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Digital Platform



MANUAL FOR USERS



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I.BROWSER



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Address Bar

To access the platform just type on the address bar the words "wemusicinternational" or you can directly copy and paste the following link: <https://www.wemusicinternational.com/>

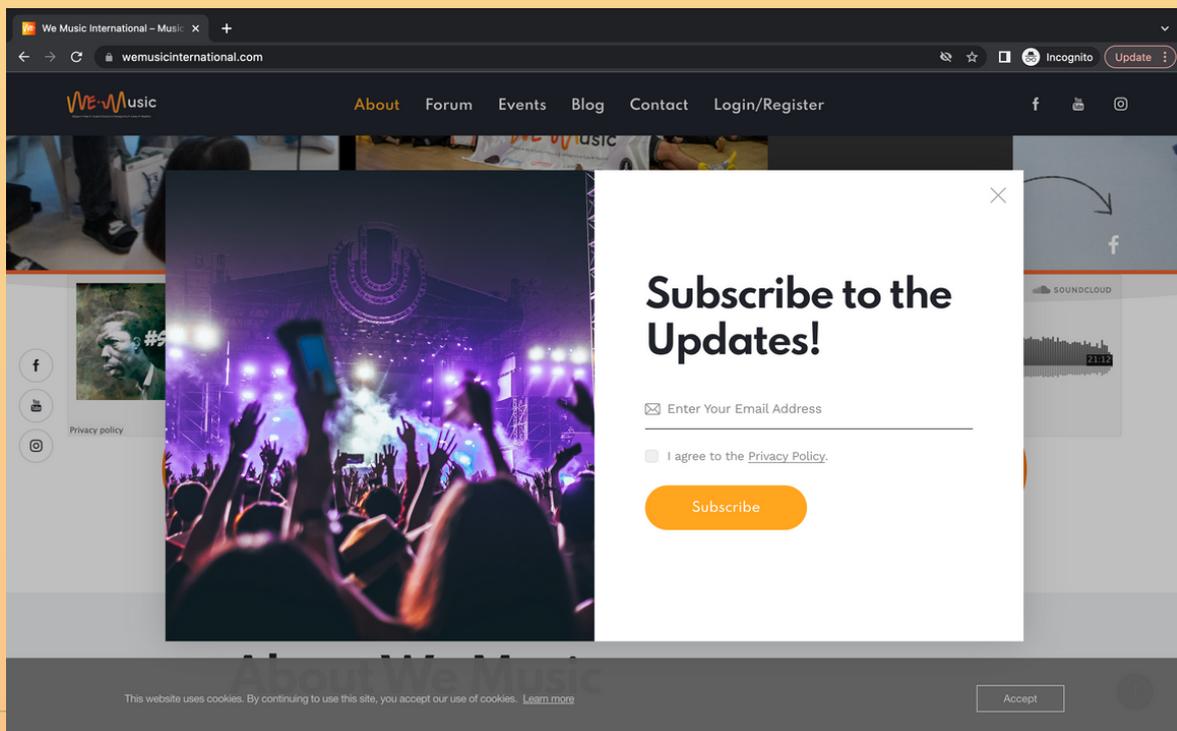


Figure 2: WEMusic Digital Platform - Pop Up Subscribe

All types of browsers are supported: Chrome, Edge, Firefox, Mozilla, Safari, Linus ...

First of all, you need to accept the cookies, in this way you can have a better and complete view of the platform.

There are two types of visuals of the platform: one for the users and one for the viewers. In the previous screenshot you can see the visual of the viewer. Please, register first to have a better user experience on the platform.

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2.HOME PAGE



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HOMEPAGE



Figure 3: WEMusic Digital Platform - Main Page 1

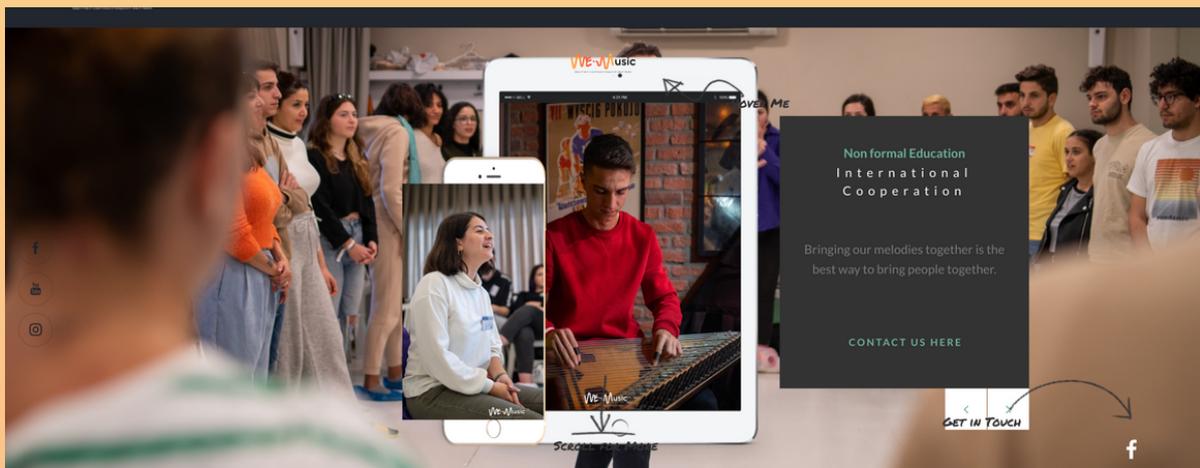


Figure 4: WEMusic Digital Platform - Main Page 2

On the homepage there are sidebars which show different contents the users might be interested in (figure 3). Also you can find the favicon displayed on a browser tab next to the website's title, it is a visual support for the users to enhance the website's visibility (figure 4).

There are then two types of views: one for those who have created a profile on the platform and one for those who decide not to create a profile.

2.1 Pop-Up > Subscribe

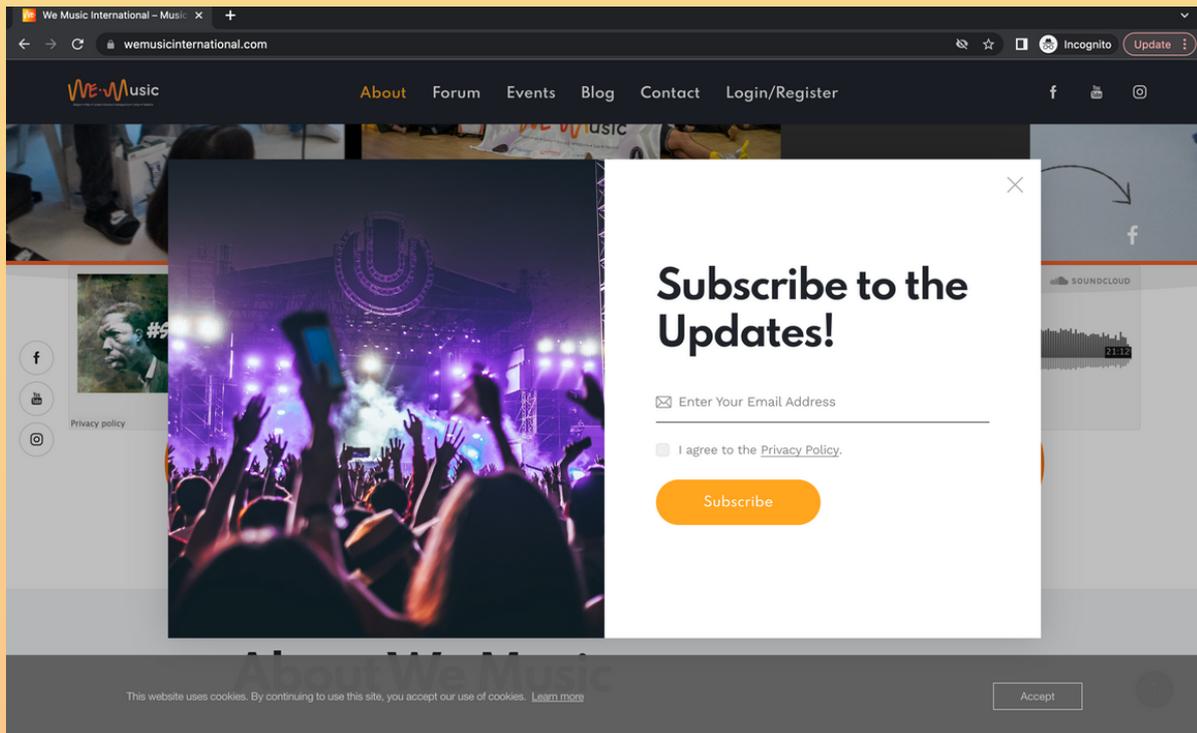


Figure 2: WEMusic Digital Platform - Pop Up Subscribe

When you first enter the website before the homepage, a pop-up page is welcoming in order to invite you to subscribe (figure 2). After you enter your email address, you can easily complete the subscription for free and stay informed about the upcoming events, news and all (figure 2).

