

# Music Audition Video eSubmission

## Recording Advice

Before you upload your video, it is important that you consider how to capture your performance to best represent your musical abilities to the panel.

We do not require professional recordings, but please record in a space where you are able to capture clear audio and visual footage. Please ensure that the camera is placed at an appropriate distance (not recorded from the back of a hall, or zoomed in too close) and ensure that the location has sufficient lighting. Watch your recording back before submitting, to ensure there is good picture clarity and that the sound is clear and well-balanced.

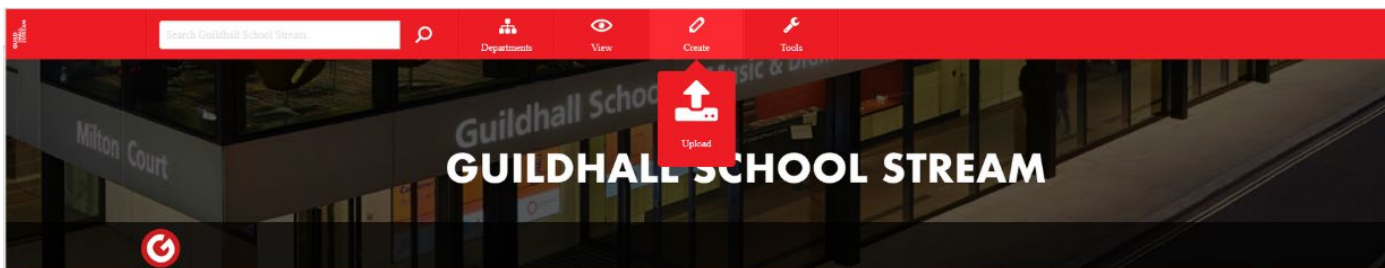
## Uploading from Desktop

First, you will need to log in to Guildhall Stream. Click on the link below and log in using the username and password you have been sent.

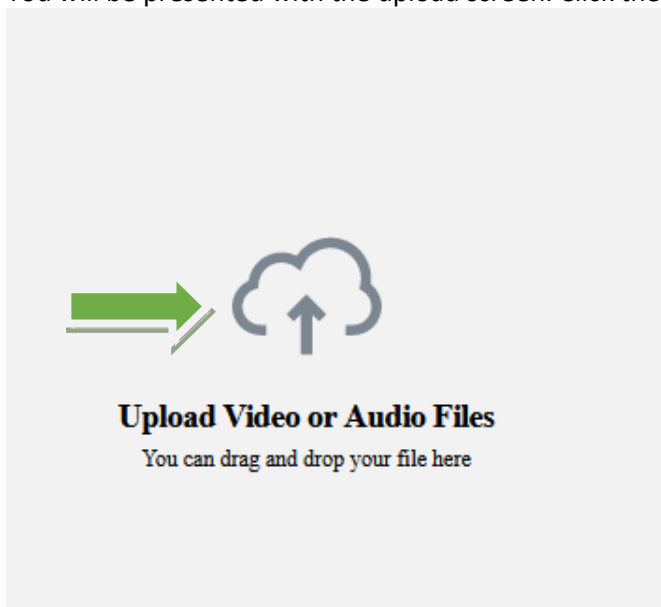
<https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1>

Click 'login' – **do not click** 'Login with OneLogin Account'

Once you have logged in, you will be presented with the following screen. Hover over the **Create** button in the toolbar and press the **Upload** button as highlighted below:



You will be presented with the upload screen. Click the **Upload Video or Audio Files** button and add your video.



Once you have selected your chosen media file the below screen will pop up (see bottom picture with green arrows).

Please follow these steps:

- 1) **UNSELECT** the **Use filename for title** checkbox.
- 2) Your title must follow this format in the **Performance Title** box:

**The title must be formatted as:**

**Firstname Lastname MusicAudition2024**

**For example: Jen Pitkin MusicAudition2024**

**(NOTE: MusicAudition2024 is one word with no spaces)**

- 3) Make sure that “Music Auditions Entry 2024” is selected as the Publishing Policy
- 4) Enter today’s date in the Recording Date field - DD/MM/YYYY.
- 5) You do not need to enter or change anything else.

**Add Media Options**

Use filename for title

**Details**

Performance Title\*

Jen Pitkin MusicAudition2024

Description

Recording Date - DD/MM/YYYY\*

20/10/2023

Recording Date - DD MONTH YYYY

Recording Time

Recording Venue

**Options**

Select the Publishing Policy for the Recording to be added to.

