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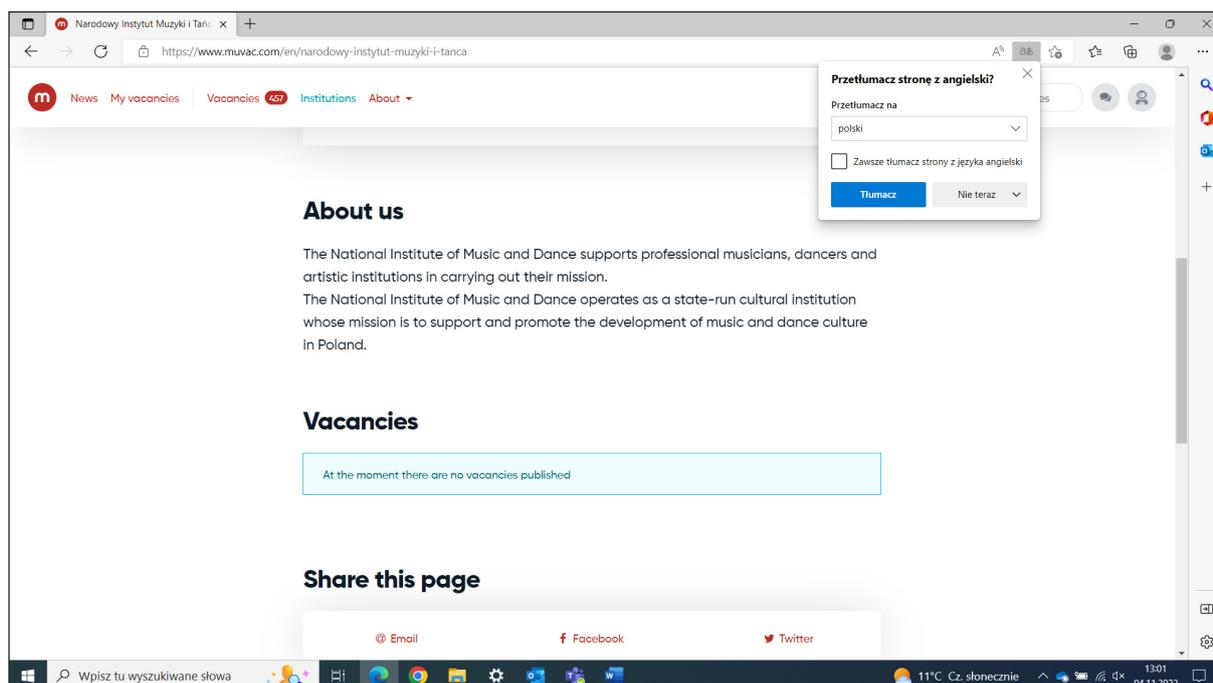
## A GUIDE TO MUVAC

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**Muvac** is an online platform gathering cultural institutions and musicians from around the world. On it you can find announcements of competitions, vacancies and auditions for orchestras and ensembles. Whilst preparing for the third edition of the International Competition of Polish Music, the National Institute of Music and Dance has joined Muvac to appear alongside a number of prestigious institutions. The platform's international character enables numerous musicians of each nationality to sign up.

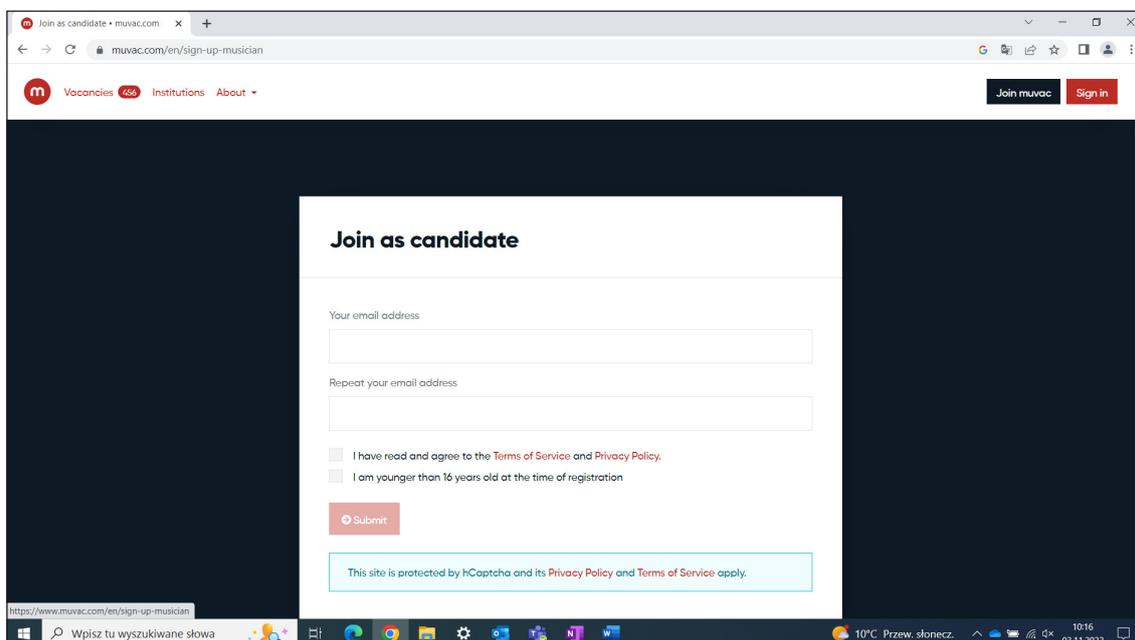
In order to fill in the application form for the Third International Competition of Polish Music, you need to sign up with Muvac. Setting up and using the account is free of charge.

Note! Muvac is only available in English but it is possible to translate the website using applications found in some web browsers. If your browser has that option, it will suggest the translation automatically. You just need to accept it by clicking „Translate”. Once inside the application form, you may give your answers in either Polish or English.



## I. Signing up with Muvac

- a) After opening the website [muvac.com](http://muvac.com) in your web browser, click „join muvac” in the top right corner and enter your email address twice.

