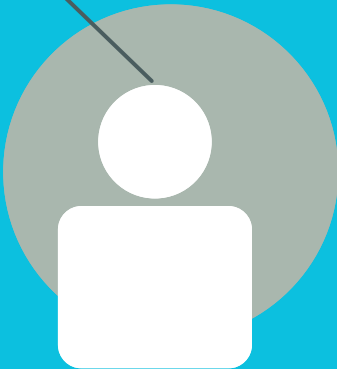
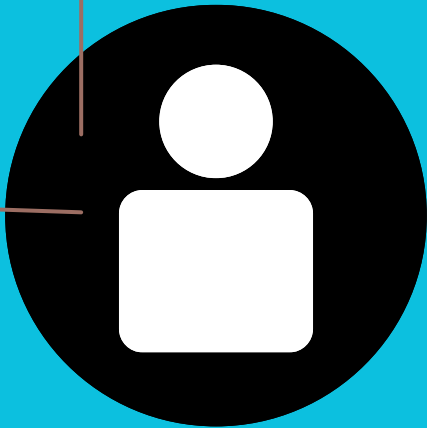
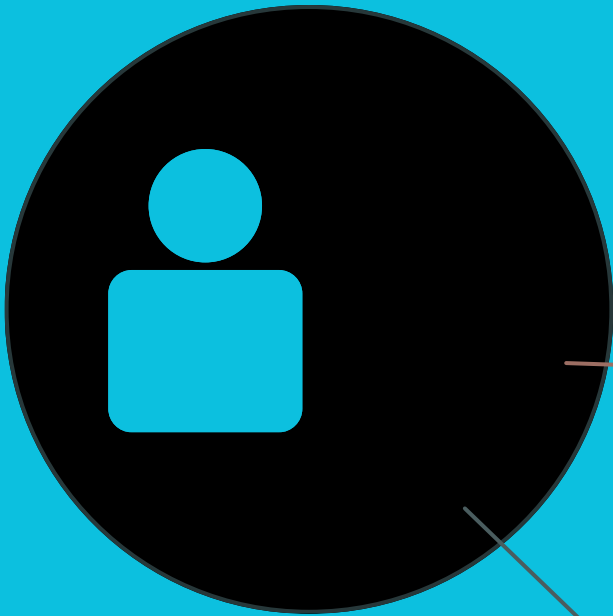


A simple guide to

using the THEPS Platform



1

Create your account

Start with the Basics

Register with your work email and create your personal THEPS account. This gives you access to your organisation’s profile, project listings and partner-search tools.

Create your account

Register to join the Erasmus+ Partner Matching Platform

After registration, you will need to complete your organisation profile before accessing the platform.

Continue with Google

You will review THEPS terms and finish your profile after Google verifies your identity.

OR REGISTER WITH EMAIL

Full name*

Your Name

Email address*

email@organisation.eu

Erasmus OID

Optional. Your organisation's Erasmus+ ID — we pre-fill it into your profile. You can add it later.

E00000000

Password*

At least 8 characters.

Confirm password*

☒

I agree to the [Terms of Service](#) and the [Privacy Policy](#).

Pay attention to this. Registration at THEPS takes time.

We do this to get rid of bots and fake organisations.

TIP

Use an email you check regularly — partner messages and project updates should not disappear into the digital wilderness.

2

Fill in the information

PIF

Technically, this is the information from your PIFs. However, no one updates their PIFs. So share new information. Don't leave out anything in the form even if it's not a required field.

A

Partner Organisation

8/8

Erasmus OID *

PIC Number

9-digit Participant ID Code

Full legal name in national language *

Full legal name in Latin characters *

Acronym

e.g. ACME

National Registration ID

Department

e.g. International Relations Office

Date of registration

ADDRESS

Address *

Country *

Region / Province

Region or province

City *

Post Code

Postal code

P.O. Box

P.O. Box (if applicable)

Website

https://www.example.org

CONTACT

Email *

Telephone 1 *

Telephone 2

TIP

Help your potential partners see that you are real!

Fill in the information

Technically, this is the information from your PIFs. However, let's face it, no one updates their PIFs. So share new information.

Make sure you add TWO different emails! It's a Webgate requirement, we're just following along.

