Goalkeeper Registrar – Quick Reference Card for Experts

General information	The Expert is a user having the right to create, modify and submit to the relevant DPA the Expert Registration Forms (ERFs) and Application Forms (AFs) via the Registrar system. Experts are officers belonging to the concerned Member State's national authority identified as DPA in Registrar or independent experts registered in one of the Member State's DPAs. In both cases they are available for deployment as seconded experts by the concerned Member State.

Accessing your Profile

Where to view my profile?	You can access your Profile on the Registrar homepage https://goalkeeper.eeas.europa.eu/registrar.

You will have access to these links:

(this is an example for an Expert belonging to the DPA named "MFA" in the Compartment named "EU Member State F")

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CMPD 2 - EEAS.BA.IBS.6.IS
Goalkeeper Registrar Quick Reference Card for Experts _March 2017

1

Managing Expert Registration Forms (ERF's)

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To create/update your profile and submit the ERF

Follow the steps below:

Step	Action
1	In the application home screen, click on > Update Profile . As a result, the Expert Registration Form is displayed on the Personal data tab.
2	Enter information in the available tabs, including the sections for education and civilian crisis management courses, the employment record (shorter and longer than 6 months), expertise and other skills. Go to the Additional Questions tab and review all the questions.
3	Once all information is entered, you can decide to save the ERF as draft or to submit it Save draft Submit If you click on the "Save draft" button, the ERF will not be submittted but all the entered information will be saved and available for you to be edited and submitted at a later stage. By clicking on Submit , the ERF is displayed in read-only format.
4	Review the ERF information shown on the page in the different sections. Click again Submit . As a result, the ERF is sent to the Data Providing Authority Administrator for approval. ⚠ _Please note that it is only after the DPA Administrator's approval that the file becomes the last approved ERF (See the profile details information below.)_

Managing the Application Forms (AFs)

Important information

Please note that you need to select the CfC of interest from a drop down menu displaying the available CfCs.

You can then set the priority order of the posts you are applying for by manually selecting the post in the three drop down menus provided for First/Second/Third priority

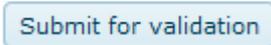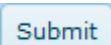**To view/download CfC documents**

Step	Action
1	Access the link > Calls for Contributions on your Registrar homepage https://goalkeeper.eeas.europa.eu/registrar
2	Click on the name of the CfC whose document you want to access.
3	The links to the documents are displayed under the "Title" and "Deadline" of the CfC **Title:** CfC DEMO 2 23/02/2017 **Deadline:** 01/04/2017 **Attached Documents:** Annex 1 Job Descriptions.pdf Annex 3 List of Recommended Security Equipment.pdf 4-2016 CfC_KDtoPSC.pdf (as an example)

You can use the button Click here and follow the Apply for Vacancy link to be redirected to the Apply for Vacancy link on your Registrar homepage.

To apply for a vacancy and submit the AF

Please note that the Expert Registration Form (ERF) is always submitted together with the Application Form, therefore when applying for a Vacancy you can modify/update your ERF data as well.

Follow the steps below:

EUROPEAN EXTERNAL ACTION SERVICE
CMPD 2 - EEAS.BA.IBS.6.IS
Goalkeeper Registrar Quick Reference Card for Experts _March 2017

3

Step	Action
1	In the application home screen, click on **Apply for Vacancy** . As a result, the Application Form is displayed on the **New Application** tab.
2	Enter the information in the different tabs. *Please note that you can save the information as draft (* **Save draft** *button) without submitting it.*
3	Once all the information is entered, click **Submit for validation** in the upper right corner. As a result, the Application Form is displayed in read-only format.
4	Review the AF information shown on the page in the different sections. Click the **Submit** button to confirm your action. As a result, the Application Form is sent to the Data Providing Authority Administrator for approval. ⚠ *Please note that as the AF always comes with the ERF, after the DPA Administrator's approval the file becomes the last approved ERF, whose details you can see in your profile details. (See the Profile Details information below.)*

Email notifications

Whenever you submit an AF, all the Administrators of the Data Providing Authority (DPA) you belong to are notified by e-mail.

You will receive an e-mail notification from the system when your AF/ERF is rejected at any stage in the internal approval process (at DPA or Compartment level).

You will receive an e-mail notification from the system when your AF is sent to the EEAS for the selection process.

Viewing the Profile Details

Important information

You will view your profile details differently, according to the status of your ERFs:

When ...	Then ...
The last submitted ERF is the same as last approved ERF	Only **Profile Details (Last approved ERF)** is displayed.
There is a newly submitted ERF (more recent than the last approved	Both **Profile Details (Last submitted ERF)** and **Profile Details (Last approved ERF)** are displayed.

EUROPEAN EXTERNAL ACTION SERVICE
CMPD 2 - EEAS.BA.IBS.6.IS
Goalkeeper Registrar Quick Reference Card for Experts _March 2017

4

ERF)	In this case, you can use [Compare] to compare the two ERF versions (last submitted and last approved).

To view your profile details

Follow the steps below to view the last data saved in your profile:

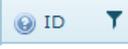| Step	Action
1	In the application home screen, click on My Profile . As a result, the profile information is displayed in read-only format. *If you want to change the profile information you need to access the › Update Profile link in the system's home page.*
2	If you want, you can export the current version of the ERF in Word or XML format. To do that, click [Export to TEXT] or [Export to XML]. *Please note that all the fileds of the form, except for the EU Login email address, are exported.*

Applications Follow-up

Navigating to find old Applications

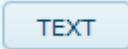All your applications, as well as their status, are displayed under your profile information.

Follow the steps below to access older applications:

Step	Action
1	In the application home screen, click on My Profile . As a result, the profile information is displayed in read-only format.
2	Access the [Applications] tab. The system displays the list of all the applications, showing the following details <table><tr><td>The ID number of the Application</td><td>⊙ ID ▼</td></tr><tr><td>The date and time when the Application was submitted (by default, the most recent one is displayed on top)</td><td>Submitted on ▼ 05/01/2017 14:07</td></tr></table>

		The relevant CfC	Call for Contributions 1-2016 Call for Contribution Example1
		The status of the Application	Status Recommended
	3	To view detailed Application information, click on the application number in the ⊕ ID ▼ column. To export application information to Word/XML, click on Export to TEXT / Export to XML .	
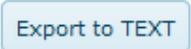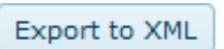
Exporting Applications

You can export each Application to Word or XML format without opening the details.

To do so, follow steps 1-2 as indicated in the table above and then click TEXT or XML next to the Application you want to export.

In Case You Need Assistance

For any type of help or questions, please send an email to:

goalkeeper-support@eeas.europa.eu