

Application Tutorials – prepared by Sony Music Foundation

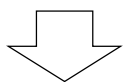
Applying The 13th Int'l Oboe Competition of Japan 2023 via Muvac

This tutorial is a user guide to support Int'l candidate from abroad to apply our Int'l Oboe Competition through the registration platform MUVAC <https://www.muvac.com/en/>

There are major three steps to complete your application

STEP 1. Create your own account on Muvac **P 1 ~ 4**

Create your own account on Muvac.com web site by clicking 「Join muvac」 on its first page (filling out your full name, email address, and setting up Password)



STEP 2. Fill out information/Upload **P 5 ~12**

Sign in (Log in) Muvac using your ID/PW on STEP1 and fill out and upload all information/data/image/video required for our competition to apply.

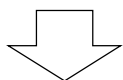
Those are, 【Basic information (Personal Data)】

【Profile (Résumé)】

【Proof of age, Photo (Documents)】

【Video for the preliminary screening for the competition (Media)】

For more details please refer our Participation Requirement (Update version on Nov. 25, 2022 (https://oboec.jp/wp-content/themes/oboec/pdf/requirements2023_1125_en.pdf))



STEP 3. Apply the Competition **P13~18**

Under sign in status, access to Sony Music Foundation The 13th INTERNATIONAL OBOE COMPETITION OF JAPAN 2023 in Tokyo via Institutions or Vacancies on muvac and click on 「Apply now」 to proceed and complete your application process.

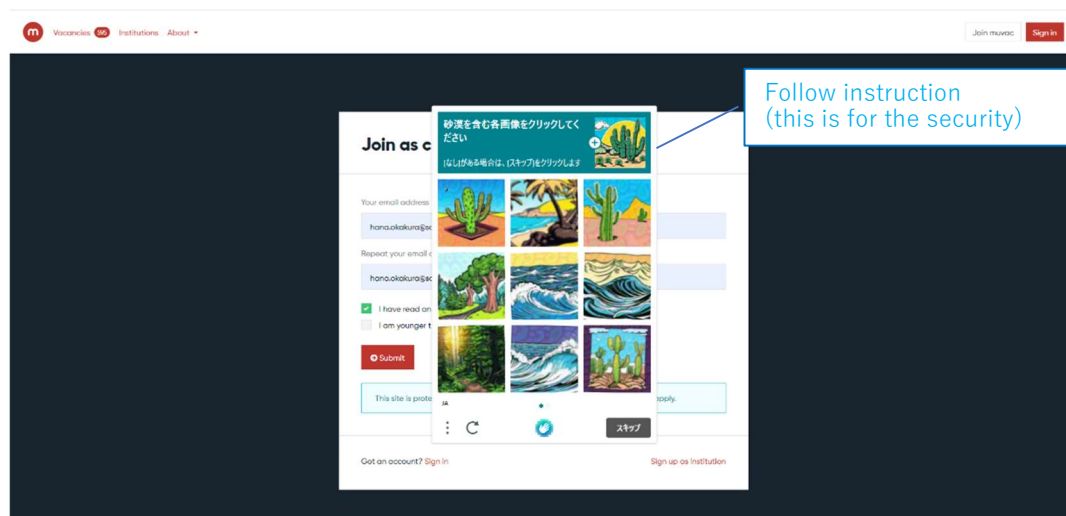
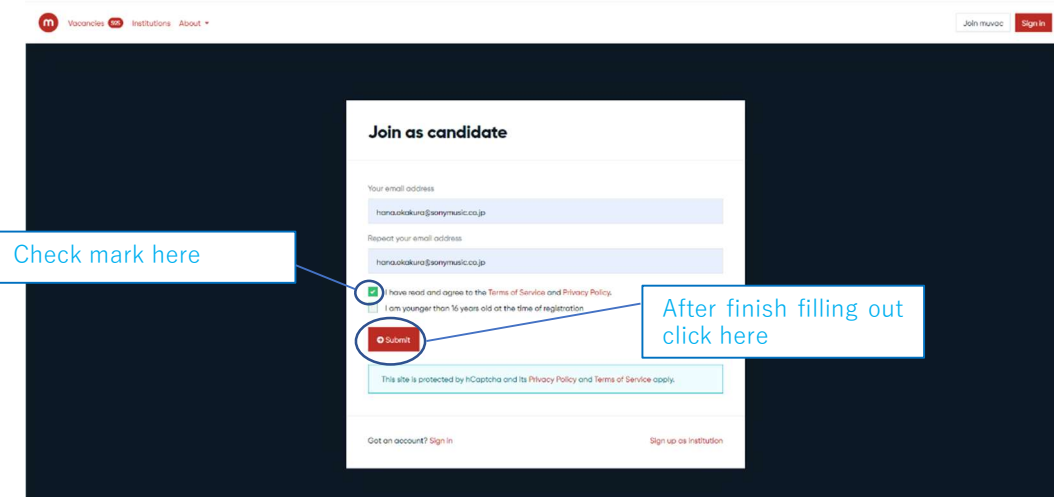
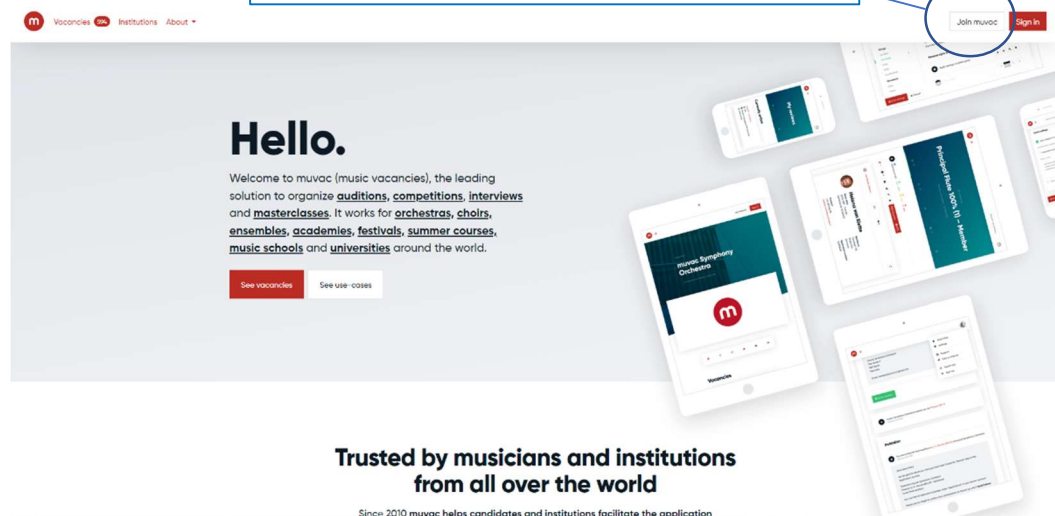
Please make sure to confirm your receipt of the “application completion notice” from Muvac via email.

