

**From:** [REDACTED]  
**Subject:** RE: [REDACTED] app?  
**Date:** 05 May 2021 10:17:00

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Hi [REDACTED]

I've just registered [REDACTED] on [REDACTED] so she should receive an email from them with a link.

If the participant is unable to sign the registration form, you would need to download the electronic form (please refer to my previous email), print it and ask him/her to sign it when you see them. Once the form is signed, you need to upload it again on Teams via the Tasks/Stages button → stages → Signed Participant Registration Form.

Cheers,

[REDACTED]

[REDACTED]

Phone:

E-mail: [REDACTED]

Newcastle City Council  
City Futures Directorate  
Economic Development Unit  
Civic Centre, 9<sup>th</sup> floor  
Newcastle upon Tyne, NE1 8QH [www.newcastle.gov.uk](http://www.newcastle.gov.uk)



**European Union**  
European Structural  
and Investment Funds

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**From:** [REDACTED]@therecruitmentjunction.com>  
**Sent:** 29 April 2021 12:01  
**To:** [REDACTED]@newcastle.gov.uk>  
**Subject:** RE: the [REDACTED] app?

Brilliant!

Yes please for [REDACTED] have s [REDACTED] e, and also the other two, [REDACTED] please.

Please do have a look at my application and let me know!

Re S [REDACTED], if it turns out the lad can't use it, how do I print it for signature and then where do I re-upload it?

Re the jobless households, thank you, it does also seem to say that people should be ticked in every category if more than one applies, ie a jobless household with children, also needs to tick jobless household. Is that your reading of it?

Thanks [REDACTED], I feel I am getting there!

[REDACTED]

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**From:** [REDACTED]@newcastle.gov.uk>  
**Sent:** 29 April 2021 09:05  
**To:** [REDACTED]@therecruitmentjunction.com>  
**Subject:** RE: the [REDACTED] app?

Hi [REDACTED]

Apologies for the delay in my response – it's been a very hectic week with.

You will have received a link from [REDACTED] asking you to create a password. There's lots of videos and FAQ on the website which will help you get the hang of the system. I hope you will find it useful and intuitive.

Could you please remind me who else in your team should have access to [REDACTED]? Was it [REDACTED]?

With regards to your other question and lack of evidence of address, the system will allow you to save the application on condition that you complete the address information. Remember not to indicate the type of evidence for address in the 'supporting material' field as this would make this section mandatory and you won't be able to save the registration.

We suspected that some participants may not have all evidence available at the time of registration, therefore we allow the projects to register their beneficiaries on CRM and obtain relevant documentation at a later date.

I hope it makes sense and well done for registering your first participant! I'll have a look at the registration later on today and will send you an alert if there's anything I should be letting you know about. I'm sure it's a perfect registration

I will shortly send another email with the information about 'jobless households'.

Speak soon,

[REDACTED]

[REDACTED]

E-mail: [REDACTED]

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**From:** [REDACTED]@therecruitmentjunction.com>

**Sent:** 28 April 2021 17:06

**To:** [REDACTED]@newcastle.gov.uk>

**Subject:** the [REDACTED] app?

Hi [REDACTED]

Would you be able to send us the log-ins for this, so we can send the participants the forms to sign? We have one signed up already, and one to sign up on Friday. You will see with the new sign-up, I am still missing address evidence. Is this stopping me from finding the Add New Stages form, which will deliver me the form for him to sign?

Thank you!

[REDACTED]



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