Previous Projects

But if you feel like adding more about your work, do it. We'll soon make this more automatic (just by uploading a .docx file of List of previous projects)

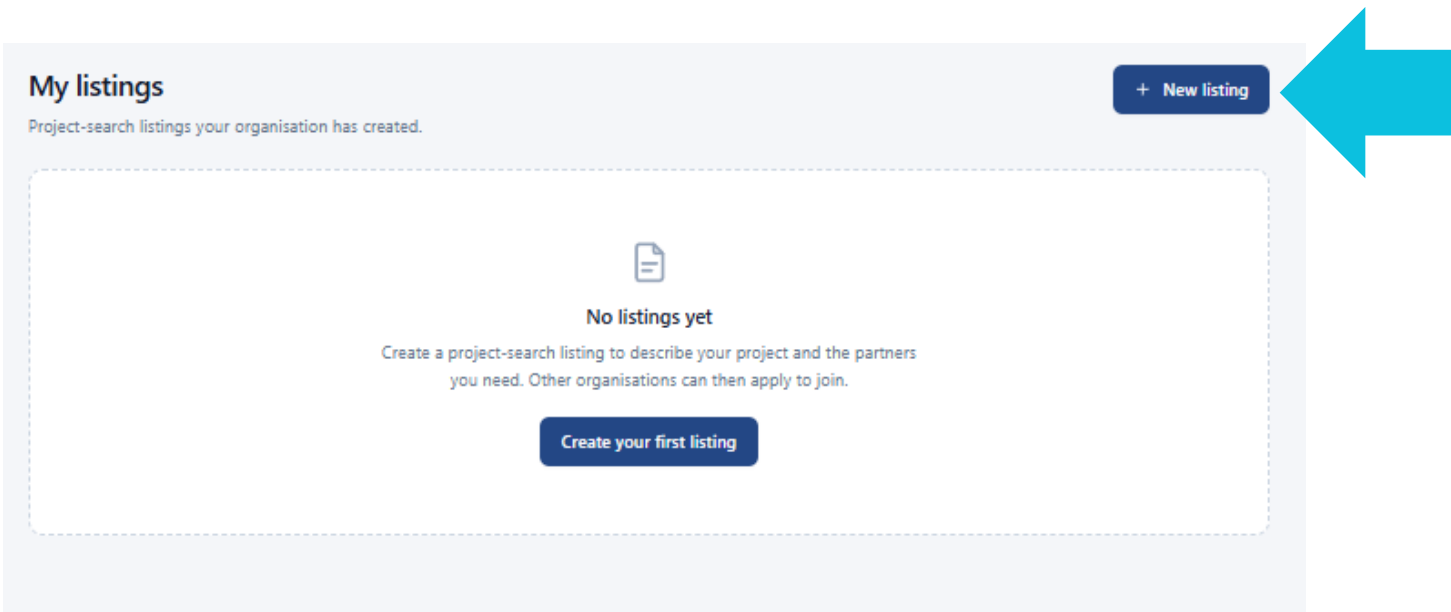
Later, you will be able to rate partners you've been working with on the same projects. The matching aspect of the platform is coming next year!

4

Listings

Project Outlines

The best part about the THEPS Platform! Just look at it, finally a way to find the RIGHT partners!



Create New Listing

Fill in the details of your project search. You can save as a draft and publish later.

1. Basic information

Title *

e.g. Looking for school partners for KA220 project on digital literacy

0/150

Project description (500–3000 characters, required before publishing)

Short and sweet, so that the potential partners can understand if they are a good match to your idea.

Explain:

- the objectives
- the target groups
- the duration of the project
- anything relevant

199/3000 — at least 301 more characters needed to publish

+ Make this objective SMART

2. Erasmus+ field

Field *

Select field...

3. Action type

Action type *

Select action type...

TIP

You don’t have to add all of the information about the project, just the most important information.

The Right Partnership

Finally. You get to choose who can actually see your project idea, what role you’re looking for for yourselves and for the partners.

4. Project roles

Our role for this project

Looking for *

Select role...

▼

Select role...

▼

5. Types of organisation needed (optional)

☐ School

☐ SME

☐ Public Body

☐ University

☐ Municipality

☐ Social Enterprise

☐ NGO / Association / Foundation

☐ VET Provider

☐ Other

6. Project focus (optional)

Used to rank potential partners on the “Find partners” screen. Anything you leave empty is simply not used to score anyone — it never counts against a candidate.

Topics and priorities

Inclusion & diversity

Digital transformation

Environment & climate action

Civic engagement & participation

Green skills & sustainability

Entrepreneurship & employability

Key competences & basic skills

Quality & innovation in teaching

Vocational skills & VET

Youth work & non-formal learning

Higher education cooperation

Adult learning

Health & wellbeing

Psychology & mental health

Sport & physical activity

0 of 5 selected

Target groups

School pupils

Higher education students

VET learners & apprentices

Adult learners

Young people (15–29)

Teachers, trainers & educators

Youth workers

School leadership & staff

Jobseekers & unemployed

NEETs (not in education, employment or training)

Migrants & refugees

Rural & remote communities

People with disabilities

Learners with fewer opportunities

General public

0 of 5 selected

Working languages expected of partners

English

French

German

Spanish

Italian

Portuguese

Polish

Romanian

Bulgarian

Greek

Dutch

Croatian

Czech

Hungarian

Slovak

Slovenian

Swedish

Finnish

Danish

Estonian

Latvian

Lithuanian

Maltese

Turkish

Serbian

Macedonian

0 of 3 selected

7. Countries

Choose what you are looking for in 4. Project roles first — the country rules below follow that choice.