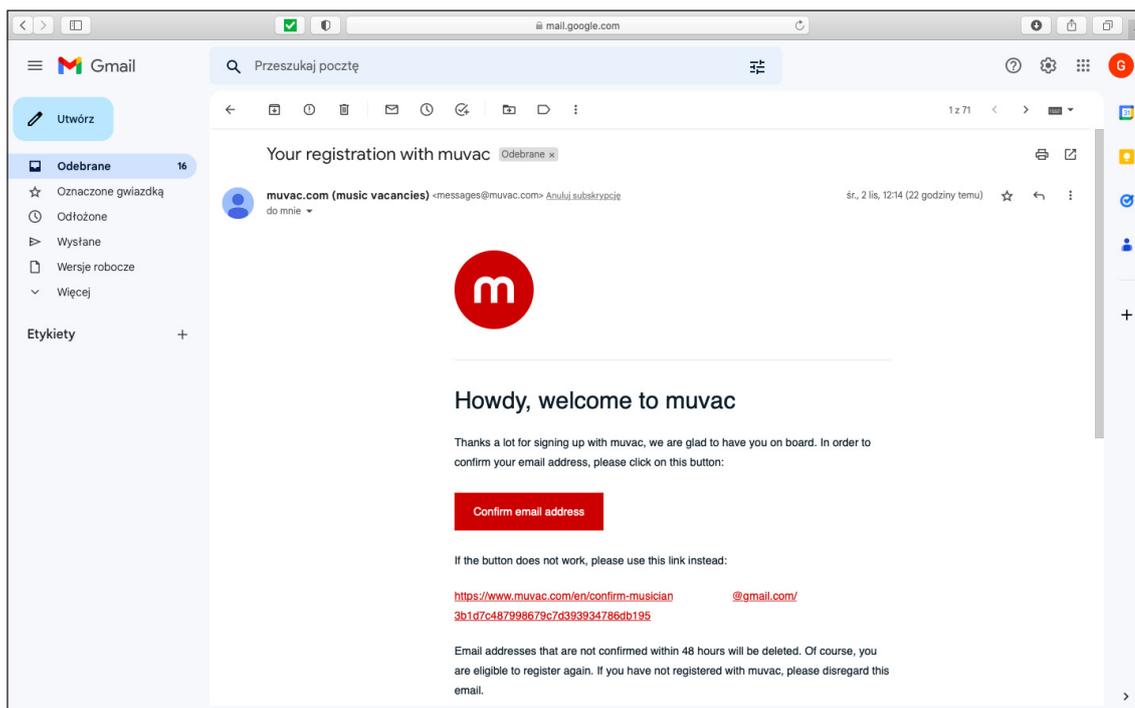


The screenshot shows a web browser window with the URL <https://www.muvac.com/en/sign-up-musician>. The page title is "Join as candidate". The form contains the following elements:

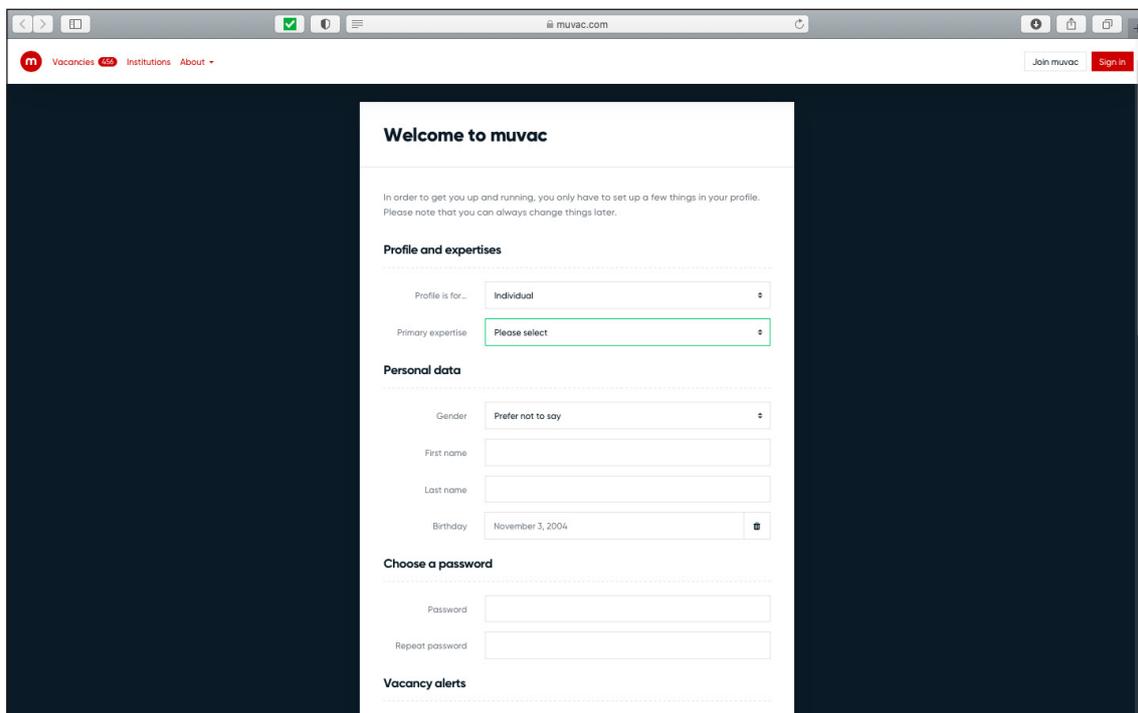
- Navigation menu: "Vacancies 466", "Institutions", "About".
- Buttons: "Join muvac" and "Sign in".
- Form title: "Join as candidate".
- Input fields: "Your email address" and "Repeat your email address".
- Checkboxes:  "I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)." and  "I am younger than 16 years old at the time of registration".
- Submit button: "Submit".
- Footer: "This site is protected by hCaptcha and its [Privacy Policy](#) and [Terms of Service](#) apply."

- b) Next confirm your registration by logging in to your email account and clicking the activation link in the message sent by Muvac.

