

2022 Music programs application guide

Welcome to the Arts Unit Community portal. You can edit your school's application at any time, receive program updates and ask questions via the Chatter feed.

Complete the following steps:

- apply** to confirm your school's interest
- principal approval for application**
- create **anticipated numbers and dates form**
- create **teacher professional learning form.**

1. Visit the [Arts Unit Community portal](#), select the **program** and **Apply for program** on the right.

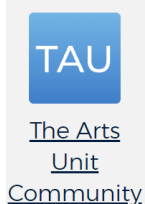
Apply for Program

2. **Complete the application form.** Note: If your principal or school name are incorrect, select 'x' and type in the name. Select 'Next' and 'Finish'. Your application will be sent to your principal. Your application status will change from 'awaiting principal approval' to 'submitted' once approved.
3. Select '**Anticipated Numbers**' and 'create' on the Participants tab. Complete the form and 'Save'. It will be listed under Participants as PA-000 on your application page.

The screenshot shows the 'Participants' tab selected. On the left, there is a 'New participant details' form with a 'Create' button. The 'In Concert - Anticipated Numbers' option is selected. On the right, a table titled 'Participants (1)' shows one entry with ID 'PA-0000420' and status 'In Concert - Anticipated N...'. To the right of the table is a 'MY APPLICATIONS' section with a table listing application numbers, including 'A-000000394'.

4. Select '**teacher professional learning**' and 'create' under Participants to add your teacher professional form/s. Repeat for any additional teachers.

View or edit your application starting A-000 under '**My applications**' on the home and program page.



Tip: Add the **Arts Unit Community portal tile** in [Inside the department](#) to easily go back to the portal.

Please [log a remedy request](#) or contact tausupport@det.nsw.edu.au for IT issues.

Contact concerts.artsunit@det.nsw.edu.au for Festivals of Instrumental and Choral Music, Primary Proms and Compass.

Contact music.artsunit@det.nsw.edu.au for In Concert.