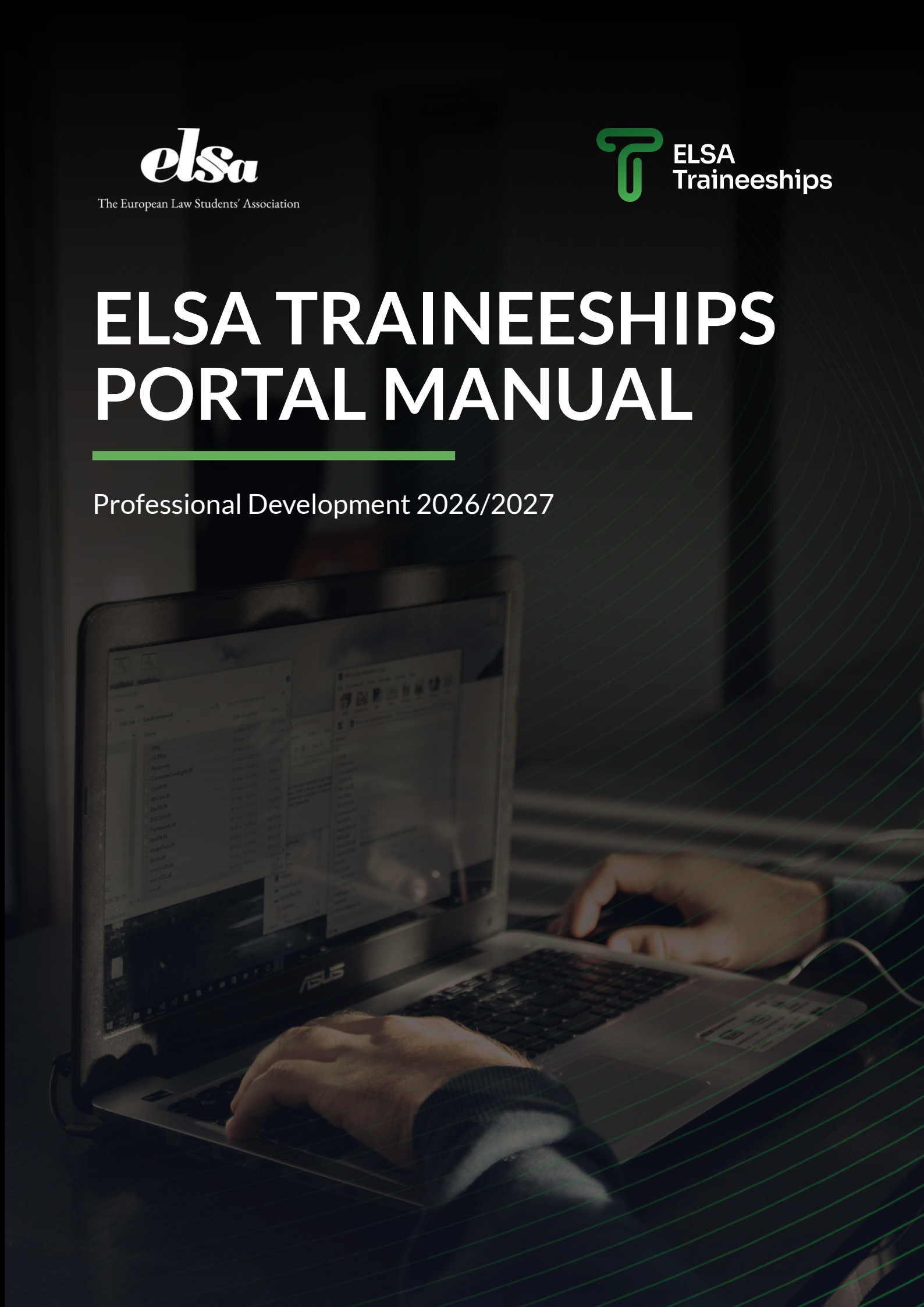
elsa
The European Law Students' Association

