

Instructions application portal Jong Metropole

To apply, you will have to create a personal account which you can consult and adjust whenever necessary. If you already have an account, you can log in [here](#).

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

Important

We recommend that you save every modification, otherwise your information will not be saved.

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 **Password* at the bottom of this page on how to make a safe password).

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

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, gender, 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.

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 conservatoire, phase of study and teacher(s) will appear automatically after you have filled in the tab Education.

- Click “Save” to preserve your information.

Tab Application JM

- Add application JM and please fill out all requested details.

- Click “Save” to preserve your information.

Tab Education

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

- Click “Add” if you would like to add another conservatoire.

- Click “Save” to preserve your information.

Tab Auditions

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

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

Tab Orchestra experience

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

- Click “Add” if you would like to add more 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!

****Password***

Your password should be strong 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 confirmation will be sent to you.

The password must:

- be at least 10 but 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.