EASY Plenary Session

"EASYer Than You Think"

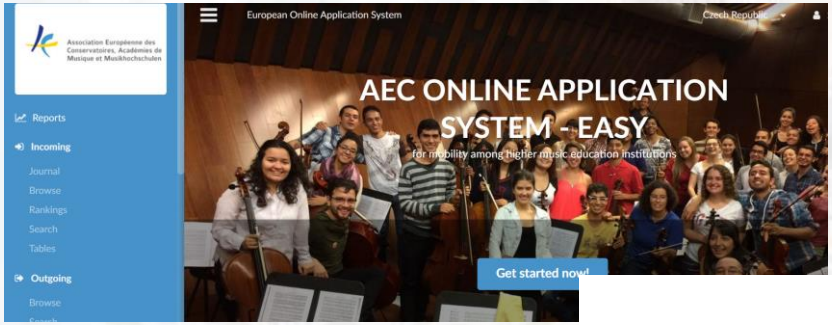
Tips and Tricks to do what you thought you could not do

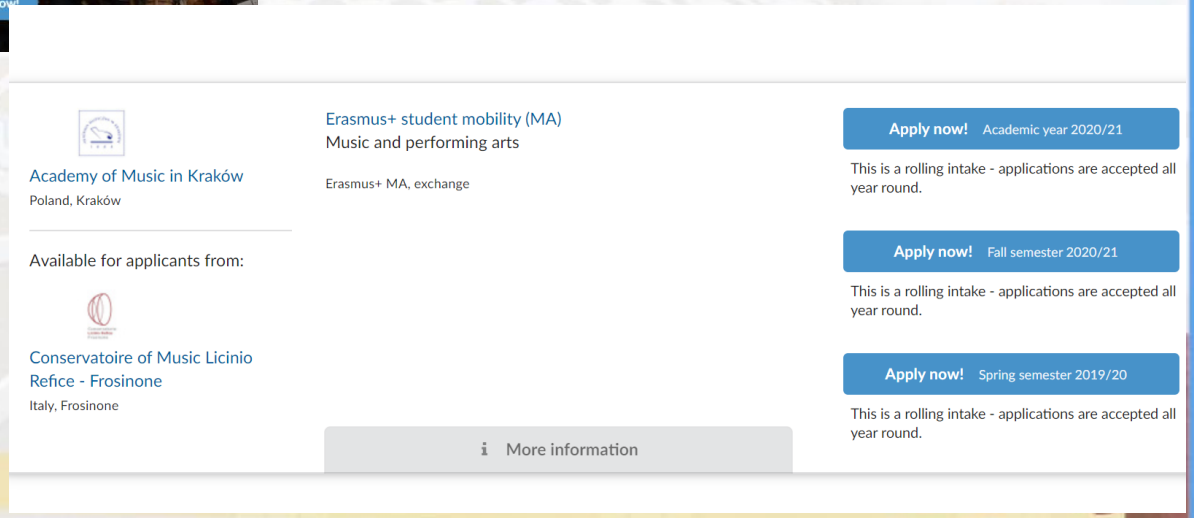
Sara Primiterra, EASY Project Manager

Finding Info about an institution

Internal Institutions

- Click on the *AEC logo on top left*
- Click on *Get started Now*
- Choose as home your institution and as host the institution the one you need info about