Music Auditions Entry 2024

Select to make the content private

Private

Select Departments to add this item to

Select Departments

Select to mark this item as under the ERA Licence (ERA Licence)

ERA Content

Media Profile

Full HD (Video 3000Kbps, Audio 320Kbps)

Retain Source Media

Check this option to archive a copy of the original file

Retain Source media

Confirm cancel

**Please note:** the ‘Private’ box will be ticked in the right hand column – this is correct and the video will still be visible to the panel.

Please make sure that all the details are correct. [Failure to rename your file may mean that we will be unable to locate it.](#) Once you have confirmed and uploaded the video you will not be able to edit or delete the video.

Once you are happy, press **Confirm**. Finally, press the **Start Upload** button in the top-right corner of the Upload Media area.

The file will then upload and process, this may take time depending on your internet connection, file size and demand on the system.

Once the upload has completed your video will have a web link and thumbnail as per the screenshot below.

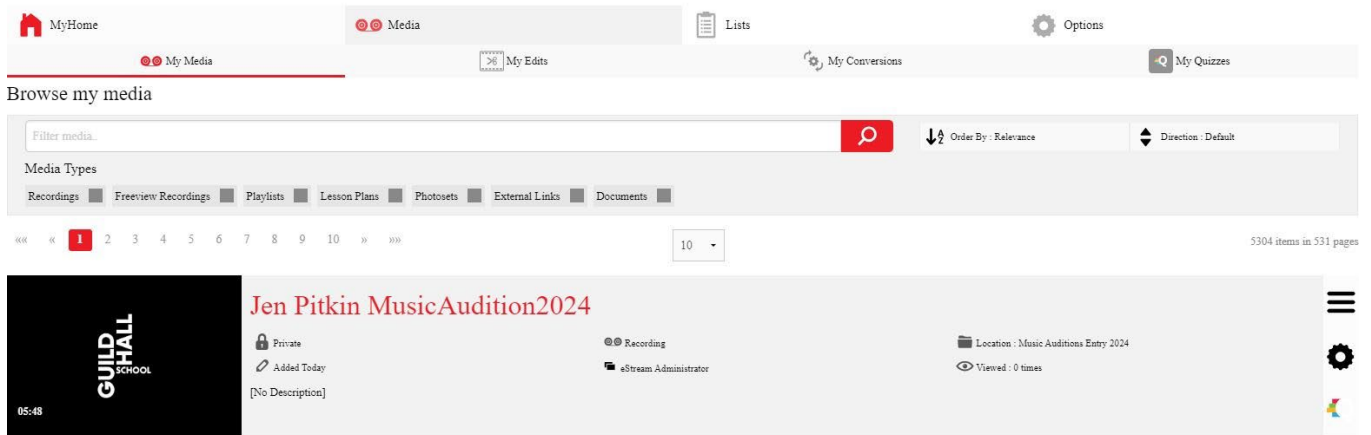


To review your video either press the link on the upload page or hover over the Profile logo in the top-right corner of the screen and press the **MyHome** button.



Instructions continued below.

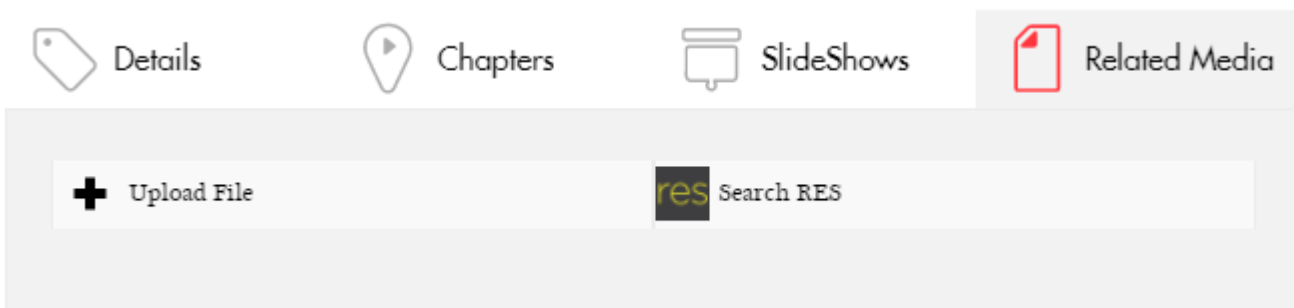
You will then the screen below.



