



Media File Instructions

Applicants can create and maintain up to twenty samples of audio and video clips in the GOSmart work sample section. Applicants are instructed to upload media to the storage banks and select the work samples to attach to the application from these banks.

For each bank, applicants can modify, remove, enlarge and duplicate samples, or add new samples. A work sample can be modified or removed as long as it is not submitted with an active application. Once a sample has been committed, or linked, to a sample to an active application, applicants are limited to selecting, enlarging, and/or duplicating the samples.

Applicants must identify two distinct samples for each TourWest application submitted.

How to upload a media file to a TourWest application:

1. After you log into GOSmart, click on the Manage Work Samples tab on the top navigation.
2. Click on Video or Audio (please note we only accept these two types of work samples). Video is preferred.
3. Click on Add Video Samples. This will launch the Video Sample form.
4. Leave the Sample Type as Digital Media
5. Click on the Choose File button. This will open a window that allows you to select the media file. Note, you must have a video file created and saved on your computer prior to uploading.
6. Once you have selected your file from your computer, click Open. The window to your computer will close and you need to complete the form.
7. Enter the Title of your sample. Please title each sample as your Org Name_Artist name_Sample Number.
8. You do not need to complete the rest of the form. Only Title is required.
9. Click Save.

How to attach an uploaded media file to an application:

1. Once you have uploaded the work sample(s) to your bank, click on the Current Programs & Applications tab on the top navigation.
2. Within your application you will see page titled Work Sample Selection Page. On this page you will need to select the samples from your sample media banks. You will also indicate the order in which you would like the panelists to review your samples.
3. Media sample format requirements are listed on the page for both audio and video.
4. Please note video files will be converted in order play back on the GOSmart media player.