**NOTE!** If you do not receive the activation link, please check your „Spam” folder. If, however, you cannot find a message from Muvac in your spam either, contact the technical support at: [support@muv.ac](mailto:support@muv.ac). You can only write to that address in English or German. If that is a problem for you, please contact the Competition Office ([biuro@konkursmuzykipolskiej.pl](mailto:biuro@konkursmuzykipolskiej.pl)) and we will be glad to be of assistance.



c) After clicking the activation link, you should see the following window:



Choose the profile of your account: individual or ensemble, in the first part of the form. If you decide on an individual account, you can also use it to open an ensemble profile (see: introduction to III.). You need to provide the following information in your individual profile:

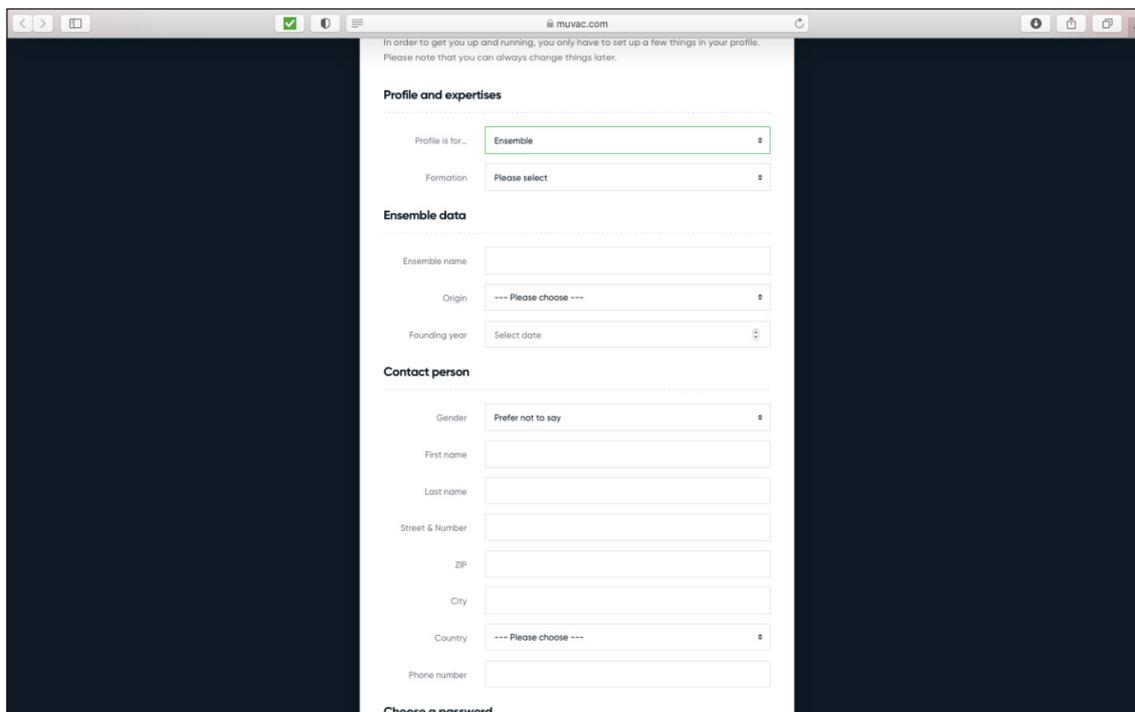
- In „Primary expertise”, select the candidate’s instrument.
- Gender
- First name
- Last name
- Date of birth
- Enter your password for the account twice. If you make any mistake, you can edit your information later. We will discuss this in the subsequent steps.

**NOTE!** If you are not interested in an individual account, you can start by opting for an ensemble account. In order to do that, select „**Ensemble**” and fill in the following fields:

- Select the type/character/size of the ensemble. Please be reminded that the Competition is addressed to ensembles numbering from two to six members.
- Ensemble name
- Ensemble’s country of origin
- Founding year

Next provide the ensemble Representative’s contact data:

- Gender
- First name
- Last name
- Contact address (Street & Number)
- ZIP
- City
- Country
- Phone number



In order to get you up and running, you only have to set up a few things in your profile.  
Please note that you can always change things later.

**Profile and expertises**

Profile is for... Ensemble

Formation Please select

**Ensemble data**

Ensemble name

Origin --- Please choose ---

Founding year Select date

**Contact person**

Gender Prefer not to say

First name

Last name

Street & Number

ZIP

City

Country --- Please choose ---

Phone number

Choose a password

For both variants (the individual account and the ensemble account), the bottom part of the application form is identical and regards voluntary consent to receive Muvac newsletters.

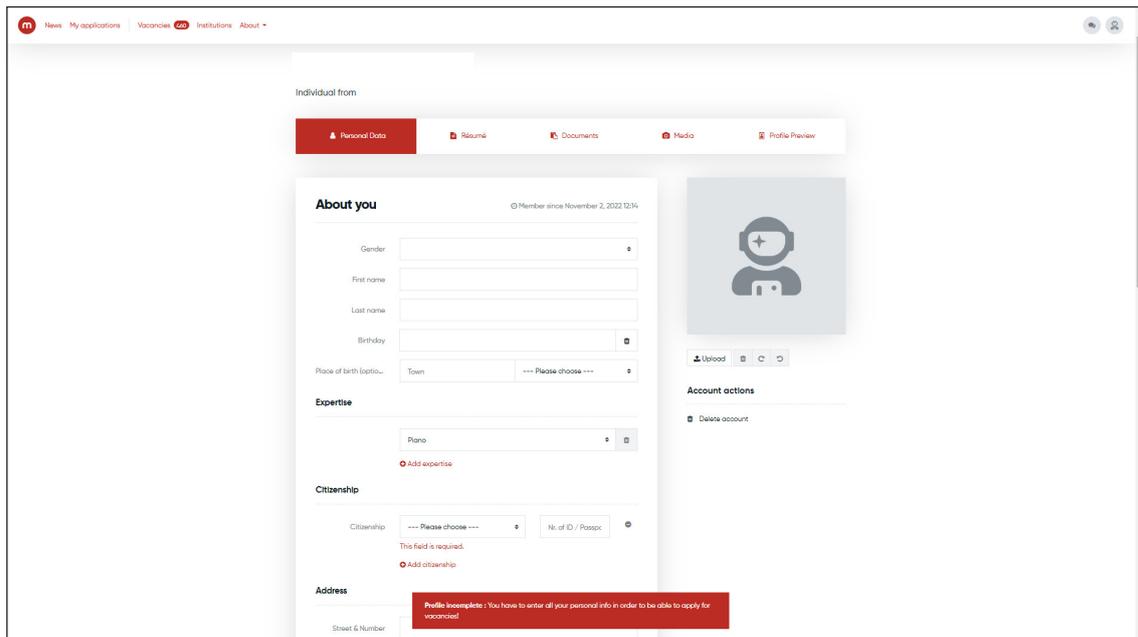
## II. Editing Muvac account settings for individual applications