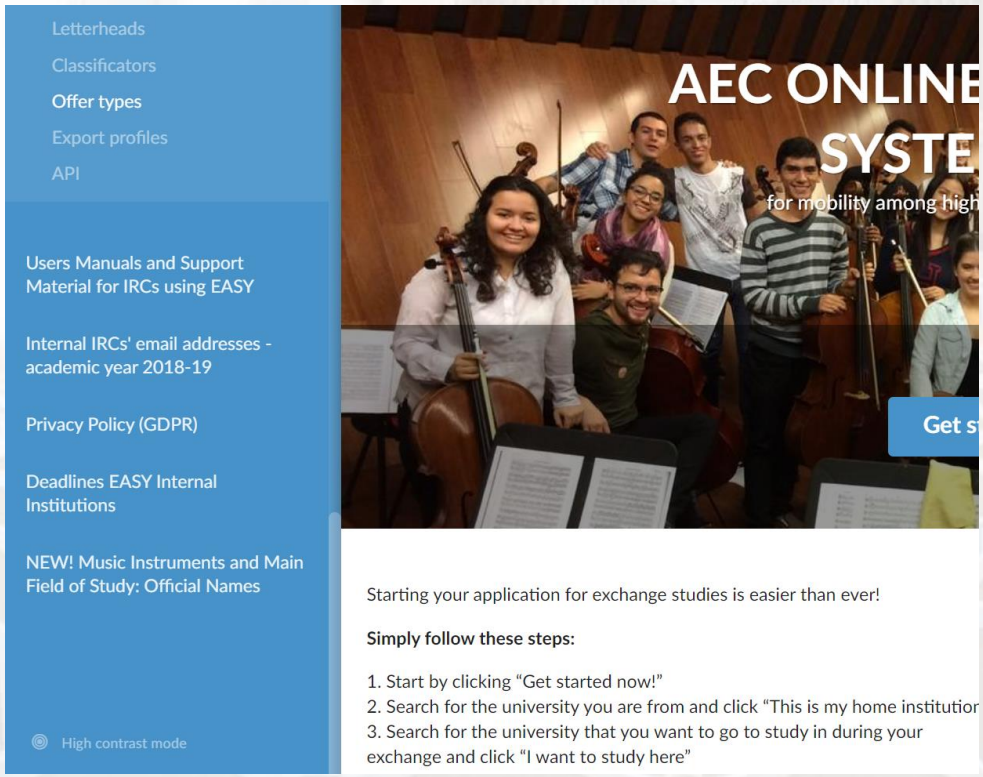




Finding Info about an institution

Internal Institutions

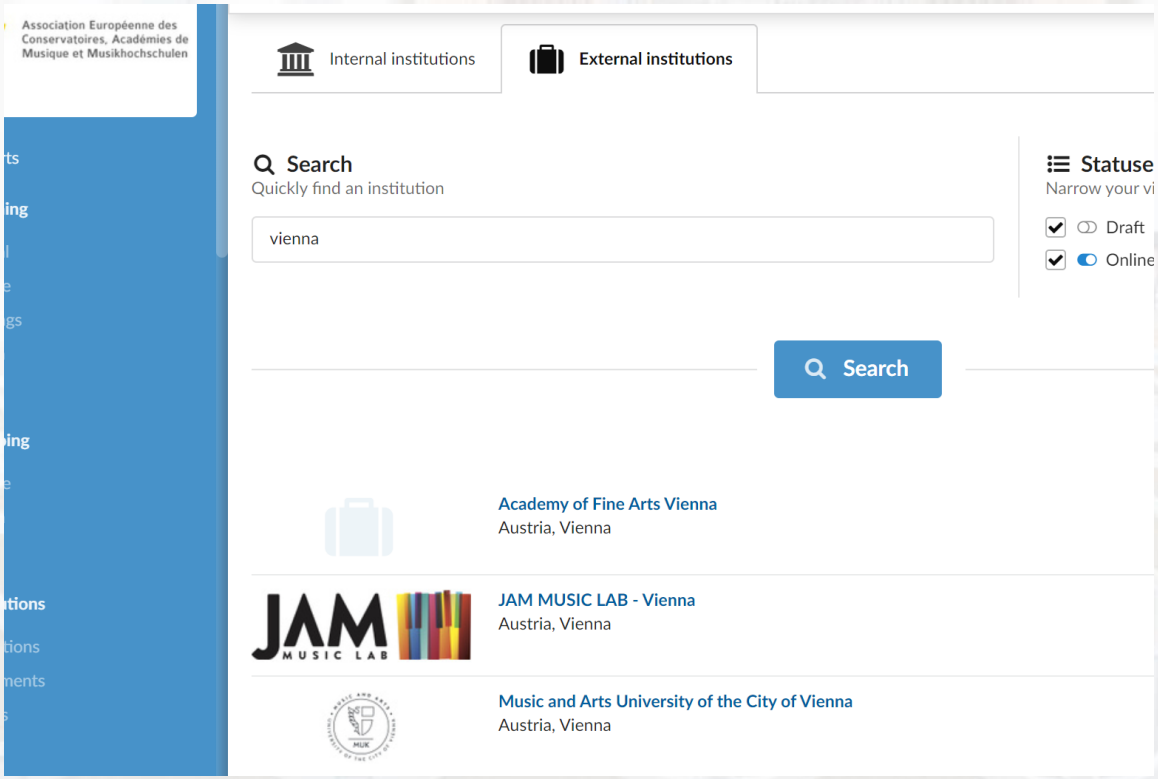
All **names and email of IRCs** of Internal Institutions and all **deadlines** of Internal Institutions are in the LEFT MENU



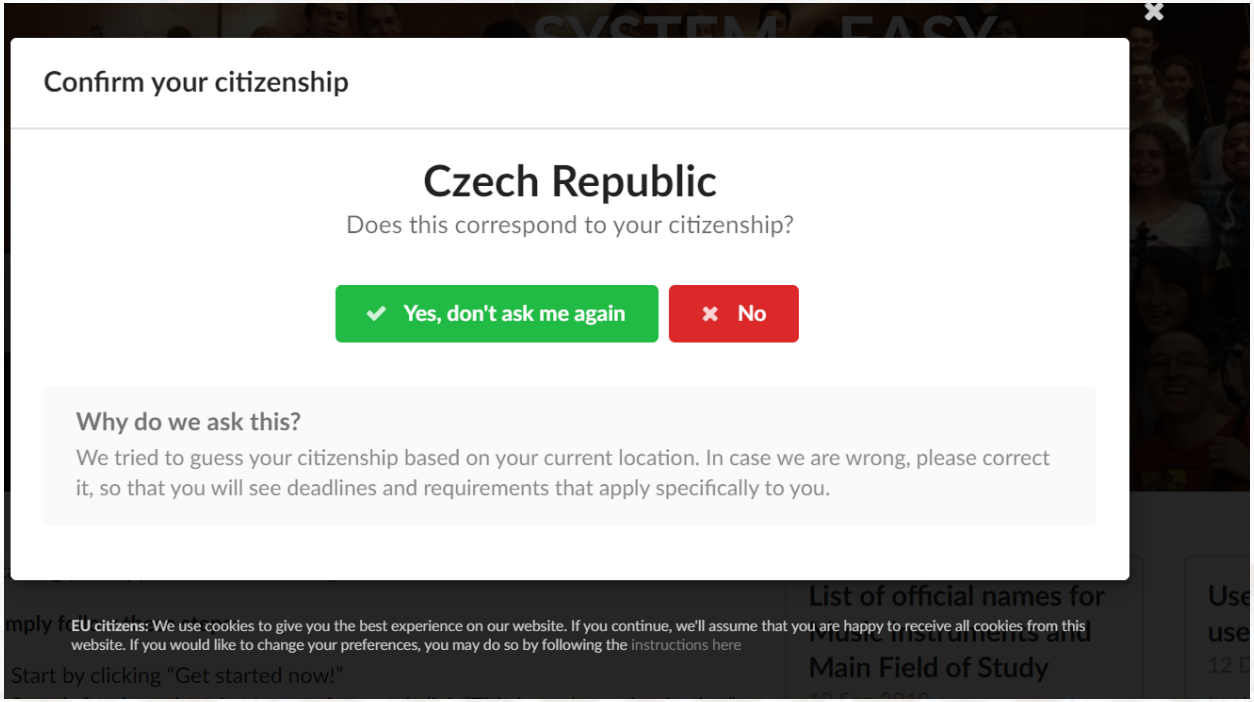
Internal administrators can be also found in the menu Administrator with the Search Function (Ctrl+F)