Click on your video. Under (or to the side) of your video, you will see a toolkit as below.

**You must include a document with the list of repertoire you have presented in your audition. Postgraduate keyboard applicants should also upload a repertoire list of all works played in the last two years.**

Please click the **Related Media** tab and **+ Upload File**. You can then select the files you wish to upload by clicking **Select Files** and selecting them from their saved location on your device/computer.

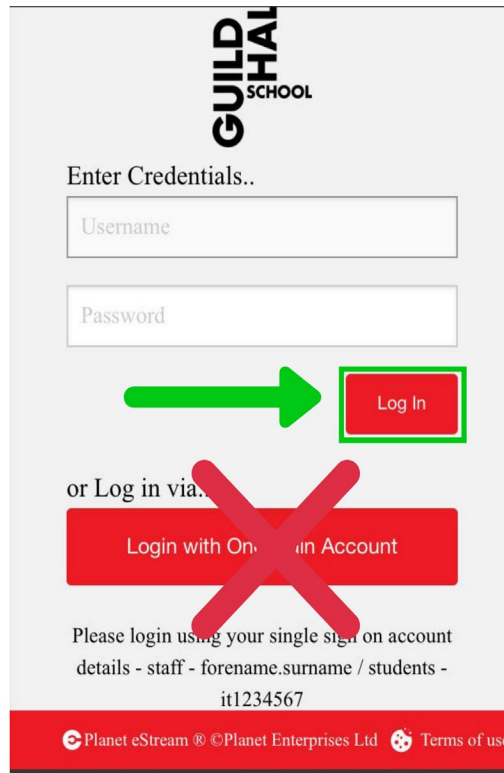


See next page for instructions for how to upload from a mobile device or tablet.

## Uploading from Mobile/Tablet

Visit <https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin> and log in using your credentials that you have been sent.

Click 'login' – **do not click** 'Login with OneLogin Account'



GUILDHALL SCHOOL

Enter Credentials..

Username

Password

Log In

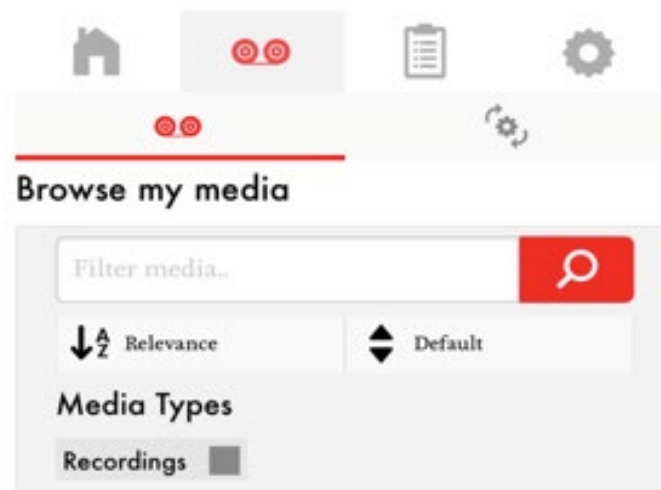
or Log in via.

Login with OneLogin Account

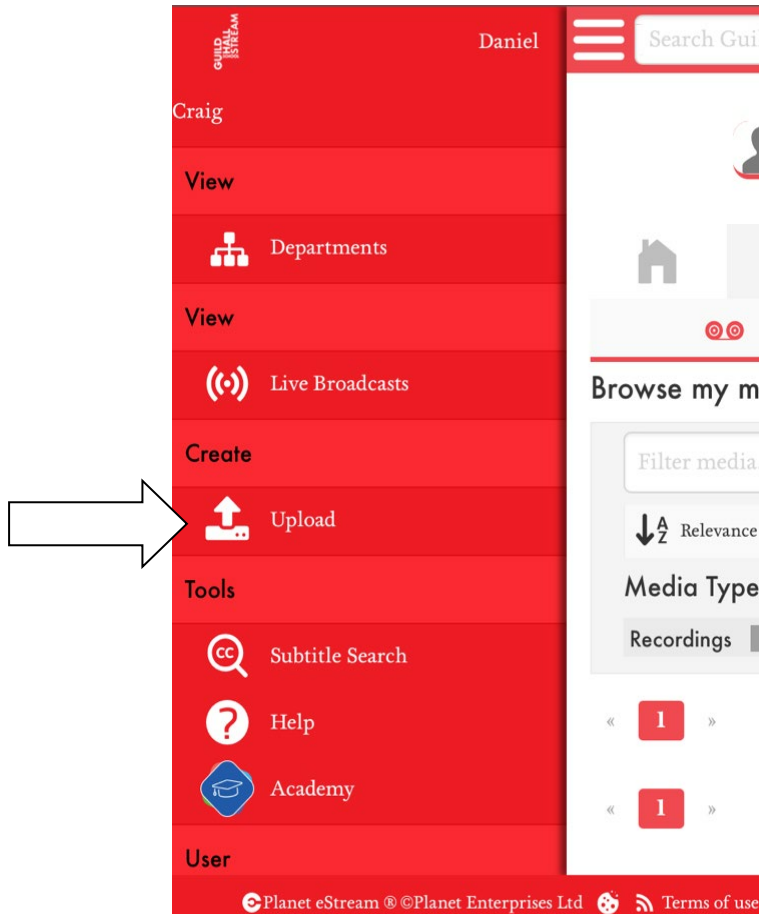
Please login using your single sign on account details - staff - forename.surname / students - it1234567

