Guildhall Stream Acting Audition eSubmission – Uploading Instructions

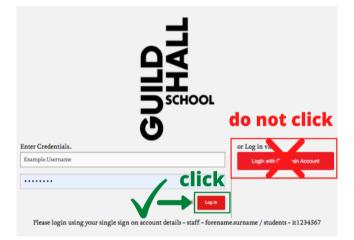
Contents

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' – <u>do not click</u> '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:

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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.

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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)
- 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.

Add Media Options Use filename for title	Use filename " Options
Performance Title* 2112345 Description 2. Title is your applicant reference number Recording Date - DD/MM/YYYY*4. Enter date 2209/2020	Select the Publishing Policy for the Recording to be added to. Acting Auditions Select to make a content private 3. Select Private ■ "Acting Auditions" Select Departments to add this item to Select Departments Select Departments Select Departments Select to mark this item as under the ERA Licence (ERA Licence)
Recording Date - DD MONTH YYYY	ERA Content 📰 Media Profile
Recording Time	Full HD (Video 3000Kbps, Audio 320Kbps) - cancel

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 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.

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	Start Upload Add More
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Enter Description	
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To watch your video either press the link on the upload page or hover over your Name in the topright 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.

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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' – <u>do not click</u> 'Login with OneLogin Account'.

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



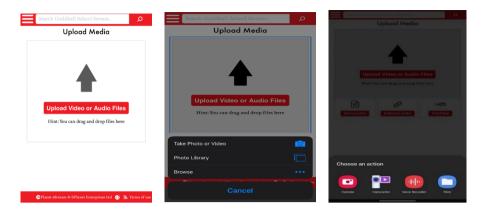
You will see the following screen:



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

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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)
- 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

Add Media Options	Search Guildhall School Stream.	Search Guildhall School Stream
Use filename for title Details Performance Title*	Recording Date - DD/MM/YYYY* 20/09/20	Options Select the Publishing Policy for the Recording to be added to.
2112345 Description	Recording Date - DD MONTH YYYY	Acting Auditions - Select to make the content
	Recording Time	private Private 🔽 Select Departments to add
Confirm cancel	Confirm cancel	this item to

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. <u>If you do not rename your video using your applicant reference number,</u> 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.

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Ready to upload						

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.

