in grey are your allocation data and cannot be modified.

**II. Registration / Enregistrement**

**Host Institution - City / Institution - ville d'accueil**  
Tribunal de Grande Instance de Paris

**1** **Activity Start / Début d'activité**  
03/04/2016

**Activity End / Fin d'activité**  
14/04/2016

Please make sure you fill in the arrival and departure date accurately (data used in reimbursement calculation) / Veuillez-vous assurer d'avoir bien complété les dates d'arrivée et de départ (données utilisées dans le calcul du remboursement).

**2** **Arrival Date / Date d'arrivée**

**Departure Date / Date de départ**

**3** **Host Country - Institution / Pays d'accueil - institution**  
France

**Exchange type / Type de stage**  
Individual

**Working language / Langue de travail**  
French/Français

## III. Banking information section

In this section, you are requested to fill in your bank account details in order for EJTN to be able to pay you your first instalment prior to the exchange as well as the final payment after the exchange.

1. Please indicate clearly the bank account holder (as in example below).
2. Please do not use spaces when typing in your IBAN and BIC

3. Please do not forget to indicate the BIC/Swift code, which corresponds to the Identifier Code of your bank without which the payment cannot be securely transferred.

### III. Banking Information / Informations bancaires

You may check your IBAN and BIC are correct by using the following website/Vous pouvez vérifier vos codes IBAN et BIC en utilisant le site suivant: <http://www.ibancalculator.com/>

(Reimbursements in EUR/Remboursements en EUR)

Bank account holder's name /  
Nom du titulaire du compte

1

John Smith

Participant's IBAN  
[Without spaces]  
IBAN du Participant:  
[Sans espace]

2

IBAN

Participant's BIC-Swift code:  
[Without spaces] /  
Code BIC-Swift du Participant: [Sans espace]

BIC

3

*Only in case your transport was paid by your institution/seulement en cas de paiement de vos titres de transport par votre institution:*

Bank account holder's name /  
Nom du titulaire du compte

Institution Name

Institution's IBAN:  
[Without spaces] /  
IBAN de l'Institution: [Sans espace]

IBAN

Institution's BIC-Swift code:  
[Without spaces] /  
code BIC-Swift de l'Institution: [Sans espace]

BIC

#### IV. Tutor information section

In this section, you are requested to fill in information about your tutor. Here again, please note that these fields may have been already filled in by your national contact point or by the EJTN Exchange Programme team (as example below). In this case, please check that the information is correct. In case it is not filled in, please add the appropriate information.

## IV. Tutor Information / Informations relatives au tuteur

<b>Tutor Name / Tuteur</b>	<input type="text" value="Pierre Dupont"/>
<b>Tutor EMail / Mail tuteur</b>	<input type="text" value="pierre.dupont@XXX.fr"/>
<b>Tutor Phone (if relevant) / tél. tuteur (le cas échéant)</b>	<input type="text" value="+33XXXXXX"/>

### V. Save your online registration

1. Do not forget to save your online registration
2. To save your registration, please click on the “save changes” button at the bottom of the page:

Cancel participation / Annuler

Save changes / Sauvegarder

3. If you not wish to save your changes, simply leave the page.
4. If you wish to cancel your participation, please click on the cancel participation button as below:

Cancel participation / Annuler

Save changes / Sauvegarder

A warning message will then open to confirm your choice. Attention, if you do press the “confirm cancellation button” (see below), your complete profile will be deleted from the Exchange Programme database.

**Warning! / Attention!** ✕

You are about to cancel your entire participation  
Vous êtes sur le point d'annuler votre participation