Finding Info about an institution

For EXTERNAL Institution you simply click on the name of the institution



How to avoid the initial question on country



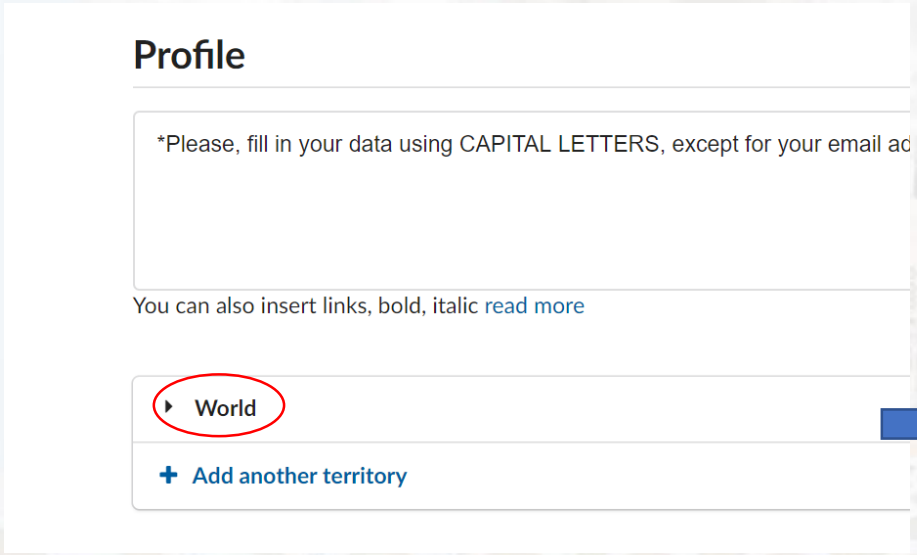
USE The Direct Link www.aec.dreamapply.com/admin

