

## Instructions NJO Portal

### Important

It's recommended to save every modification.

Edit: click to start making adjustments.

Save: always click save to save your adjustments.

Save and stop editing: click to save your adjustments when you are ready.

### How to activate your account:

#### Step 1

To activate your account please [click here](#) to start.

#### Step 2

Fill in your name, email address and a password\* (see below *\*Password* how to make a safe password).

Please enter 'Send' and the text 'Your data is submitted.' will appear.

*\* The password must:*

- be a minimum of 10 and not more than 40 characters long;

- only contain characters a-z, A-Z, 0-9 and the special characters ~ ! @ \# \$ % ^ & ( ) \_ + \|\| - \* / \|= { } [ ] | ; ' " < > , . ?

- contain at least one letter and at least one digit or one special character.

*Your password should be of good quality and be changed often (at least every third month).*

*It should be personal and must be kept secret.*

*After you've changed your password an email with confirmation will be sent to you.*

#### Step 3

Click 'Log in' (upper left corner) and fill in your login name (= your email address) and password.

Please enter 'Login' and the text 'Welcome [your name].' will appear.

Please click on your name (or on 'My details') and your personal account will appear.

#### Step 4

You can start filling in your details in two tabs:

### Tab Personal Data

- Please click 'Edit' and fill in your:

Date of birth, sex, nationality, \*current (!) address, (mobile) telephone number (with the country code attached), email address, website (if you have one) and your ICE (= emergency contact, name and telephone number).

- Click 'Save' to preserve your information.

### *\*Current address*

Please fill out your current address because it relates to:

- the audition manner (live- or video-audition, video audition only applies to the Summer Festival auditions);

- the audition location (the Netherlands or Belgium).

### Tab Musical Data

- Please click on 'Edit' and fill in your:

Instrument, second instrument (the instrument you would also like to audition for like piccolo flute, e-flat clarinet etc.) and (if applicable) your diet (vegetarian, vegan, no fish, no peanuts etc.)

Your current music academy, phase and teacher will appear automatically after you have filled in the tab education.

- Click 'Save' to preserve your information.

#### *Tab application*

- Please select the project(s) you would like to apply for.

Note:

You can apply only once so please select all the projects you would like to apply for in one application.

- For the summer auditions: choose the different summer projects/orchestras.

- For the winter auditions: choose NJO, NJO and EUYO or only EUYO.

Note for the winter auditions / candidates living and/or studying in Belgium:

It is not possible for Belgian applicants to audition for the EUYO via the NJO auditions. Candidates living and/or studying in Belgium can apply for the EUYO auditions via the [EUYO website](#).

- Click 'Save' to preserve your information.

#### *Tab Education*

- Please fill in your music academy, phase and the name of your teacher(s).

- Click add if you would like to add another music academy.

- Click 'Save' to preserve your information.

#### *Tab Auditions*

- Here you can find your audition date, time and location.

We will send you an email when your audition date, time and location are available in your account.

#### *Tab Orchestra experience*

- Please fill in your orchestra experience such as participating in other (youth) orchestra's etc.

- Click add if you would like to add more of your orchestra experience.

- Click 'Save' to preserve your information.

- Click 'Save and stop editing' after your last adjustment.

#### **To log in another time**

At the welcome page you can enter your login name (= email address) and password.

Thank you very much for keeping your account up to date!