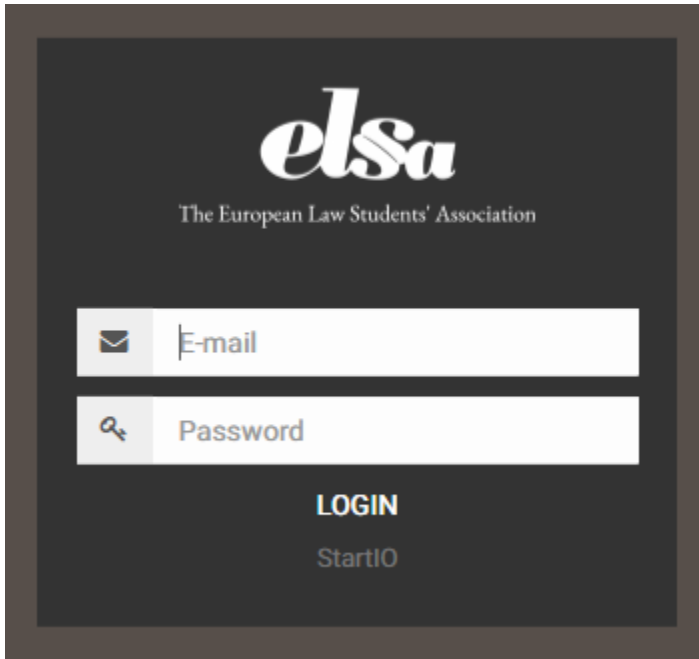


Dear Traineeship Provider,

Please, follow the guidelines below in order to enter your internal interface and be able to find the applicant that best suits your requirements.

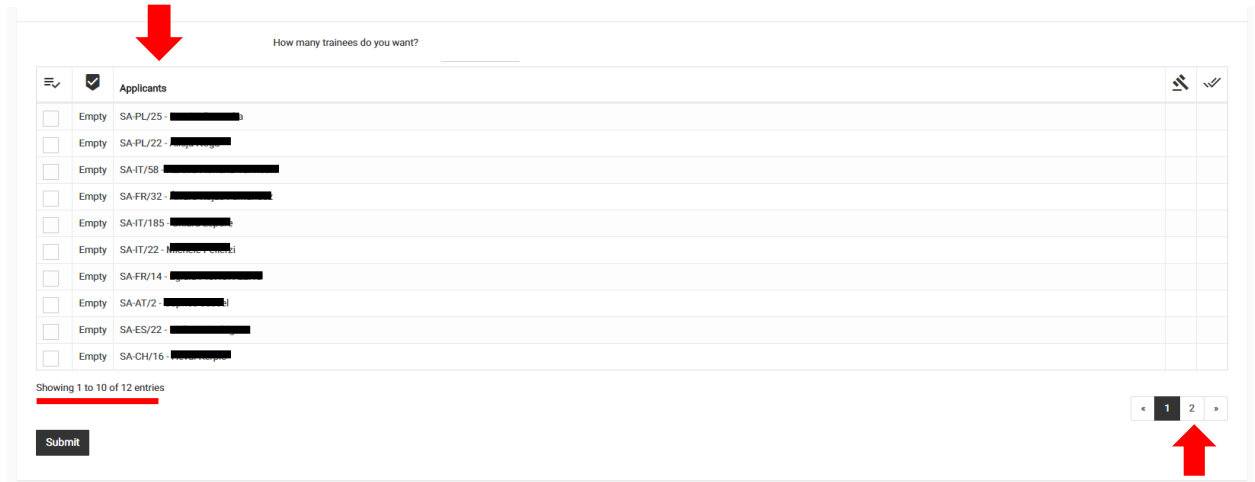
### **General Information**

1. The account you'll be using has the e-mail address provided to you by e-mail, together with the password.
2. Go to <http://step.elsa.org/login> and enter the back-office by filling in your credentials:

A screenshot of the ELSA login page. The page has a dark background with the ELSA logo at the top, which consists of the word "elsa" in a white, lowercase, serif font. Below the logo is the text "The European Law Students' Association" in a smaller, white, sans-serif font. There are two white input fields: the first is labeled "E-mail" and has an envelope icon on the left; the second is labeled "Password" and has a magnifying glass icon on the left. Below the input fields is a white button labeled "LOGIN" in a bold, uppercase, sans-serif font. At the bottom of the page, the text "StartIO" is visible in a small, light gray, sans-serif font.