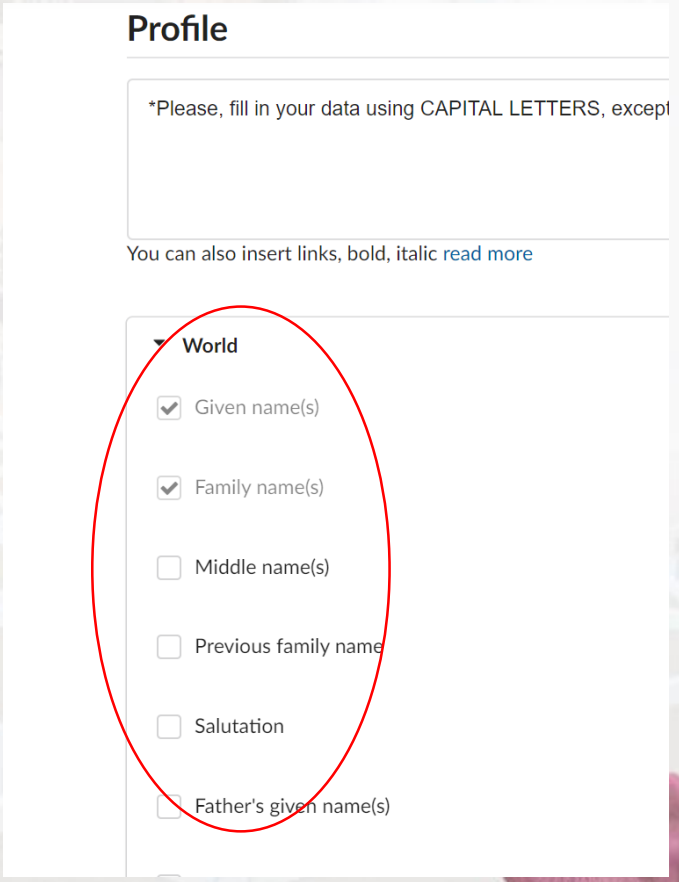
How to avoid unwanted notifications

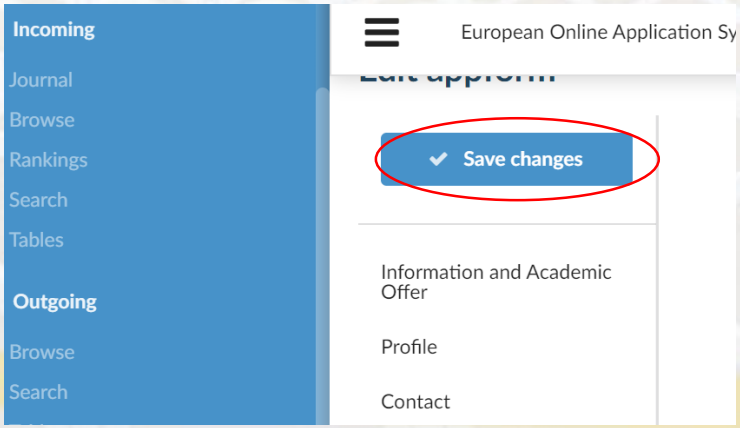
- To you: set up your mailbox to get unwanted notification in a specific folder
- To teachers: delete teachers from the contact page

How to customize your application form

To select questions in each section click on ***World*** and the list will appear. The EASY Standard Fields are already selected for you. Remember to Save Changes at the end

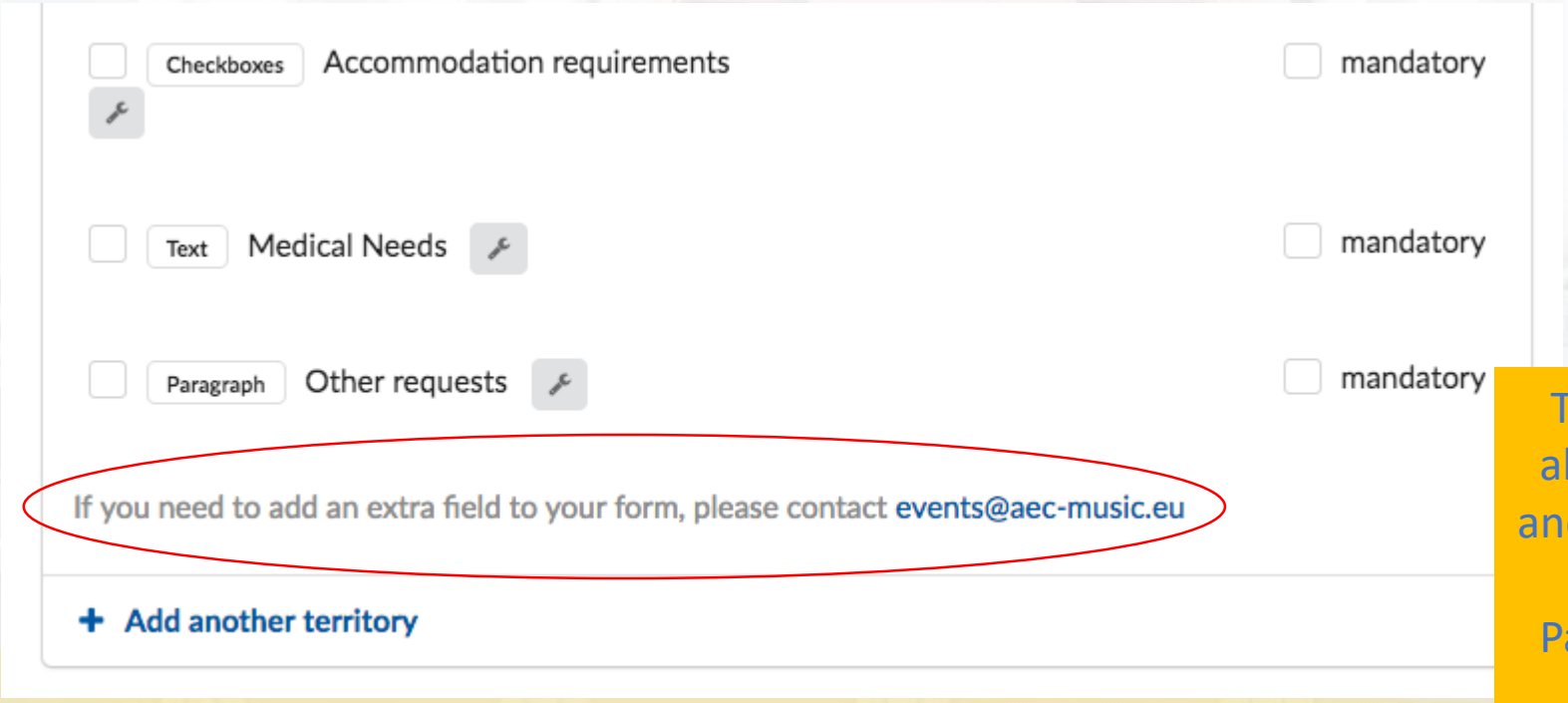






How to add as question that is not in the system in your Application Form

Do you need a question in the Application form that is not listed in the system? Please mail your request to events@aec-music.eu

