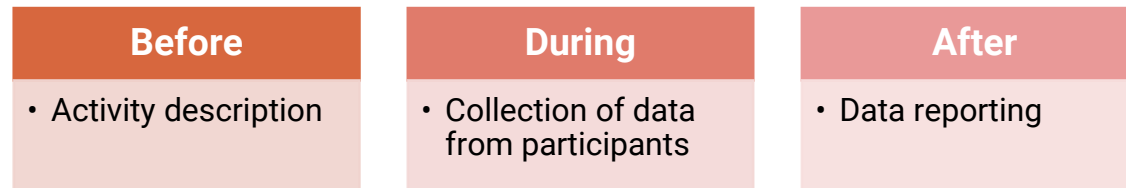# EELISA Data Management Guidelines for Activity Organisers

The data management system for EELISA activities, including activities organised and delivered by EELISA Communities, is based on a simple, **three-step activity cycle**:

Before	During	After
• Activity description	• Collection of data from participants	• Data reporting

This system is a unified, simplified, automatised and centralised process, which aims at the following:

- Monitoring the success, implementation and growth of your initiatives to better anticipate your needs for support
- Gathering key facts and figures to back EELISA's request of roll-out funding to continue supporting your initiatives
- Delivering EELISA Credentials to learners participating in your activities with a regular periodicity

The system is fully compliant with EU GDPR. It is implemented for the above purposes only and the information you provide will not be shared with third parties.

Each activity has an **organiser** who is responsible for, if appropriate, announcing the activity before it takes place, as well as for reporting the corresponding data once the activity has concluded.

The table in the next page describes the process in detail from the user's perspective according to activity type and channel. It is important to underline that the reporting outcome is the same regardless of the channel through which the activity is showcased or reported.

Should you have any questions regarding the data management system, please send a query to our team at data.eelisa@upm.es and office@eelisa.eu.

Channel	Before **Activity description**	During **Collection of data**	After **Activity reporting**
[**EELISA Community Platform**](#)	1. Organiser posts the activity via Community Platform (see how [here](#)) 2. Organiser receives automatic reply with data collection template and communication support 3. Please check the instructions in the email to collect the necessary information 4. If you need the EELISA Communication Team to support you, please do not forget to send an email to communication@eelisa.eu with the subject: Activity <Name> support.	Collection of data from participants	1. Fill in the **relevant** Excel table contained in the automatic reply with the information of your activity, as follows: • If your activity awards [EELISA Credentials](#) or ECTS, please fill in the participants' information using Excel table B • If your activity does NOT award EELISA Credentials or ECTS of the above, please report general figures using Excel table A 2. Please rename the Excel table with the title of your activity and upload the file to the [secure repository](#) according to the instructions contained in the automatic reply 3. You can [send us additional evidences](#) and [communication materials](#) of your activity and [share your feedback](#) with us
Outside EELISA Community Platform (e.g., dissemination, communication, training activities organised for or because of EELISA; or Community activities not open for registration that need not be published on the Community Platform)	1. Organiser fills in [Activity description form](#) 2. Organiser receives automatic reply with data collection template and communication support 3. Please check the instructions in the email to collect the necessary information or if you need support to communicate your activity 4. If you need the EELISA Communication Team to support you, please do not forget to send an email to communication@eelisa.eu with the subject: Activity <ID> support.		1. Fill in the Excel document contained in the automatic reply with the information of your activity. If your activity awards [EELISA Credentials](#) or ECTS, you will receive a table to report on activity participants. If not, you will only need to report general figures. 2. Please rename the [Excel table](#) using the ID of your activity and upload the file to the [secure repository](#) according to the instructions contained in the automatic reply. 3. You can [send us additional evidences](#) and [communication materials](#) of your activity and [share your feedback](#) with us

NEW: Reporting past activities eligible for the EELISA Credential (retroactive data collection)

In order to recognise the commitment and impact achieved by the students through the activities you have organised, and to provide an added value to motivate even more students to participate in the future, you are encouraged to provide in a retroactive way the participation data from activities eligible for the EELISA Credential and held since June 2022 via the following steps:

1. Fill in the **standard Excel table for EELISA Credentials and ECTS** (Excel table B) with the information of your activity.

2. Please rename the Excel table with the title of your activity and upload the file to the secure repository.

3. You can send us additional evidences and communication materials of your activity and share your feedback with us.

If you have already provided these data using a previous template or through your local institution, you do not need to provide them again.

Other useful reference	
EELISA Communication	EELISA Communication Guidelines & Visual Identity
EELISA Credentials	EELISA Credential Awarding System