2.2 Orange circle icons

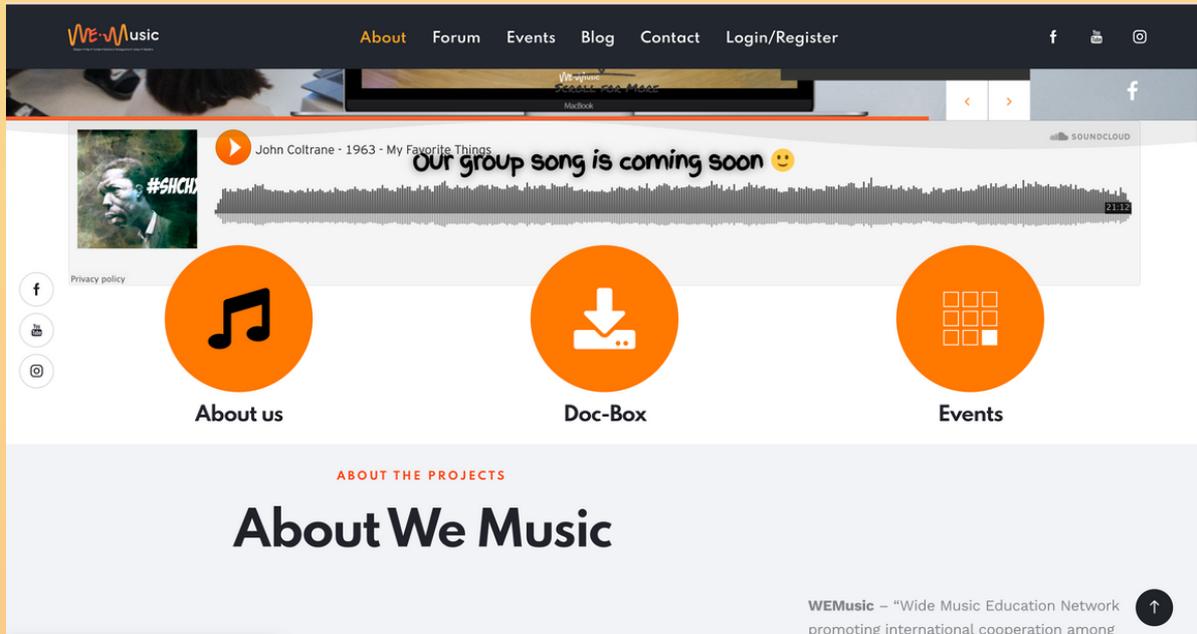


Figure 5: WEMusic Digital Platform - Orange Circle Icons

When you scroll down through the home page, there are 3 orange icons that you can click on and access relevant information (figure 5).

2.2.1 About Us

ABOUT THE PROJECT

WEMusic – “Wide Music Education Network promoting international cooperation among youth for social inclusion, active citizenship and creating job opportunities” is an Erasmus Plus project that aims at fostering the cooperation between organizations from the Program and Partner Countries to promote the quality and recognition of youth work and non-formal learning activities, especially targeting young people with fewer opportunities, with a view to improving the level of competences while ensuring the active participation of young people in society.

The project gathers 6 partners from Europe and MENA region and particular attention is paid in increasing youth intercultural, anti-discrimination and social inclusion skills in Belgium, Italy, Palestine, Turkey, Tunisia and Bosnia and Herzegovina.

What is the idea behind the project?

Music is a part of all of us: it allows us to connect across cultures, upbringings, and with our own authentic voice. Music is bringing us closer to others but also ourselves. Everybody has a unique voice but we are very often discouraged from using it with the explanation that we are not talented enough, for singing for example. We will not be claiming that it is not correct, we are claiming that everybody can be an important piece of a puzzle only if empowered to do so.

With WEMUSIC project, we want to address some needs of young people; such as exercising their freedom of expression, thoughts, and actions; and combating strict gender norms and predefined positions in societies they live in.

The project is building on different initiatives such as Brave New YOU Reloaded project (www.bravenewyou.org), YES! GAM-EU: Youth Engagement Strategies and Gamification in the EU PROJECT (www.gamifyeu.org) and the project concept is strongly connected to the YEU, CEREBRA and BDK project called “Sing for Your Soul – Music for Social Change” implemented in 2019. The vision behind this project was to inspire young people in order to work on themselves and their self-empowerment while, at the same time, learning about others through music, singing and interacting with other communities with the purpose to make a change. The main idea of this project was to empower people to be strong and make them understand that each one of us can contribute to societal development in their own way.

WEMUSIC and Digital Platform: Through the WEMusic project, it is intended that, by using a non-formal education approach through music, the consortium will be able to empower young people with fewer opportunities to build on their self-esteem and actively participate in the life of their societies and communities.

Furthermore, the project is creating a network of young creative minds in order to allow for the possibility of further involvement of young individuals and youth organizations around the world but also, through making connections and offering possibilities for the creation of content, creating potential job opportunities in the music field/music industry.

The project is promoting this music hub managed by youth organisations able to improve the capacity of youth to work transnationally, cooperate to create job opportunities, nurturing innovative ideas thus contributing also to the development of their local communities. The collaboration among hubs allow young people to get professional skills in the music sectors as well as to young musicians, composers, singers, and technicians to create music and musical projects together using digital tools and online platforms (joint music productions).

Teams of EACEA and European Youth Foundation – we are indefinitely grateful for trusting us and approving every request, accepting every suggestion we had along the way. Without your flexibility, patience and trust we wouldn't have such results.

Here we are to make music for social change!

Figure 6: WEMusic Digital Platform - First orange icon > About Us

Figure 7: WEMusic Digital Platform - First orange icon > About Us 2

After you click on the ‘About Us’ icon, there will be a new tab where you can find more details about the project in terms of its aim and purpose; you can also find a video which shows you various scenes about the project (figure 6). After you keep scrolling down the same ‘About Us’ page: The icons at the end are inviting you to follow it on different social media channels and to subscribe for the newsletter (figure 7).

2.2.1 About Us

ABOUT THE PROJECT

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Figure 6: WEMusic Digital Platform - First orange icon > About Us

Figure 7: WEMusic Digital Platform - First orange icon > About Us 2

And the “about us” page you will also find all the information about the partners and some photos and videos from the participants in the previous mobilities (figure 5).

After you keep scrolling down the same “About Us” page, the same elements are visible which are inviting you to follow them on social media and subscribe to the newsletter and showing again the rest of the main menu.

