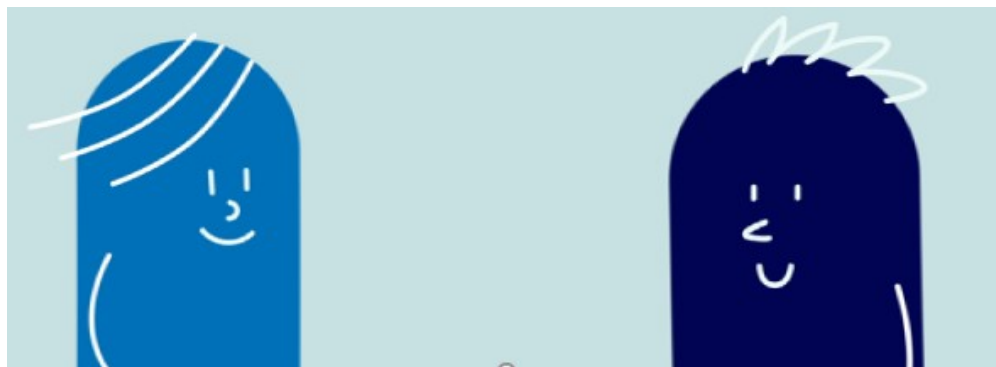
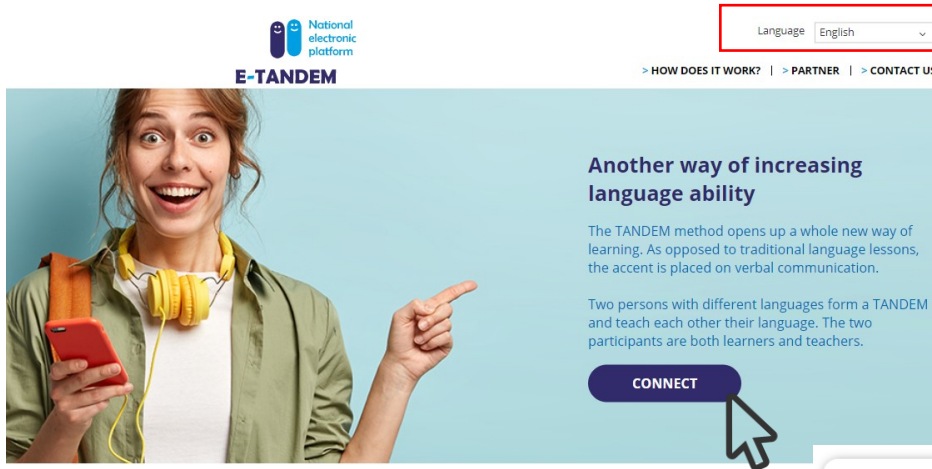


### National networking platform Linguistic TANDEMs



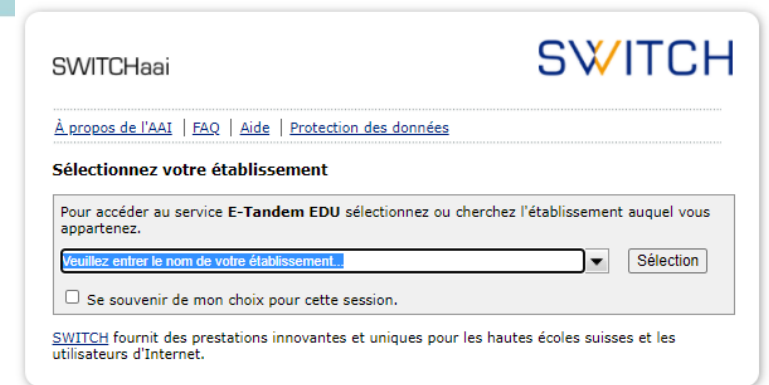
1.



Choose the language at the top right and then click on the «CONNECT» field.

2.

Choose your school in the drop-down list and log in with your usual SWITCH login.



## 3.

### Defining your own language profile

[Search TANDEMs](#)


[My TANDEMs](#)

**My profile**

[Received requests](#)

[Requests sent](#)

General information



Activate my profile

Pseudo:  Email:

My status:

Description

You can now post a text which will allow all interested persons to know more about you - motivation, personal interests, age, language TANDEM aims (professional or personal), availability etc.

Description ( max 500 charac.)

