

Instruction JVL T0 and T1 CN



Introduction

Participants in an MDT programme are invited to complete a questionnaire (jongerenvragenlijst: JVL) at the beginning and at the end of their programme. The T0 questionnaire is completed at the start of the programme, and the T1 questionnaire is completed after the programme has ended.

The MDT research system is designed so that the T0 and T1 questionnaires can only be completed once the participant has been registered.

This guide explains the different ways in which the T0 and T1 are made available to participants, when they should be completed, and how and when participants receive invitation and reminder emails. It also explains how project staff can use the MDT portal to manage the research process and monitor the completion status of each participant's questionnaires.

T0 questionnaire

The T0 is a short baseline questionnaire that takes approximately 3 minutes to complete. Ideally, participants complete it shortly before or shortly after the start of their MDT programme.

T0 after individual participant registration via the MDT portal

If a project staff member registers a participant directly in the MDT portal before the start of their MDT programme (via Participants > Add New Participant) and enters the participant's email address together with their programme start date, the participant will automatically receive an invitation by email on the start date of their MDT programme. The invitation contains a unique link to the T0 questionnaire.

Using this registration method, participants can complete the T0 questionnaire either individually (remotely) or in a group setting at the project location.

The MDT portal also allows project staff to generate a QR code or a registration link that can be shared with participants, for example during an on-site session. Participants can then complete their own registration and immediately proceed to the T0 questionnaire.

Automatic invitation and reminder emails for the T0 (after registration by the project)

- The initial invitation email is automatically sent on the participant's MDT programme start date.
- If the questionnaire is not completed, the participant automatically receives a first reminder 5 days after the initial invitation (i.e. 5 days after the programme start date).
- If the T0 questionnaire is still not completed, a second and final reminder is automatically sent 5 days after the first reminder.
- Participants who are registered by a project staff member after the start date of their MDT programme receive their invitation on the date of registration. In that case, the first reminder is sent 5 days after the registration date.
- Automatic invitations and reminders are only sent if the *Send Email/SMS* option is enabled for the participant in the MDT portal. This option is enabled by default when participants are registered via *Add New Participant* and can be viewed or changed by selecting *Edit* for the relevant participant.

Email / SMS



The *Send Email/SMS* option can be manually disabled by a project staff member. In that case, the participant will no longer receive automatic invitation or reminder emails. In that case the project staff member is responsible for sharing the participant's unique questionnaire link manually via the MDT portal or via a different channel (f.i. WhatsApp or private email). For more information, see the *Manual Registration* in [Guides and Instructions](#).

T0 after self-registration

If a participant registers themselves using the QR code or registration link (available via *QR Codes > Self Registration and T0 Survey > Generate QR Code > Copy Link*), the T0 will automatically appear after the registration questions have been completed. It is important that participants complete both the self-registration process and the T0 questionnaire in full. If a participant completes the registration but does not complete the T0 questionnaire (or exits it before finishing), the T0 will not be recorded as completed in the system.

Status T0

The completion status of the T0 is displayed in the MDT portal under *Participants*, in the *T0* (or *T1*) column. A status update is typically visible within 15 minutes after the questionnaire has been completed, depending on server load.

The status can appear in one of the following ways:

- Empty > No invitation to complete the questionnaire has been sent yet, based on the participant's start or end date.
- Yes > The invitation has been sent and the participant has completed the questionnaire.
- No > The invitation has been sent, but the participant has not yet completed the questionnaire.



Participants

MDT survey dashboard

Statistics

Coaches

QR codes

Helpdesk:
mdt@veriangroup.com

Overview of participants

Language: English Log out

Add new participant Download overview Legend

Send T0 Send T1 QR-code T0 QR-code T1 Choose a coach Link coach

Active participants Search

	Respo... ID	First name	Prefix	Last name	Date of birth	City/To...	MDT type	Project name	Start date	T0	T1	Coach	Action	Email / SMS
☐	9990000					The Bottom	CN Saba	MDT Saba	20-08-2025	Yes			Edit	Show history
☐	9990002						CN Saba	MDT Saba	22-01-2026	Yes			Edit	Show history
☐	9990003					Saba	CN Saba	MDT Saba	11-01-2026	Yes			Edit	Show history
☐	9990004					The bottlm	CN Saba	MDT Saba	20-08-2025	Yes			Edit	Show history

Manually sending a T0 invitation or reminder

Participants who do not respond to the automatic invitation or reminder emails for the T0 questionnaire can be invited again manually by a project staff member through the MDT portal. Manual invitations or reminders can be sent at any time until the participant has completed the T0 questionnaire.

