

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.

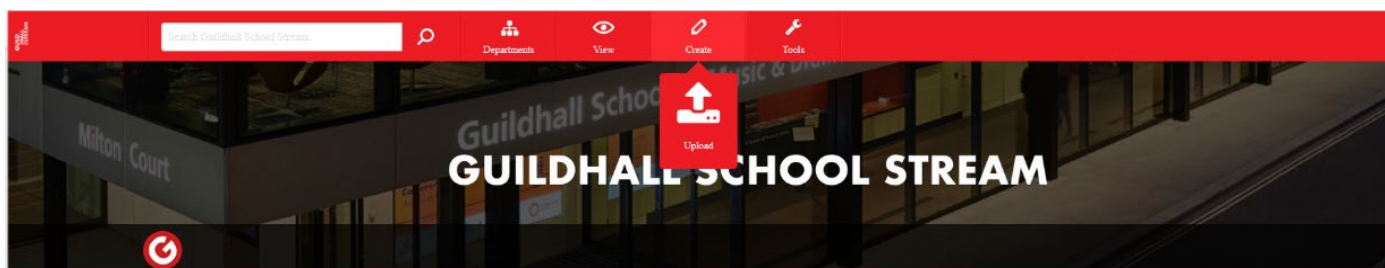
Uploading from Desktop

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.

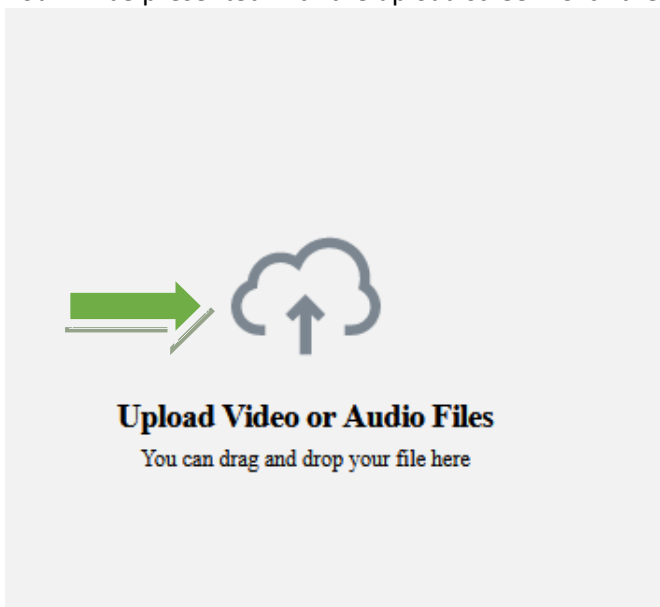
<https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1>

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.

NOTE: Failure to name your file correctly may result in a delayed outcome.

The title must be formatted as:

Firstname Lastname MusicAudition2026

For example: **Jen Pitkin MusicAudition2026**

(NOTE: MusicAudition2026 is one word with no spaces)

- 3) Make sure that "Music Auditions Entry 2026" 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 MusicAudition2026

Description

Recording Date - DD/MM/YYYY*

20/10/2025

Recording Date - DD MONTH YYYY

Recording Time

Recording Venue

Options

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

Music Auditions Entry 2026

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 ☐

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. Note: 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.

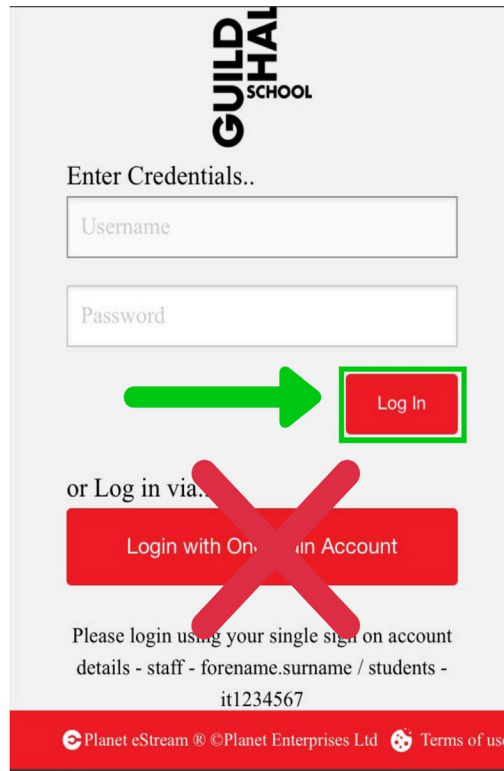
Please click the **Related Media** tab and **+ Upload File**. You can then select the files you wish to upload by clicking **Select Files** and selecting them from their saved location on your device/computer.