Language(s) proposed - language(s) I want to teach

For the correct operation of your TANDEM, please only indicate the languages which you have mastered to the level to allow you to hold a fluent conversation (level C1) of the Common European Framework for Reference for Languages).

| Language                                   | Level                                       |
|--|---|
| <input type="text" value="German"/>        | <input type="text" value="Excellent (C2)"/> |
| <input type="text" value="French"/>        | <input type="text" value="Excellent (C2)"/> |
| <input type="text" value="Please choose"/> | <input type="text" value="Please choose"/>  |
| <input type="text" value="Please choose"/> | <input type="text" value="Please choose"/>  |
| <input type="text" value="Please choose"/> | <input type="text" value="Please choose"/>  |

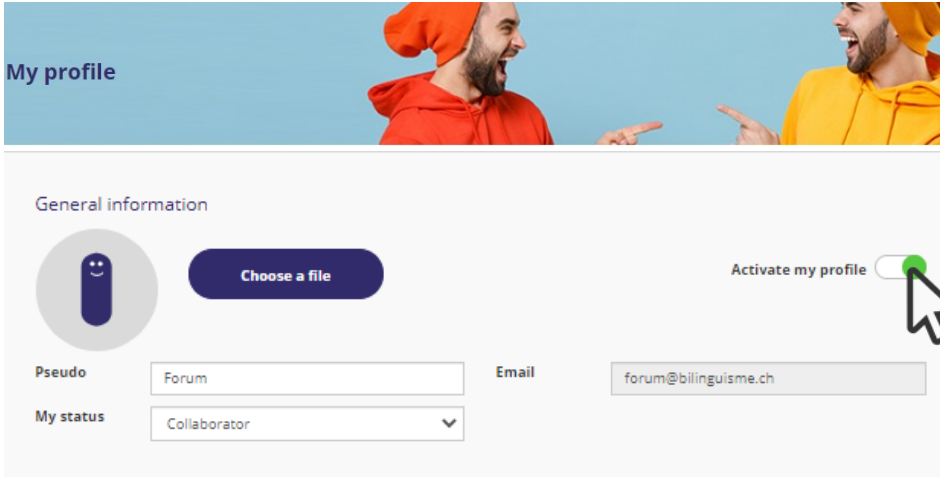
Language(s) sought - language(s) I want to improve

- Add a profile picture if desired
- Write a short presentation text
- Indicate the language(s) offered with an indication of the estimated level
- Indicate the language(s) you are searching for

## 4.

### Activate my profile

By activating your profile it will be visible to other users of the platform and you will have access to the «Search TANDEMs» section



The screenshot shows the 'My profile' page with a header image of two men in orange and yellow hoodies. Below the header, the 'General information' section contains a profile picture placeholder with a 'Choose a file' button, a 'Pseudo' field with the value 'Forum', an 'Email' field with the value 'forum@bilinguisme.ch', and a 'My status' dropdown menu set to 'Collaborator'. A toggle switch labeled 'Activate my profile' is shown in the 'on' position, with a mouse cursor clicking it.

## 5.

### Add indications to filter your search and save

[Search TANDEMs](#)

[My TANDEMs](#)

[My profile](#)

[Received requests](#)

[Requests sent](#)

TANDEM meetings

Preferred meeting style

at location, face-to-face

Virtual (via Skype, FaceTime etc.)

at location and virtual

Desired meeting place

Biel/Bienne

TANDEM with:

Collaborator

Student

Teacher

Indifferent



- Choose the meeting mode and the location if applicable
- Choose with whom I want to form a TANDEM
- Click on "Save" to register your indications

## 6.

### Find a TANDEM partner

Under the rubric «Search for TANDEMs», you have access to all profiles that match your search (language(s) offered and language(s) sought indicated in your own profile). You can filter them by language, by status or by meeting place.

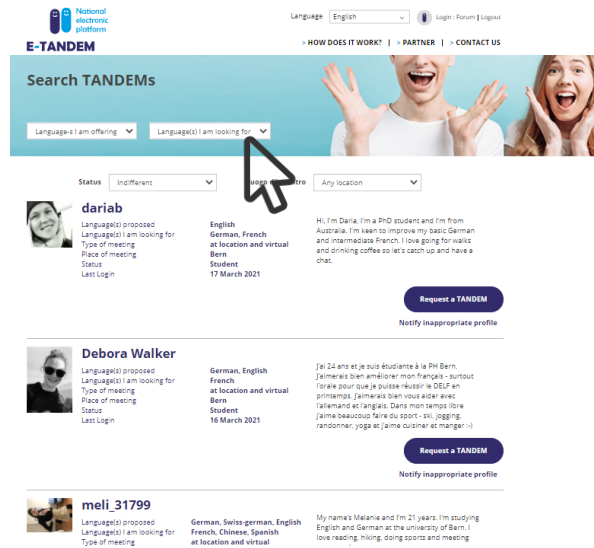
[Search TANDEMs](#)