After filling in the previous form, you will be directed to the user's account, where you will have to provide some more information before completing your application for the Competition:

a) Provide the following information in „**Personal Data**“:

- Citizenship (you do not need to provide your ID number – it is enough to choose the country)
- Contact address (Street & Number)
- ZIP
- City
- Country
- Phone number

**NOTE!** After filling in every section of the profile, click „save settings” on the bottom left side of the screen before proceeding to the next section!



Individual from

Personal Data | **Résumé** | Documents | Media | Profile Preview

### About you

Member since November 2, 2022 12:54

Gender:

First name:

Last name:

Birthday:

Place of birth (optio...: Town  --- Please choose ---

**Expertise**

Piano

[Add expertise](#)

**Citizenship**

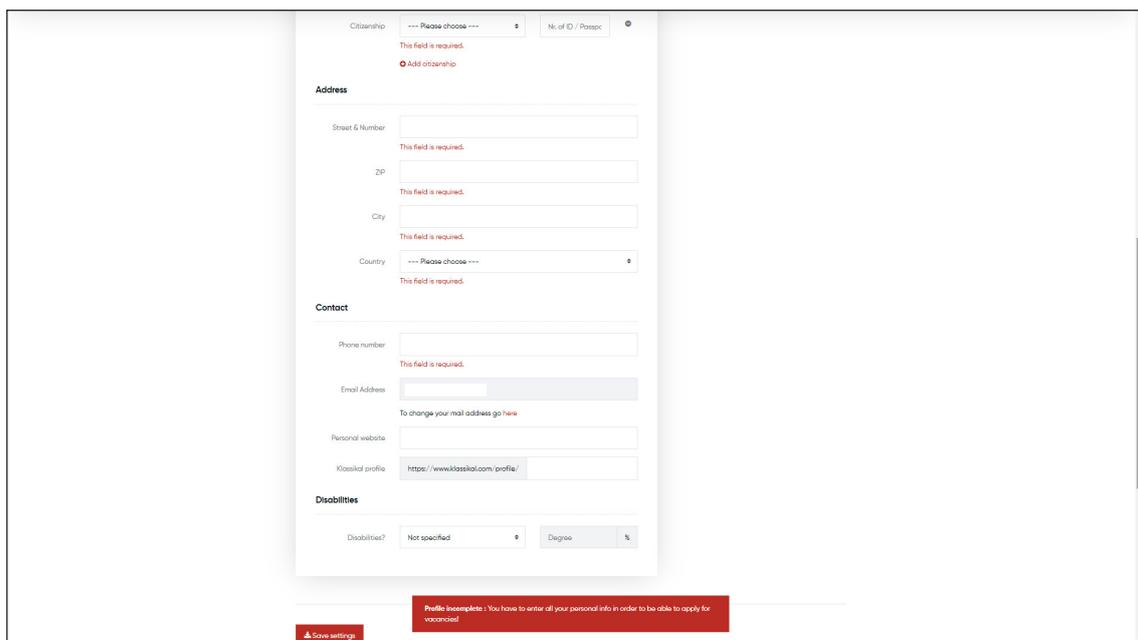
Citizenship: --- Please choose --- No. of ID / Passp:

[Add citizenship](#)

**Address**

Street & Number:

**Profile incomplete: You have to enter all your personal info in order to be able to apply for vacancies**



Citizenship: --- Please choose --- No. of ID / Passp:

[Add citizenship](#)

**Address**

Street & Number:

**This field is required.**

ZIP:

**This field is required.**

City:

**This field is required.**

Country: --- Please choose ---

**This field is required.**

**Contact**

Phone number:

**This field is required.**

Email Address:

[To change your mail address go here](#)

Personal website:

Klassikal profile: <https://www.klassikal.com/profile/>

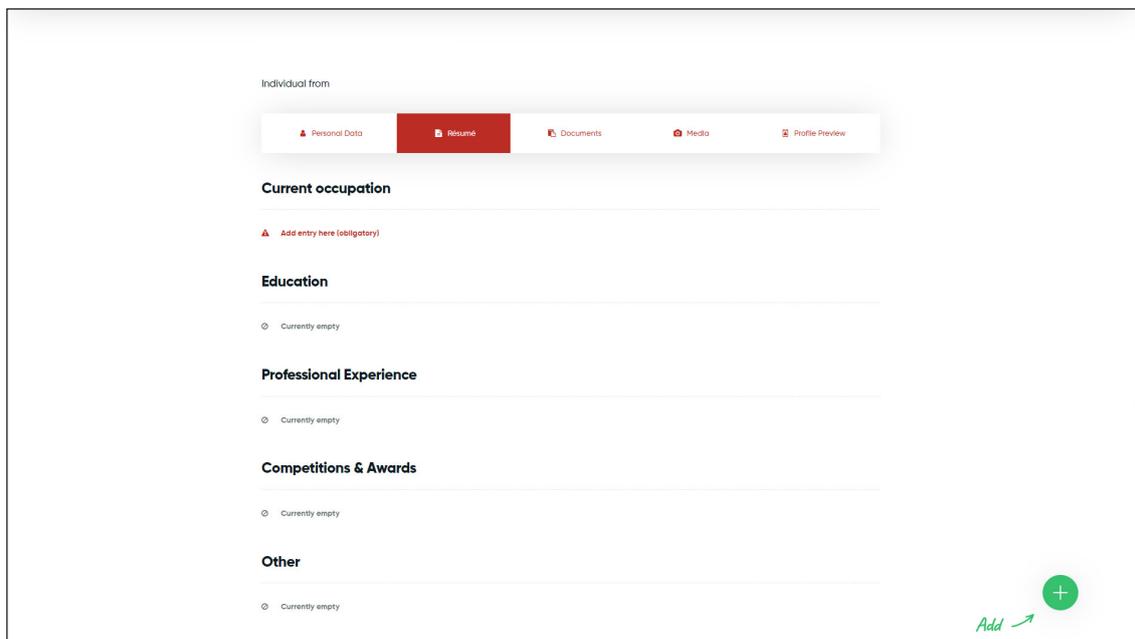
**Disabilities**

Disabilities?: Not specified Degree %

**Profile incomplete: You have to enter all your personal info in order to be able to apply for vacancies**

[Save settings](#)

- b) In „Résumé”, use the „+” button on the green background in the bottom right corner of the screen to add information about your current job or student status.



Individual from

[Personal Data](#)
[Resume](#)
[Documents](#)
[Media](#)
[Profile Preview](#)

**Current occupation**

⚠ Add entry here (obligatory)

**Education**

○ Currently empty

**Professional Experience**

○ Currently empty

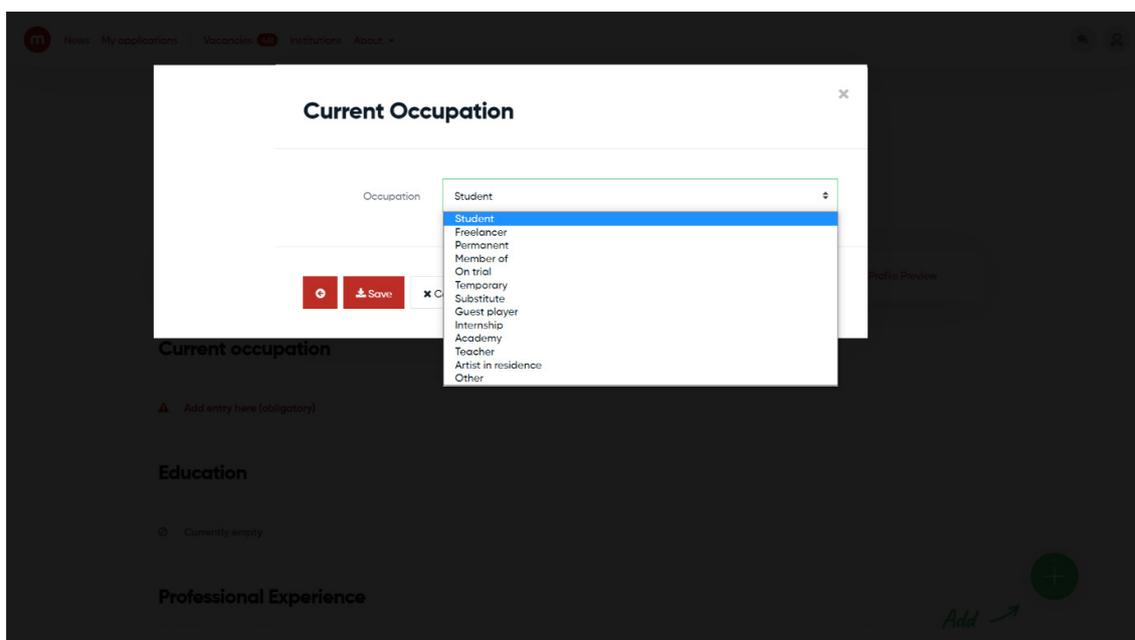
**Competitions & Awards**

○ Currently empty

**Other**

○ Currently empty

Add → 



**Current Occupation**

Occupation

Student  
 Student  
 Freelancer  
 Permanent  
 Member of  
 On trial  
 Temporary  
 Substitute  
 Guest player  
 Internship  
 Academy  
 Teacher  
 Artist in residence  
 Other





**Current occupation**

⚠ Add entry here (obligatory)