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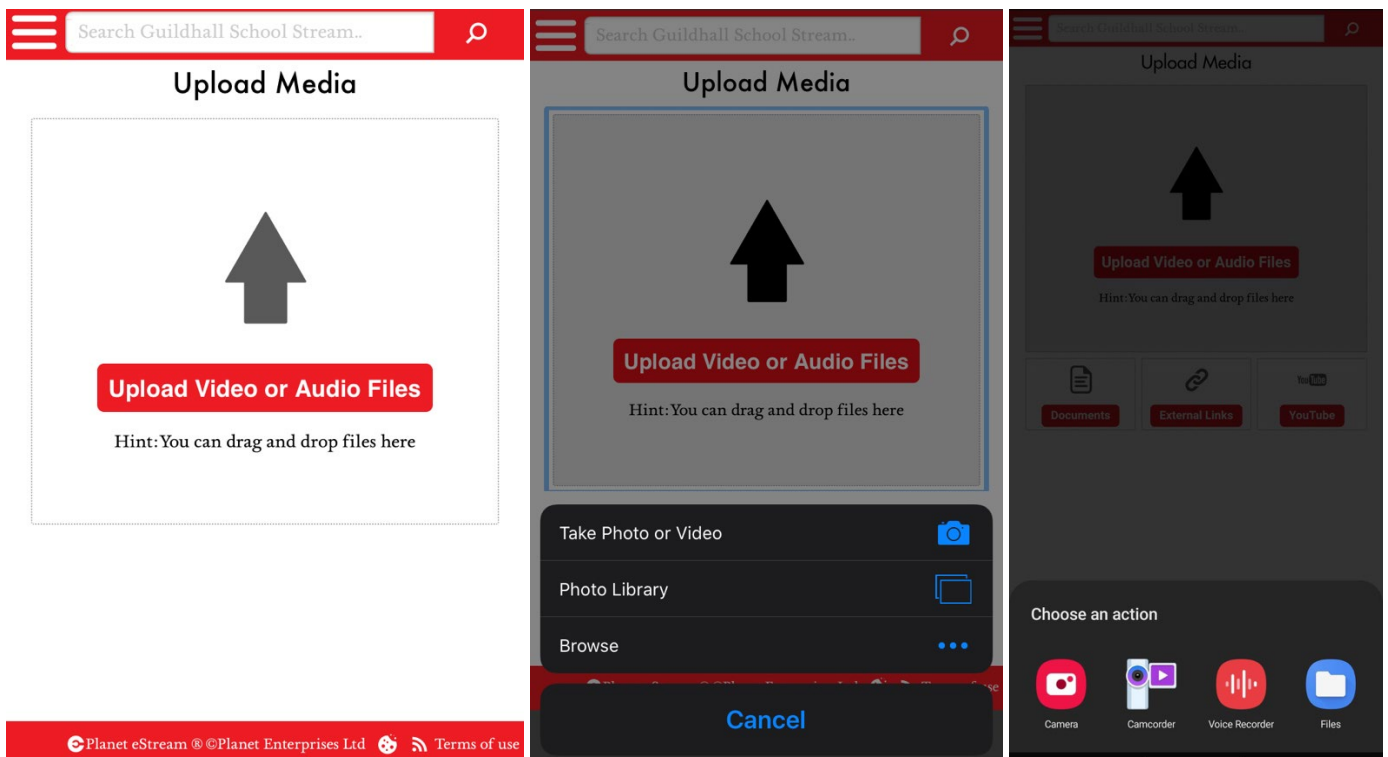
You will be presented with the following screen:



Press the **Menu Icon** in the top-left corner and scroll down the menu to the **Create** heading and press **Upload** as highlighted below:

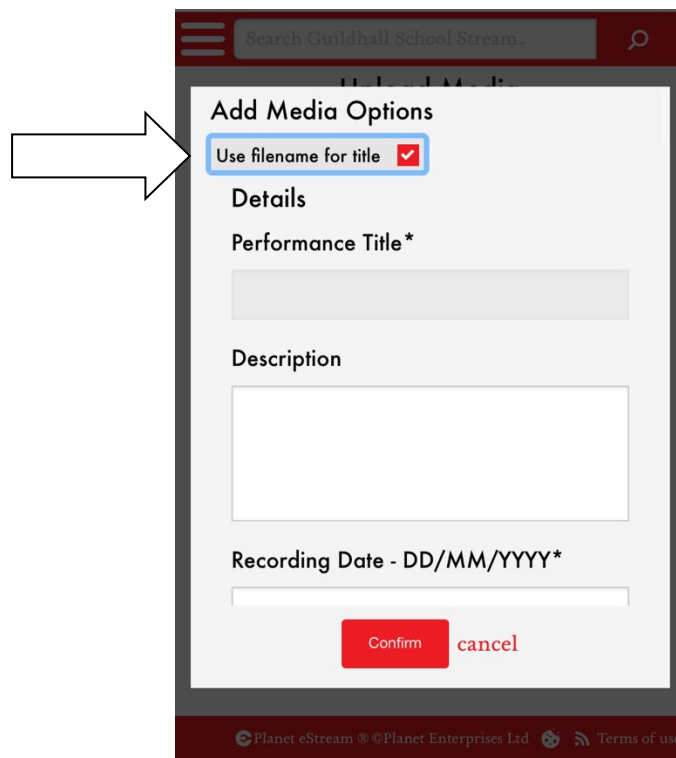


You will be presented with the upload screen. Press **Upload Video or Audio Files**. This will bring up an option menu which will vary depending on the manufacturer and model of your device as shown below.



Once you have added your media the following screen will pop up. Follow these steps:

1) **UNSELECT** the **Use filename for title** checkbox.



2) Your title must follow this format in the **Performance Title** box:

The title must be formatted as:

**Firstname Lastname MusicAudition2024**

For example: **Jen Pitkin MusicAudition2024**

(NOTE: MusicAudition2024 is one word with no spaces)

3) Make sure that Music Auditions Entry 2024 is selected as the Publishing Policy

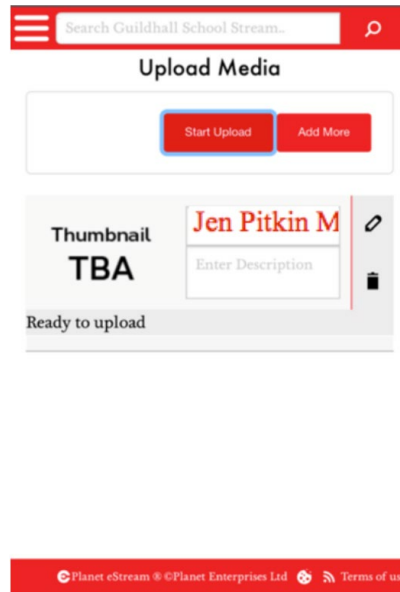
4) Enter today's date in the Recording Date field - DD/MM/YYYY

You do not need to enter or change anything else.

Please make sure that all the details are correct. [Failure to rename your file may mean that we will be unable to locate it.](#) Once you have confirmed and uploaded the video you will not be able to edit or delete the video.

