

Guildhall Stream

Acting Audition Video eSubmission – Uploading Instructions



Contents

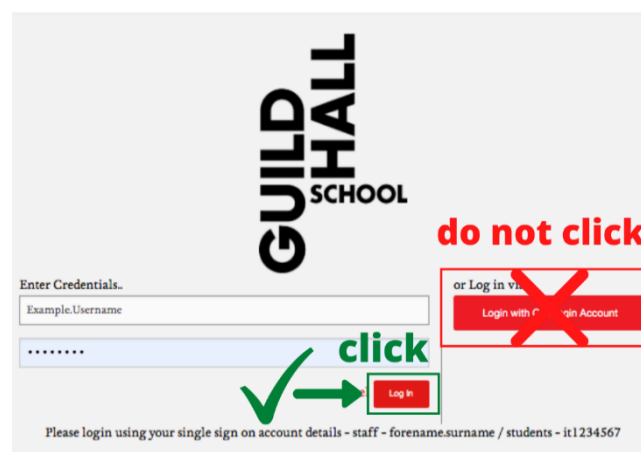
Pages 1 to 3: Uploading from a computer or laptop

Pages 4 to 6: Uploading from a mobile or tablet

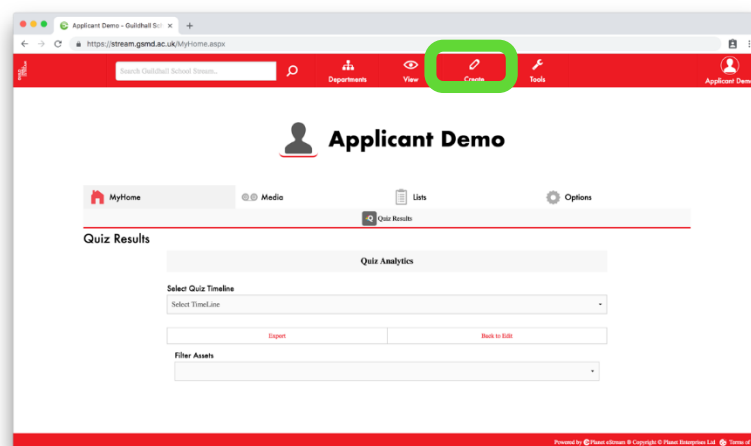
Uploading from a computer or laptop

To upload your audition video, click on the link in your instruction e-mail, or on the link below, and login to Guildhall Stream using the username and password you have received. Click **'Login'** (**do not click 'Login with OneLogin Account'**).

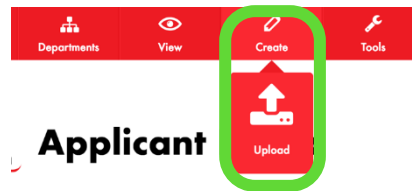
<https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1>



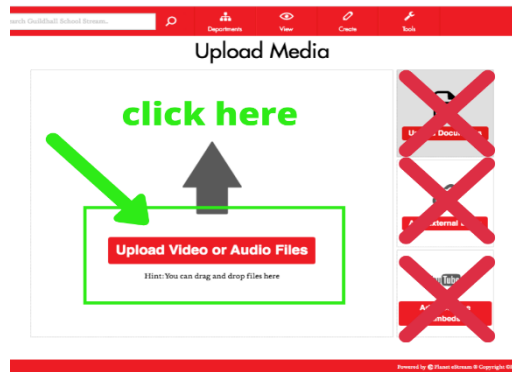
Once you have logged in, you will see the following screen.



Hover over the **Create** button in the toolbar and click the **Upload** button as highlighted on the next page.



You will see the upload screen below. Click the **Upload Video or Audio Files** button and add your video (**DO NOT** click the Upload Document button).



Once you have added your video, you will see the screen below. Follow these steps to continue the process (the green highlighted boxes in the screenshot are the relevant boxes to complete):

- 1) **UNSELECT** the **Use filename for title** checkbox.
- 2) Enter your **seven-digit applicant reference number** in the **Performance Title** box (this becomes the file name of your video). **Please ONLY enter your seven-digit applicant reference number in the Performance Title box: do not** include your name or any other details – these are not required.
- 3) Ensure that **Acting Auditions** is selected as the Publishing Policy.
- 4) Enter date of upload in the **Recording Date - DD/MM/YYYY** field.

You do not need to enter any other information.

Check that all the details are correct; once you have confirmed and uploaded the video you will **not** be able to edit or delete it. **If you do not rename your video using only your applicant reference number, this may mean that we will be unable to find it.**

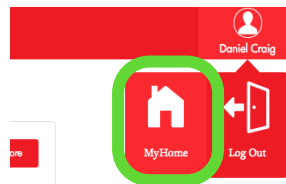
When you have completed the process, click **Confirm**. Then click the **Start Upload** button in the top-right corner of the Upload Media area.