ELSA Traineeships

ELSA TRAINEESHIPS PORTAL MANUAL

Professional Development 2026/2027



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1. ELSA Traineeships Portal (ETP)

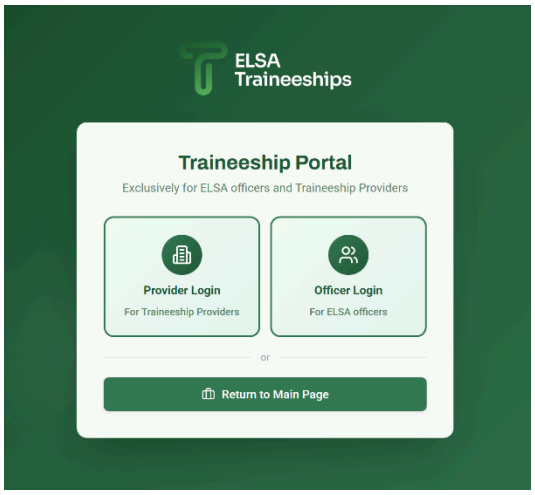
1.1. How to log into the ETP?

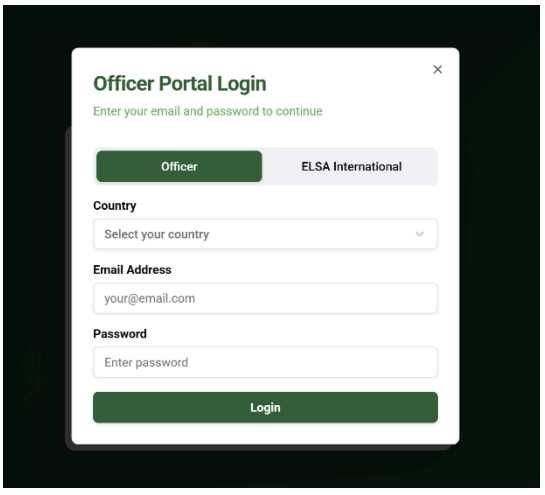
1. Go to the ELSA Traineeships Website
2. Click on the sign in button on the right-hand upper corner



3. Choose the Officer Login
4. Choose the Country of your Local/National Group; put in your log in credentials

In case you do not have your log in information: please contact your National VP PD or email professionaldevelopment@elsa.org.





2. Local/National Accounts

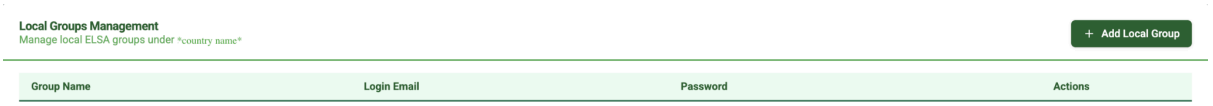
2.1. How to add local accounts?

National Officers can add a new Local Group easily by following these steps:

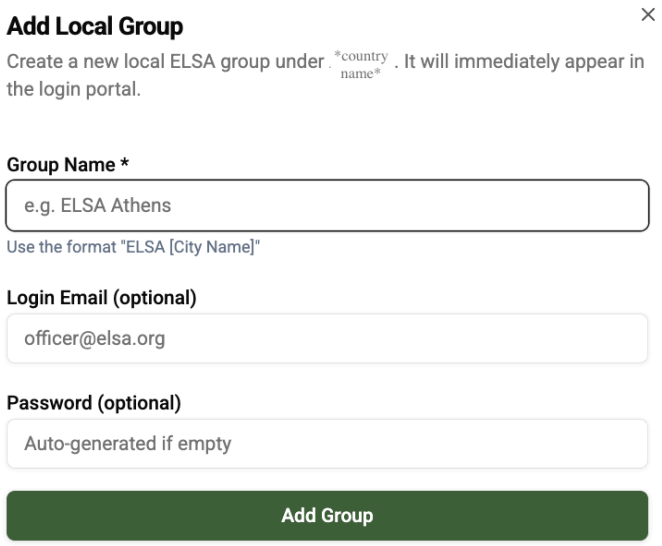
1. On your landing page, choose "Admin".