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

Uploading from Mobile/Tablet

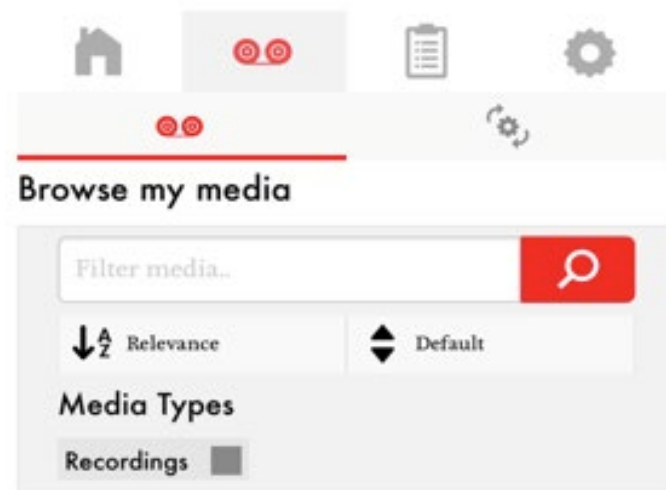
Visit <https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin> and log in using your credentials that you have been sent.

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

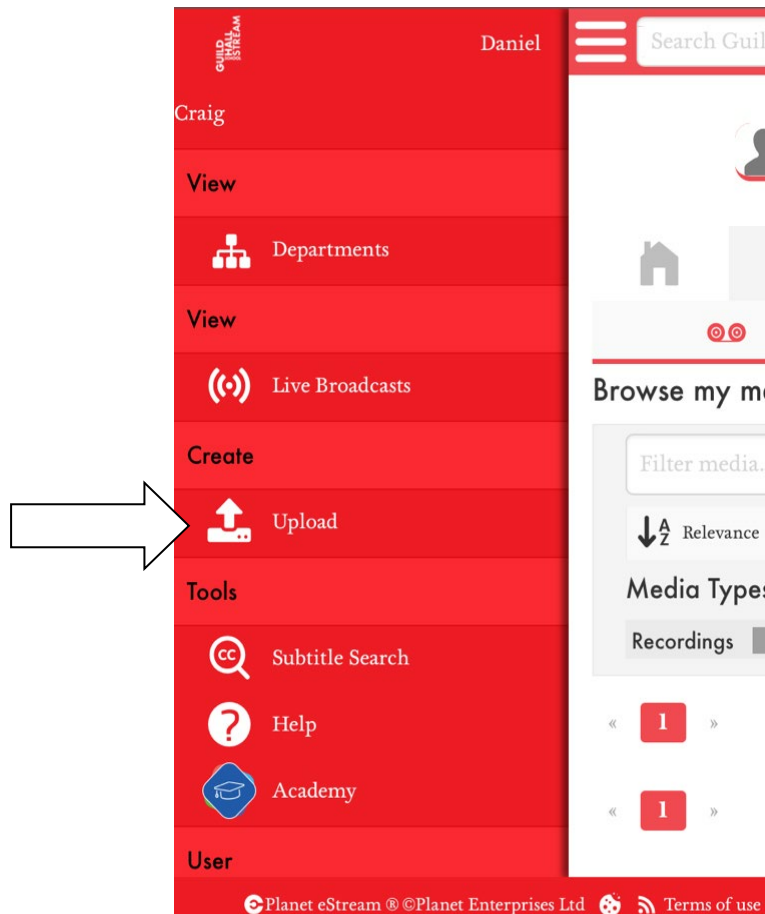


The image shows a login interface for Guildhall School. At the top, the logo 'GUILDHALL SCHOOL' is displayed. Below it, the text 'Enter Credentials..' is followed by two input fields: 'Username' and 'Password'. A green arrow points from the 'Log In' button to the 'Login with OneLogin Account' button, which is crossed out with a large red 'X'. Below the buttons, there is a note: 'Please login using your single sign on account details - staff - forename.surname / students - it1234567'. At the bottom, there is a red footer bar with the text 'Planet eStream © Planet Enterprises Ltd' and a link to 'Terms of use'.

