Guildhall Stream
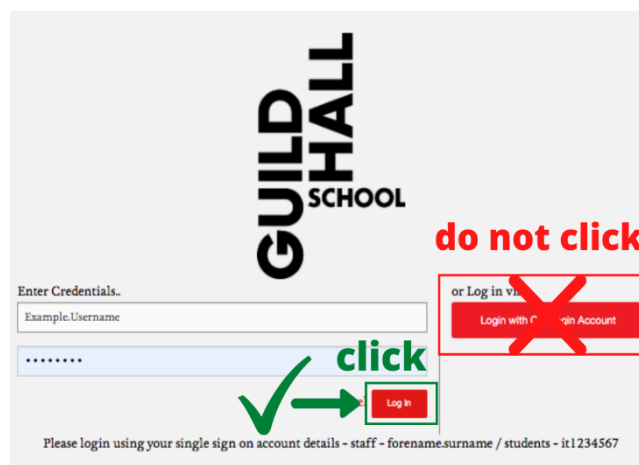# Acting Audition eSubmission – Uploading Instructions

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Uploading from a computer or laptop – Pages 1 to 3
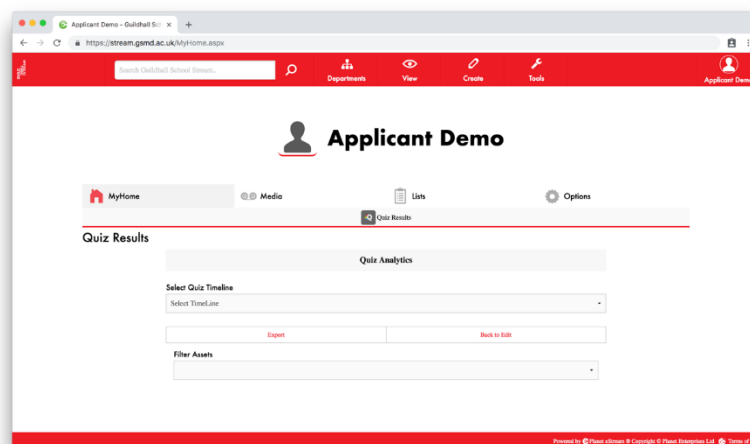Uploading from a mobile or tablet – Pages 4 to 6

Uploading from a computer or laptop
Click on the link below, or the link in your instruction e-mail, to login to Guildhall Stream using the username and password you have been sent. Click 'Login' – **do not click** 'Login with OneLogin Account'.

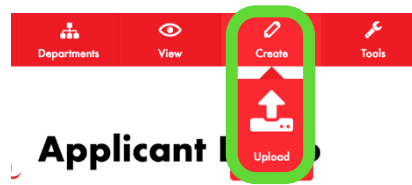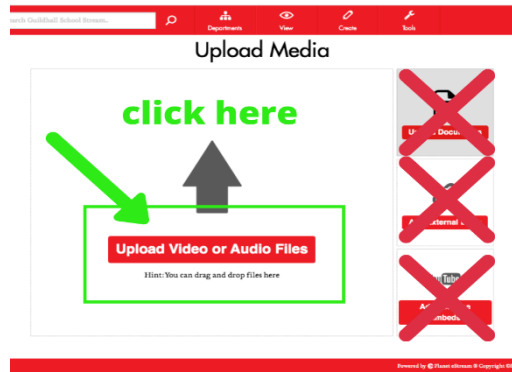https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1

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

Hover over the **Create** button in the toolbar and press the **Upload** button as highlighted below:

You will see the upload screen. Click the **Upload Video or Audio Files** button and add your video (this must be a media file, not a document).

Once you have added your media, you will see the screen below. Follow these steps to upload your video:

1) UNSELECT the 'Use filename for title' checkbox
2) Enter your applicant reference number in the **Performance Title** box (this becomes the file name of your video). **Please only enter** your applicant reference number in the Performance Title box: **we do not require** your name or any other details
3) Ensure that 'Acting Auditions' is selected as the Publishing Policy
4) Enter today's date in the Recording Date - DD/MM/YYYY field

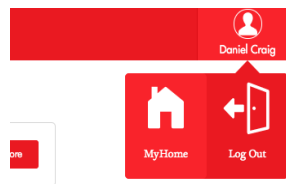**You do not need to enter anything else**.

