

If this is the first time that you have booked an NYCGB audition online, please follow Steps 1-6 below. If you have previously booked an NYCGB audition online, or are a current NYCGB member, please login (Step 3), update your Base Profile (Step 4) and book (Steps 5-6).



Before you start, make sure that you have a head and shoulders photo of the audition candidate in JPEG format

### Step 1: Click this link to the 'My NYCGB' area of our website

- <https://members.nycgb.org.uk/my-nycgb>

### Step 2: Create a new My NYCGB account

- Hover over **My NYCGB** on the top navigation menu and select **Create My NYCGB Account**.
- Complete the form and click **Save**.
- A confirmation message will be displayed and an email with a verification link will be sent to your address. You'll need to click this verification link before you can proceed to Step 3.

### Step 3: Login

- Hover over **My NYCGB** and select **My NYCGB Login**.
- Enter your login details and click **Go**.
- You will be returned to the My NYCGB homepage and see a confirmation message: 'You have been successfully logged in'.



My NYCGB is a separate area of our website, with a separate login. Don't get your passwords mixed up!

### Step 4: Create/update your Base Profile

- Hover over **My NYCGB**. New options are available; select **Base Profile**.
- Complete the form. All fields marked \* are mandatory, and new applicants must upload a head and shoulders photo (JPEG image format) Click **Save**.



Previous applicants and current members: at the moment you can't update your photo, so don't worry if it's out of date.

Steps 5 and 6 on next page

## Step 5: Book your audition

- Make sure you have completed Step 4! Otherwise this step won't work.
- Hover over **My NYCGB** and select **Audition application**.
- Complete the form, selecting your preferred audition date, venue and time slot from the drop-down options.



If no time slots appear in the drop-down menu, it's because all slots at this date/venue are booked. Please book a slot at another date/venue you can attend. If you'd like to be added to the waiting list for your first choice, please email [nycgb@nycgb.org.uk](mailto:nycgb@nycgb.org.uk) with the candidate's name and your first choice VENUE and DATE. We will contact you if a slot becomes available.

- If you receive free school meals, you qualify for a free audition, but please tick the box "I am applying for financial assistance" and complete the application form (see below). You will still need to proceed to Step 6 (Payment) though you won't be charged. You may also apply for financial assistance if you don't receive school meals; tick the box, complete the application form and proceed to Step 6 (Payment) though you won't be charged.
- If you have any special access or special needs requirements, please tick the box and supply details in the text box below. We will contact you to find out how we can make suitable arrangements for you.
- Click **Apply**.



If you qualify for a free audition, or wish to apply for financial assistance, please make sure to complete our online form at <https://www.surveymonkey.co.uk/r/MGDGLQC>. We recommend that you complete your booking first (Step 6) to secure your desired slot.

## Step 6: Payment

- You will be taken to a page showing your booking details. Click **Checkout and pay** (even if you are applying for financial assistance or your audition is free).
- You will be given the option to make a donation to NYCGB, either as a discretionary sum or as Gift Aid. Select as desired and click **Proceed to payment**.
- You will receive an automated email confirming your booking.



In good time before your audition, we will send you a further email with full venue details, directions, and on the day contact information.

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Now make sure to prepare thoroughly for your audition! There's loads of information and resources to help you at our website: [www.nycgb.org.uk/how-to-prepare](http://www.nycgb.org.uk/how-to-prepare)