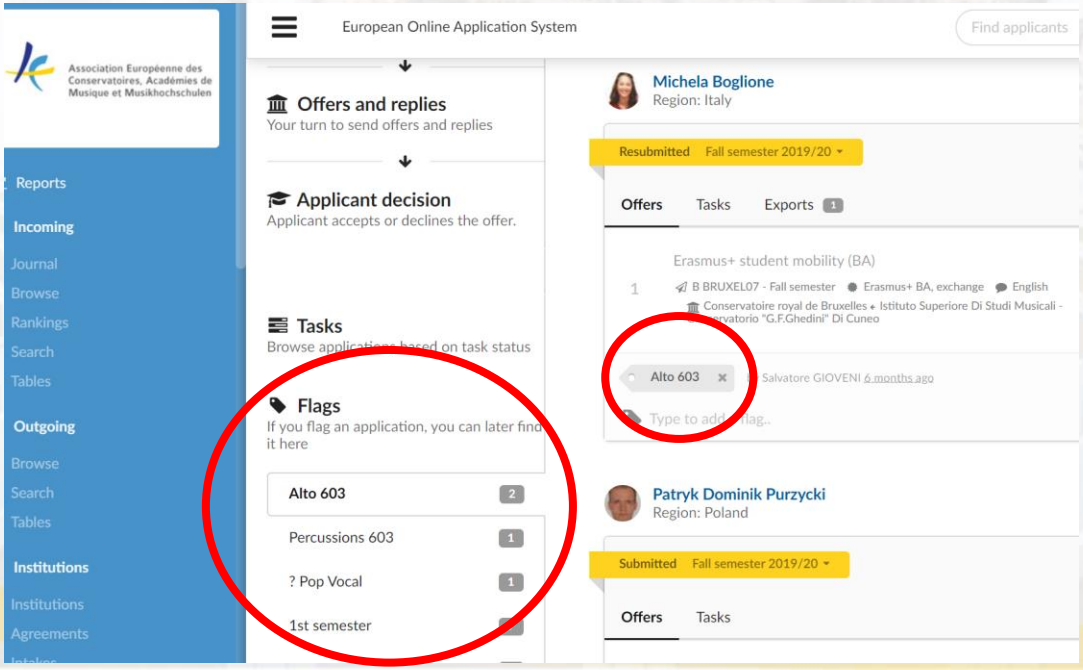


To know more about Appform and Tables please attend the Parallel Session on this topic

FLAGS are your Friends <3

Flags
If you flag an application, you can later find it here

- Attaching flags to the applications helps you filtering them in the browser
- The most used flags are related to the INSTRUMENT. As the flags are visible to both receiving and sending coordinators, we developed a Standard List of Instruments to use for the flags
- You can attach other flags according to your needs, standard flag names for instruments will be compulsory as of the academic year 2019-20