**Education**

○ Currently empty

**Professional Experience**

Add → 

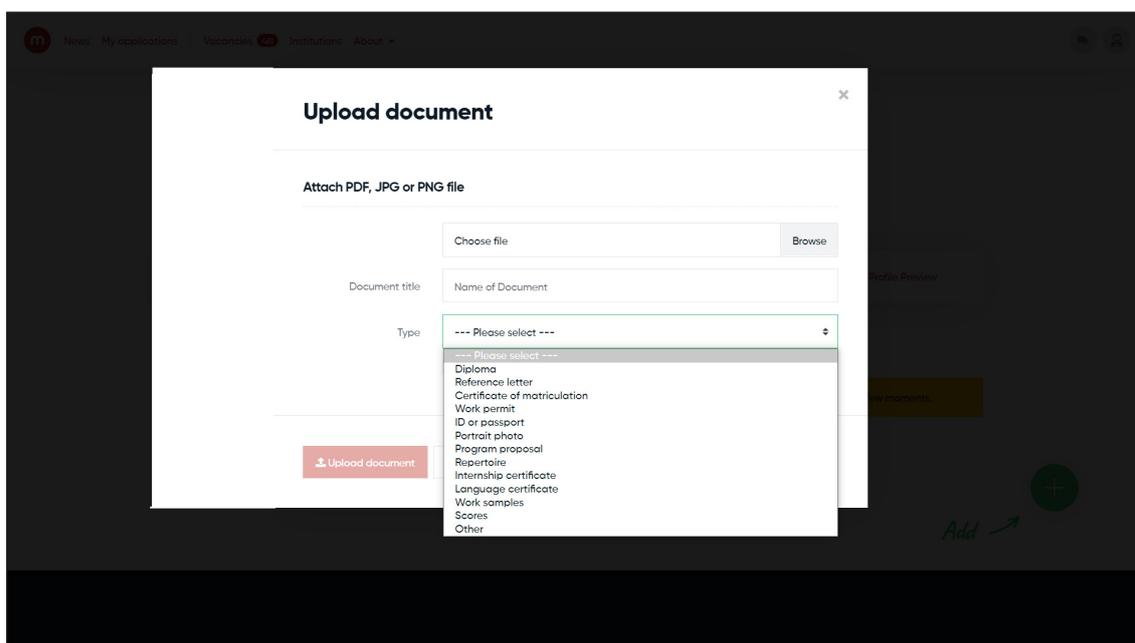
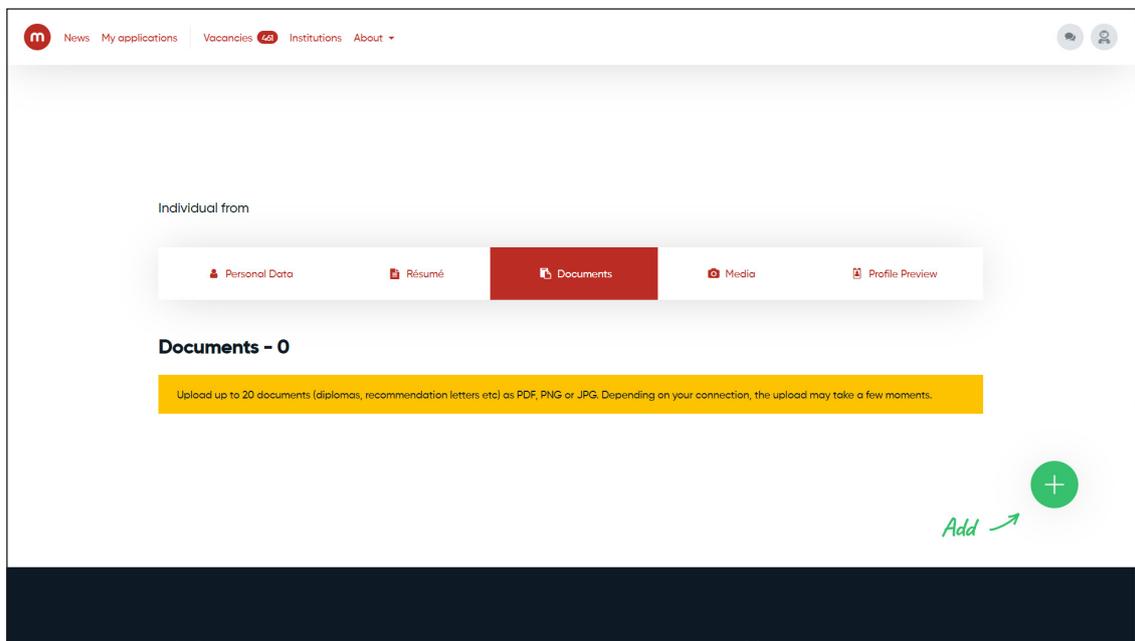
c) In order to send your application for the Competition, go to „Documents” and attach:

- **2 photographs** of the participant or ensemble (in Category I – at least one portrait photograph) with the resolution of at least 300 dpi, in JPG or TIFF format; the title of the file should include the name and surname of the photographer.
- **The persons with a limited capacity to legal transactions** shall attach here an **appropriate declaration signed by their statutory representative or guardian.**

In order to attach the above-mentioned documents to the files in the profile, click „+” in the bottom right corner in „Documents” and then do the following in the window that will pop up:

- Click „browse” and select the file you wish to attach
- In „Document title”, describe the file:
  - With a photograph: „name and surname of the Participant, ‘photo by’ name and surname of the photographer”
  - With consent: „name and surname of the Participant – consent to participate”

- In „Type”, select the file type from the available list:
  - Select „Portrait photo” for the photographs
  - Select „Other” for the consent
- At the end, select the field which confirms that you have the right to publicise a given file.



- d) In „Media”, attach a video recording in accordance with the official regulations (Rulebook) of the Competition. In order to attach the video:
- Upload it on YouTube, Vimeo or Youku.
  - Next, in „Media”, click „+” in the bottom right corner.
  - In the appearing window, click the logo of the appropriate website with your video.
  - Next fill in the following fields:
    - In „Share link”, provide the link to your video

- In „Title”, provide the description in line with the following pattern: name and surname of the **composer**, title of the composition (or the specific movements if you are not performing the whole composition), name and surname of the composer of the second composition you are performing, title of the second composition... and the rest of the programme from the video in the same manner.

If, for some technical reasons, you cannot attach your video recording to your Muvac profile, please contact technical support at: [support@muv.ac](mailto:support@muv.ac)

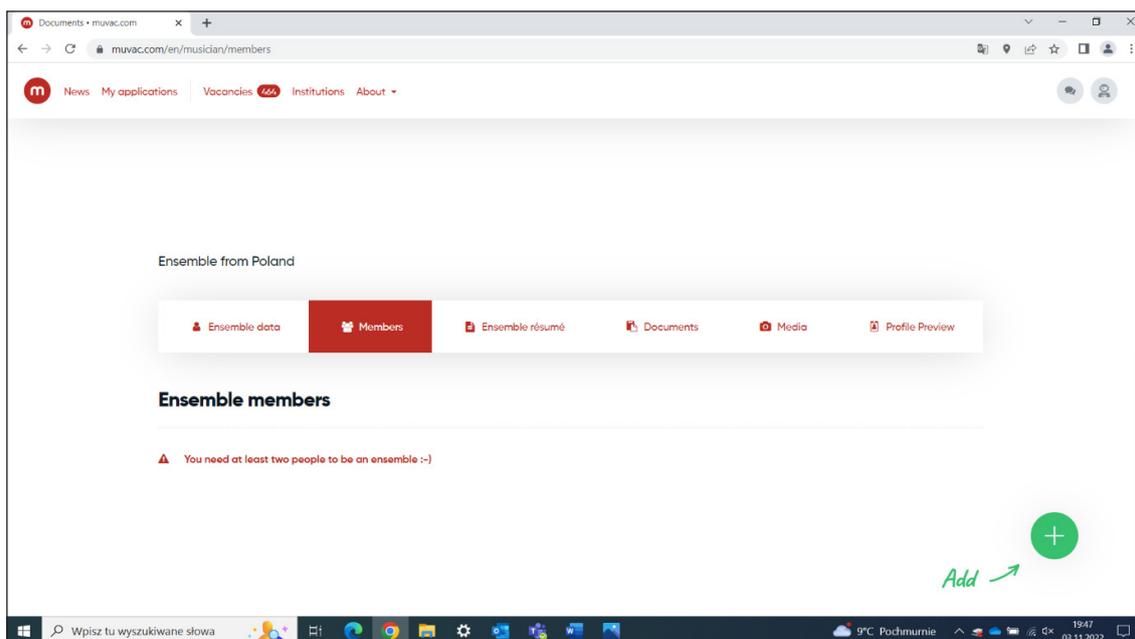
### III. Editing Muvac account settings for ensemble applications