2. Then, click on "add local group".



3. Fill out the necessary information. Please note that we will no longer accept any STEP Emails. In the new portal, every National Group is currently filled in as professionaldevelopment@xx.elsa.org, with xx being your National Group abbreviation. This also applies for Local Groups, with the emails following the same system with professionaldevelopment.yy@xx.elsa.org, yy being the name of the Local Group and xx being the National Group abbreviation.



Do not forget to save the account by clicking "Add group".

2.2. How to update Local Group accounts?

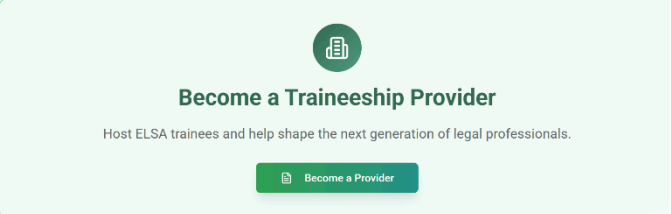
1. On your landing page, choose "Admin".
2. If you wish to update a Local/National account, simply choose the "edit" button on the right-hand side of the account you want to update.

Don't forget to save the updated information.

3. Traineeships Specification Form (TSF)

3.1. How to fill a TSF?

1. Go to the ELSA Traineeships Website
2. Scroll down to "Become a Traineeship Provider" section

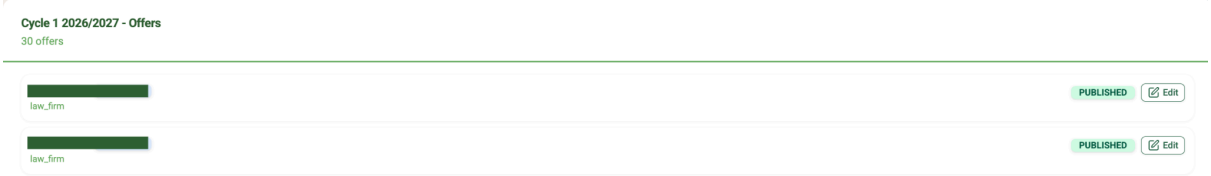


3. Fill out the TSF with all the required information and submit!

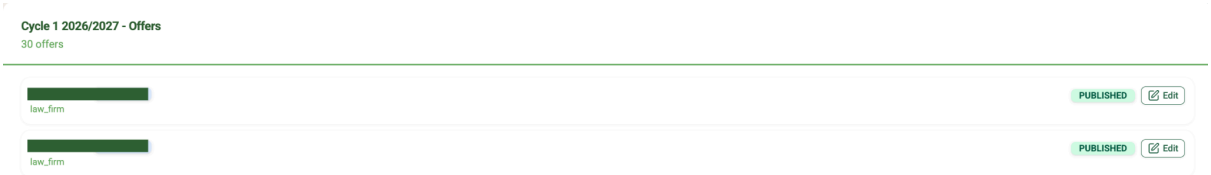
3.2. Where to find submitted TSF?



1. On your landing page, choose "Offers" to see all of your submitted TSFs of your local/national groups.



3.3. How to edit a TSF?



1. Simply click the "edit" button. The TSF will open on your screen.
2. To start editing the TSF click "edit" on the right-hand side corner on the TSF. Don't forget to save the changes.