## Checking the application forms

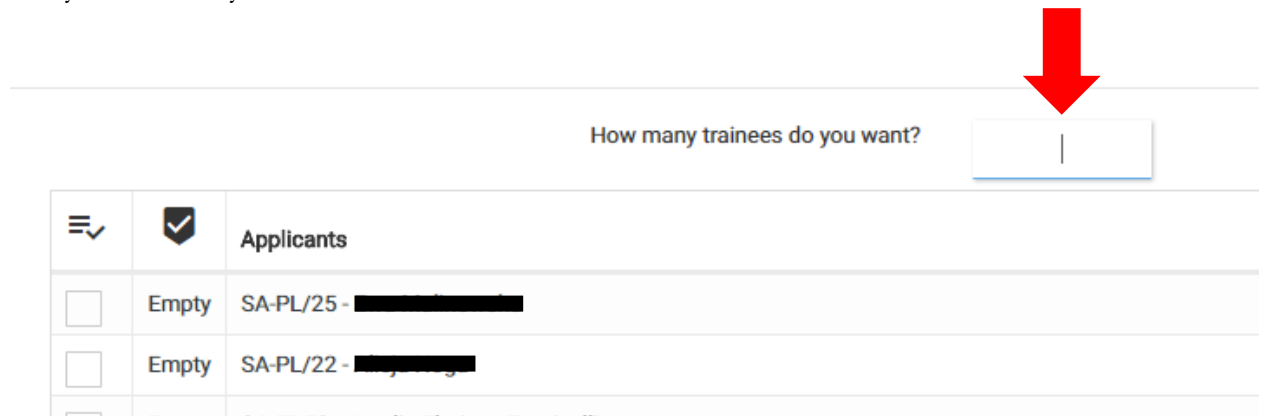
In order to check application forms press on the title which contains the code of the application and the name of the applicant. The list shown to you contains 10 applications, if there are more than 10, don't forget to press next and check the ones on the next page!



The screenshot shows a web interface for checking application forms. At the top, there is a question: "How many trainees do you want?" followed by an input field. Below this is a table with the following columns: a checkbox, a status (all "Empty"), an application code (e.g., SA-PL/25), and a redacted name. A red arrow points to the application code and name column. At the bottom of the table, it says "Showing 1 to 10 of 12 entries". Below the table is a "Submit" button. At the bottom right, there is a pagination control with a left arrow, the number "1", the number "2", and a right arrow. A red arrow points to the "2" in the pagination control.

## Choosing applicant/s

1. Please state the number of applicant you are willing to accept next to the question 'How many trainees do you want?'



The screenshot shows the same web interface as above. A red arrow points to the input field for the question "How many trainees do you want?". The input field contains the number "1". Below the question is a table with the following columns: a checkbox, a status (all "Empty"), an application code (e.g., SA-PL/25), and a redacted name. The table is partially visible, showing the first two rows.

2. To rank the applicant, please press on 'Empty' next to the application. You can choose more trainees than the number you are willing to accept, thus we will be able to send substitutes from the ones that exceed your choices.

		Applicants
	Empty	SA-PL/25 - [REDACTED]
<input type="checkbox"/>	Empty	SA-PL/22 - [REDACTED]
<input type="checkbox"/>	Empty	SA-IT/58 - [REDACTED]

Type in the number ('1' being the best), then save by pressing '✓'

		Applicants
<input type="checkbox"/>	<input type="text" value="2"/>	SA-PL/25 - [REDACTED]
<input type="checkbox"/>		SA-PL/22 - [REDACTED]
<input type="checkbox"/>	Empty	SA-IT/58 - [REDACTED]
<input type="checkbox"/>	Empty	SA-FR/32 - [REDACTED]

3. Please choose the trainees you are willing to accept (the ones you ranked already) by ticking the boxes next to the applications.

How many trainees do you want? \_\_\_\_\_

		Applicants
	<input checked="" type="checkbox"/>	SA-PL/25 - [REDACTED]
	<input checked="" type="checkbox"/>	SA-PL/22 - [REDACTED]
	<input type="checkbox"/>	SA-IT/58 - [REDACTED]
	<input type="checkbox"/>	SA-FR/32 - [REDACTED]

4. After completing all the above operations, click 'Submit' as shown.  
**Important!** Once you have clicked 'Submit' you will not be able to alter your choices in any way, you may still access the interface, but only for viewing purposes.

How many trainees do you want? \_\_\_\_\_

		Applicants
<input type="checkbox"/>	Empty	SA-PL/25 - [REDACTED]
<input type="checkbox"/>	Empty	SA-PL/22 - [REDACTED]
<input type="checkbox"/>	Empty	SA-IT/58 - [REDACTED]
<input type="checkbox"/>	Empty	SA-FR/32 - [REDACTED]
<input type="checkbox"/>	Empty	SA-IT/185 - [REDACTED]
<input type="checkbox"/>	Empty	SA-IT/22 - [REDACTED]
<input type="checkbox"/>	Empty	SA-FR/14 - [REDACTED]
<input type="checkbox"/>	Empty	SA-AT/2 - [REDACTED]
<input type="checkbox"/>	Empty	SA-ES/22 - [REDACTED]
<input type="checkbox"/>	Empty	SA-CH/16 - [REDACTED]

Showing 1 to 10 of 12 entries