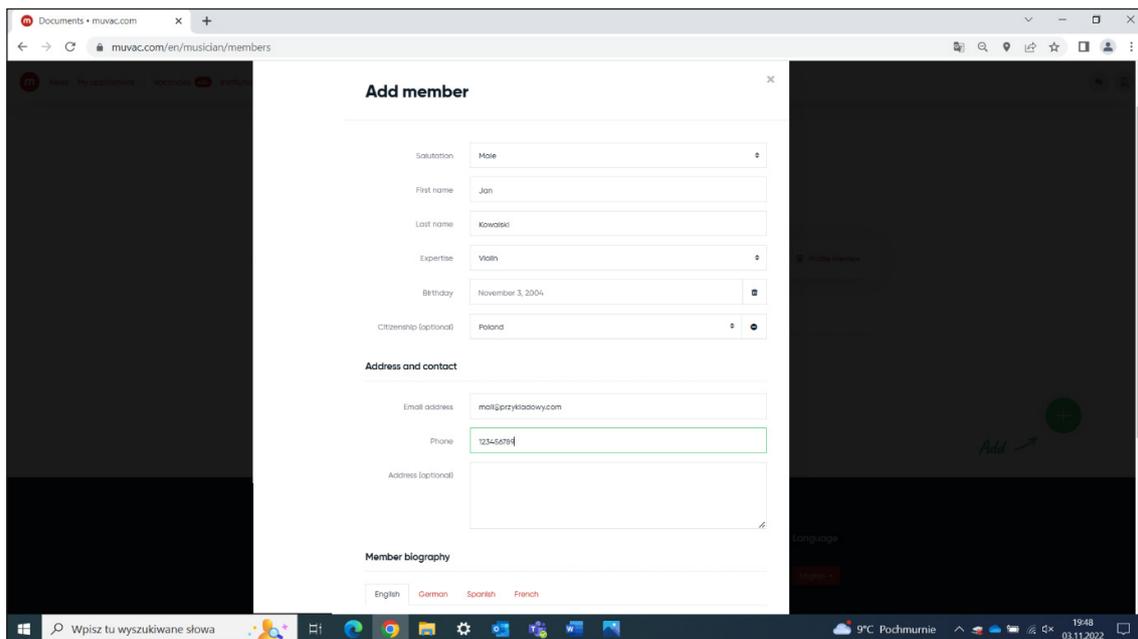
If the Representative of the ensemble first set up an individual account and you want to create a separate profile for the ensemble, you need to click the icon with a „man” in the top right corner and select „Create/switch profile” in the menu. Next select „Create new profile” in the appearing window and fill in the form in accordance with the instruction for step „l. c” for „**Ensemble**”. After filling in the form, you will see a profile of the ensemble, where you will have to fill in the following information:

- a) In „**Members**”, add each member of your ensemble by clicking „+” in the bottom right-hand screen and fill in the required information for each member of your ensemble:
- Gender
  - First name
  - Last name
  - Expertise
  - Date of birth
  - Citizenship
  - Email address
  - Phone number

At the end, select the option confirming that the member of the ensemble has given his or her consent to be added to the profile.

NOTE! You do not need to enter bios of each member of the ensemble nor their addresses (it is enough to provide the data for the Representative of the ensemble).





Documents • muvac.com

← → ↻ muvac.com/en/musician/members

### Add member

Salutation: Male

First name: Jan

Last name: Kowalski

Expertise: Violin

Birthday: November 3, 2004

Citizenship (optional): Poland

**Address and contact**

Email address: mail@przykladowy.com

Phone: 123-60789

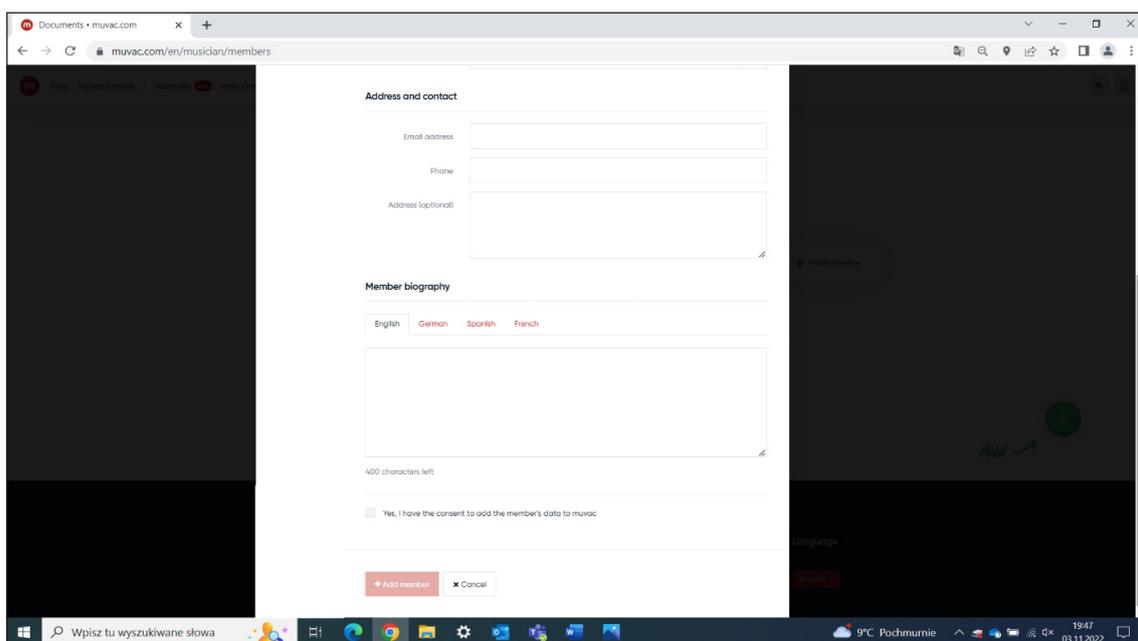
Address (optional):