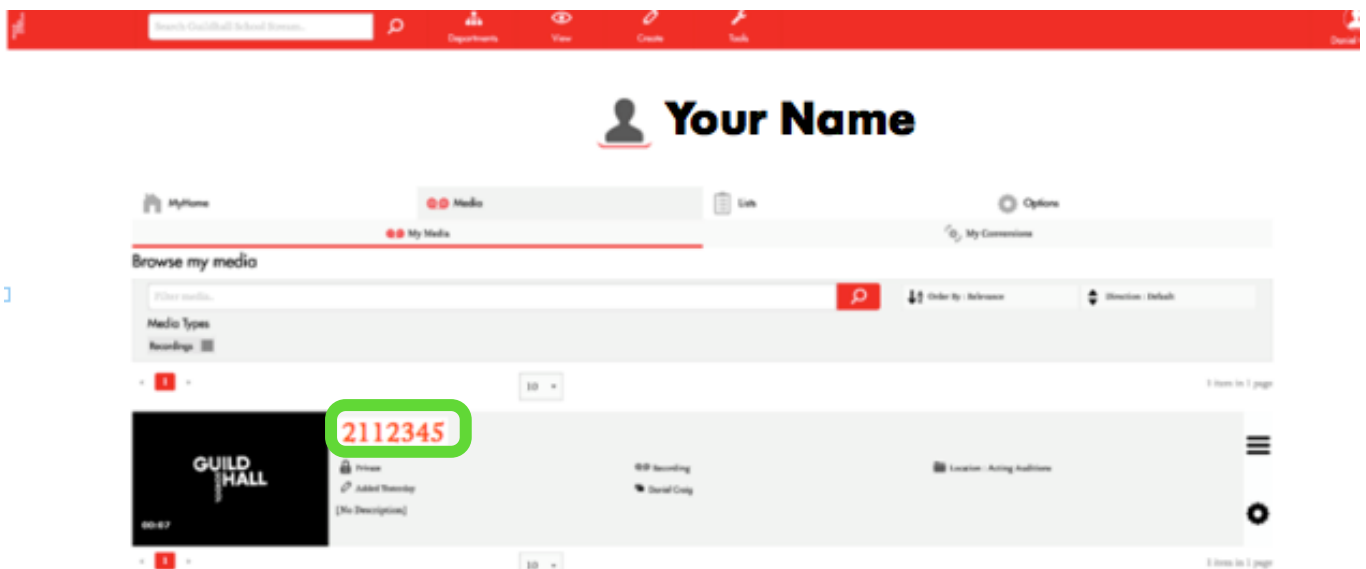
The video will then upload, which may take some time depending on your internet connection, file size and demand on the system. It is helpful if your internet is not being used for anything else whilst your video is uploading.

When the upload has completed you will see a web link and thumbnail for your video as above.

To watch your video either click the link on the upload page or hover over your **Name** in the top-right corner of the screen and click the **MyHome** button.



You will see the screen below and you can play your video by clicking on the **Title** (your applicant reference number) as highlighted.



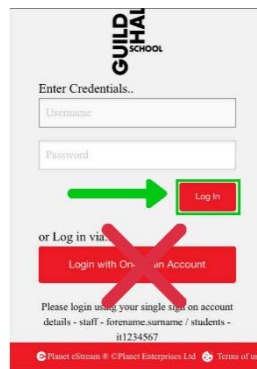
Note: when uploaded, your video will be marked as Public, not Private; only the Audition Panel and authorised staff members will be able to view your video.

**NOTE: UPLOADING FROM A MOBILE DEVICE USING YOUR CELLULAR NETWORK
WILL USE YOUR MOBILE DATA ALLOWANCE**

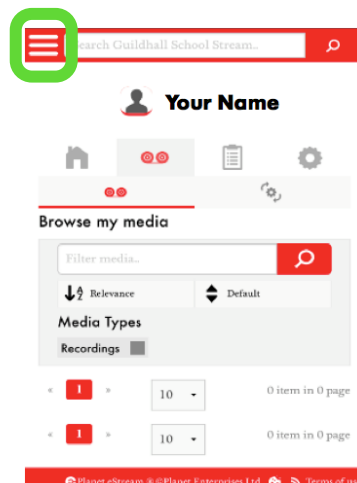
Uploading from a mobile or tablet

To upload your audition video, click on the link in your instruction e-mail, or on the link below, and login to Guildhall Stream using the username and password you have received. Click '**Login**' (**do not click** 'Login with OneLogin Account').