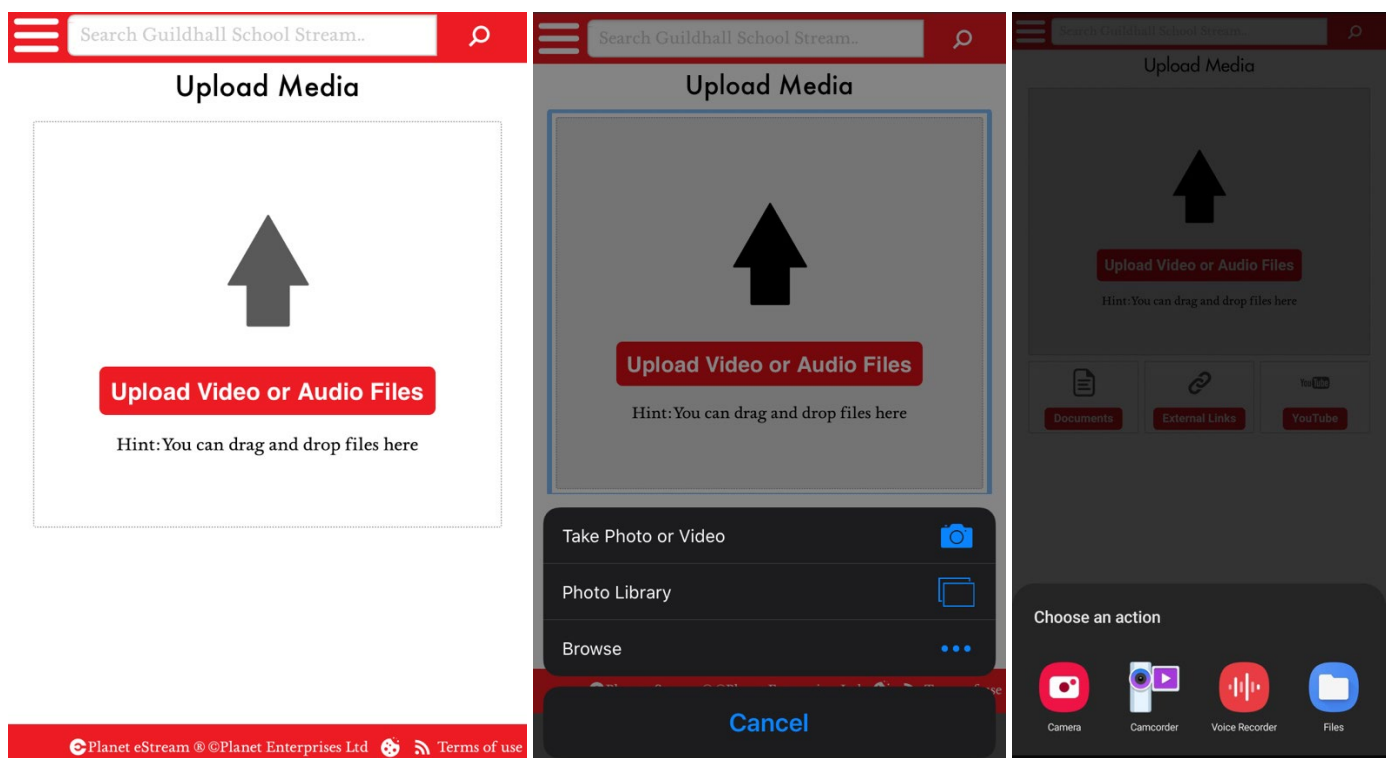
You will be presented with the following screen:



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

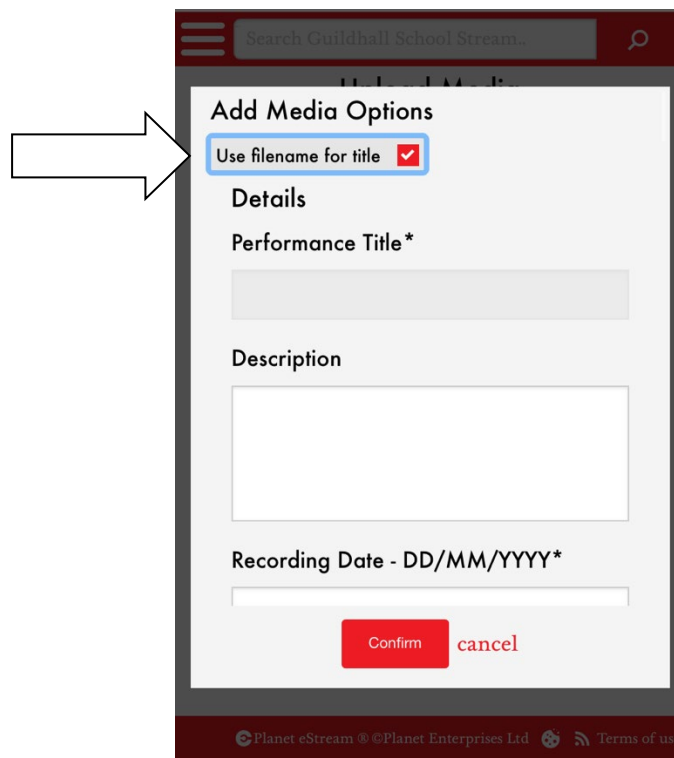


You will be presented with the upload screen. Press **Upload Video or Audio Files**. This will bring up an option menu which will vary depending on the manufacturer and model of your device as shown below.



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

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



The screenshot shows a mobile application interface for 'Planet eStream'. At the top is a search bar labeled 'Search Guildhall School Stream...'. Below it is a modal titled 'Add Media Options'. Inside the modal, the checkbox 'Use filename for title' is checked and highlighted with a blue border and a white arrow pointing to it. Below this is a section titled 'Details' with a 'Performance Title*' field, a 'Description' field, and a 'Recording Date - DD/MM/YYYY*' field. At the bottom of the modal are two buttons: 'Confirm' (red) and 'cancel' (white). The footer of the app shows '© Planet eStream © Planet Enterprises Ltd' and a 'Terms of use' link.

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

The title must be formatted as:

Firstname Lastname MusicAudition2026

For example: **Jen Pitkin MusicAudition2026**

(NOTE: MusicAudition2026 is one word with no spaces)

3) Make sure that Music Auditions Entry 2026 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 screenshot shows the 'Upload Media' section of the Guildhall School Stream website. At the top is a search bar with the text 'Search Guildhall School Stream..'. Below this is the 'Upload Media' heading. Under the heading are two buttons: 'Start Upload' (highlighted with a blue border) and 'Add More'. Below the buttons is a form for uploading a video. The form has a 'Thumbnail' section with the text 'TBA' and a 'Title' section with the text 'Jen Pitkin M'. There is also a 'Description' field with the placeholder text 'Enter Description'. At the bottom of the form, it says 'Ready to upload'. At the very bottom of the page is a footer with the text 'Planet eStream © Planet Enterprises Ltd. Terms of use'.

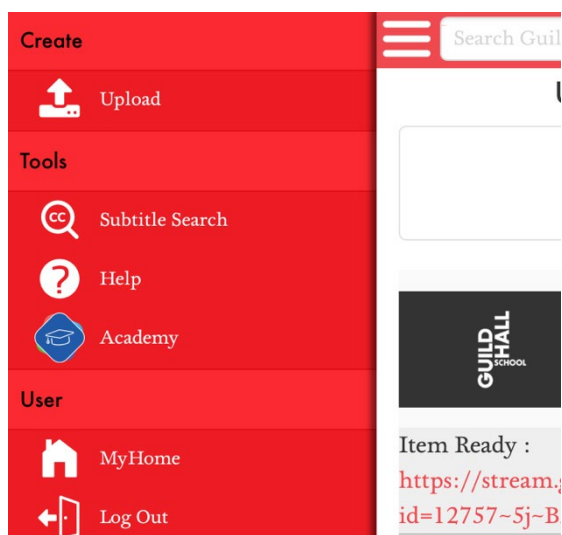
The file will then upload and process. This may take a short while depending on your internet connection, file size and demand on the system.