4. Traineeships Application Form (TAF)

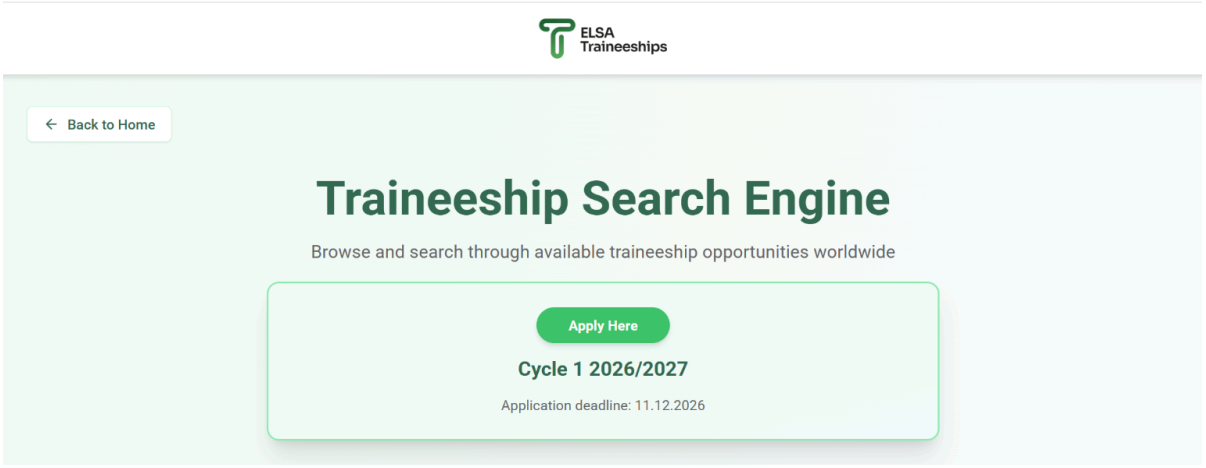
4.1. How to fill a TAF?

Read the ELSA Traineeships Handbook's Chapter 7.3. TAF, step by step and the AI Guideline on the Officers Portal for more detailed information.

1. Go to the ELSA Traineeships Website.
2. Click "Browse Traineeships" or go to this link directly.



3. Lastly, click the "apply here" button.



4.2. Where to find submitted TAFs?

1. On your landing page, choose "Applications", all the applications from your Local/National Group will appear.



4.3. How to edit submitted TAFs?

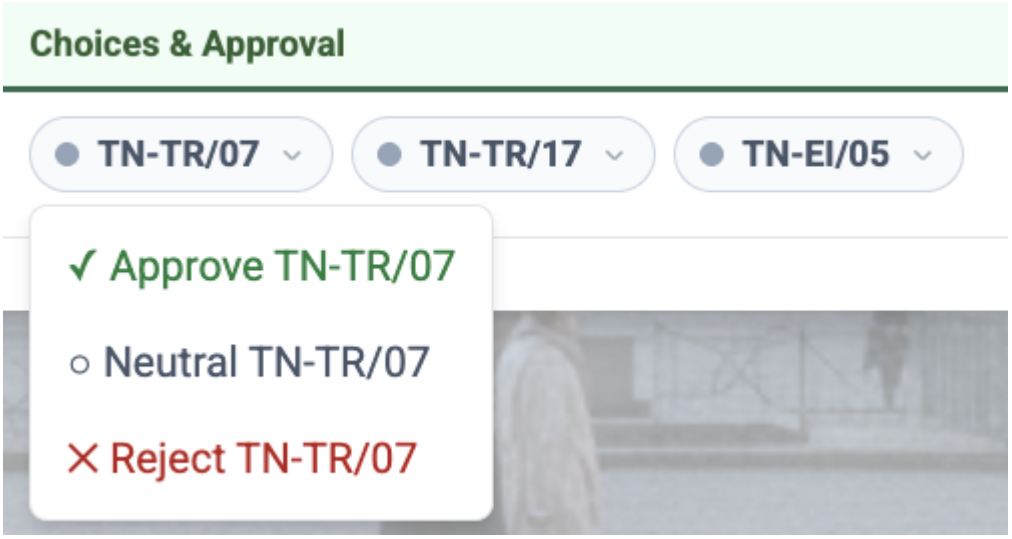
1. Simply click on "view" of the TSF you would like to edit.
2. Choose "edit" on the right-hand upper corner to edit the TAF. Do not forget to save the changes.

