Manage recordings

Last Modified on 07/10/2026 11:27 pm IDT

This article is designated for all users.

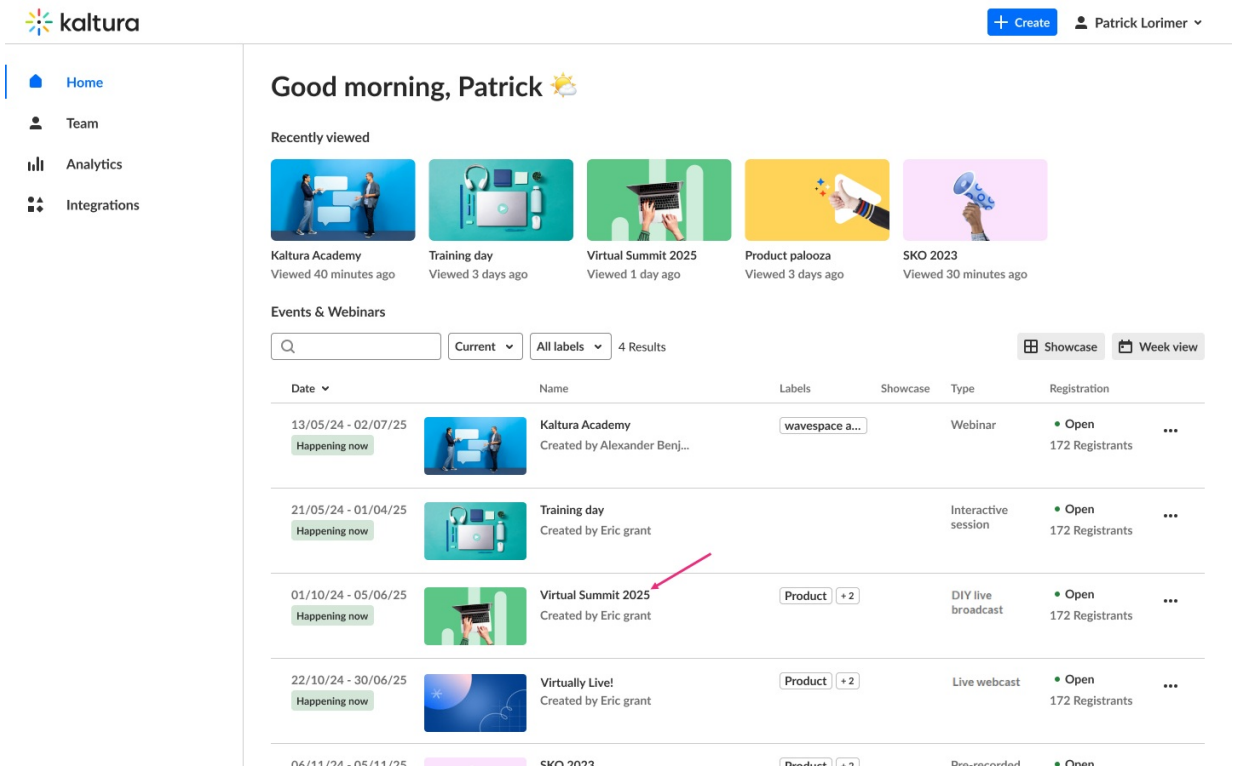
About

Live sessions include the automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published to the event site). In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through some post-production, and then re-upload the recording. These tasks are handled via the Basics tab in the session settings panel.