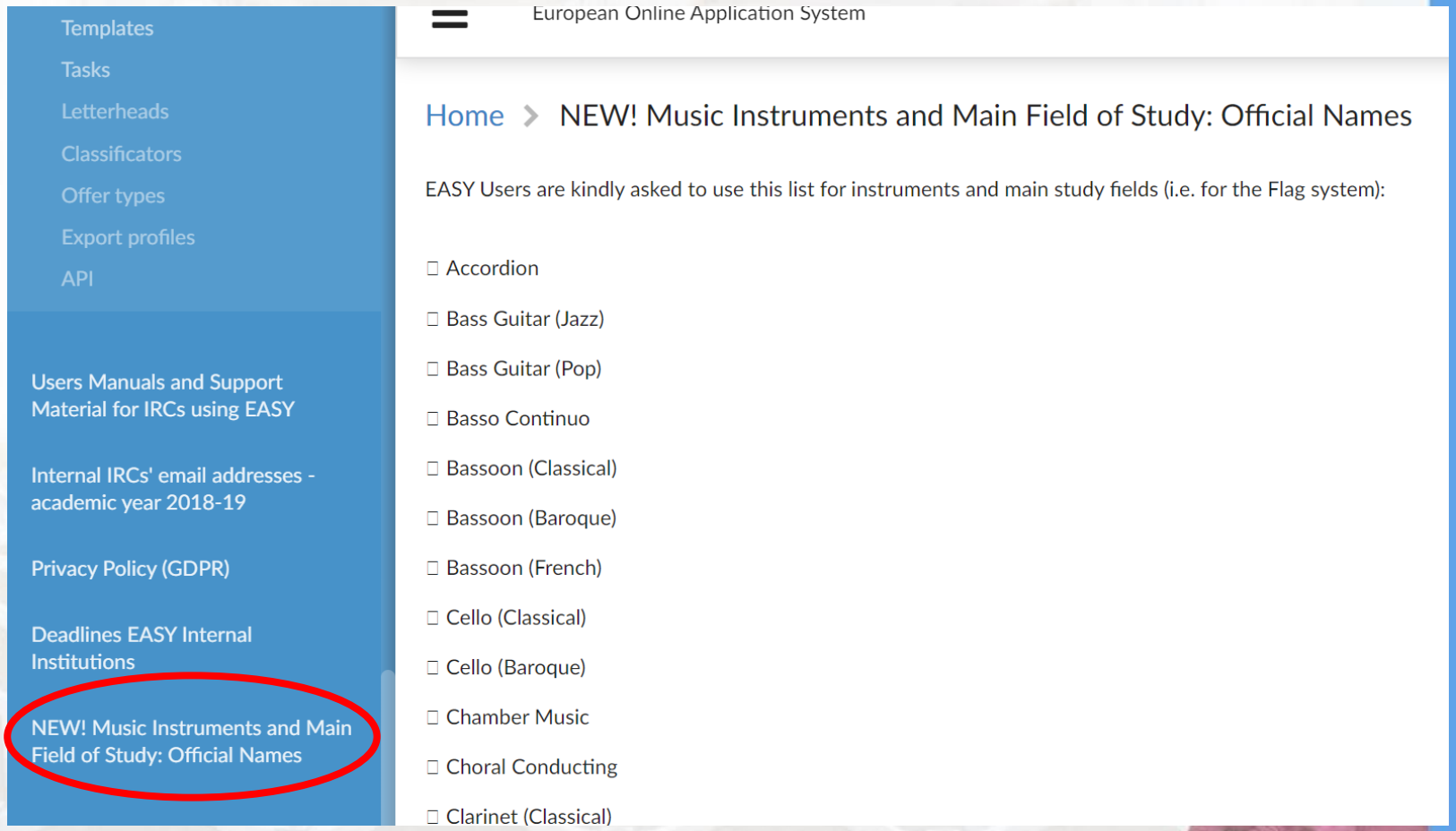


Official Names of Instruments for Flags

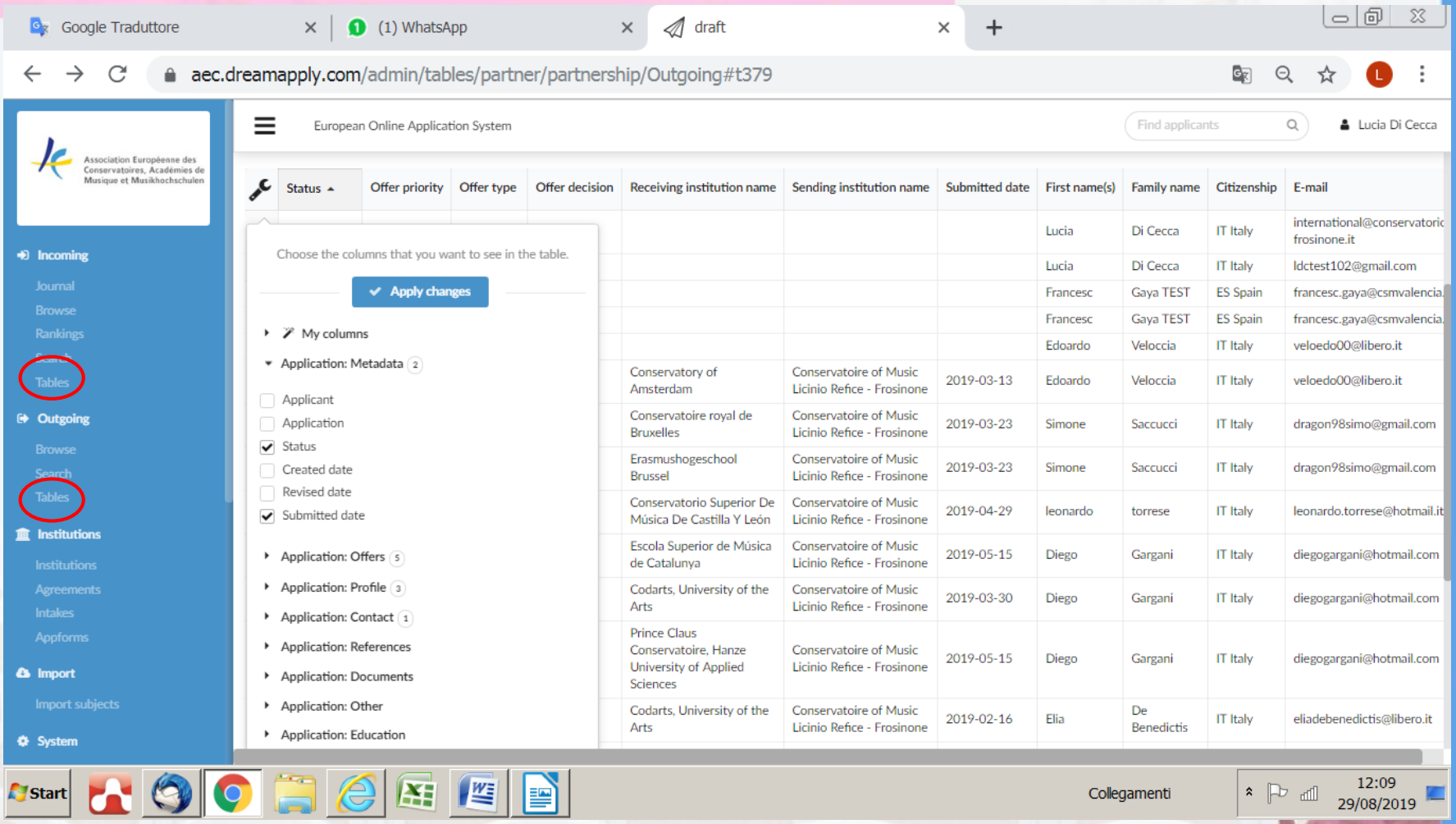
Flags
If you flag an application, you can later find it here