4.4. How to comment?

Click on the speech bubble icon on the right-hand side of the TAF you want to comment on. Here you will later find the evaluation of each TAF from the ELSA Traineeships ELSA International Team.

4.5. How to approve/reject?

Click on approve/reject on the right-hand side of each traineeship code you want to approve or reject. If you misclicked simply click on neutral to set back the approval/rejection.



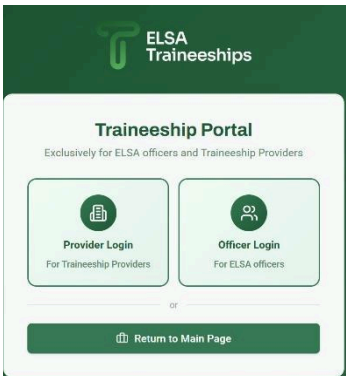
5. Traineeship Providers' Interface (TPI)

5.1. How to log in?

EI will generate log in credentials for the TNPs and will send them to the National Officers so they can forward the credentials to the TNPs.

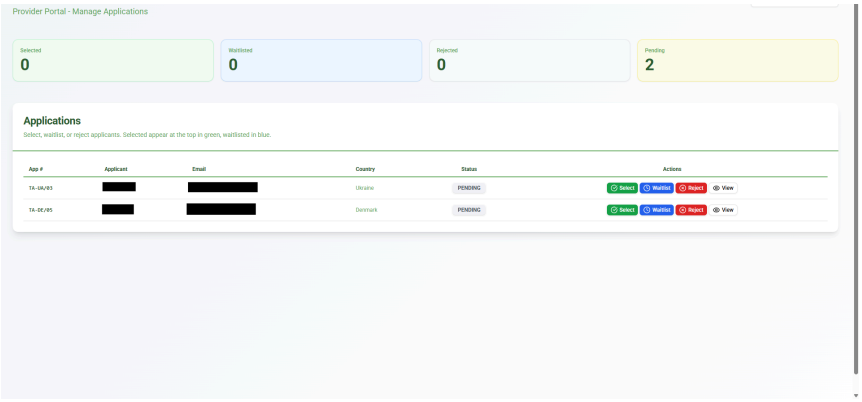
To log into the TPI:

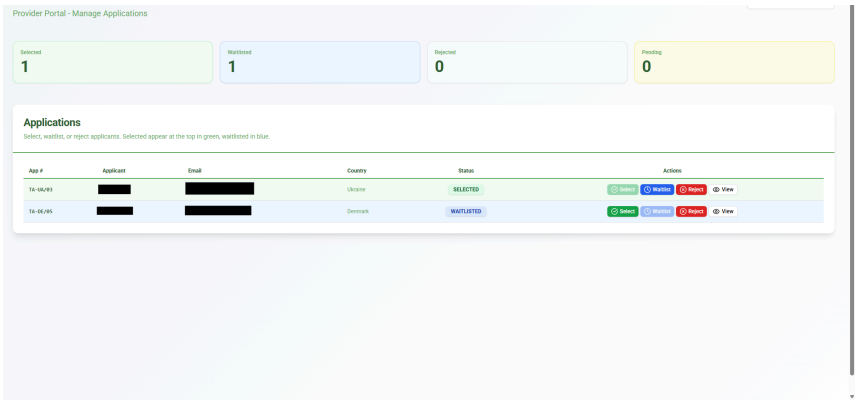
1. Go to the ELSA Traineeships Website
2. Choose Provider Login and input the provided log in information



5.2. How to choose candidates?

Inside the Traineeship Provider Interface, the TNP will see the shortlisted applications from EI. They will be able to **select**, **waitlist** and **reject** the Trainees in accordance with their own preferences.





Note that TNP can (and should) create a waiting list by selecting more candidates than the total number of trainees wanted.