2.2.2 Doc-Box

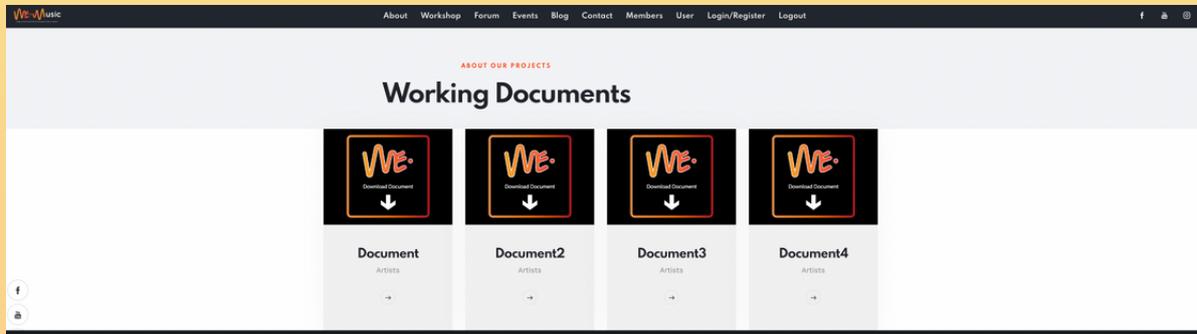


Figure 8: WEMusic Digital Platform - Second Orange Icon: Doc-Box > Working Documents

When you go back to the home page and click on the second orange icon called 'Doc-Box', it leads you to another tab (figure 8). Here, you can access the relevant working documents and you can easily download them. You can see the relevant images above (figure 8).

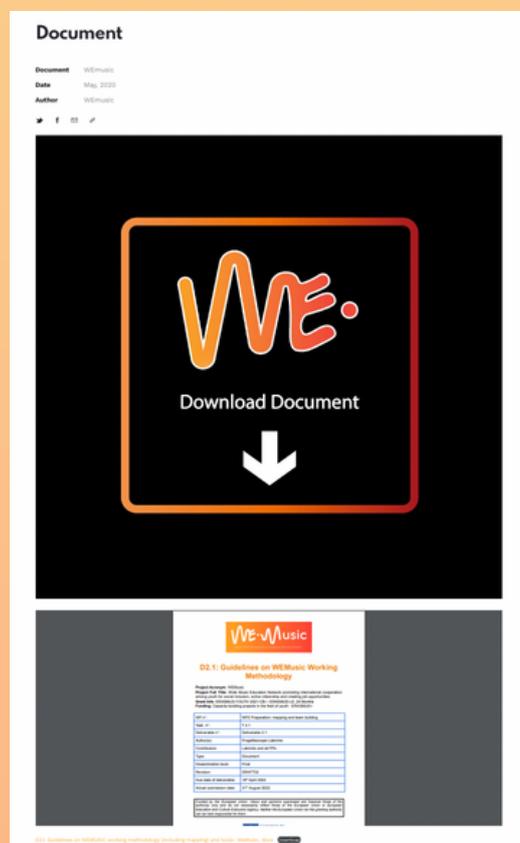


Figure 9: WEMusic Digital Platform - Documents Download

2.2.3 Events

< > Today **Upcoming** ▾

April 2023

TUE 4 📅 April 4 @ 8:00 pm - 10:00 pm
How to write professional CVs in the music sector
 ZOOM meeting NY
 By mastering the writing of our CV we gain control over the first impression we give as professionals. The workshop will guide the participants through the process of writing and...

WED 12 📅 April 12 @ 8:00 pm - 10:00 pm
Stage Performance Workshop
 ZOOM meeting NY
 Skills, techniques and tips to make a good stage presence and audience interaction
 12th April | 8pm - 10pm CET | by Radhi Chawaly
<https://us06web.zoom.us/j/84007240933> ID riunione: 840 0724 0933...

Figure 10: WEMusic Digital Platform - Events

After you click on the third orange icon named 'Events', you can find all necessary information about upcoming events (figure 10). Moreover, you can see all events on the monthly calendar by using the sub favicons : Find Events, List, Month, Day (figure 11).

< > This Month **March 2023** ▾

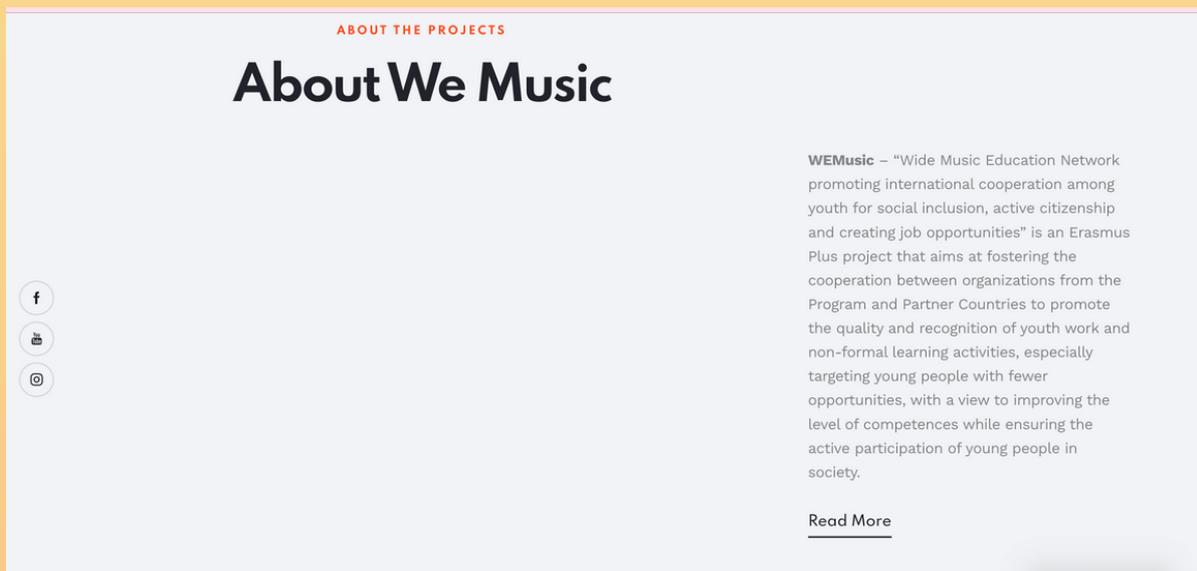
📅 There were no results found for this view. Jump to the next upcoming events

MON	TUE	WED	THU	FRI	SAT	SUN
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Subscribe to calendar ▾

Figure 11: WEMusic Digital Platform - Events Month's Agenda

2.3 About We Music



ABOUT THE PROJECTS

About We Music

WEMusic – “Wide Music Education Network promoting international cooperation among youth for social inclusion, active citizenship and creating job opportunities” is an Erasmus Plus project that aims at fostering the cooperation between organizations from the Program and Partner Countries to promote the quality and recognition of youth work and non-formal learning activities, especially targeting young people with fewer opportunities, with a view to improving the level of competences while ensuring the active participation of young people in society.