Single-session events

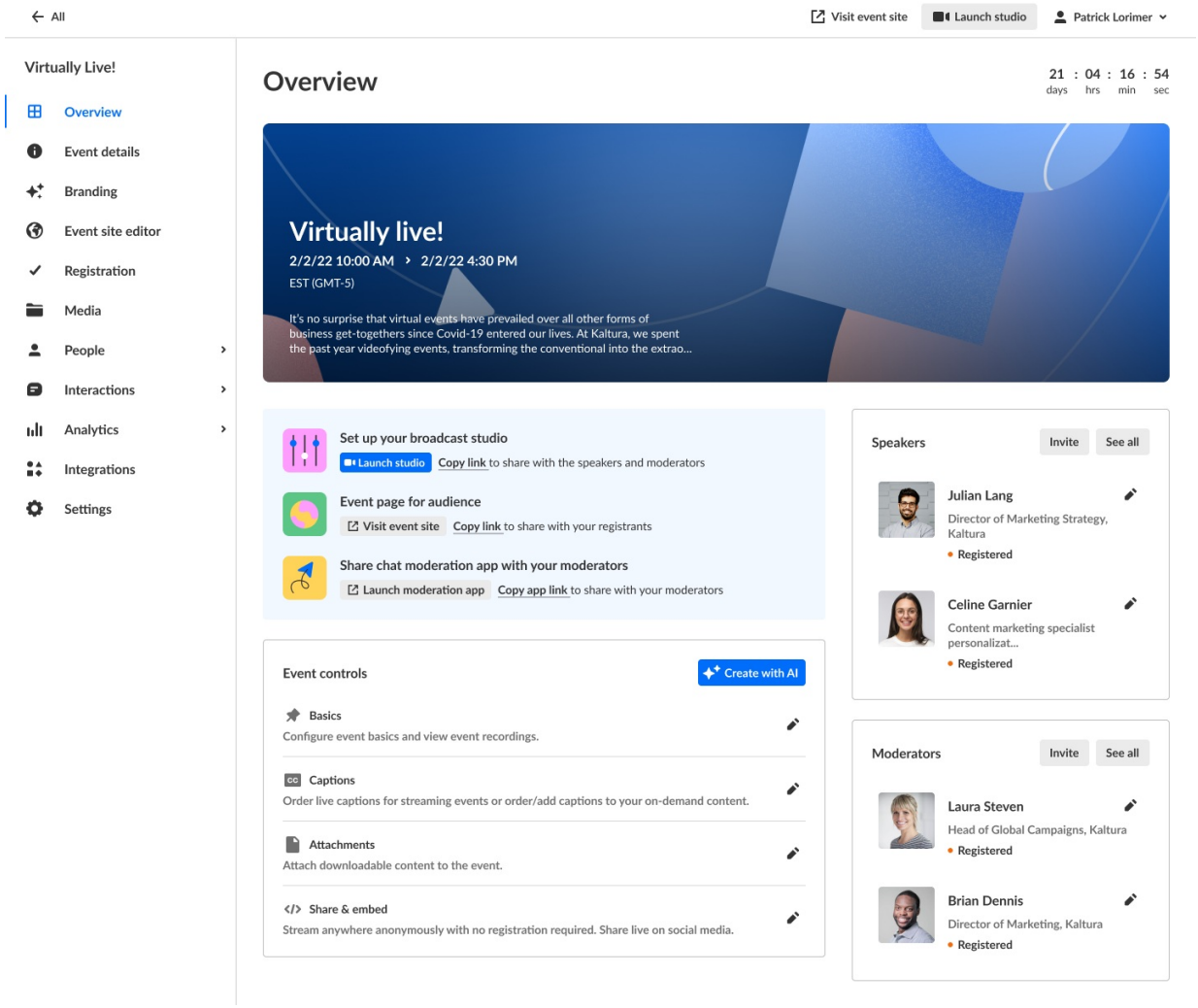
Access session settings

1. From the Events homepage, click the event you want to manage.



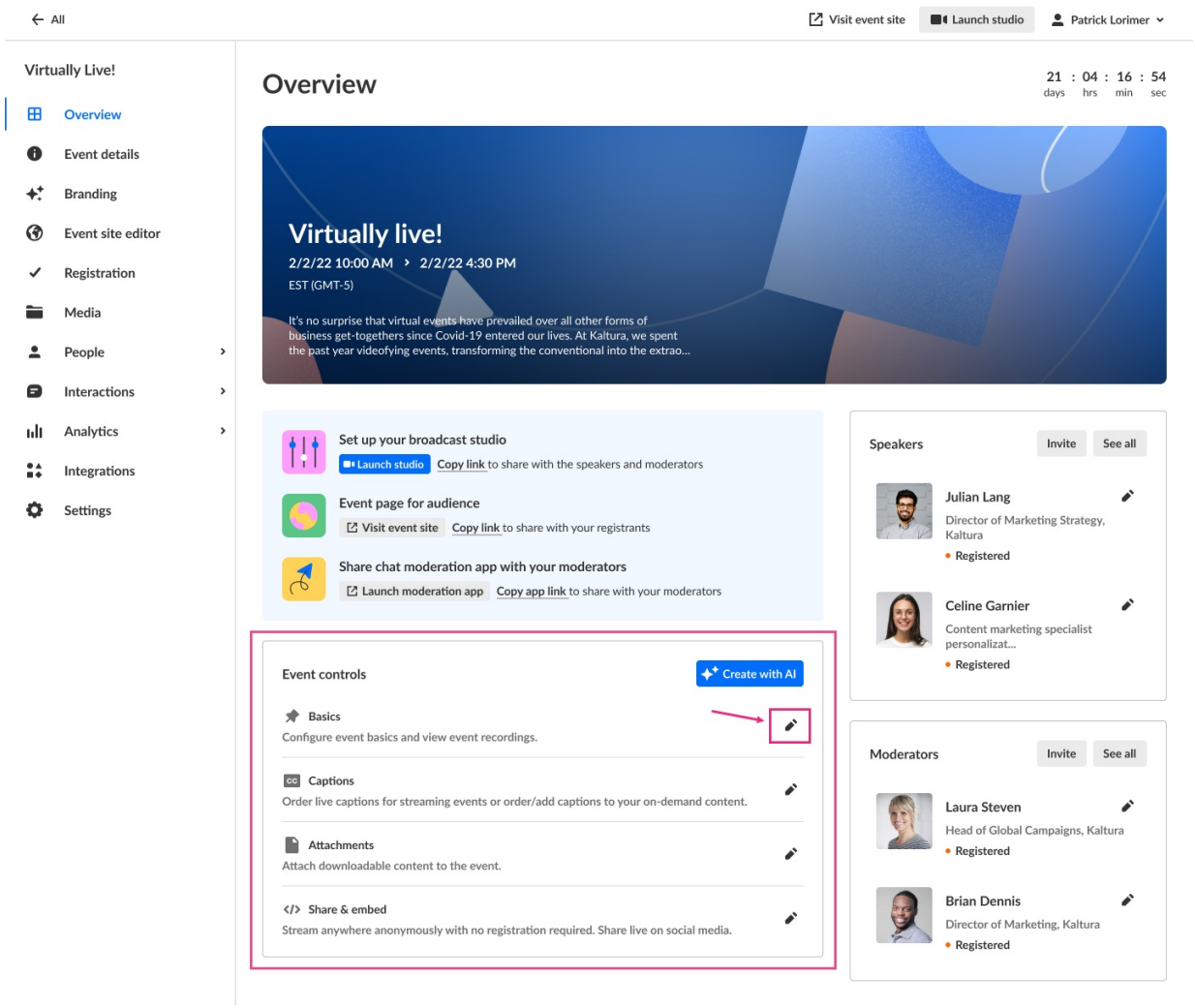
The **Overview** page displays.

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2. In the **Event controls** area, select the edit icon next to Basics.