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 are happy, press **Confirm**. Then 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 some time depending on your internet connection, file size and demand on the system.
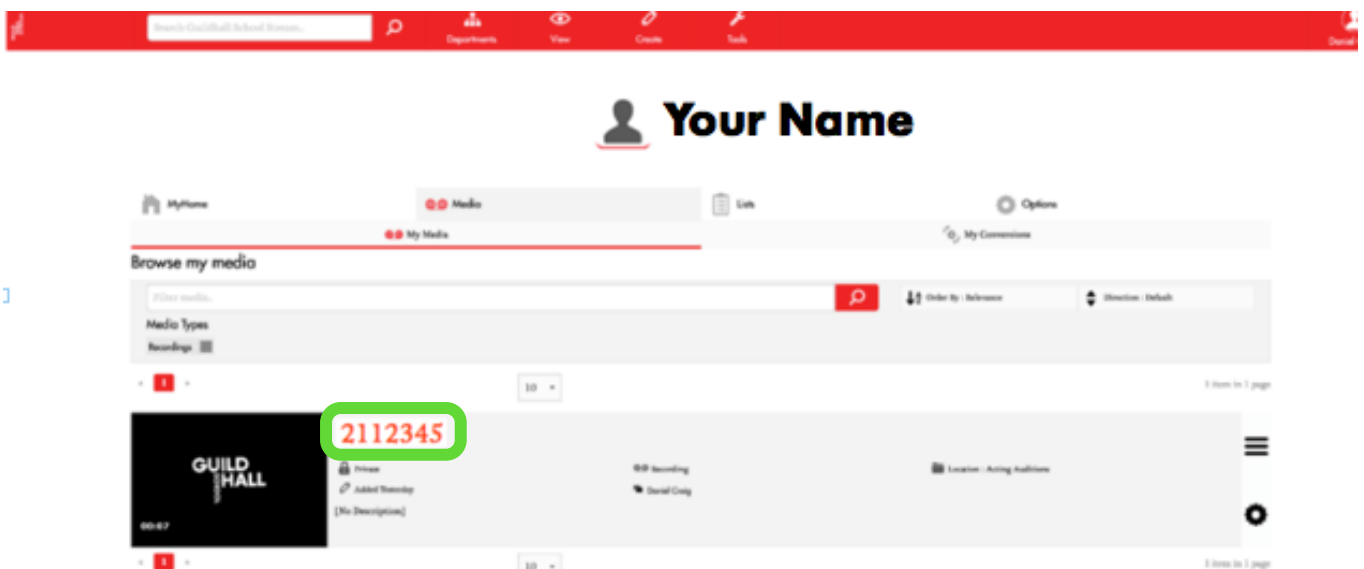
When the upload has completed you will see a web link and thumbnail for your video as below.

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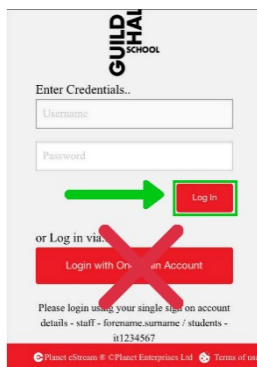

You will see the screen below and you can play your video by clicking on the **Title** (your applicant reference number) highlighted below.
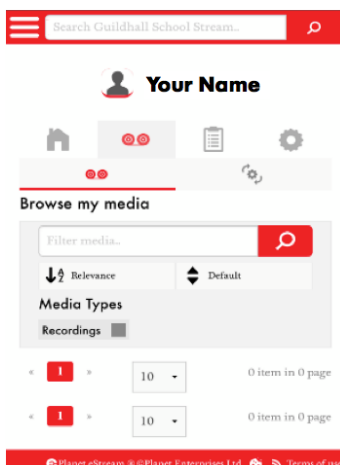
Uploading from a mobile or tablet

Click on the link below, or the link in your instruction e-mail, to login to Guildhall Stream using the username and password you have been sent. Click 'Login' – **do not click** 'Login with OneLogin Account'.

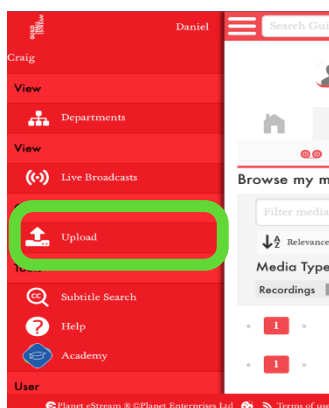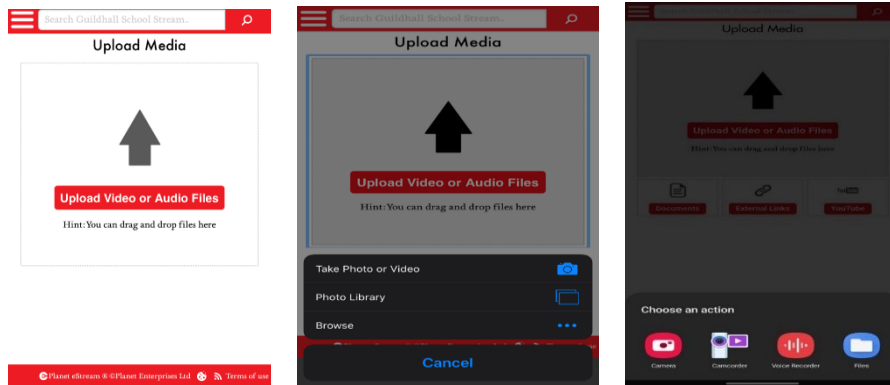https://stream.gsmd.ac.uk/Login.aspx?permissiondenied=true&admin=1