[Read More](#)

Figure 12: WEMusic Digital Platform - Homepage > About Us

After clicking on these 3 orange icons (About us, Doc-Box, Events), you can come back to the homepage and keep scrolling down

2.4 Three square icons

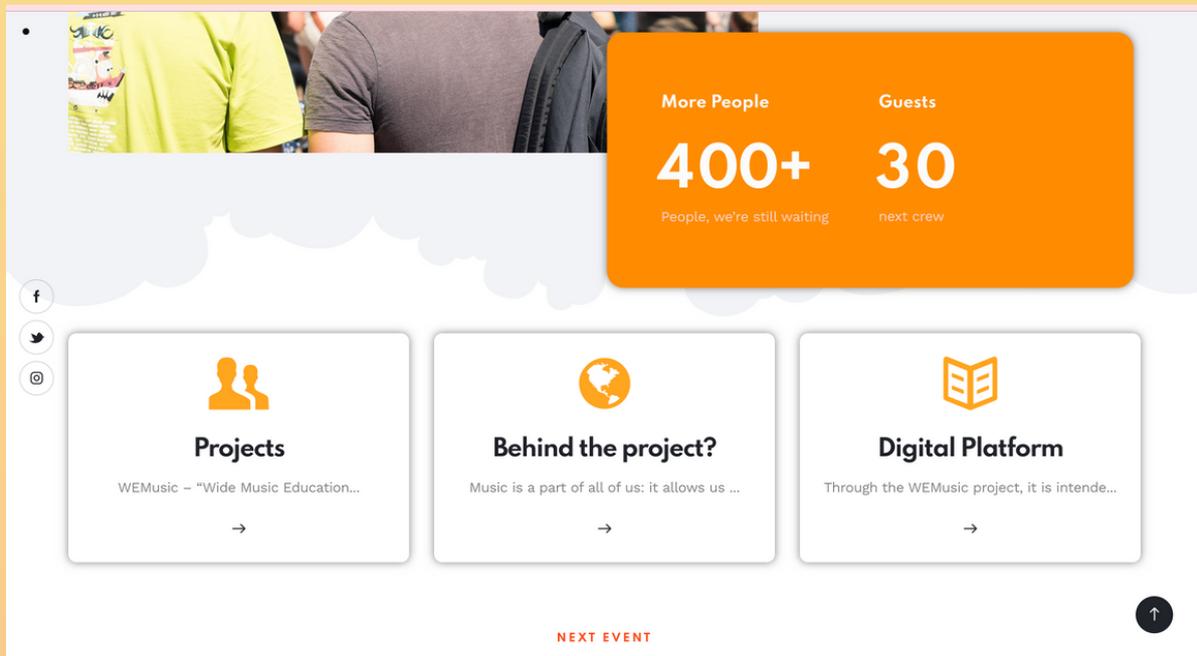


Figure 13: WEMusic Digital Platform - HomePage

2.4.1 Projects, Behind the project, Digital Platform

After, when you keep scrolling, some data on the orange part is welcoming you in order to give you more information. Below, there are 3 different buttons which lead you to go into 3 different sections: Projects, Behind the Project, Digital Platform (figure 13). These 3 buttons are linked with new opening tabs that you can only access after you registered and logged-in.

2.5 Countdown

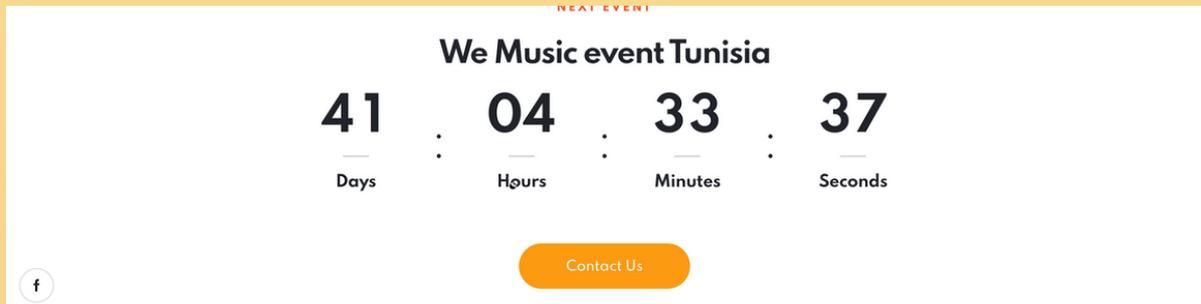


Figure 14: WEMusic Digital Platform - Countdown

Keep scrolling down and the page leads you to see a countdown for an upcoming activity/event/project that you can see below (figure 14). Right under the countdown bar, there is another icon which can lead you to the events page.

2.6 Video



Figure 15: WEMusic Digital Platform - Youtube Video

After, a video section is following the countdown (figure 15) and you can easily watch the video by clicking on the 'play' button.

2.7 Gallery



Figure 16: WEMusic Digital Platform - Our Gallery

After the video there is a 'Gallery' section that you can click on the photos or without clicking you can have a look at their small versions on the homepage (figure 16). Above, you can also see the partners' logo.

2.8 End of homepage

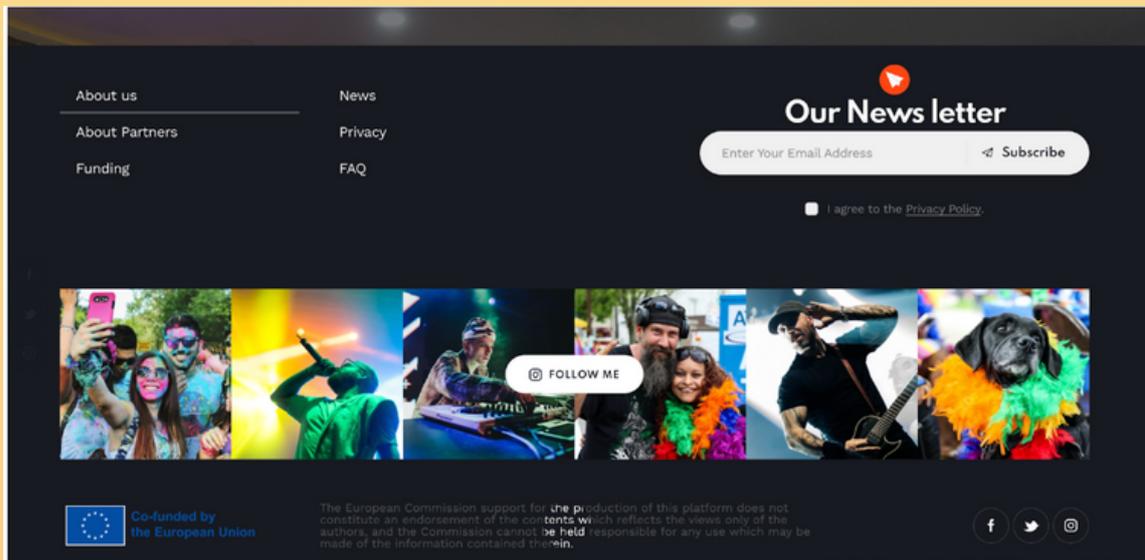


Figure 17: WEMusic Digital Platform - End of the homepage

Here you can see the end of our homepage with different icons and buttons (figure 17). The pages you can access via these elements are: About us, About Partners, Funding, News, Privacy, FAQ; Subscribing tab; a link for the instagram account; via 3 little button at the left corner link for Facebook, Twitter and Instagram; the information about project and the EU contribution.

Here you will find all our information and our contacts (figure 17). Feel free to contact us if you have any questions.

The images here are directly connected to the WEMusic Project Instagram Page.

In the bottom bar you can find some Frequently Asked Questions (FAQ) and you will also find some of this FAQ in the last chapter of this document (figure 17).

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3. HOMEPAGE > FAVICON



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3.1 HOMEPAGE > FAVICON > About



Figure 18: WEMusic Digital Platform - Main Favicon

Besides the homepage, there is also a main favicon that navigates the user towards different tabs and sections of the digital platform: About, Forum, News, Contact, Login/Register (figure 18).

When you hover the mouse cursor over the 'about' icon without clicking, you can see the subtitles/sub tabs such as 'Funding' (figure 19) and 'Privacy Policy' (figure 20). You are able to click on them and they are linked with different sources. When you click on the 'about' icon, it leads you to a new tab with the relevant information.