[My TANDEMs](#)

[My profile](#)

[Received requests](#)

[Requests sent](#)



The screenshot shows the E-TANDEM search results page. At the top, there is a navigation bar with the E-TANDEM logo, a language dropdown menu set to 'English', and a user profile icon. Below the navigation bar, there are search filters for 'Language(s) I am offering' and 'Language(s) I am looking for'. A mouse cursor is pointing at the 'Language(s) I am looking for' dropdown. Below the filters, there are three profile cards. Each card includes a profile picture, a name, a list of languages offered and sought, the type of meeting, the location, the user's status, and the last login date. There is a 'Request a TANDEM' button and a 'Notify inappropriate profile' link for each profile.

| Name          | Languages Offered             | Languages Sought         | Meeting Type            | Location | Status        | Last Login    |
|---------------|-------------------------------|--------------------------|-------------------------|----------|---------------|---------------|
| dariab        | English, German, French       | German, French           | at location and virtual | Bern     | Student       | 17 March 2021 |
| Debora Walker | German, English, French       | at location and virtual  | Bern                    | Student  | 16 March 2021 |               |
| meli_31799    | German, Swiss-german, English | French, Chinese, Spanish | at location and virtual |          |               |               |

## 7. Making and receiving TANDEM requests

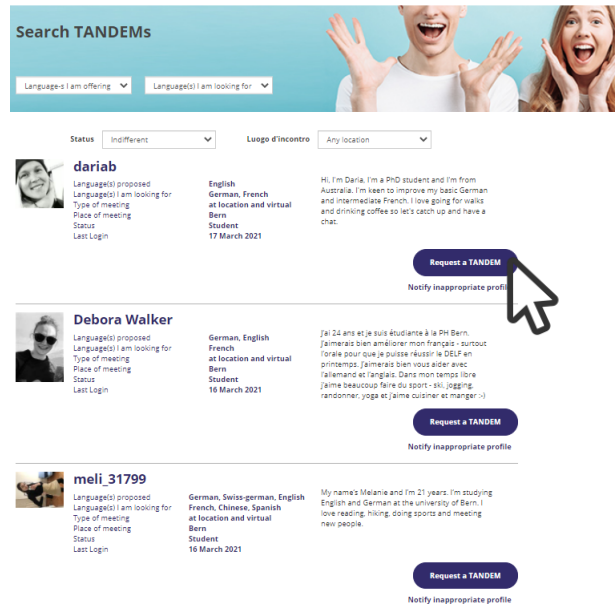
[Search TANDEMs](#)

[My TANDEMs](#)

[My profile](#)

[Received requests](#)




[Requests sent](#)



**Search TANDEMs**

Language(s) I am offering:  Language(s) I am looking for:

Status:  Location:

|  |   |
|--|---|
|  <p><b>dariab</b><br/>Language(s) proposed: English<br/>Language(s) I am looking for: German, French<br/>Type of meeting: at location and virtual<br/>Place of meeting: Bern<br/>Status: Student<br/>Last Login: 17 March 2021</p>                                      | <p>Hi, I'm Daria. I'm a PhD student and I'm from Australia. I'm keen to improve my basic German and intermediate French. I love going for walks and drinking coffee so let's catch up and have a chat.</p>  |
|  <p><b>Debora Walker</b><br/>Language(s) proposed: German, English<br/>Language(s) I am looking for: French<br/>Type of meeting: at location and virtual<br/>Place of meeting: Bern<br/>Status: Student<br/>Last Login: 18 March 2021</p>                               | <p>J'ai 24 ans et je suis étudiante à la PH Bern. J'aimerais bien améliorer mon français - surtout l'oral pour que je puisse réussir le DELF en printemps. J'aimerais bien vous aider avec l'allemand et l'anglais. Dans mon temps libre j'aime beaucoup faire du sport - ski, jogging, randonnée, yoga et j'aime cuisiner et manger :)</p> |
|  <p><b>meli_31799</b><br/>Language(s) proposed: German, Swiss-german, English<br/>Language(s) I am looking for: French, Chinese, Spanish<br/>Type of meeting: at location and virtual<br/>Place of meeting: Bern<br/>Status: Student<br/>Last Login: 16 March 2021</p> | <p>My name's Melanie and I'm 21 years. I'm studying English and German at the university of Bern. I love reading, hiking, doing sports and meeting new people.</p>  |

[Request a TANDEM](#)

By clicking on the field [Request a TANDEM](#) field, the person receives an automatic notification that they have received a TANDEM request and can accept or decline your TANDEM request.