※ Muvac is a cloud based webservice specialized for the paperless online registration/audition/application for Orchestras, Int'l Music Competitions.

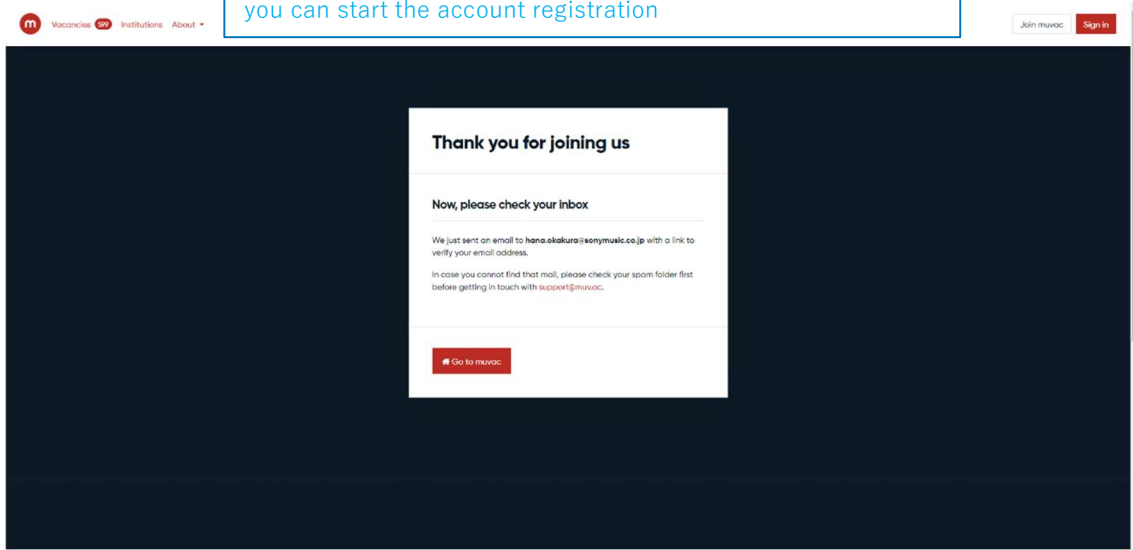
From next section, you will see detailed instructions on how to proceed on Muvac

STEP 1. Create your own account

Access to www.muvac.com and click "Join muvac" on the right top end corner



Access to the URL sent from muvac to your mail address, then you can start the account registration



You will see this page by accessing the URL sent from muvac to your mail address

Welcome to muvac

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...

Primary expertise

Personal data

Gender

First name

Last name

Birthday

Choose a password

Password

Repeat password

Vacancy alerts

In order to be notified about new vacancies when they are published, please mark all the positions you are interested in below. Deselect if you are not interested in being informed. You can always change this later.

☐ Select all vacancy types

☐ Professional
Permanent, Temporary, Substitute, Guest, Regular guest, Member, Teaching, Internship

☐ Educational
Academy, Youth orchestra, Youth choir, Studies, Masterclass, Scholarship, Internship

☒ Competition

Newsletter

Once in a while we send a newsletter that informs you about new features or other things that might be of interest. Of course We will never send you spam and do not share your address with anyone, promised.