**Member biography**

English German Spanish French

Wpisz tu wyszukiwane słowa

9°C Pochmurnie 19:48 03.11.2022



Documents • muvac.com

← → ↻ muvac.com/en/musician/members

**Address and contact**

Email address:

Phone:

Address (optional):

**Member biography**

English German Spanish French

400 characters left

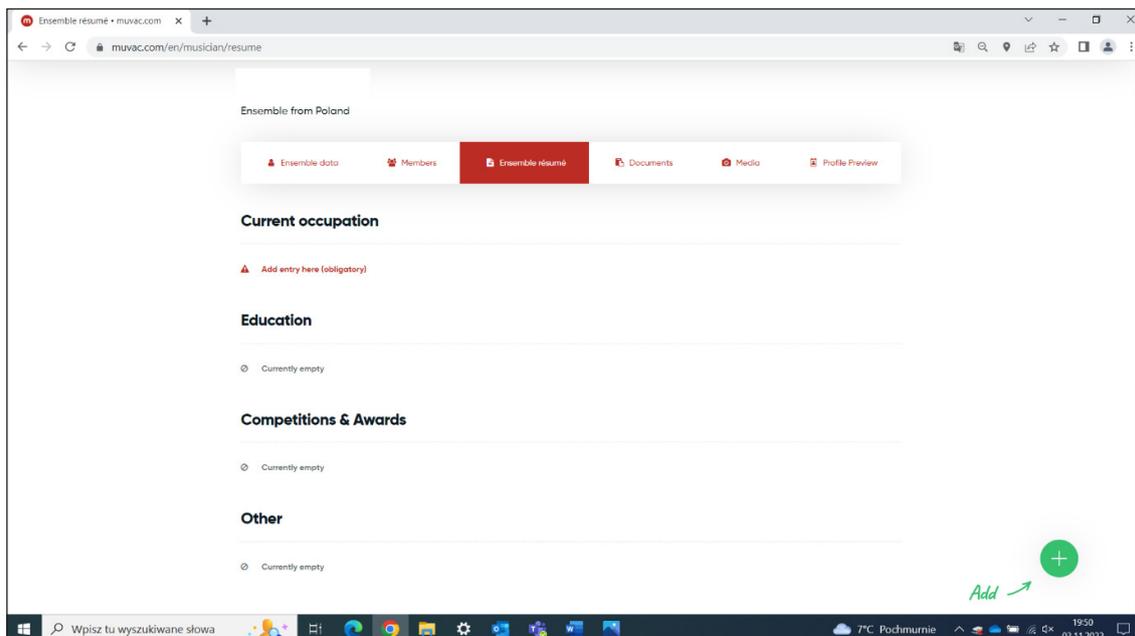
Yes, I have the consent to add the member's data to muvac

+ Add member Cancel

Wpisz tu wyszukiwane słowa

9°C Pochmurnie 19:47 03.11.2022

- b) In „Ensemble résumé” („Current occupation”), select the professional status of the ensemble out of available options. If however none of the options is correct, you may select „Other” and enter your own description.



- c) Enter the rest of the files just as you would in the case of individual applications. The successive steps are described in sections II. c and II. d of this instruction.

#### IV. Sending your application for the Competition through Muvac:

After filling in all the fields in the individual/ensemble profile, use the link below and in „**Vacancies**” select the application form that is appropriate for the category you want to apply for. If you have both the individual account and the ensemble account, you are advised to make sure that you are switched to the right profile. After clicking the announcement, click the green button „Apply for this position” on the right-hand side.

NOTE! If any of the required fields of the profile, described before in this instruction, has not been filled in, the application form might not open and you might be asked to correct your profile. The system will indicate precisely which information is missing. If you have made the necessary correction and the application will still not open, please contact the Muvac technical support at: [support@muv.ac](mailto:support@muv.ac)

There should be an open window to direct the user through the successive stages of the registration of the application. Some of the data will be uploaded automatically from the completed profile, but you will need to provide the following additional information:

- Upload the file or enter the text of a **biographical note of the participant or the ensemble** of up to 3000 symbols in length, including spaces, providing music education and an overview of the artistic activities (the most important concerts, prizes and honourable mentions at competitions, record albums etc.)
- There will be a series of open questions about the chosen **repertoire** – in your answers you should refer to the **programme relevant to the specific stage requested**.
- In the subsequent window, you should enter the **duration of the respective compositions performed in the successive stages of the Competition**.
- In the next step, the application form will ask you to select the **photographs** and **video file** from your profile for the Competition application. Here you need to select those files whose attachment was described in sections II. c and II. d of this instruction.
- In addition, **persons with a limited capacity for legal transactions** must select, in the next step, a **file**, attached earlier, **with a declaration from the statutory representative or guardian**. The other participants may disregard this step.
- Finally, you need to **save the application**. You will be contacted by email as soon as the system has accepted your application form.

In the event of finding gaps in the application form or errors that need correcting, you will be contacted by email or through Muvac by a representative of the Competition Office.

If you have any specific questions pertinent to the application, please contact the Competition Office at: [biuro@konkursmuzykipolskiej.pl](mailto:biuro@konkursmuzykipolskiej.pl)

If you experience any technical problems, however, you are advised to contact the Muvac technical support directly at: [support@muv.ac](mailto:support@muv.ac)