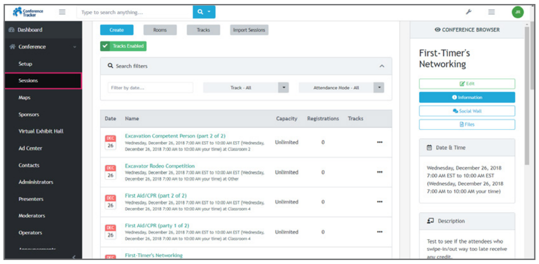
Conference Tracker

*Quick Reference Guide — Presenters*

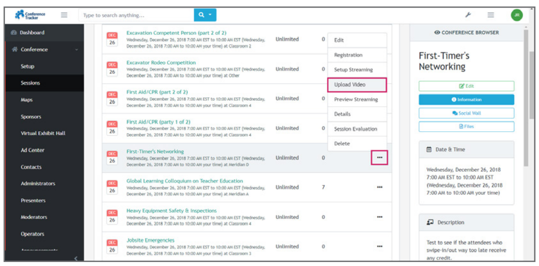
# How to Upload Your Recorded Session

Conference Tracker includes the option to broadcast a pre-recorded session to attendees during virtual or hybrid conferences. This process can be performed by conference admins who need to upload sessions on behalf of presenters, or by presenters with the appropriate permissions. Follow these easy steps to upload your recordings and make it available to attendees.



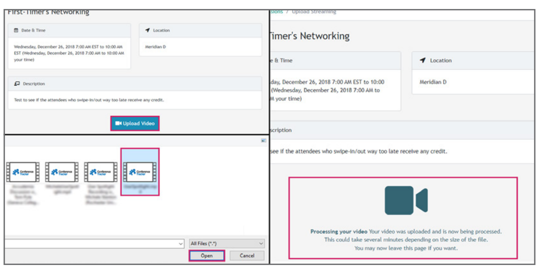
### *Step 1*

Log into Conference Tracker and from the main menu, click, "Conference," and then, "Sessions." Find the session you want to upload the recording for.



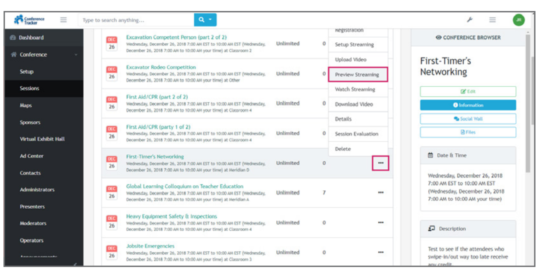
### *Step 2*

Click the three dots to the right of the session name. If the session has been configured correctly, you should see the option, "Upload Video." If you do see this option, click on it. If you don't, contact your conference admin or Conference Tracker Support for further assistance.



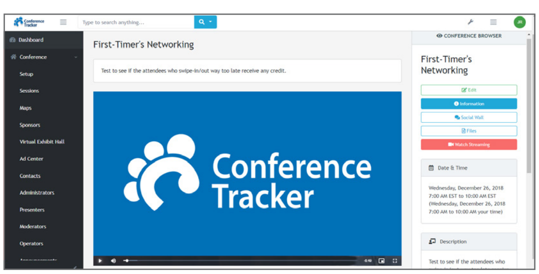
### *Step 3*

Find the video you want to broadcast, select it, and click, "Open." The file will now upload and process to Conference Tracker. We suggest waiting until the video has completed processing before proceeding to test.



### *Step 4*

To confirm that the video has been processed correctly, go back to the list of sessions, find your session, click the three dots to the right, and then click, "Preview Streaming."



### *Step 5*

Your recording is now ready for your attendees to view!

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