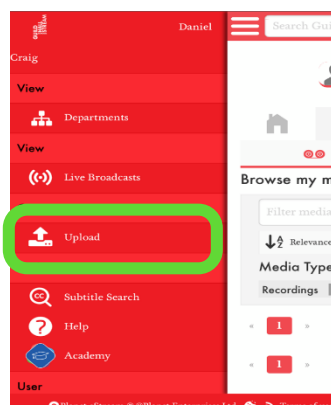
<https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1>



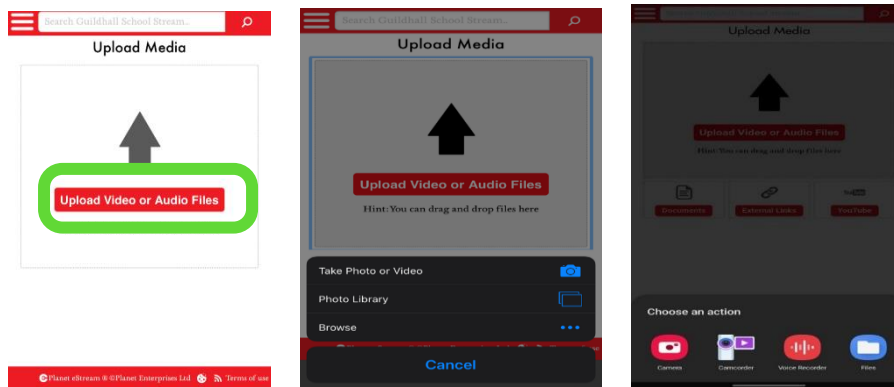
You will see the following screen.



Click the **Menu Icon** in the top-left corner and scroll down the menu to the **Create** heading and click **Upload** as highlighted below.



You will see the upload screen, click **Upload Video or Audio Files**, this will bring up an option menu, which may look different depending on the manufacturer and model of your device.



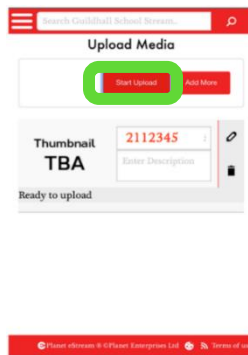
Once you have added your video you will see the screen below. Follow these steps to continue the process (the green highlighted boxes in the screenshot are the relevant boxes to complete):

- 1) **UNSELECT** the **Use filename for title** checkbox.
- 2) Enter your **seven-digit applicant reference number** in the **Performance Title** box (this becomes the file name of your video). **Please ONLY enter your seven-digit applicant reference number in the Performance Title box: do not** include your name or any other details – these are not required.
- 3) Scroll down. Enter date of upload in the **Recording Date - DD/MM/YYYY** field.
- 4) Scroll down to **Select the Publishing Policy**. Click on the dropdown menu. Ensure that **Acting Auditions** is selected as the Publishing Policy.

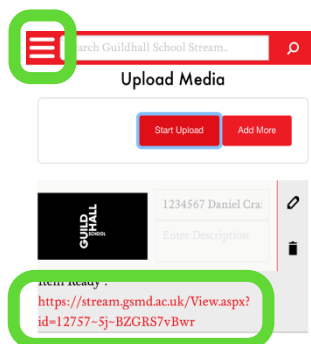
You do not need to enter any other information.

Check that all the details are correct; once you have confirmed and uploaded the video you will **not** be able to edit or delete it. **If you do not rename your video using only your applicant reference number, this may mean that we will be unable to find it.**

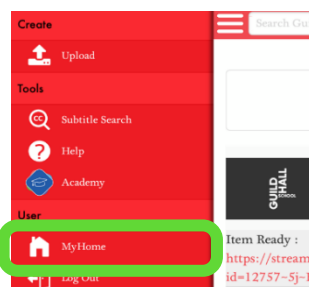
When you have completed the process, click **Confirm**. Then click the **Start Upload** button in the top-right corner of the Upload Media area as highlighted on the next page.



The video will then upload, which may take some time depending on your internet connection, file size and demand on the system. It is helpful if your internet is not being used for anything else when your video is uploading. Once the upload has completed you will see a web link and thumbnail for your video as below.



To watch your video either click the link on the upload page or click on the **Menu Icon** (top-left corner), scroll down and click the **MyHome** button.



You will see the screen below and you can play your video by clicking on the **Title** (your applicant reference number) as highlighted.



Note: when uploaded, your video will be marked as Public, not Private; only the Audition Panel and authorised staff members will be able to view your video.