When someone proposes a TANDEM to you, you will receive a notification and have the possibility to accept or refuse their request in the tab «Received requests» .

## 8.

### Description of the available tabs

---

**Search TANDEMs**



Choosing the ideal profile

---

**My TANDEMs**



View my current TANDEMs / end a TANDEM

---

**My profile**



Modify my data, activate or deactivate my profile

---

**Received requests**



Accept or reject the requests you have received

---

**Requests sent**



See the requests you have made to other users of the platform



## 9.

### Report an inappropriate profile



**TT**

Language(s) proposed  
Language(s) I am looking for  
Type of meeting  
Place of meeting  
Status  
Last Login

**English, Italian**  
**German, French, Italian, Spanish**  
**at location, face-to-face**  
**Bern**  
**Student**  
**16 March 2021**

**Request a TANDEM**

**Notify inappropriate profile**



By clicking on "notify this inappropriate profile", you have the possibility to make us aware of inappropriate behaviour. Please describe the reasons in detail, you can also write us by email: [support.edu@e-tandem.ch](mailto:support.edu@e-tandem.ch)

We review all reports and delete accounts if necessary.

## 10.

Once you have found a TANDEM partner

[Search TANDEMs](#)


[My TANDEMs](#)

[My profile](#)

[Received requests](#)

[Requests sent](#)

General information **Active and visible profile**




**Choose a file**

Activate my profile

Pseudo  Email

My status

General information **Profile inactive and not visible**



**Choose a file**

Activate my profile

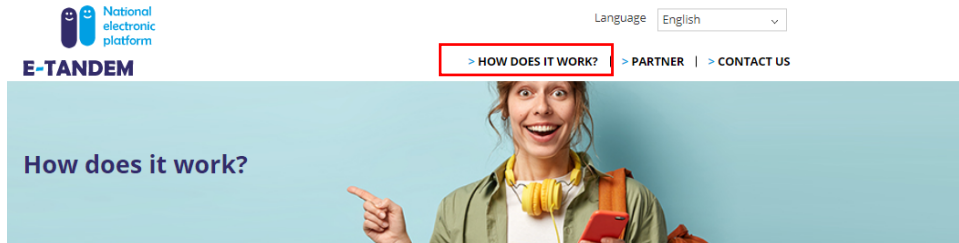
Pseudo  Email

My status

Don't forget to click on

**Save**

at the bottom of the page to save any changes you have made to your profile, including activating/deactivating the profile.



## You have created your profile

You can change, activate or deactivate your profile at any time. Activation/deactivation is done by clicking the "Activate my profile" button in the upper right corner under the "Edit my profile" section. To ensure that your TANDEM works well, please indicate only the languages for which you hold a spoken level that will allow fluent conversation (level C1 Common European Framework of Reference for Languages). For the languages you are researching, we recommend a basic knowledge (level A1, better A2).

## Search TANDEMS

The profiles that are displayed will match the language offered and the language searched that you specified when you created your own profile. If you have selected more than one language, the filter fields at the top of the page allow you to filter the profiles by language offered and searched. If you can't find a TANDEM partner that matches your search, try logging in again later.

## You have found a profile that interests you

When you have chosen a profile that corresponds to your requirements, click on "Request a TANDEM". This action sends an automatic notification to the person indicating that you are interested in forming a TANDEM with him/her. The person can then accept or reject your request.

## Received requests

In this section, you will find the TANDEM requests that have been sent to you and to which you can reply:

-by accepting the request, your profile, together with your email address, will be accessible to the person and this person will be able to contact you directly in order to fix the mode, the possible place and the date of your first TANDEM meeting.

-by refusing the request with or without justification. He/she will be notified of your rejection by email.

## Requests sent

If the person accepts your request, you will receive an email confirmation. You can then find the person's profile who has accepted the TANDEM in the section "My TANDEMS". The email of the person will be visible and you can then contact him/her and arrange the manner, eventual location and date of your first TANDEM meeting.

### DOCUMENTATION

- Logbuch TANDEM
- TANDEM meeting schedule



In the section «How does it work», you will find documentation to download.

# Questions? Technical problem?



[support.edu@e-tandem.ch](mailto:support.edu@e-tandem.ch)

032 323 22 80