Step-by-step instructions for manually resending a T0 invitation or reminder

To manually resend a T0 invitation or reminder to an individual participant:

- ➔ Log in to the MDT portal
- ➔ Go to *Participants*
- ➔ Find the participant in the list
- ➔ In the Email/SMS column, click Show history



Participants

MDT survey dashboard

Statistics

Coaches

QR codes

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mdt@veriangroup.com

Overview of participants

Language: English Log out

Add new participant Download overview Legend

Send T0 Send T1 QR-code T0 QR-code T1 Choose a coach Link coach

Active participants Search

	Respo... ID	First name	Prefix	Last name	Date of birth	City/To...	MDT type	Project name	Start date	T0	T1	Coach	Action	Email / SMS
☐	9990000					The Bottom	CN Saba	MDT Saba	20-08-2025	Yes			Edit	Show history
☐	9990002						CN Saba	MDT Saba	22-01-2026	Yes			Edit	Show history
☐	9990003					Saba	CN Saba	MDT Saba	11-01-2026	Yes			Edit	Show history
☐	9990004					The bottlm	CN Saba	MDT Saba	20-08-2025	Yes			Edit	Show history

- ➔ In the message overview select Resend from the Action column

- ➔ The message will open in a new window. Before sending it, you can change the recipient's email address. For email messages, you can also select a different language and add a personal message to the automatically generated email, making the invitation more personal.
- ➔ Alternatively you can copy the message (including the participant's unique T0 link) and send it to the participant from your own email account.

Note: Manually sent invitations and reminders are not shown in the message history. The message history only displays invitations and reminders that have been sent automatically.

Step-by-step instructions for manually sharing an individual participant's unique T0 link:

Log in to the MDT portal

- ➔ Go to *Participants*
- ➔ Find the participant in the list
- ➔ In the *Action* column, click *Edit*
- ➔ At the bottom of the participant page (if available for that participant), you will find the participant's unique T0 and T1 links. The following options are available:
 - **Copy Link** – Copy the unique link and paste it into an email, WhatsApp message, or another communication channel to send it to the participant
 - **Open** – Open the questionnaire on your own screen, for example to complete it together with the participant
 - **Send** – Send the questionnaire using the same functionality as the *Email/SMS* and *Resend* options
 - **Show QR Code** – Display the QR code for the participant's unique link, allowing them to scan it with their own mobile device and complete the questionnaire

Edit participant

Project: MDT Saba Respondent ID: 9990004

MDT type: CN Saba

Coach: No coach selected

Personal details:

First name: Prefix: Last name: Gender: Woman Date of birth: Level of education: Secondary education lower forms (CCSLC)

Address details:

No address: Street: Under the hill road House number: City/Town: The bottom Email address: Mobile telephone number: Email / SMS: ☒

MDT details:

Start date MDT: 20-06-2025 End date MDT: 30-07-2025 Early terminated: Reason early terminated: Postal code activity location: 05995B Total MDT hours: Date created: 04-02-2026 21:01 Source: Registration questionnaire

Surveys:

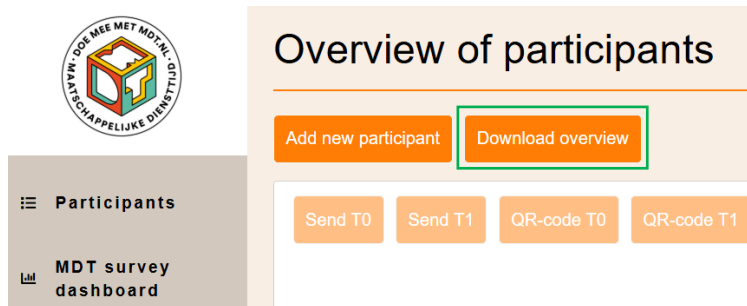
Survey	Status	Copy link	Open	Send	Show QR code
T0 survey	Completed	Copy link	Open	Send	Show QR code
T1 survey	Invitation not sent	Copy link	Open	Send	Show QR code

Save Delete Cancel

Helpdesk: mdt@overcourse.com

The unique T0 link for each participant is also available in the Excel export.

