MPulse Applicant's Guide to Using Citizen Groove

Before You Begin
We suggest that you upload your digital audition materials in one session only. Although you will be able to exit and return to your portfolio if needed, only your personal information will be retained. You will not be able to save any uploaded data in a partially completed Citizen Groove digital audition. Please check the requirements for the Summer Institute(s) you are applying to before starting your digital audition upload.

How to Begin
Complete and submit your MPulse Online Application. Detailed application instructions can be found at the following link: www.music.umich.edu/mpulse

After submitting the MPulse Online Application, you will receive an email confirmation with the login address to begin your digital audition upload. If you have already submitted your completed online application and you have not received the upload link, please contact the MPulse office at mpulse@umich.edu.

Step 1. Student Information

Complete the student information section of your MPulse digital audition – be sure the information you submit matches what you listed on your MPulse Online Application.

Agree to the Terms of Service.

Press Continue. The next page will list your Tracking ID and Secret Code. Make a note of these.

Note: For technical assistance at any point, hover over the HELP tab on the left to contact Citizen Groove.
# Step 2. Applicant Information

**Institute**
Select ONE institute from the drop-down list. If you are applying for more than one institute, upload a separate set of materials for each institute. After submitting your first digital audition upload, you will be prompted to begin the upload for your next institute.

## Application Information, Cont.

### Uploading Documents
*(Resume, Photos, Transcript, and Recommendations where required)*

Once you select an institute, a list of required materials will appear.

For details about the requirements for your program, visit our website at [www.music.umich.edu/mpulse](http://www.music.umich.edu/mpulse)

**Important! Complete all uploads in one session.** Pressing the *Go Back* button takes you to Step 1, and you will be prompted to upload all documents for Step 2.

Press *Continue* when complete.

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*Example shown is for Musical Theatre Workshop*
Step 3: Upload Audition Files

Select Upload New Files from Computer, browse your computer to find your file, and attach the file. Each selection should be uploaded as a separate file.

Acceptable file formats are listed.

Important! Complete all uploads in one session. Exiting now and logging in again takes you back to Step 1. You will be prompted to re-upload all documents in Step 2.

To upload additional files, select the Upload New Files from Computer as needed.

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Step 3.
Upload Audition Files, Cont.

When you are finished uploading files, select Finished Uploading.

You will be directed to a page where you can either rename or delete your uploaded files.

Details about how to name your files are provided.

MPulse Summer Performing Arts Institutes
Digital Audition

Review and Rename Uploads

Please rename each of your uploaded tracks as follows:

Dance Applicants: your last name, style of dance (Example: Williams, ballet)

Instrument, Vocal and Performing Arts Technology Applicants: your last name, name of composer (Example: Smith, Donizetti.mov)

Theatre Applicants: character name, play title (Example: Tom Wingfield, The Glass Menagerie)

Musical Theatre Applicants:
- Songs: song title, production title
  (Example: Send in the Clowns, A Little Night Music)
- Monologue: character name, play title
  (Example: Tom Wingfield, The Glass Menagerie)
- Personal Statement: first and last name
  (Example: Samantha Williams)
- Additional Material: additional material

Sample Photo.jpg

Name *
Sample Photo.jpg

Delete this file instead of renaming it.

< Go Back  Continue >
Almost Done!

Review Your Application.
You will be directed to a preview of what reviewers will see. Only press Final Submit after you are certain that everything is correct and all of your desired files are attached. You will not be able to re-enter your digital audition portfolio once you press Final Submit.

⚠️ Please Review Your Application
Your profile will not be visible to reviewers until you click Final Submit! Please be sure that all of your information is correct and any files you wish to submit are attached. Note that it is possible that your file may say "In Conversion Queue". In this case, your media will take time to convert and it is safe to click “Final Submit”. If you find a mistake, you may click 'Go Back' to make edits to your application.

Note: Pressing the Go Back Button now takes you to the Step 3 Upload Audition Files screen to make changes.