☐ Yes, you may send me a newsletter
You may revoke the consent any time in your account settings.

select 「Individual」

select 「Oboe」

Select Gender

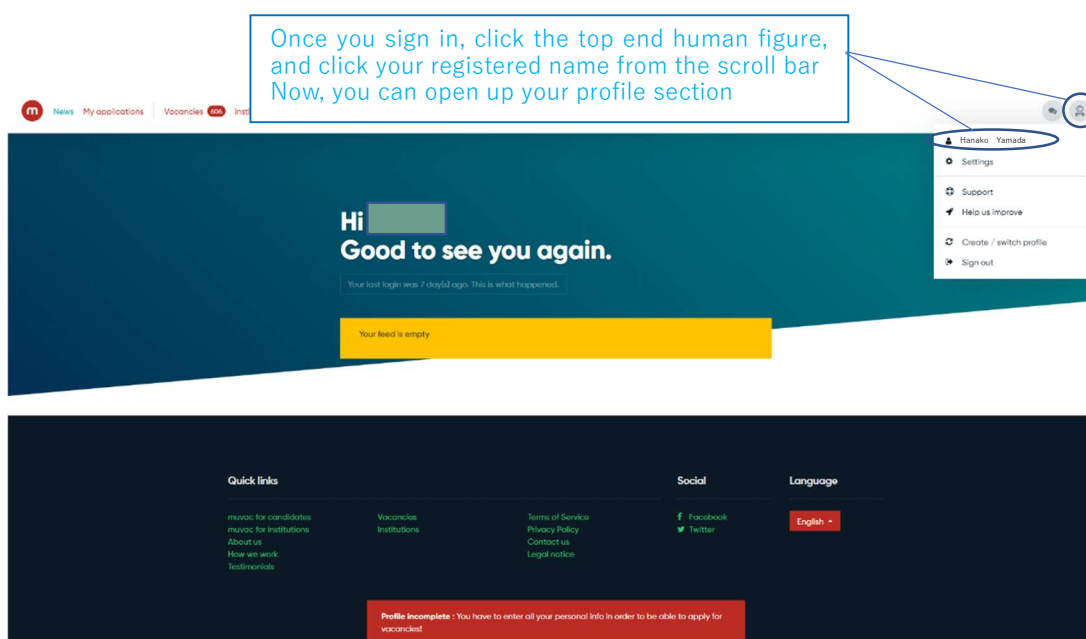
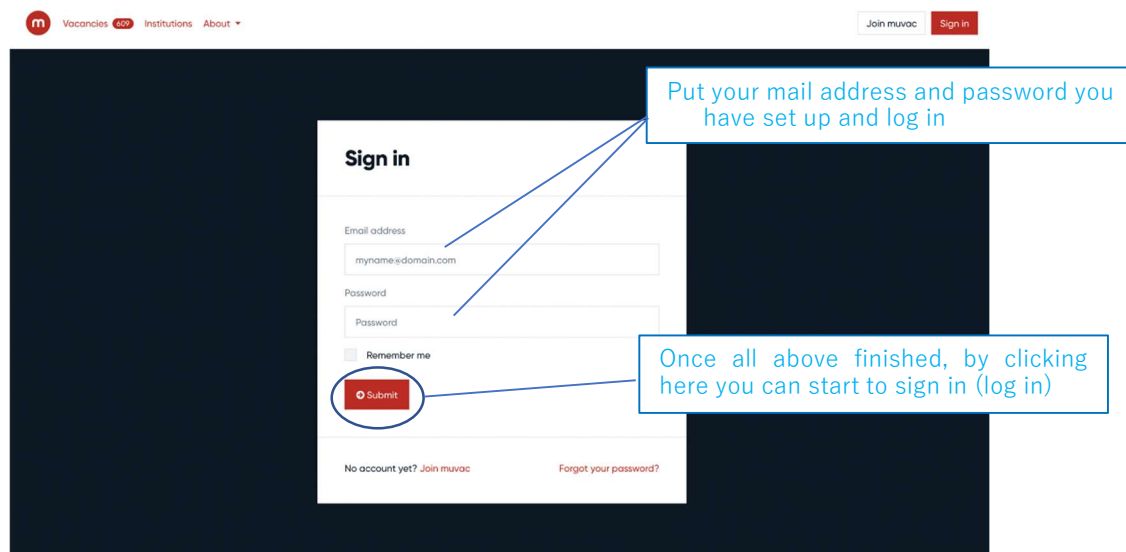
Select your birthday from the calendar

Create your password (more than 8 num/letters)

Please check mark here and other box, If you wish to receive notification of other vacancy offers

Optional, no need to check mark

Make sure to click and save



STEP 2 -1. Fill out information/Upload Basic information 【(Personal Data)】

The screenshot shows the 'About you' profile page with the following sections and callouts:

- Personal Data Tab:** A callout points to the 'Personal Data' tab in the top navigation bar, stating: "Click Personal Data tab and fill in each required field".
- Gender/Name/Birthday:** A callout points to the 'Gender', 'First name', and 'Last name' fields, stating: "Gender/Name/Birthday".
- Birth place on your Passport:** A callout points to the 'Place of birth (city)' field, stating: "Birth place on your Passport".
- Select Oboe:** A callout points to the 'Expertise' dropdown menu, stating: "Select Oboe".
- Your Nationality:** A callout points to the 'Citizenship' dropdown menu, stating: "Your Nationality".
- Not required:** A callout points to the 'No. of ID / Passport' field, stating: "Not required".
- Your Current Address:** A callout points to the 'Address' section, stating: "Your Current Address".
- Select your country:** A callout points to the 'Country' dropdown menu, stating: "Select your country".
- This email address is from your account setting, thus please do not change:** A callout points to the 'Email Address' field, stating: "This email address is from your account setting, thus please do not change".
- If you have your own Web Site, please put your URL:** A callout points to the 'Personal website' field, stating: "If you have your own Web Site, please put your URL".
- If you have an account on Klassikal run by Muvac, put your URL from your Profile:** A callout points to the 'Klassikal profile' field, stating: "If you have an account on Klassikal run by Muvac, put your URL from your Profile".
- If you have disability, please select Yes. If not No:** A callout points to the 'Disabilities?' dropdown menu, stating: "If you have disability, please select Yes. If not No".
- Once all finished, make sure to click [Save settings]:** A callout points to the 'Save settings' button at the bottom, stating: "Once all finished, make sure to click [Save settings]".

STEP 2 -2. Fill out information/Upload 【your Profile (Résumé)】

The screenshot shows the 'Resume' tab selected in a navigation bar. Below the navigation bar, there are five sections: 'Current occupation', 'Education', 'Professional Experience', 'Competitions & Awards', and 'Other'. Each section has a 'Currently empty' status. A red bracket groups the 'Current occupation' and 'Education' sections, with a red label 'Essential' next to it. A blue callout box points to the 'Resume' tab with the text: 'Click the Resume tab and fill our first two sections (Current occupation, Education) as minimum'. A green circle with a '+' sign and the word 'Add' is circled in the bottom right corner of the form.

By clicking this green +mark,
You can fill out each sections below

The screenshot shows a dialog box titled 'Add to résumé'. Inside the dialog, there is a list of sections: 'Current Occupation', 'Education', 'Professional Experience', 'Competitions & Awards', and 'Other'. A blue callout box points to the 'Current Occupation' section with the text: 'Click each section so that you can access to its fill out page'. At the bottom of the dialog, there is a red button labeled 'Close window'.

Current Occupation (required)

Annotations for the 'Current Occupation' form:

- ※careful not to click here which will close window unsaved (points to the close button 'x' in the top right corner)
- Click 「save」 then it will bring you back to the Add Resume page (points to the 'Save' button)
- select your current status (points to the dropdown menu showing 'Student' and other options like Freelancer, Permanent, etc.)

Education (required)

- ※fill in the school/institution' official name in its original language
- ※you can input up to five educational record

Annotations for the 'Education' form:

- Select your current status, (points to the 'Status' section with options: In Progress, Completed, Changed university, Completed (no diploma))
- Click 「save」 then it will bring you back to the Add Resume page (points to the 'Save' button)
- Your period of education (if you are students only the starting time as here) (points to the 'Start' date field)

Example shows two edu records
You can add more from this + mark

Add edit

Please change order from latest to oldest

Personal experience (Optional)

※Put the name of org. in original language.

Professional Experience

Institution / Ensemble

Country --- Please choose ---

Type Permanent

Details / Position

Status ☒ Ongoing ☐ Terminated

Start January 2023

Click 「save」 then it will bring you back to the Add Resume page

Select your current status
Ongoing = still work here
Terminated = already resigned

Your period of professional experience
(if your profession is ongoing, only the starting time as here)

Save Cancel

Award History (Optional)

- ※fill in the Competition/Award official name in its original language
- ※you can input up to seven Competition/Award record
- ※Please input data in an order latest from the top

Competitions & Awards

Competition / Award

Country

Prize

Date

Others (Optional)