- ➔ Log in to the MDT portal
- ➔ Click *Download Overview*
- ➔ An Excel file will be generated, which you can either open immediately or save to your own device

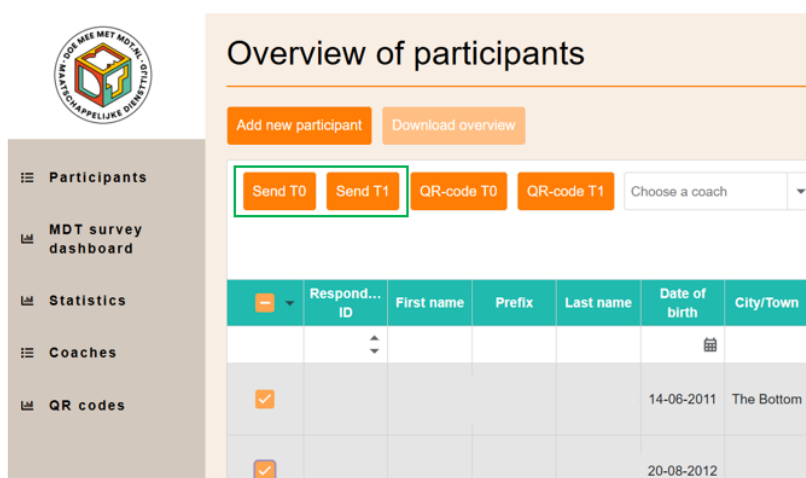


- ➔ In the downloaded Excel file, the unique T0 link for each participant can be found in **column AI** and the unique T1 link in **column AL** (if available based on the participant's start and/or end date). These links are unique to each participant and should only be shared with the intended recipient. If a link is sent to someone else, any questionnaire responses submitted through that link will be linked to the original participant's record.

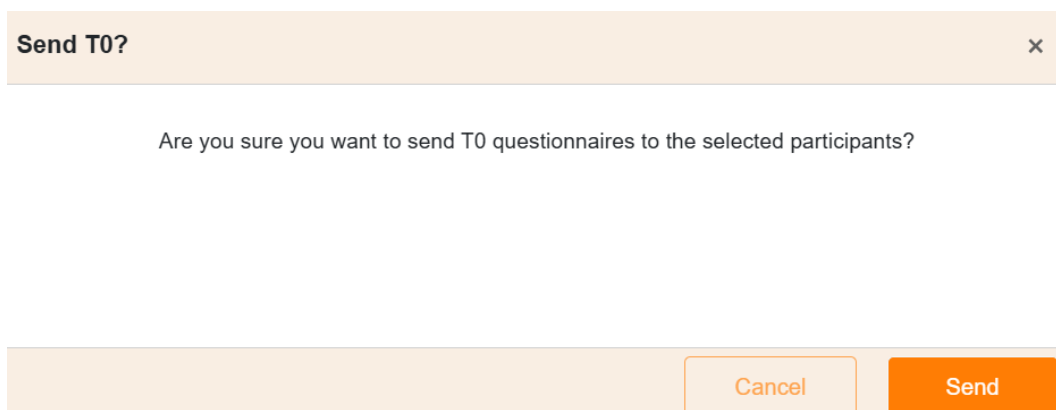
AI	AJ	AK	AL
T0 link	T1 answered	T1 answered	T1 link
	Not invited		https://interviewing.nfieldmr.com/Interviews/HvpW2/sldJ...
	Not invited		https://interviewing.nfieldmr.com/Interviews/HvpW2/sldJ...

Step-by-step instructions for sending T0 invitations or reminders in bulk

- ➔ Log in to the MDT portal
- ➔ Go to Participants
- ➔ Select the participants you want to invite by ticking the checkbox next to their names
- ➔ Once one or more participants have been selected, the *Send T0* and *Send T1* buttons will appear at the top of the screen



→ Click *Send T0* and a confirmation screen will appear, asking you to confirm the action



A confirmation dialog box with a light orange background. At the top, it says "Send T0?" followed by a close button (X). Below this, the text asks "Are you sure you want to send T0 questionnaires to the selected participants?". At the bottom, there are two buttons: "Cancel" and "Send".

T1 questionnaire

The T1 is a questionnaire that takes approximately 5 minutes to complete. Ideally, participants complete it at the end of their MDT programme or shortly afterwards. The questionnaire asks participants to reflect on their MDT experience and what they have gained from it.