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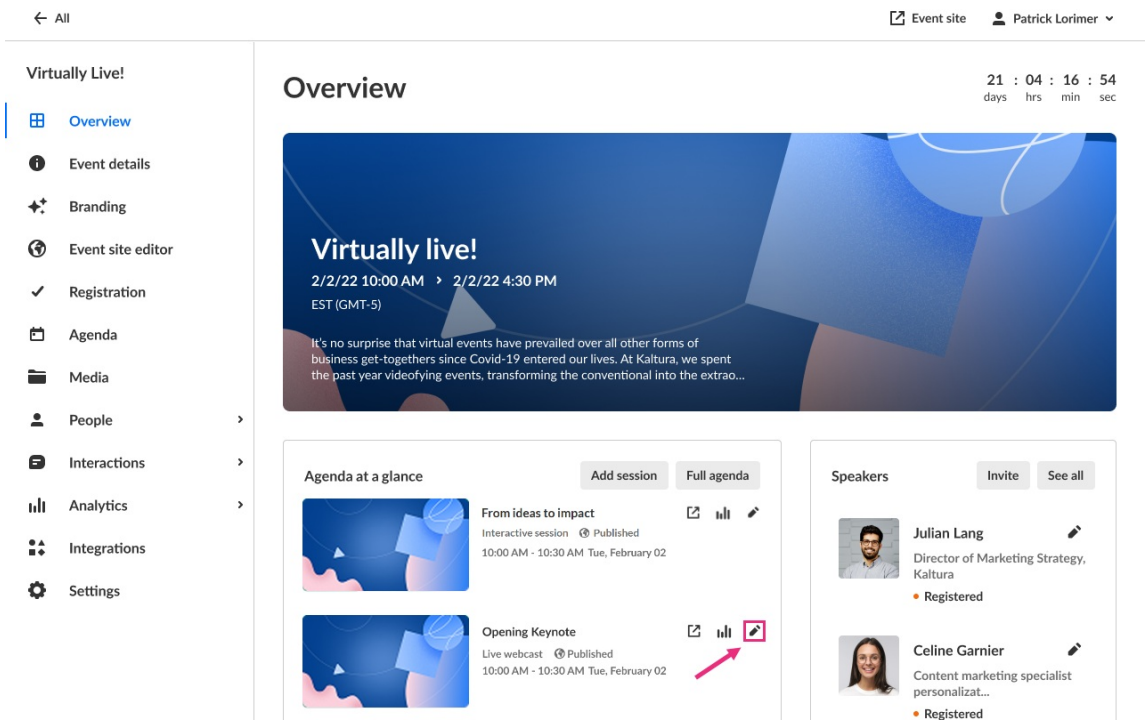
Multi-session events

Access session settings

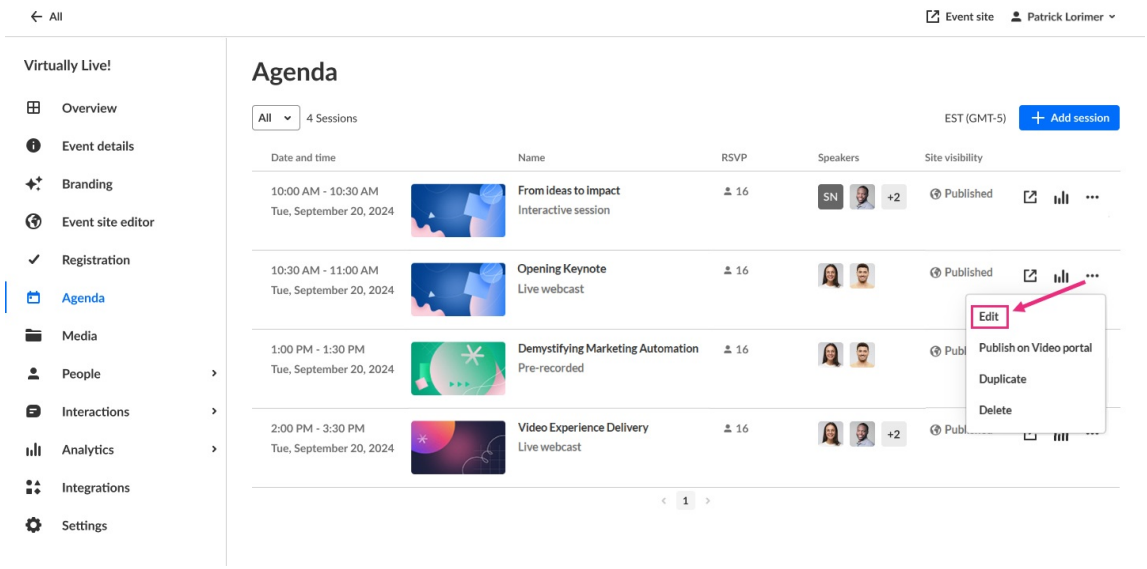
There are two ways to reach session settings:

- On the Overview page, in the **Agenda at a glance** section, click the **pencil icon** next to the session.