Once you are happy, press **Confirm**

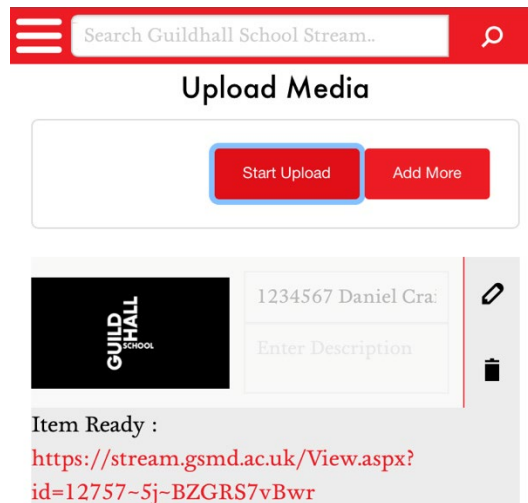
Finally, press the **Start Upload** button in the top-right corner of the Upload Media area.



The file will then upload and process. This may take a short while depending on your internet connection, file size and demand on the system.

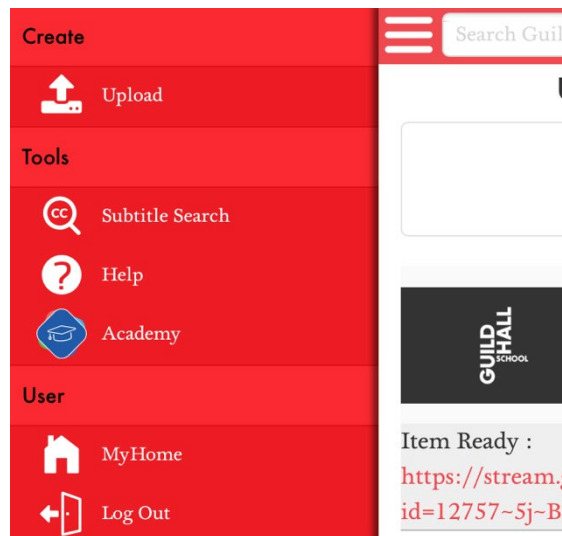
**IF YOU ARE UPLOADING FROM A MOBILE DEVICE ON CELLULAR THIS WILL USE YOUR MOBILE DATA ALLOWANCE**

Once the upload has completed your video will have a web link and thumbnail as per the screenshot below.

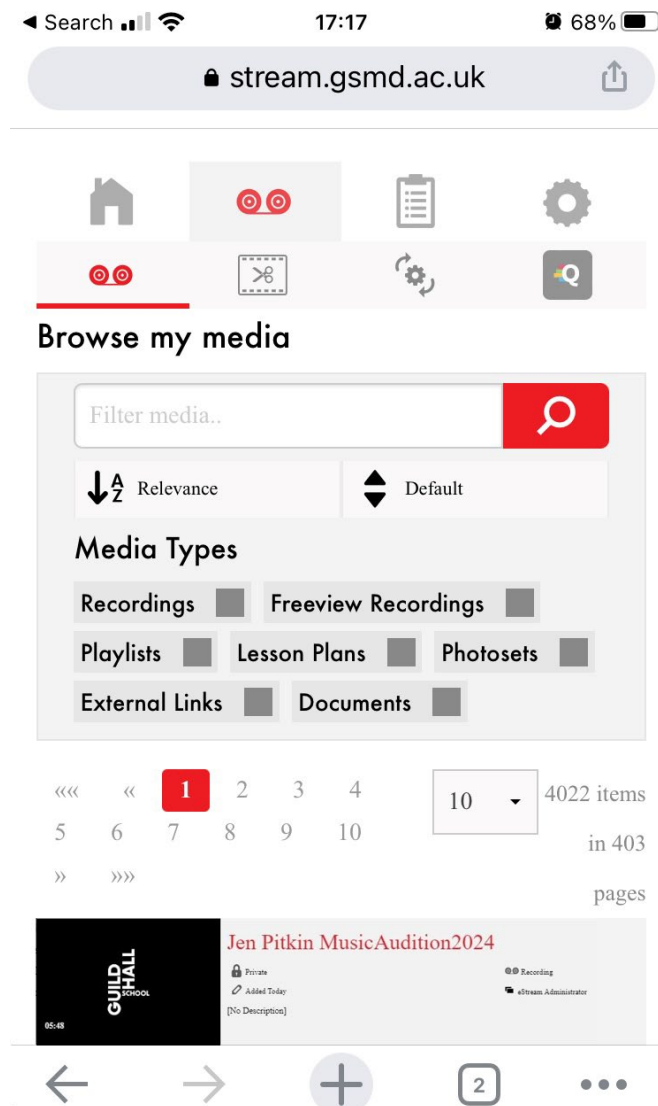




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