The sections below explain the different ways in which participants can access and complete the T1 questionnaire.

T1 Connection Flow (CN)

CN uses the *T1 Connection Flow*. This means that participants can access and complete the T1 questionnaire based on information that is matched with their registration record:

- first name
- date of birth

When registering, it is therefore important that participants enter their first name and date of birth correctly. At the start of the T1 questionnaire, participants are asked to enter the same first name and date of birth again. This allows the T1 responses to be matched with the participant's registration record and their previously completed T0 questionnaire.

To enable a participant to complete the T1 questionnaire, the following steps are required:

- Log in to the MDT portal
- Go to QR codes in the menu left
- Choose tab T1 Survey
- Select your project from the drop down menu
- Click 'Generate QR code'
- Copy the QR code by right-clicking on it or by taking a screenshot
- Paste the image into your presentation
- Participants can scan the QR code with their phone

Please be aware that this QR code is for one-time use only. The QR code should never be copied from the browser as a link (URL) and forwarded to participants. Generate a new QR code for a new session.

Please ensure that you complete a test run yourself before asking participants to complete the T1 questionnaire.

T1 via email

In addition to the T1 Connection Flow, participants also receive a T1 invitation by email. Participants only need to complete the T1 questionnaire once.

If a participant completes the questionnaire via the link in the email invitation, they do not need to complete it through the T1 Connection Flow. Likewise, if they complete the questionnaire through the T1 Connection Flow, they do not need to use the email link. The system clearly indicates when a questionnaire has already been completed, preventing participants from completing the T1 questionnaire more than once.

The invitation to complete the T1 is automatically sent from the MDT portal based on the participant's registered end date. The invitation is sent by email 3 days before the end of the MDT programme. This applies to all registration methods for which an end date and email address have been recorded.

For participants who register using the self-registration link, the T1 invitation is also sent automatically by email based on the registered end date. In this case, the participant enters their own end date and contact details during self-registration.

Please note that the End Date field is not mandatory during self-registration. If no end date is entered, the system automatically generates one by adding 6 months to the participant's start date. A project staff member can review and adjust this date later in the MDT portal if necessary.

Automatic invitation and reminder emails for the T1 questionnaire (after registration by the project):

- The initial T1 invitation email is automatically sent 3 days before the participant's MDT programme end date.
- If the questionnaire is not completed, the participant automatically receives a first reminder 3 days after the initial invitation (i.e. on the morning of the final day of their MDT programme).
- If the T1 questionnaire is still not completed, a second and final reminder is automatically sent 5 days after the first reminder.
- Automatic invitations and reminders are only sent if the *Send Email/SMS* option is enabled for the participant in the MDT portal.

Email / SMS



- This option is enabled by default when participants are registered via Add New Participant and can be viewed or changed by selecting Edit for the relevant participant. If the 'Send Email/SMS' option is disabled, the participant will not receive automatic invitations or reminders. In that case, the project staff member is responsible for sharing the participant's unique questionnaire link manually through the MDT portal. See *Manually sending a T1 invitation or reminder* later in this guide.

- If a participant is registered in the MDT portal after the end date of their MDT programme, T1 invitations and reminders will no longer be sent automatically. However, the invitation can still be sent manually. See *Manually sending a T1 invitation or reminder* later in this guide.
- To ensure that T0 and T1 questionnaires are sent automatically and on time, participants should be registered in the MDT portal ideally before the start date of their MDT programme.
- Start and end dates can be updated in the MDT portal at any time. For more information, see the *MDT Participant Registration Guide* under *Guides and Instructions*.

Status T1

The completion status of the T1 questionnaire is displayed in the MDT portal under *Participants*, in the *T1* column (and similarly for T0). A status update is typically visible within 15 minutes after the questionnaire has been completed, depending on server load.

The status is shown as *Yes* or *No*, and the colour of the field indicates whether the questionnaire has been completed.

The status can appear in one of the following ways:

- Empty > no invitation to complete the questionnaire has been sent yet based on the participant's start or end date.
- Yes > the questionnaire invitation has been sent and the participant has completed the questionnaire.
- No > the questionnaire invitation has been sent, but the participant has not yet completed the questionnaire.
- In 2 weeks > the participant's MDT programme is due to end within the next two weeks and the T1 invitation will be sent automatically based on the registered end date. T1 has not been completed as long as the colour remains yellow.