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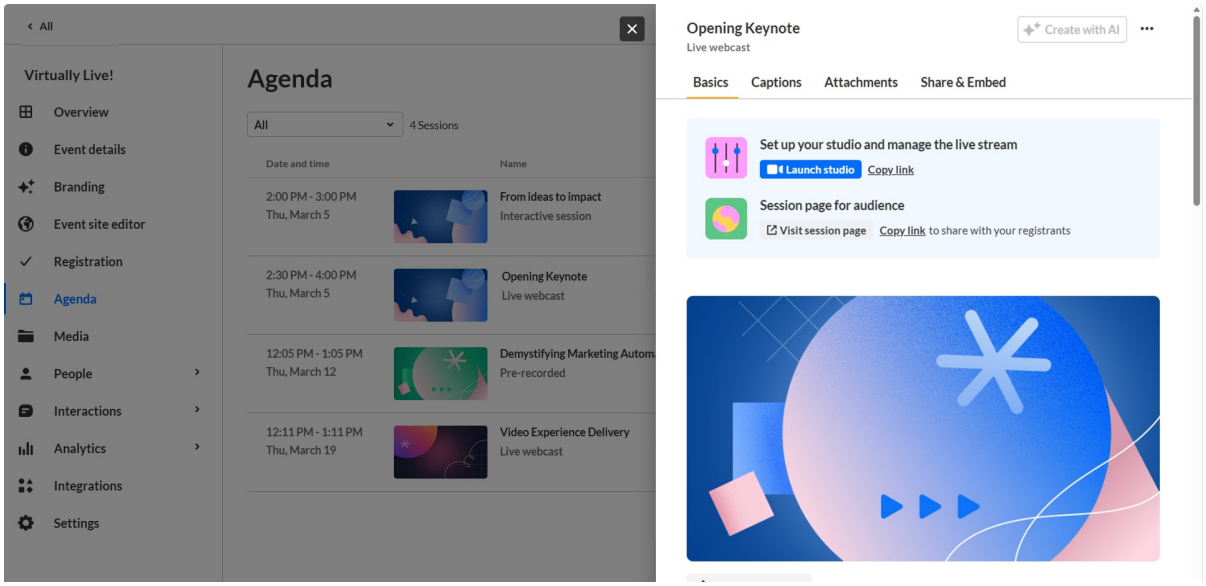


- On the **Agenda** page, click the **three-dot actions meu** to the right of the session and choose **Edit**.



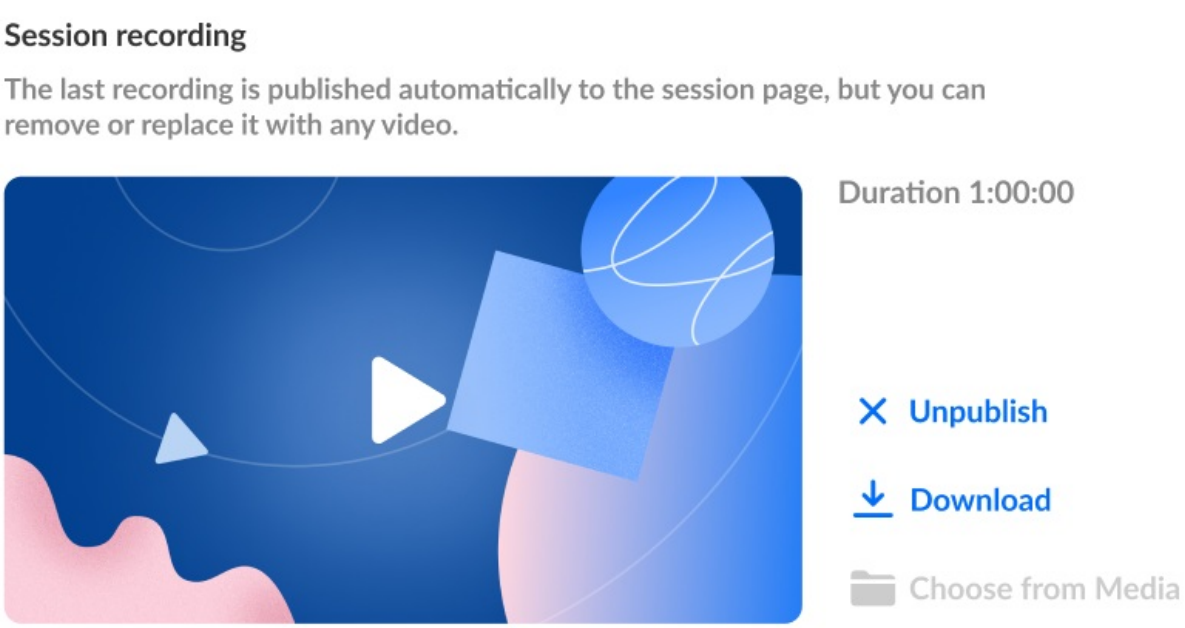
The session settings open in a side panel with the **Basics** tab selected by default.