3.1.1 Funding

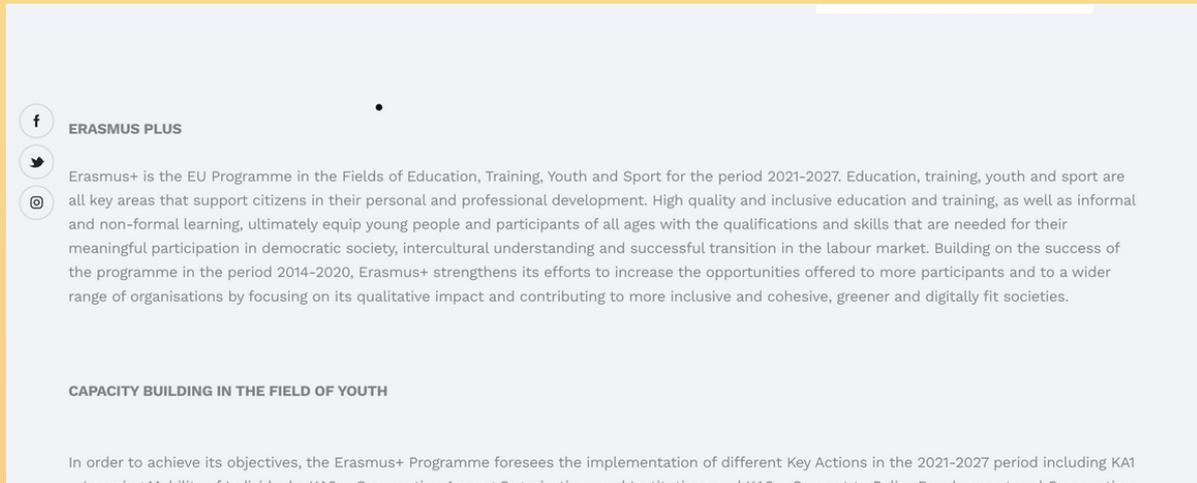


Figure 19: WEMusic Digital Platform - Funding

3.1.2 Privacy Policy

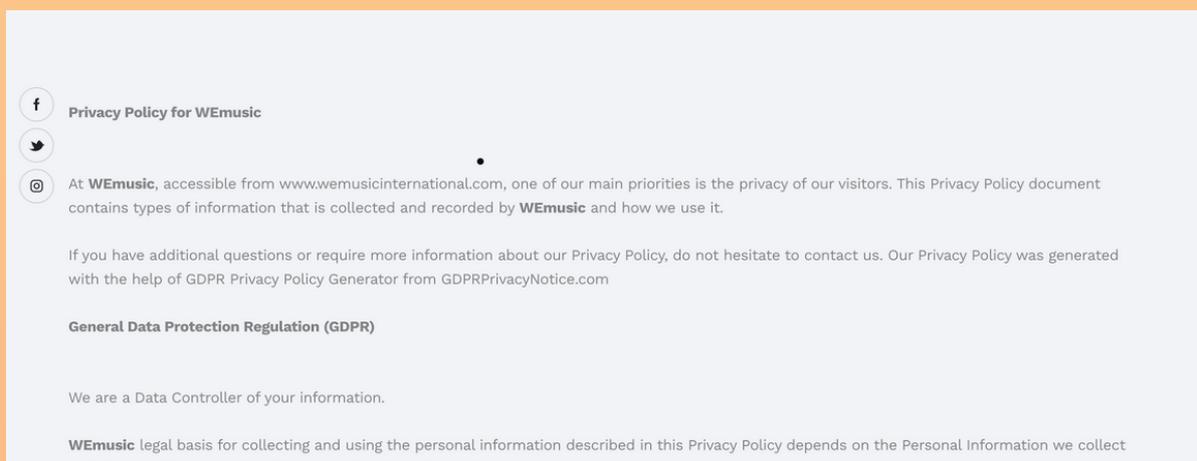


Figure 20: WEMusic Digital Platform - Privacy Policy

3.2 HOMEPAGE > Forum

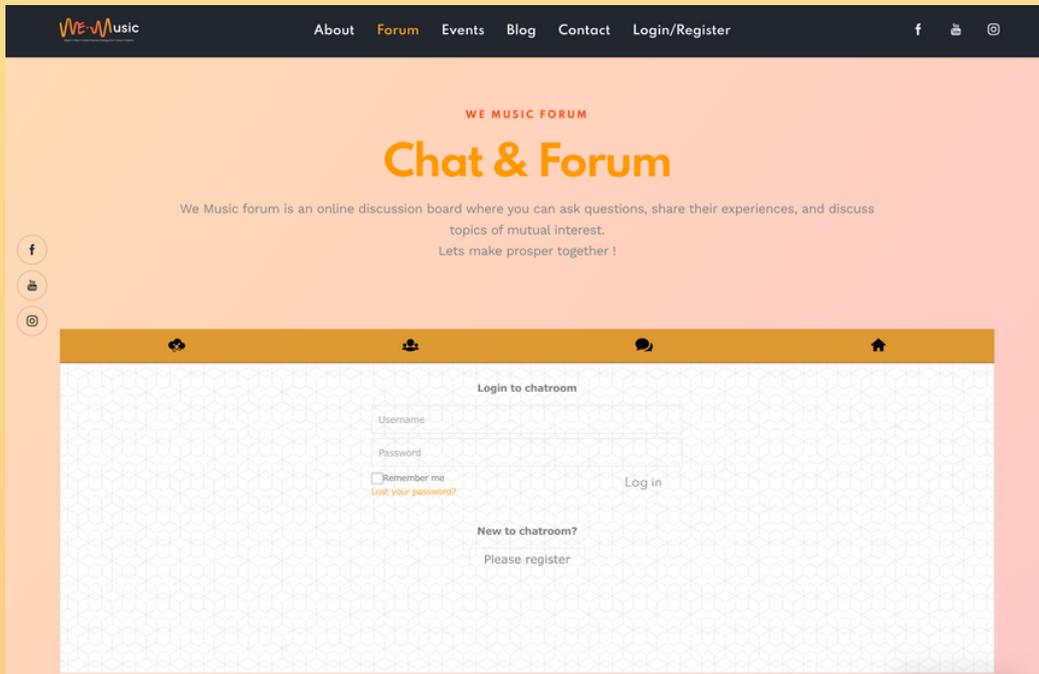


Figure 21: WEMusic Digital Platform - Forum

Figure 22: WEMusic Digital Platform - Forum 2

When you click on the ‘Forum’, it leads you to access the ‘Forum’ page which includes a forum chat (figure 21) and some reviews from participants (figure 23).

If you would like to share your opinions and if you are looking for an expert in the music sector, such as a producer for your music or an expert in the listening platform (Spotify, SoundCloud, AppleMusic...), you can use the “Chat & Forum” section (figure 21). The WEMusic Chat & Forum section will allow you to share your opinion, thoughts and/or advertisement of your work.

You just need to create a profile on the platform (as it was explained in the previous sub-chapter) and then you can start interacting (figure 22).

The chat will be controlled by the platform operators. If there are offensive comments or profanity: delete the comments, ban the User from the platform.

3.2 HOMEPAGE > Forum

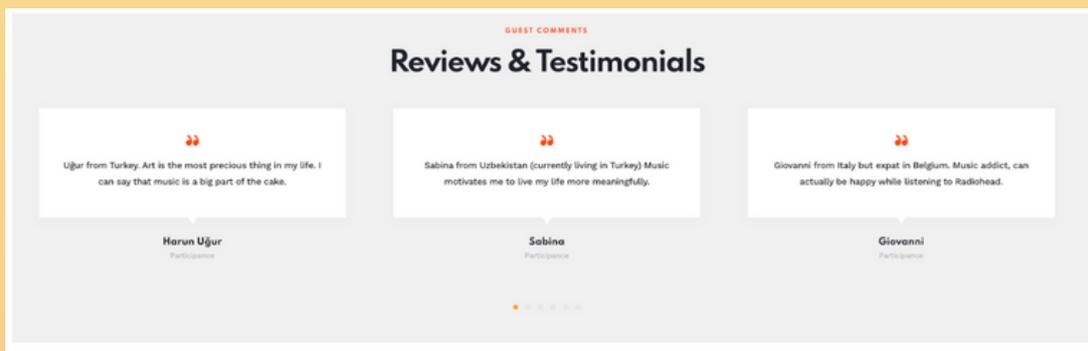


Figure 23: WEMusic Digital Platform - Forum > Reviews&Testimonials

In addition, you will find a Reviews & Testimonials page (figure 23) with the story from the previous participants at the WEMusic activities and mobilites.