Overview of participants

Language:

[Add new participant](#)
[Download overview](#)

[Send T0](#)
[Send T1](#)
[QR-code T0](#)
[QR-code T1](#)

[Link coach](#)

Active participants

	Respo... ID	First name	Prefix	Last name	Date of birth	City... ↓	MDT type	Project name	Start date	T0	T1
☐	9990010					Saba	CN Saba	MDT Saba	15-10-2025	Yes	No

[«](#)
[<](#)
1 of 1
[>](#)
[»](#)

Total: 1 participants

Weekly overview

Project staff with their own portal login receive a weekly overview every Monday of participants whose MDT programme is due to end within the following two weeks. These participants are also highlighted in yellow/orange in the MDT portal from that moment onwards.

This provides an opportunity to verify whether the participant's registered end date is correct. If necessary, the end date can still be adjusted:

- ➔ Log on to the MDT portal
- ➔ Go to *Participants*
- ➔ Find the participant in the list
- ➔ In the Action column, click *Edit*
- ➔ Update the participant's end date and save the changes

Manually sending a T1 invitation or reminder

Participants who do not respond to the automatic invitation or reminder emails for the T1 questionnaire can be invited again manually by a project staff member through the MDT portal. Manual invitations or reminders can be sent at any time until the participant has completed the T1 questionnaire.

Step-by-Step Instructions for Sending a T1 Invitation or Reminder

To send a T1 invitation or reminder to an individual participant:

- ➔ Log in to the MDT portal
- ➔ Go to the menu-item *Participants*
- ➔ Find the participant in the list
- ➔ In the Email/SMS column, click Show history



Overview of participants

Language: English Log out

[Add new participant](#)
[Import new participants](#)
[Download overview](#)
[Legend](#)

[Send T0](#)
[Send T1](#)
[QR-code T0](#)
[QR-code T1](#)
[Choose a coach](#)
[Link coach](#)

Active participants ▼

	Respo... ID	First name	Prefix	Last name	Date of birth	City/To...	MDT type	Project name	Start date	T0	T1	Coach	Action	Email / SMS
☐	1	Virgil	van	Dijk	01-01-1980		5a Basis	Testpro... - MDT...	12-11-2025	Yes	Yes		Edit	Show history
☐	9990000	Lies	de	Laat	01-01-2005		MDT2024 General	Testpro... - MDT...	02-01-2026	No	No		Edit	Show history
☐	9990001	Cat		de Boer	01-01-2006		MDT2024 General	Testpro... - MDT...	04-01-2026	No	No		Edit	Show history

➔ In the message overview, under the Action column, select Resend

Date	Message type	Type of correspondence	Action
13-11-2025	Invitation T0 survey	Email	Resend
17-11-2025	End date reminder project leader	Email	Resend
17-11-2025	Invitation T1 survey	Email	Resend
18-11-2025	First reminder T0 survey	Email	Resend

- ➔ The message opens in a new window. Before sending, you can change the recipient's email address. For email messages, you can also select a different language and add a personal message to the automatically generated email, allowing you to personalize the invitation for the participant.
- ➔ Alternatively, you can copy the message, including the unique T1 link, and send it to the participant using your own email account.

Resend Invitation T1 survey

Select a sending method: Email

Select language: English

Email address: Virgil@DoeMeeMetMDT.nl

Additional text:

Text:

Hi MDT participant!

Great that you have (almost) completed a project within Maatschappelijke Diensttijd (MDT)!

During your MDT, you do something for someone else while you also discover your own

Cancel

Send

To share an individual participant's unique T1 link:

- ➔ Log in to the MDT Portal
- ➔ Go to the Participants menu
- ➔ Find the participant in the list
- ➔ In the Action column, click Edit
- ➔ At the bottom of the participant page, you will find the unique T0 and T1 links (if available for that participant). The following options are available:
 - **Copy link** – Copy the unique link and paste it into an email or WhatsApp message to send it to the participant.
 - **Open** – Open the questionnaire on your screen, for example to complete it together with the participant.
 - **Send** – Opens the same functionality as *Email/SMS > Resend*, allowing you to resend the invitation or reminder.
 - **Show QR code** – Displays a QR code for the participant's unique link. The participant can scan the QR code with their own mobile device and complete the questionnaire on that device.