You will see the following screen:

Press the **Menu Icon** in the top-left corner and scroll down the menu to the **Create** heading and press **Upload** as highlighted below:
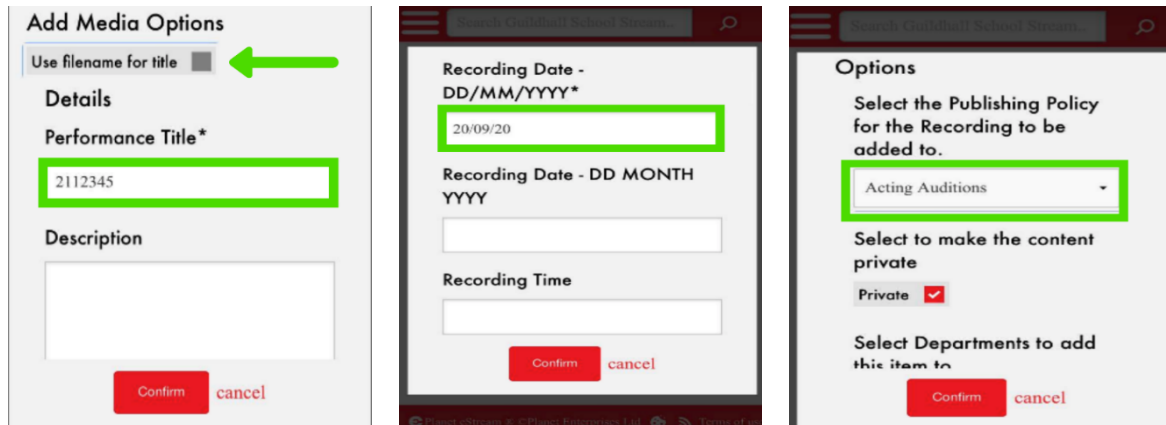
You will see the upload screen, press **Upload Video or Audio Files**, this will bring up an option menu, which will look different depending on the manufacturer and model of your device, as shown below.
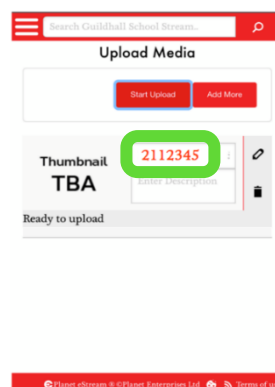

Once you have added your media you will see the screen below. Follow these steps to upload your video:

1) UNSELECT the 'Use filename for title' checkbox.
2) Enter your applicant reference number in the **Performance Title** box (this becomes the file name of your video). **Please only enter** your applicant reference number in the Performance Title box: **we do not require** your name or any other details
3) Scroll down. Enter today's date 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

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.
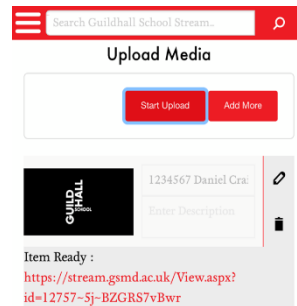
When you are happy, press **Confirm**. Then press the **Start Upload** button in the top-right corner of the Upload Media area.
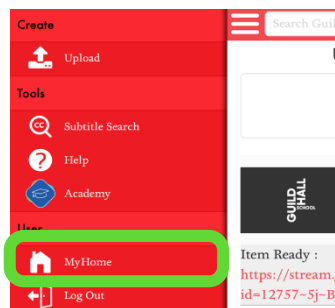
The file will then upload and process, this may take some time depending on your internet connection, file size and demand on the system.

IF YOU ARE UPLOADING FROM A MOBILE DEVICE USING YOUR CELLULAR NETWORK THIS WILL USE YOUR MOBILE DATA ALLOWANCE

Once the upload has completed you will see web link and thumbnail for your video as below.

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

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