Another important function for the users in the digital platform is the Online Workshops.

You can find these workshops for free in the dedicated section. You only need to register in the platform and click on the headbar in the platform at the name “workshop”.

After watching the workshops, if you have any doubts and/or you may need some more clarifications you can make a comment under the video or you can contact us.

3.2 HOMEPAGE > Forum

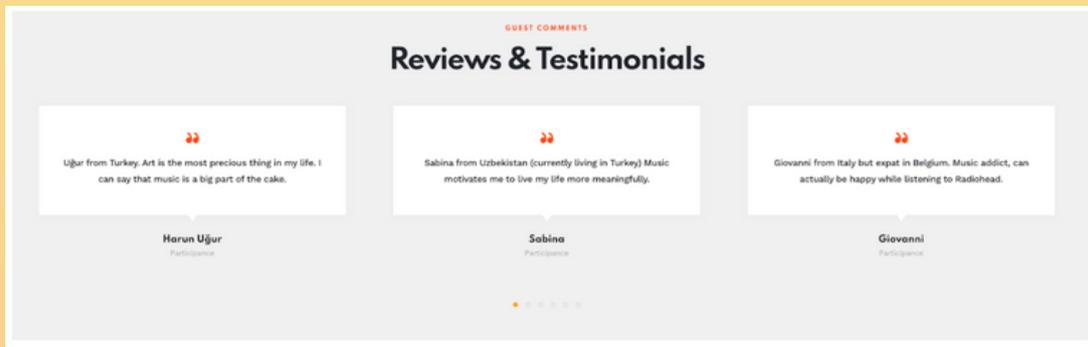


Figure 23: WEMusic Digital Platform - Forum > Reviews&Testimonials

The topics of the workshops are various, below you will find a list of the workshops that match your interests and skills:

“Lyrics Matters”: The role and relevance of lyrics in songs, types of lyrics and techniques. Taboos and controversial or provocative lyrics.

“How to write professional CVs in the music sector”: By mastering the writing of our CV we gain control over the first impression we give as professionals. The workshop will guide the participants through the process of writing and designing a professional CV for the music sector. It will provide information about the best strategy to write a CV, incorporating the specific requests of the job description and maximising the personal skills/experience of the candidates. The workshop will also provide technical information about how to formally organise the information in the most effective way to create an appealing storytelling.

3.2 HOMEPAGE > Forum

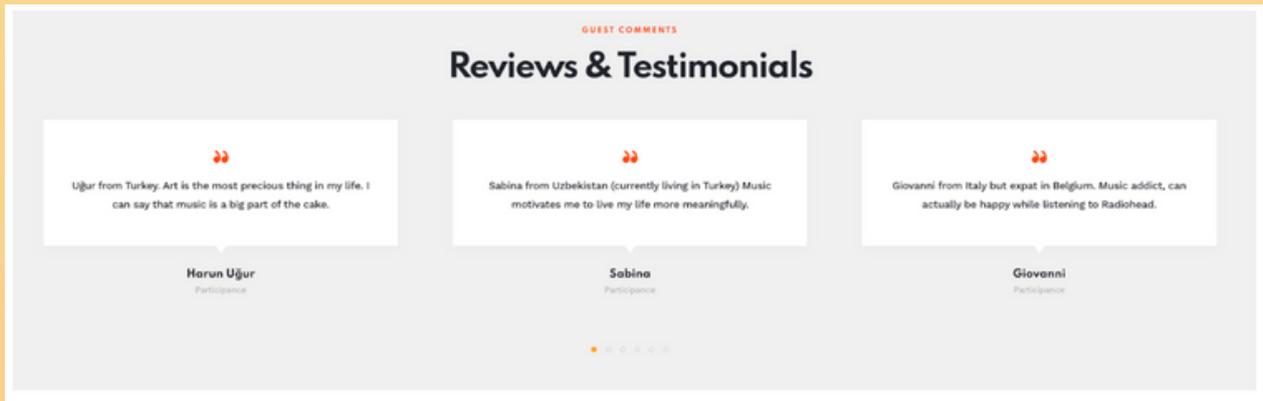
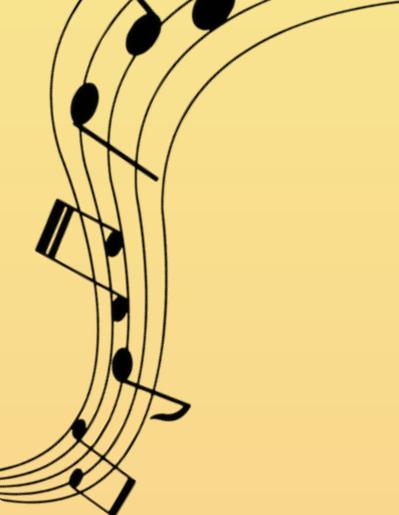


Figure 23: WEMusic Digital Platform - Forum > Reviews&Testimonials

“Stage Performance Workshop”: Skills, techniques and tips to make a good stage presence and audience interaction

“Making Music Fun: Creating Compelling Exercises for Youth” & “The Magic of Music Arrangement: Tips for Any Style”

“How to use the WEMusic Digital Platform?”: The workshop will be held by the developer in order to explain the functions of the WEMusic digital platform to the users for the best use.



3.3 HOMEPAGE > Events

On the events page, you can see all the information about past and upcoming events which is the tab you can enter via the events button on the homepage. The details are already given under the “4.2.2.3 HOMEPAGE > third orange icon > Events” section.

3.4 HOMEPAGE > Blog

Via the 'Blog' icon, you can access and read some articles on the new tab as you can see on the image below (figure 24):

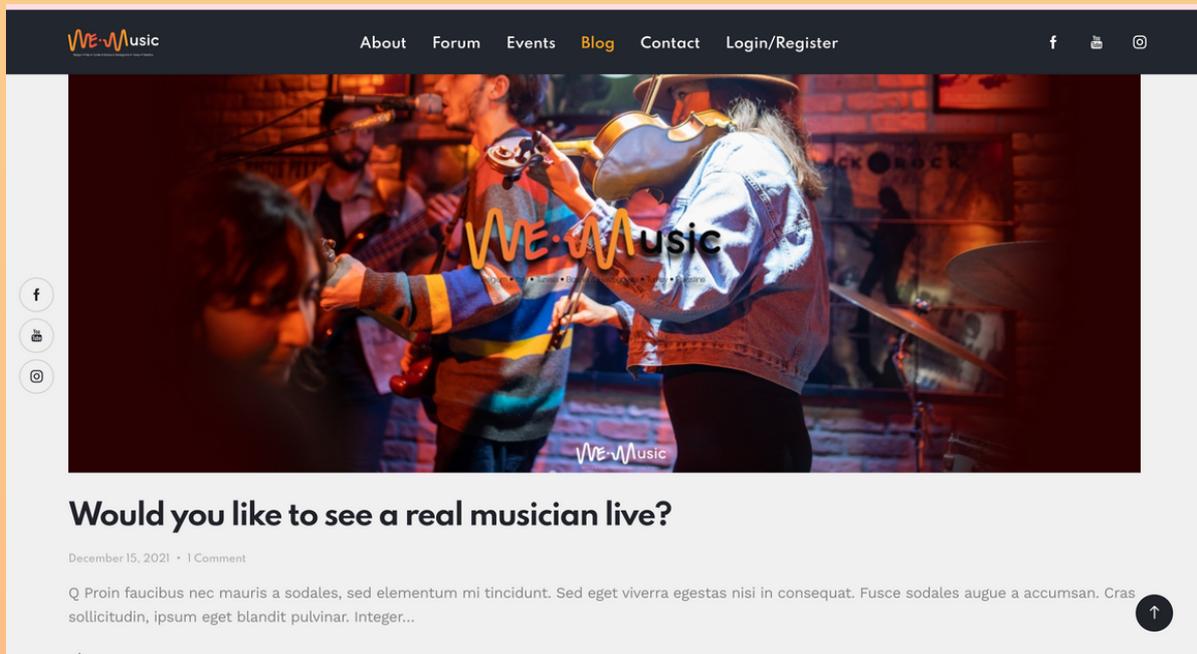


Figure 24: WEMusic Digital Platform - Blog

3.5 HOMEPAGE > Contact

Contact us :

Rue de la Loi 235 - box 27, 1040 Brussels, Belgium

✉ wemusic@yeu-international.org

f t @

f t @

I agree that my submitted data is being collected and stored.