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Unpublish or download a recording

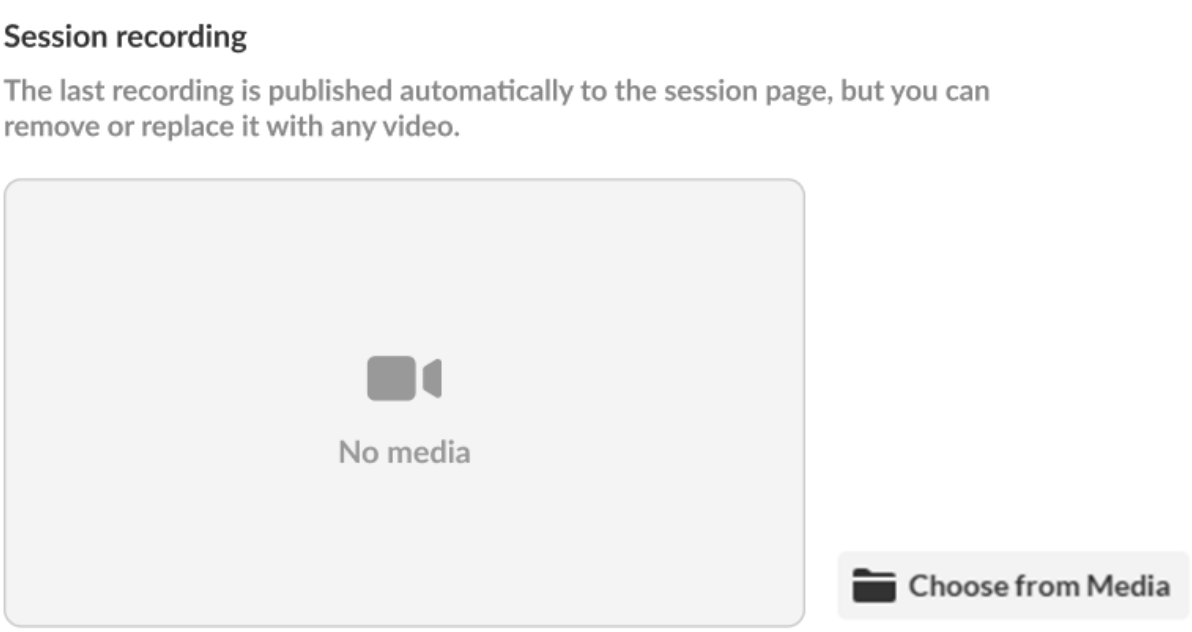
- Click **Unpublish** to unpublish the recording from the event site. You are prompted to confirm your action. Once the recording is unpublished, it will display on the Media page.
- Click **Download** to download the recording. It is downloaded to your local machine.



