

## Manage recordings

Last Modified on 10/01/2025 5:24 pm IDT

 This article is designated for all users.

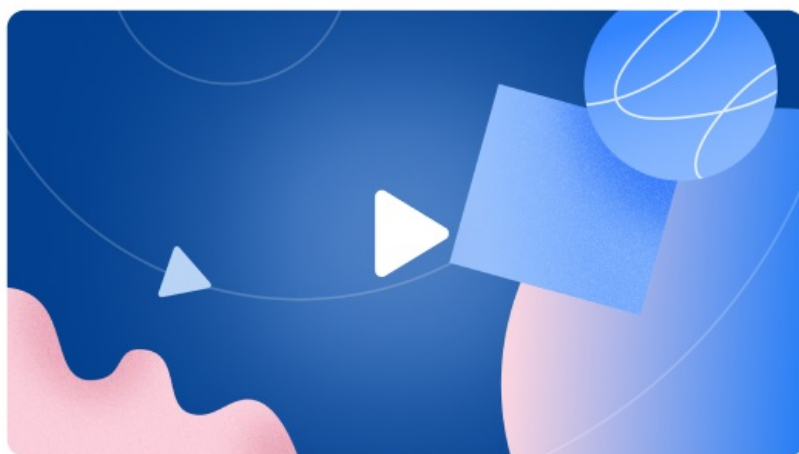
Live sessions include the automated transition from live to VOD (meaning, once the live session is finished, the recording is automatically published to the event site). In some cases, Event organizers may not want a VOD available after the session, or they may want to take down the recording, go through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

### 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 Once the recording is unpublished, it will display on the Media page.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.

#### Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



Duration 1:00:00

 **Unpublish**

 **Download**


 **Choose from Media**

### Publish a new recording


1. Click **Choose from Media**.

## Session recording

The last recording is published automatically to the session page, but you can remove or replace it with any video.



No media

 **Choose from Media**





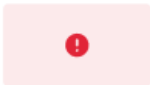

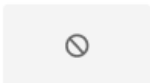

The Media page displays (if you need to upload a new file, upload it first to the media page).

×

## Media

Q Search

16 Media

Name	Creation Date ▼	Published in site
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Opening Keynote.mp4</b> </div> </div>	10/09/22	<div style="display: flex; align-items: center;">  Private           <div style="margin-left: 10px; color: #007bff; font-weight: bold;">Select</div> </div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Virtually Live.mp4</b> Ready           </div> </div>	10/09/22	<div style="display: flex; align-items: center;">  Private           <div style="margin-left: 10px; color: #007bff; font-weight: bold;">Select</div> </div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Marketing for Gen-Z: The right way.mp4</b> Upload failed           </div> </div>	10/09/22	
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Demystifying Marketing Automation.mp4</b> Processing           </div> </div>	10/09/22	<div style="margin-left: 10px; color: #007bff; font-weight: bold;">Select</div>
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Marketing for Gen-Z: The right way deep dive.mp4</b> Canceled           </div> </div>	10/09/22	
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <b>Video Experience Delivery.mp4</b> Processing           </div> </div>	10/09/22	<div style="margin-left: 10px; color: #007bff; font-weight: bold;">Select</div>

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.
-