Brüksel, Docks Brussels, Decathlon Evere, Zaventem, Riviere Pölsenbeek, Essenheim, Laeken, Baslix Shopping Center, Evere, AN POLICE, DRIE LINDEN, IKEA Zaventem

Figure 25: WEMusic Digital Platform - Contact

When you click on the 'Contact' icon, you can find a space in case you want to send an email or to access the other contact information (figure 25).

In the 'Contact' page (figure 25) there is a dedicated space where you can write your name, your email address and phone number, a subject and then you can write your questions, your doubts or any clarification you may need.

The operator will answer you as soon as possible during the working hours.

As the main channel there is also an email box dedicated to the WEMusic project. The official email address is as follows: wemusicproject@yeu-international.org. Please, use this email only if it is deemed necessary. Otherwise we kindly ask you to use the box in the contact page.

3.5 HOMEPAGE > Contact

Contact us :

Rue de la Loi 235 - box 27, 1040 Brussels, Belgium

✉ wemusic@yeu-international.org

f t i

I agree that my submitted data is being [collected and stored](#).

Brüksel Yol Tarifi
Daha büyük haritayı görüntüle

Figure 25: WEMusic Digital Platform - Contact

Within all the outcomes of the WEMusic project there is also the Youtube channel (@wemusicproject). In this channel, all the videos will be available; which are sho(or will be shot) during the three youth mobility of the project: Bodrum in Türkiye, Hammamet in Tunisia, Pesaro in Italy. In addition to that, the users will have the possibility to watch the five online workshops recorded in March and in April 2023.

You can always contact us through the Social Media Channels:

Instagram | @wemusicproject

[https://instagram.com/wemusicproject?](https://instagram.com/wemusicproject?igshid=YmMyMTA2M2Y=)

[igshid=YmMyMTA2M2Y=](https://instagram.com/wemusicproject?igshid=YmMyMTA2M2Y=)

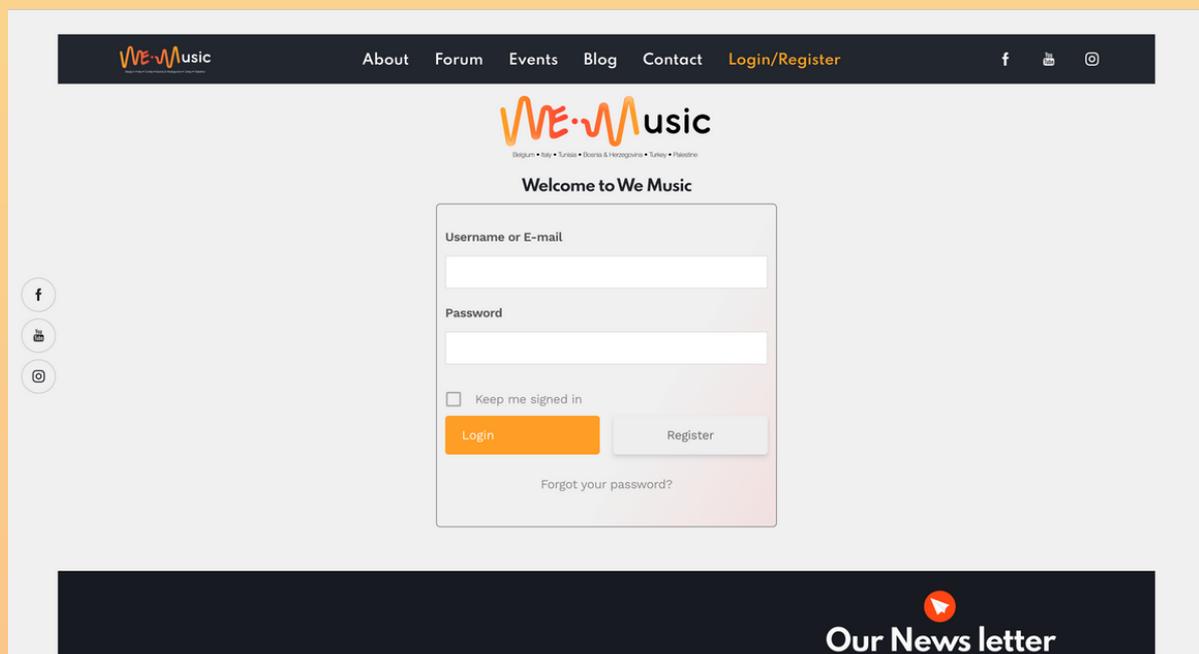
Facebook | @WEMusicProject

<https://www.facebook.com/WEMusicProject/>

Youtube | @wemusicproject

<https://www.youtube.com/@wemusicproject>

3.6 HOMEPAGE > Login/Register



The screenshot shows the WEMusic Digital Platform's Login/Register page. At the top, there is a dark navigation bar with the WEMusic logo on the left and links for 'About', 'Forum', 'Events', 'Blog', 'Contact', and 'Login/Register' in the center. On the right side of the navigation bar are social media icons for Facebook, YouTube, and Instagram. Below the navigation bar is the WEMusic logo and the text 'Welcome to We Music'. The main content area features a login/register form with two input fields: 'Username or E-mail' and 'Password'. Below these fields is a checkbox labeled 'Keep me signed in'. There are two buttons: an orange 'Login' button and a white 'Register' button. Below the buttons is a link that says 'Forgot your password?'. On the left side of the form, there are three social media icons: Facebook, YouTube, and Instagram. At the bottom of the page, there is a dark footer bar with a red play button icon and the text 'Our News letter'.

Figure 26: WEMusic Digital Platform - Login/Register

When you go towards the login/register page via the favicon, you will access the login page (figure 26). To be able to login, please find the 'register' button next to the orange button and start your registration process. After registration, you will be able to login (figure 26).

3.6.1 Registration form

Figure 27: WEMusic Digital Platform - Registration form

When you once entered into the registration page, there is a form for you to fill in (figure 27).

Creating a profile is totally free and we advise you to realise it because this will allow you to use the platform 100% of its capability.

In order to create a profile you can use your personal email address and it is accessible with all the types of mail domain (gmail, hotmail, outlook, yahoo, roundcube...).

Please, be ready with all your personal information and with a picture of yourself.

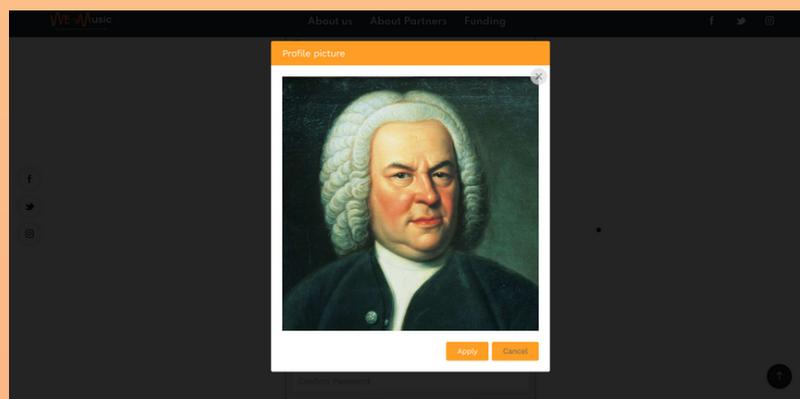


Figure 28: WEMusic Digital Platform - Profile picture



3.6.1 Registration form

In this way another window will appear on your screen. Then you can fill this page (figure 27) with all your personal information: user name, first name, surname, birth date, nationality, gender, email address. In addition, you need to provide some information about your music level, your music interest and, if you want, you can also add your Youtube channel.