- ※ Please input if you have any other record you wish to state

Other

Category

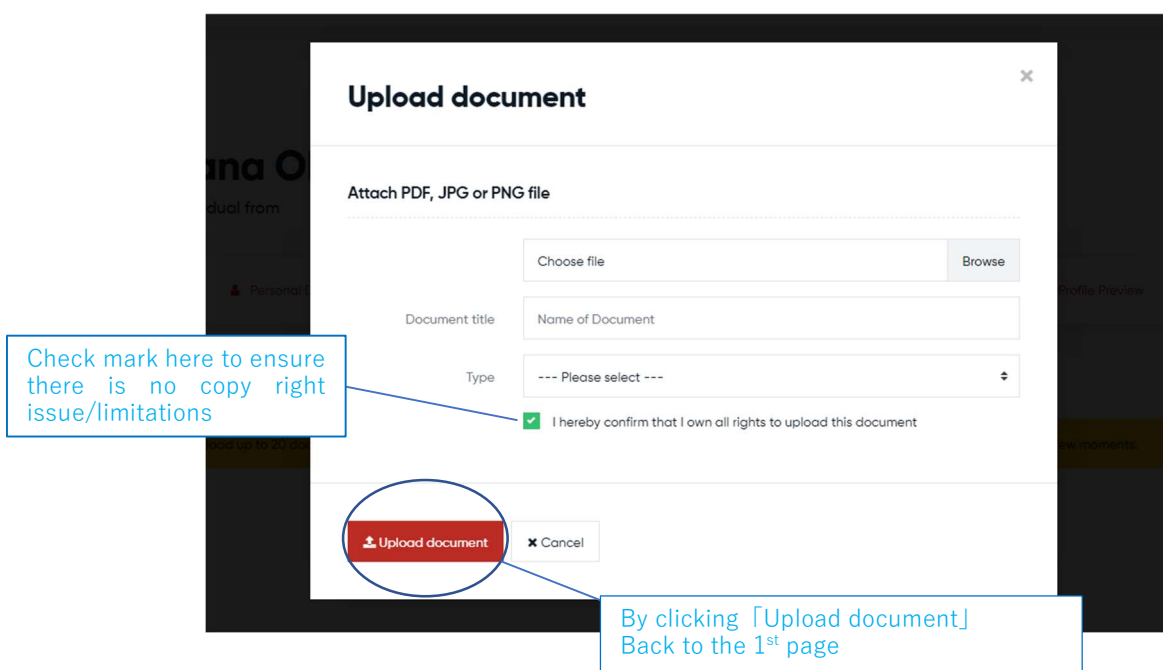
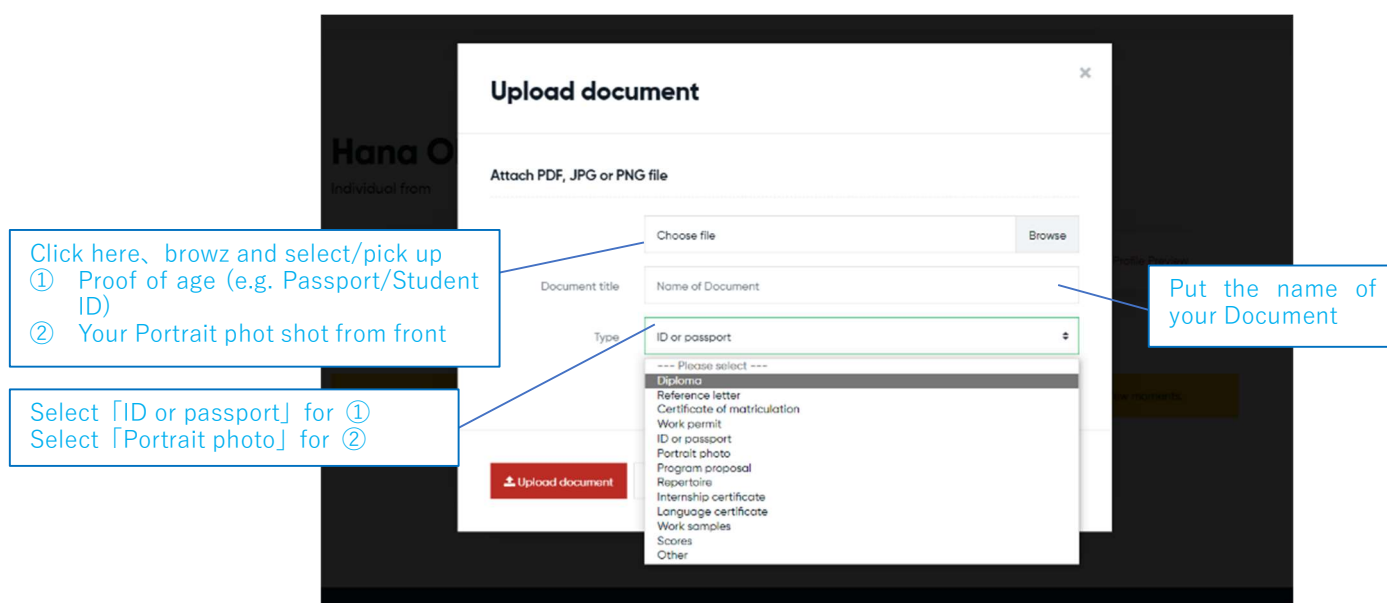
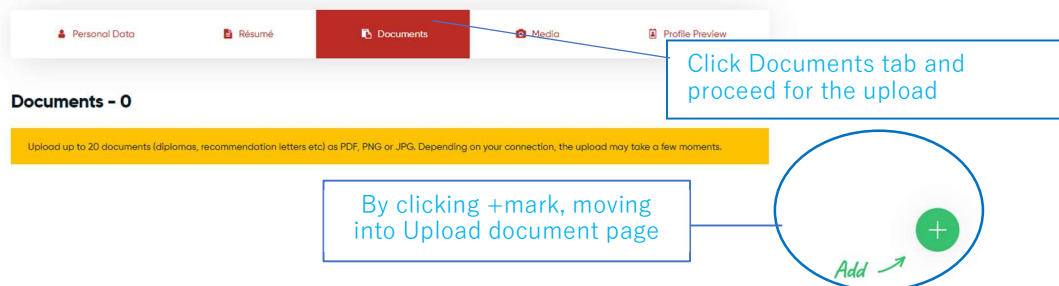
Name / Description