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

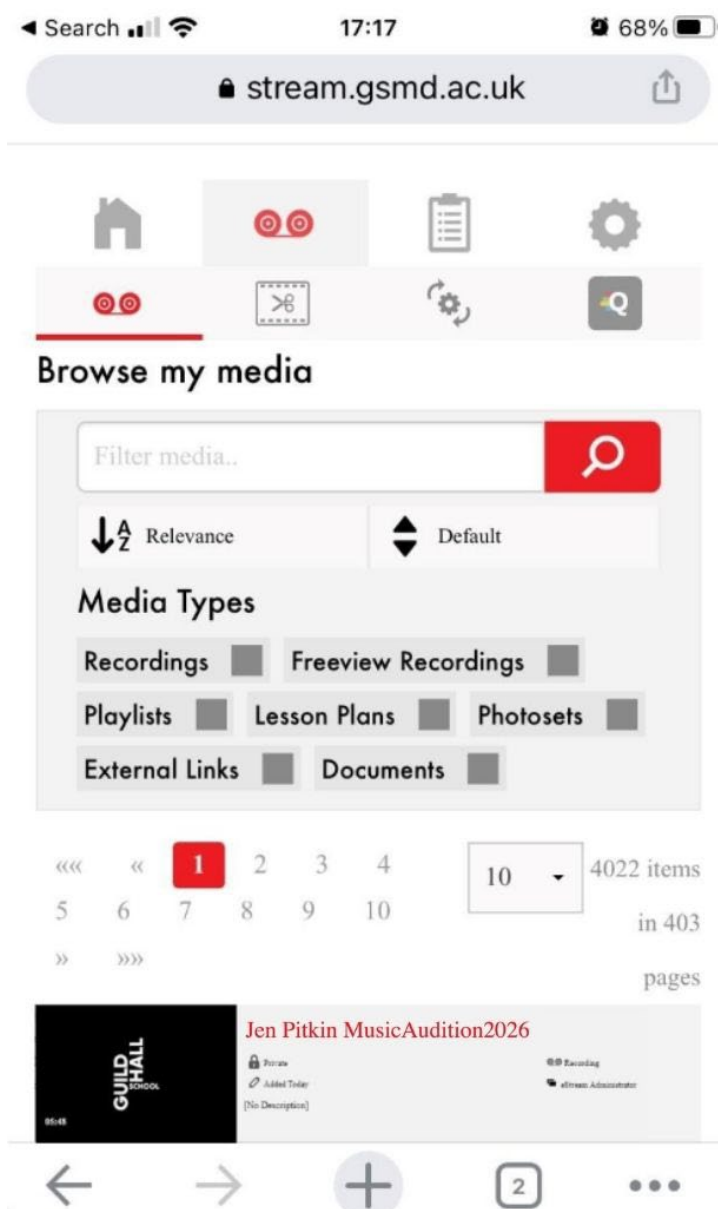
Once the upload has completed your video will have a web link and thumbnail as per the screenshot below.

The screenshot shows the 'Upload Media' section of the Guildhall School Stream website, similar to the previous one, but with the 'Start Upload' button highlighted. Below the buttons is a form for uploading a video. The form has a 'Thumbnail' section with the text 'GUILD HALL SCHOOL' and a 'Title' section with the text '1234567 Daniel Cra'. There is also a 'Description' field with the placeholder text 'Enter Description'. At the bottom of the form, it says 'Item Ready :'. Below this is a red link: <https://stream.gsmd.ac.uk/View.aspx?id=12757-5j-BZGRS7vBwr>. At the very bottom of the page is a footer with the text 'Planet eStream © Planet Enterprises Ltd. Terms of use'.

To review your video either press the link on the upload page or open the menu and scroll to the bottom to press the **MyHome** button.



Then you will see 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.