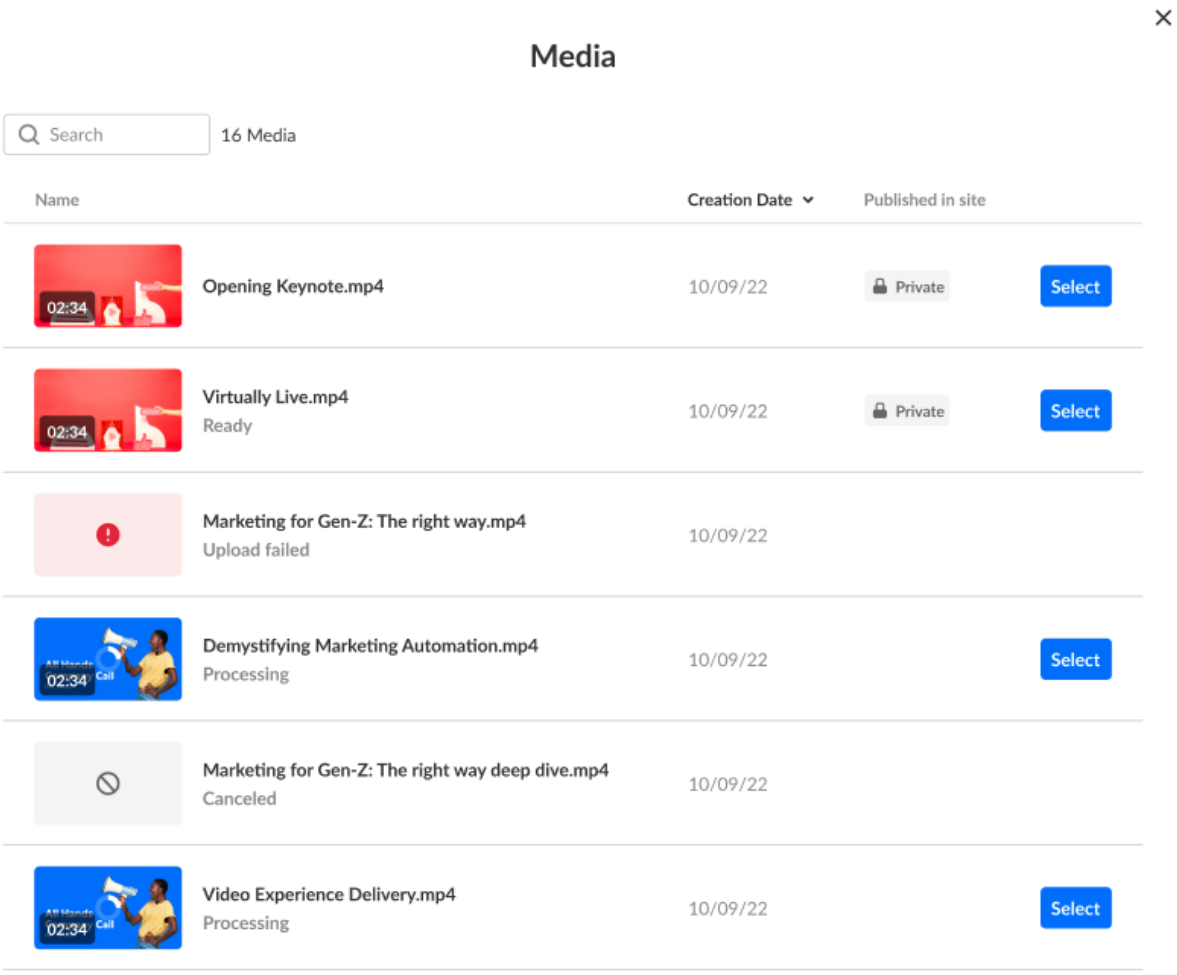
Publish a new recording

1. Click **Choose from Media**.

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The Media page displays (if you need to upload a new file, upload it first to the media page).



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2. Click **Select** next to the media you would like to upload to the session. You receive confirmation that the recording was published on the session page and removed from the Media page.
3. When you are finished making your edits, click **Save changes.**

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