8. Deadline date for partnership formation (optional)

TIP

No tip here. Just select whatever’s needed.

theaps.eu

6

4

Listings

Limits = Peace

Yup. Gone are the days when you post an idea in a Facebook group, you specifically say where the partners should be from, and you get 100 messages from the very organisations you don’t want. On THEPS, if you don’t select a country, partners from that country will not see the listing.

Looking for partners from

Country rule ^{*}

☒ Only selected countries

Applications will only be accepted from organisations in the countries you select.

☐ All countries except selected

Accept applications from all programme countries, optionally excluding specific ones.

Select countries to include

☐ Austria

☐ Belgium

☐ Bulgaria

☐ Croatia

☐ Cyprus

☐ Czechia

☐ Denmark

☐ Estonia

☐ Finland

☐ France

☐ Germany

☐ Greece

☐ Hungary

☐ Iceland

☐ Ireland

☐ Italy

☐ Latvia

☐ Liechtenstein

☐ Lithuania

☐ Luxembourg

☐ Malta

☐ Netherlands

☐ Norway

☐ Poland

☐ Portugal

☐ North Macedonia

☐ Romania

☐ Serbia

☐ Slovakia

☐ Slovenia

☐ Spain

☐ Sweden

☐ Türkiye

WESTERN BALKANS

Coming soon

☐ Albania

☐ Bosnia and Herzegovina

☐ Kosovo

☐ Montenegro

NEIGHBOURHOOD EAST

Coming soon

☐ Armenia

☐ Azerbaijan

☐ Belarus

☐ Georgia

☐ Moldova

☐ Ukraine

Select all

Clear

TIP

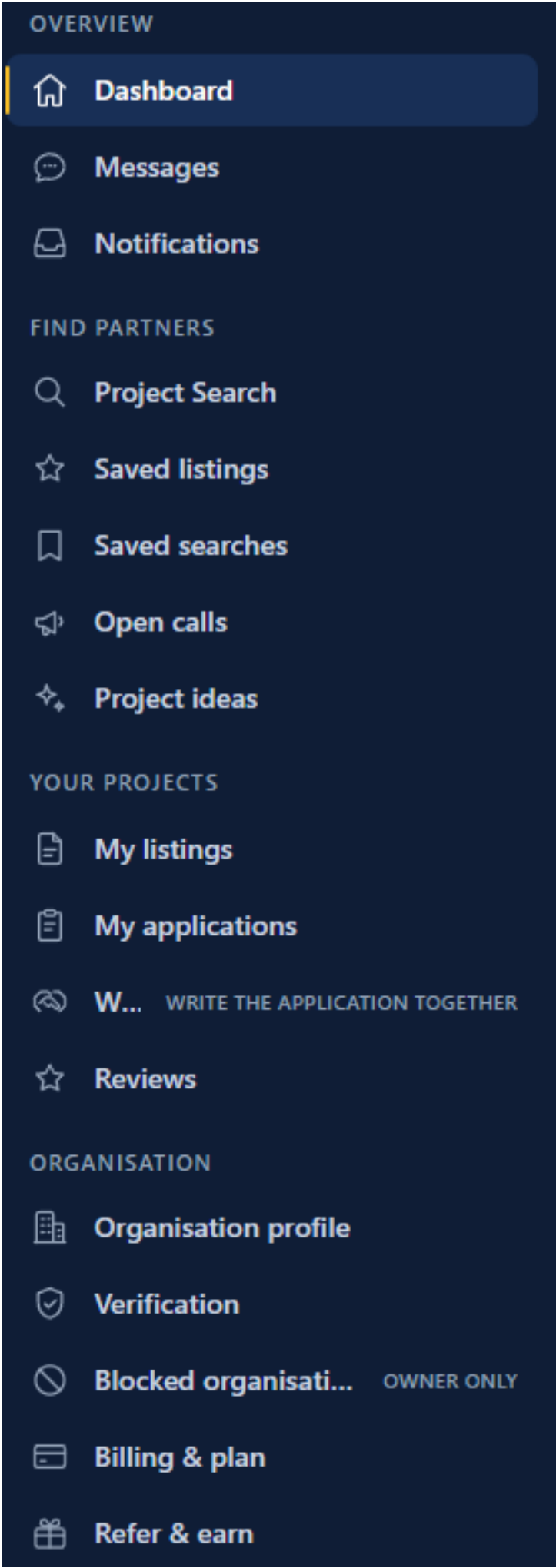
Choose whatever you want!

5

The Rest

Explore the Menu

Checkout the rest of the THEPS Platform. Spend some time. We’re certain it will become your favourite place to be when writing your projects.



TIP

Go back to [THEPS.EU](#)