Edit participant

Project: Testproject - MDT Blik op Blauw Respondent ID: 9990000

MDT type: MDT2024 General

Coach: No coach selected Session code: T1-disconnected

Personal details:

First name: Lies Prefix: de

Last name: Laai Gender: Woman

Date of birth: 01-01-2005 Level of education: University education (bachelor/hbo)

Address details:

No address: ☒ Email address: jvl@mdt.nl

Mobile telephone number:

Email / SMS: ☒ i

MDT details:

Start date MDT: 02-01-2026 End date MDT: 02-07-2026

Early terminated: ☒ Reason early terminated:

Postal code activity location: 1431-- Total MDT hours:

Date created: 02-01-2026 17:01 Source: Registration questionnaire

Surveys:

T0 survey:	Not completed	Copy link	Open	Send	Show QR code
T1 survey:	Not completed	Copy link	Open	Send	Show QR code

Save Delete Cancel

The unique individual T1 link is also available in the Excel export::

- ➔ Log in to the MDT Portal
- ➔ Click *Download overview*
- ➔ The Excel file will be downloaded. You can open it immediately or save it to your device.



Overview of participants

Add new participant
Import new participants
Download overview

Send T0
Send T1
QR-code T0
QR-code T1

▼
Link coach

Active

☐	Respo... ID	First name	Prefix	Last name	Date of birth	City/To...	MDT type	Project name	Start date
☐	1	Virgil	van	Dijk	01-01-1980		5a Basis	Testpro... - MDT...	12-11-2025
☐	9990000	Lies	de	Laat	01-01-2005		MDT2024 General	Testpro... - MDT...	02-01-2026

- ➔ In the export, see column AL for the unique T1 links (if available given the end date of the participant's trajectory):

AL

T1 link
▼

<https://interviewing.nfieldmr.com/Interviews>
<https://interviewing.nfieldmr.com/Interviews>
<https://interviewing.nfieldmr.com/Interviews>
<https://interviewing.nfieldmr.com/Interviews>
<https://interviewing.nfieldmr.com/Interviews>

Important! These links are personal and unique to each participant. They must not be shared with or reused for other participants. If someone else uses the same link, the completed questionnaire will still be linked to the original participant.

To resend T1 invitations or reminders with the unique link in bulk:

- ➔ Log in to the MDT Portal
- ➔ Go to the *Participants* menu
- ➔ Find the participants in the list
- ➔ Select the checkboxes next to the names of the participants you want to invite
- ➔ At the top of the page, two buttons will appear: *Send T0* and *Send T1*



- Participants
- MDT survey dashboard
- Statistics
- Coaches
- QR codes
- My project

Overview of participants

[Add new participant](#)[Import new participants](#)[Download overview](#)[Send T0](#)[Send T1](#)[QR-code T0](#)[QR-code T1](#)[Link coach](#)

☐	Respond... ID	First name	Prefix	Last name	Date of birth	City/Town	MDT type
☒	1	Virgil	van	Dijk	01-01-1980		5a Basis
☒	9990000	Lies	de	Laat	01-01-2005		MDT2024 General
☒	9990001	Cat		de Boer	01-01-2006		MDT2024 General

- ➔ When you click Send T1, a confirmation window will appear in which you must confirm the action.

Send T1?

×

Are you sure you want to send T1 questionnaires to the selected participants?

[Cancel](#)[Send](#)

T0 or T1 Error Message

If a participant receives an error message when attempting to complete the questionnaire, this usually means that the questionnaire has already been completed. If a participant receives an error message even though this is not the case, please contact the MDT Helpdesk.

Sample Questionnaires: Self-Registration, JVL T0, and T1

The MDT Toolkit contains the [latest PDF versions of the CN participant questionnaires](#) in all available languages: Papiamentu, English, Dutch, Arabic and Spanish. The Participant Terms and Conditions you will find [here](#).

Need more information or support?

For more information, user guides, and instructions, please visit the [MDT Toolkit](#) (under the MDT Research section).

If you have any questions or need assistance, please contact the MDT Helpdesk.

MDT helpdesk Verian | MDT research

- By telephone: +31 (20) 721 80 45 or +31 (20) 793 02 70 (every working day from 8:00–10:00 AM during the Dutch summer time and from 9:00–11:00 AM during the Dutch winter time)

- By email: mdt@veriangroup.com