Status ☒ Single date ☐ Period

Start

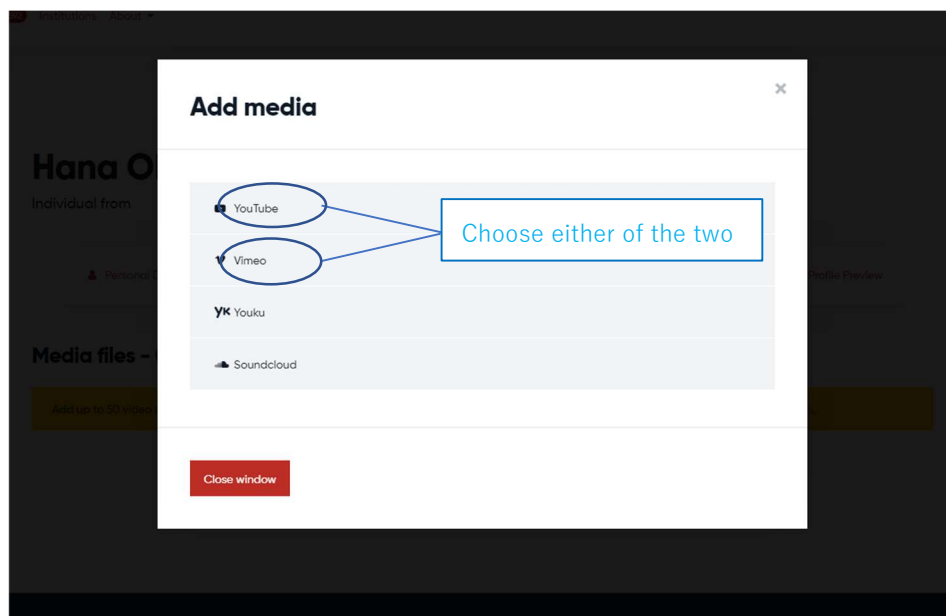
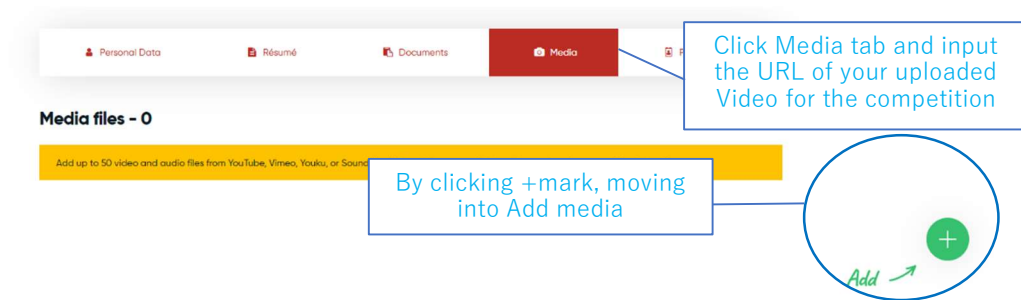
STEP 2 -3. Fill out information/Upload 【Photo · Proof of age (Documents)】

Per the Participation Requirement II —4, you need to upload two datas
① Photo、② Proof of age



STEP 2 -4. Fill out info/Upload 【Video for Pre-screening (Media)】

※You need to register/input the UR of your Video performance for our Pre-Screening process, which you created and uploaded via YouTube or Vimeo (Please do not lock with Password)



▶YouTube case

Add media

YouTube

Please note: videos that were viewed via muvac are NOT visible in the view counter of YouTube.

Share link

YouTube の URL

Title

収録日 (dd/mm/yyyy)

Save Cancel

Video Title should indicate only the date recorded (dd/mm/yyyy)

By clicking [Save] Back to the 1st page

▶Vimeo case

Add media

Vimeo

Please note: videos that were viewed via muvac are NOT visible in the view counter of Vimeo.