- Accordion
- Bass Guitar (Jazz)
- Bass Guitar (Pop)
- Basso Continuo
- Bassoon (Classical)
- Bassoon (Baroque)
- Bassoon (French)
- Cello (Classical)
- Cello (Baroque)
- Chamber Music
- Choral Conducting
- Clarinet (Classical)
- Clarinet (Jazz)
- Composition
- Composition/Arranging (Jazz)
- Composition and Performance
- Composition (Electronic Music)
- Composition for screen
- Cornett
- Dance – Classical
- Dance - Contemporary
- Digital Arts
- Conducting (Classical)
- Conducting (Jazz)
- Double Bass (Classical)
- Double Bass (Jazz)
- Electric Guitar (Pop)
- Ethnomusicology
- Flute (Classical)
- Flute (Baroque)
- Flute (Jazz)
- Fortepiano
- Guitar (Classical)
- Guitar (Jazz)
- Guitar (Pop)
- Harp (Classical)
- Harp (Baroque/ Medieval)
- Harp (Jazz)
- Harpsichord
- Horn
- Horn (natural)
- Keyboards (Historical/Baroque)
- Lute/Theorbo/Vihuela
- Mandolin
- Music Pedagogy
- Music Psychology
- Music Technology
- Musicology
- Ney
- Oboe (Classical)
- Oboe (Baroque)
- Ophicleide
- Organ
- Percussions (Classical)
- Percussions (Jazz)
- Percussions/Drumkit (Pop)
- Percussions (Early Music)
- Piano (Classical)
- Piano (Jazz)
- Piano / Keyboard / Synthesiser (Pop)
- Piano Accompaniment/Repetiteur
- Recorder
- Recording and Production
- Sackbut
- Saxophone (Classical)
- Saxophone (Jazz)
- Songwriting and Arranging
- Sound Engineering
- Theatre – acting
- Theatre – scenography
- Theatre – stage management
- Timpani (Classical)
- Timpani (Baroque)
- Traverso
- Trombone (Classical)
- Trombone (Jazz)
- Trumpet (Classical)
- Trumpet (Jazz)
- Tuba
- Ud
- Viola (Classical)
- Viola (Baroque)
- Viola da Gamba
- Violin (Classical)
- Violin (Baroque)
- Violin (Jazz)
- Voice (Classical)
- Voice (Baroque)
- Voice (Jazz)
- Voice (Pop)
- OTHER
- Music Therapy