Your personal information is protected under the privacy policy.

Only after completing the registration form, the system will ask you to upload a profile picture.

Additionally, the platform is available in two modalities: mobile visual and web visual.

There is no difference between IOS or Microsoft. You can use your preferred device.

To upload your photo in the Users area, make sure you have given access to Google from your mobile device settings or from your computer. We kindly ask you to select photos in PNG or JPEG formats. To have a better visual of the platform you will need a good Internet connection.

After filling the form and uploading your profile picture, you will be registered successfully. Now, you can edit your profile and add more details.

3.6.2 Login after the registration

After the registration to the WEMusic platform; you can login by using the email address you registered on the previous page.

3.6.3 User Profile

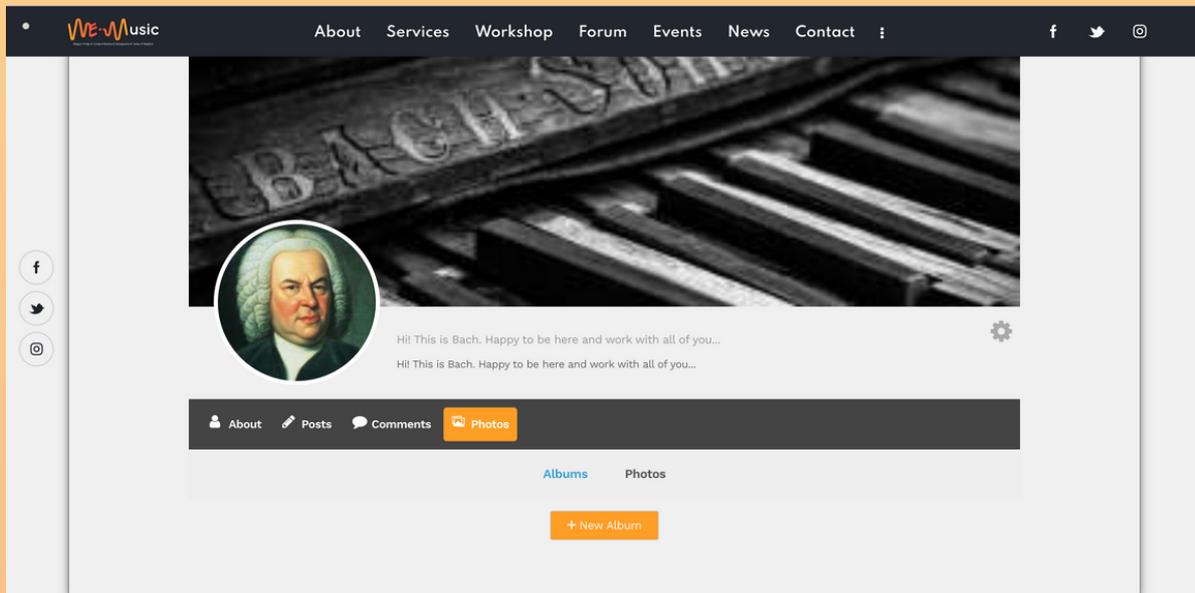


Figure 29: WEMusic Digital Platform - User's Profile

After you complete your registration, you need to login and then you will be able to see your profile (figure 29). It is possible to update your profile with various information about yourself, to share posts and see them under the 'post' icon, to write comments and review them on your profile, to share some photos and to create albums on the platform.

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4. FAQ



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- **HOW TO HAVE ACCESS TO THE CHAT?**

TIN ORDER TO HAVE ACCESS TO THE CHAT YOU NEED TO CREATE YOUR PERSONAL PROFILE BY REGISTERING IN THE LOGIN/REGISTER SECTION.

- **MY CHAT IS NOT WORKING, WHAT CAN I DO?**

FIRST, TRY TO RECHARGE YOUR BROWSER OR TURN OFF YOUR INTERNET APP. IF THE PROBLEM IS STILL GOING ON, THEN, YOU CAN TRY TO CHANGE THE BROWSER. FOR EXAMPLE; IF YOU ARE USING SAFARI YOU CAN TRY TO OPEN THE WEMUSIC DIGITAL PLATFORM VIA GOOGLE.

YOU CAN ALSO TRY TO SIGN OUT OF YOUR USERS PROFILE AND SIGN IN AGAIN.

AFTER ALL THESE STEPS, IF THE CHAT IS STILL NOT WORKING WE KINDLY ASK YOU TO CONTACT US THROUGH THIS EMAIL ADDRESS:
WEMUSICPROJECT@YEU-INTERNATIONAL.ORG



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- **HOW DO I DISTRIBUTE MY MUSIC ON ALL PLATFORMS?**

IF YOU WOULD LIKE TO DISTRIBUTE YOUR MUSIC IN THE DIGITAL PLATFORM YOU HAVE TWO OPTIONS: YOU CAN SHARE THE LINK OF YOUR CHANNEL (YOUTUBE, SPOTIFY, SOUNDCLOUD, APPLE MUSIC) IN THE CHAT OR YOU CAN ADD IT TO THE BIO ON YOUR PROFILE.

- **IS THERE A SPECIFIC CONTACT FOR THE QUESTIONS ABOUT THE PLATFORM?**

YES, PLEASE GO IN THE "CONTACT" SECTION AND WRITE YOUR MESSAGE THERE OR SEND AN EMAIL THROUGH THE WEMUSIC EMAIL ADDRESS:
WEMUSICPROJECT@YEU-INTERNATIONAL.ORG



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- **HOW CAN I WATCH THE WORKSHOPS FROM THE EXPERTS?**

FIRSTLY, YOU NEED TO CREATE YOUR PROFILE ON THE PLATFORM. AFTER THAT YOU WILL BE ABLE TO GO TO THE HEAD BAR AND YOU WILL SEE MORE FUNCTIONALITIES. BETWEEN THESE, YOU WILL FIND THE “WORKSHOPS” SECTIONS. PLEASE, CLICK ON IT. NOW YOU WILL SEE ALL THE WORKSHOPS AND YOU CAN WATCH THEM AS MANY TIMES AS YOU WANT.

- **CAN I CONTACT THE EXPERTS AND HOW?**

YES, YOU CAN CONTACT THE EXPERTS OF WEMUSIC. IN ORDER TO CONTACT THE EXPERTS, PLEASE GO INTO THE CONTACT PAGE AND WRITE A MESSAGE IN THE SPECIFIC BOX AND ADD IN THE SUBJECT “REQUEST TO CONTACT THE EXPERT OF THE CV WORKSHOP”.



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- **ARE ALL BROWSERS SUPPORTED?**

YES, ALL TYPES OF BROWSERS ARE SUPPORTED. HOWEVER, FOR A BETTER EXPERIENCE WE SUGGEST YOU USE CHROME OR SAFARI

- **CAN I OPEN THE PLATFORM EVERYWHERE?
THERE IS SOME IP PROTECTIONS?**

YOU CAN OPEN THE WEMUSIC DIGITAL PLATFORM WHERE YOU PREFER AND THERE ARE NO IP PROTECTIONS.



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- **CAN I USE THE PLATFORM WITH MY DATA INTERNET OR ONLY WITH WI-FI?**

YES, YOU CAN CHOOSE TO OPEN THE WEMUSIC DIGITAL PLATFORM WITH YOUR DATA INTERNET AND/OR WITH THE WI-FI.

- **I NEED TO HAVE THE LOCATION TURNED-ON IN THE SETTING OF MY DEVICE?**

THERE IS NO NEED TO TURN ON YOUR LOCATION IN THE SETTING OF YOUR MOBILE PHONE OR COMPUTER DEVICE.

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