Share link

Vimeo の URL

Title

収録日 (dd/mm/yyyy)


Save Cancel

Video Title should indicate only the date recorded (dd/mm/yyyy)

By clicking [Save] Back to the 1st page

You have just finished inputting/uploading all required information,
From here, you are to Apply to our Int'l Oboe competition with all information ready.
Please note, you cannot close/complete your application with us on MUVAC unless all
above required information/registration finished

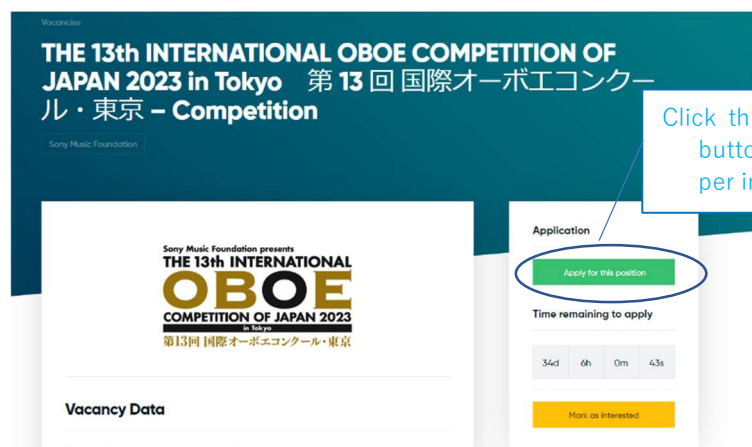
STEP 3. Apply to our competition



- ① Click this Institution under Muvac site within the application opening period
- ② Find our competition via Search institutions by putting Sony Music Foundation
- ③ Open up our Int'l Oboe Competition of Japan 2023 page.



Click the Vacancies just underneath the About Us section



Click this green 「Apply now」 button and proceed to apply per instruction

Application possible

Please note

- Apply for this vacancy only if you really intend to participate in the application process and not only to see if you get invited.
- The online application is equivalent to an application via snail mail and expresses your firm intention of participating in the selection process.
- Read all information about the vacancy before applying.
- By continuing, you confirm that all provided data in your profile is correct and up to date.

☒ I understand and would like to continue with the application process.

➤ Continue

✕ Cancel

Check mark and click Continue

Application possible

Requirement check

The following requirements need to be fulfilled in order to apply for this position:

- **Scan of passport or ID card**
- **Portrait photo:** Front face color photo / from the waist up. JPEG 200KB or larger.

If necessary, please [go to your profile](#) and make the required changes.

➤

➤ Continue

✕ Cancel

Click Continue

Application possible

Document selection: Scan of passport or ID card

From your documents, please select Scan of passport or ID card. If you haven't uploaded it yet, you can do this [here](#).

Scan of passport or ID card: Name of your Document

I don't have this document and would like to continue without it

Continue

Cancel

Select "Scan of passport or ID card" and click Continue

Application possible

Document selection: Portrait photo

From your documents, please select Portrait photo. If you haven't uploaded it yet, you can do this [here](#).

Please note: Front face color photo / from the waist up. JPEG 200KB or larger.

Portrait photo: Name of your Document

I don't have this document and would like to continue without it

Continue

Cancel

Select Portrait photo and Click Continue

15

Application possible

Video sharing (mandatory)

Video(s) are required for pre-selection purposes. Please select the videos you would like to share with the Institution below. If you have links that are only relevant for this application, please add them [here](#) first and then select them below.

Preliminary Screening

- The Participant must record in audio and video the performance of the required **repertoire**: A. Panchielli: Capriccio [Publisher: Not designated]
- Recording should be made **no earlier than October 2022**; non-edited recording only. "Non-edited" means that audio adjustments or editing during the performing of the tune has not been done.
- The screening will be done without letting the jurors know the applicants' names. Therefore, **make sure that anything that may identify you**, such as your name, your school logo, etc., does not appear in the video.
- **Camera angle** should be horizontal and fixed. Make sure that the oboist's hand and face show clearly from the front. As for the accompanist, make sure that his/her face shows too.
- Audio-only applications are not accepted.
- **Upload your video as Public or Unlisted** on YouTube or Vimeo and type in the URL of the uploaded video. Be careful NOT to set a password.
- We recommend you to use the highest quality available for the audio/video.
- **The title of the video should be the video shoot date** (dd/mm/yyyy). Do not state anything in the Description section, etc.

予備審査

- 課題曲1曲を演奏し、録音・録画すること【ボンキエリ:カプリッチョ（出版社:指定なし）】※過去に、当コンクールにおいて第2次予選に出場した者は、予備審査用動画の提出のみ免除される。対象者は、参加申込前にEメールにて事務局（smf@sonymusic.co.jp）にその旨を必ず申し出ること。
- 収録は、2022年10月以降に行われたもので、未編集の録画に限る。ここでいう未編集とは、音の調整や曲中の編集が行われていないことを指す。
- 審査は匿名で行われるため、自身の名前や学校のロゴなど、個人が特定される情報が動画内に含まれないよう注意すること。