Official Names of Instruments: Left Menu



Export TABLES are your Friends too <3

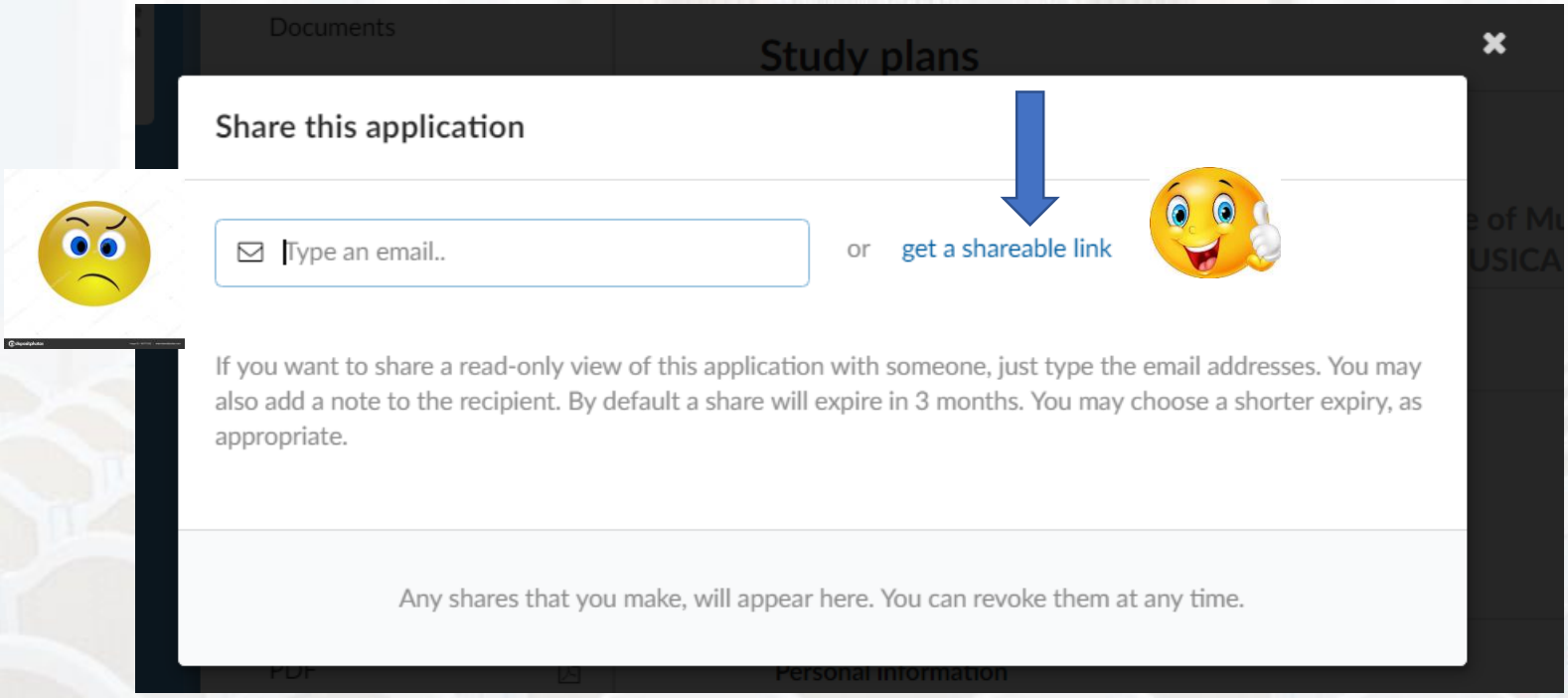


Export TABLES are your Friends too <3

- **Exportable Excel Tables** are for both *incoming and outoging* applications
- Tables let you **filter and order** your application according to the criteria you need (alphabetic order, instrument, country, submission date, status, etc.)
- The Official List of Instruments will facilitate the filtering and ordering by instrument
- NEW Developments in the upcoming a.y. will facilitate the use of tables
- **Join the Parallel Session on Application Forms and Export Tables to know more about how to use these tools!**

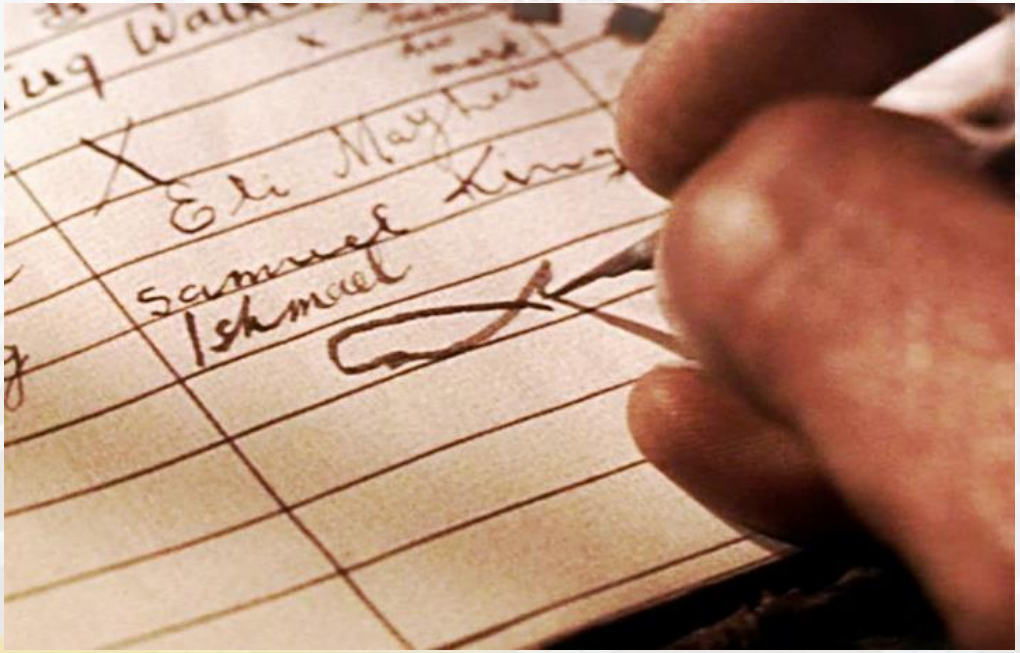
Getting Around Things you do not like

When sharing an application via email, if you do not like the default object of the mail just click “get a sharable link” and send the link in a separate email



Getting Around Things you do not like

- Learning Agreement: you do not necessarily need to resign the agreement after each little change! Just sign it when you think you got to the (hopefully) final version



Getting Around Things you do not like

Learning Agreement: Google Signature Issue

Getting Things EASYer for you and your students

Advice: prepare a document with the list of requirements and procedures of your partners to be given to your students, they will:

Fantastic Materials and Where to Find Them

Home > Users Manuals and Support Material for IRCs using EASY

New EASY support material published in 2018-19

EASY Webinar 21 January 2019 - First Part

EASY Webinar 21 January 2019 - Second Part

Workflow for Students and Coordinators in EASY

Workflow for External Institutions in EASY

EASY Code of Conduct 2018-19

EASY Standard Application Form Guide 2018-19

List of Deleted Extra Fields from the Application Form Section as of 30th October

A comprehensive manual will be published in the Autumn

Presentations Given at the EASY Workshop - Birmingham, 13th September 2018

Introduction to the EASY Project for New Institutions *by Lucia Di Cecca*

Introduction to EASY Workflow of Students and Coordinators *by Hanneleen Pihlak*

Feedback from EASY users 2017-18 and possible developments *by Sara Primiterra and Breck Shuyler*

EASY workflow for External Institutions *by Sara Primiterra*

EASY Code of Conduct including Standard Application form Fields *by Sara Primiterra*

Setting Up a New Institution - *Workshop by Breck Shuyler*

Export Tables and Application Form - *Workshop by Jose Luis Fernandez*

NO stress, WRITE to Sara!

If you have difficulties or doubts while working in EASY contact Sara at events@aec-music.eu and/or post on the EASY Facebook Group to get advise from your international colleagues

Questions?