- カメラアングルは横長および固定とし、正面からオーボエ奏者の手元と顔が明確に映るように撮影すること。なお、伴奏者については顔が映るように撮影すること。
- 音源のみの提出は不可
- YouTube または Vimeo に一般公開または限定公開にてアップロードし、動画のURLを記入すること。その際に、パスワードをかけないように注意すること。
- 録画の音質・画質は可能な限り高品質のものを推奨する。
- 動画タイトルは収録日(dd/mm/yyyy)とし、概要欄等には何も記載しないこと。

l'examen éliminatoire

- Un lien YouTube ou Vimeo de l'enregistrement vidéo de l'œuvre imposée pour l'examen éliminatoire (v. ci-dessous).
- Un candidat ayant pris part à la deuxième épreuve d'une édition précédente du Concours est exempté de l'envoi d'enregistrement vidéo pour l'examen éliminatoire. Le cas échéant, le notifier sans faute par e-mail au secrétariat (smf@sonymusic.co.jp) avant l'inscription.
- Seuls les enregistrements vidéo réalisés en octobre 2022 ou plus tard, et n'ayant subi aucun montage seront acceptés : aucun ajustement du son ou montage de l'exécution musicale ne seront tolérés.
- L'examen se faisant de manière anonyme, aucune information permettant d'identifier l'exécutant, tels son nom, l'emblème de son école, ou autre ne doit être incluse dans l'enregistrement.
- L'enregistrement doit être effectué en format paysage (plus large que haut), en plan fixe, de face, de façon à ce que les mains et le visage de l'hautboïste soient clairement visibles. Le visage de l'accompagnateur doit être visible sur les images.
- Aucun enregistrement uniquement sonore ne sera accepté.
- L'enregistrement doit être mis en ligne sur YouTube ou Vimeo en visibilité publique ou non répertoriée, et son lien renseigné. Ne pas protéger la vidéo avec un mot de passe.
- Il est recommandé de chercher la plus haute qualité possible de son et d'image pour l'enregistrement.
- Intituler la vidéo de la date de l'enregistrement (jj/mm/aaaa) et ne rien inscrire dans les autres champs tels « description », etc.

⚠ Please select at least 1 video

2023/1/25

Continue

Cancel

Please make sure to read

Select the video title for the pre-screening and click Continue

Application possible

Spoken languages - 使用言語

What languages do you speak? (for communication purposes)

Help: select a minimum of 1 option(s)

☐ English

☒ 日本語

☐ Français

☐ Deutsch

Select your language you can use (you can select multiple languages)

Please note: The answer to this question will only be visible to the reviewers of this institution and **stays editable** until the application deadline is over.

Continue

Cancel

Application possible

Personal letter (optional)

If you'd like, you can write something about yourself, your motivation and interests to the institution you are applying for in order to increase your chances of getting an invitation.

Do not put any

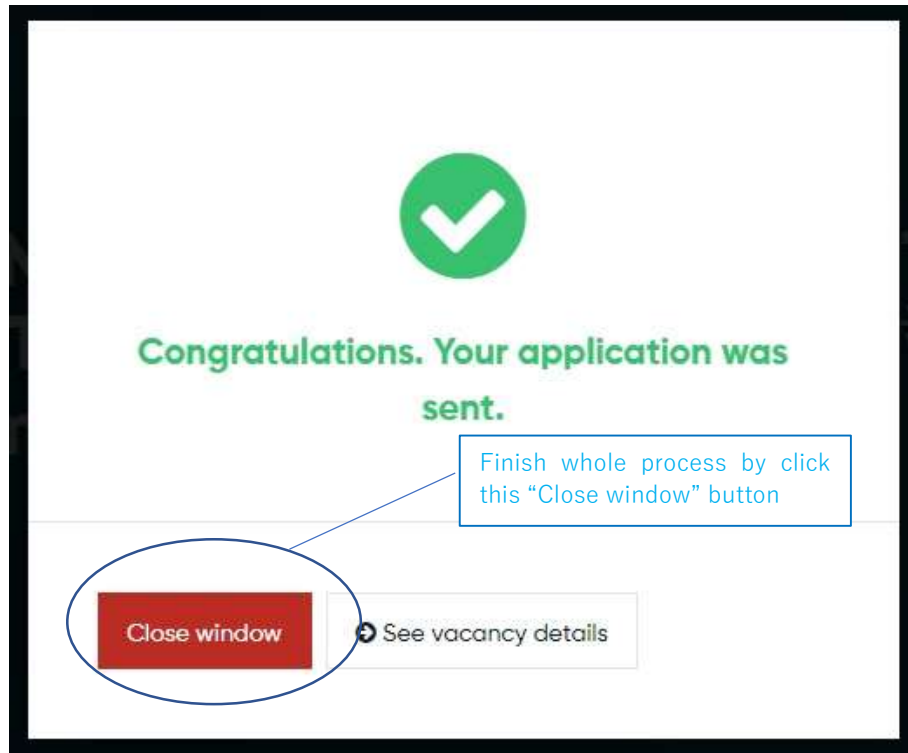
Please note: This personal letter will only be visible to the reviewers of this institution and **stays editable** until the application deadline is over. Therefore, please take your time to write and correct the text before sending it. Once you are done, click on "Apply" to complete your application.

Apply now

Cancel

Click Apply now

If you see below page, your application is successfully completed



If you have any further question in applying our competition via Muvac, please send email to our competition secretariat (smf@sonymusic.co.jp)