Upload video source

Last Modified on 07/10/2026 11:20 pm IDT

This article is designated for all users.

About

A video source is the origin of the video content that will be played or streamed during the session. It can be prerecorded video file, a live camera feed, or a media library asset. Selecting the correct video source ensures the intended content is delivered to viewers at the scheduled time.

In single-session events, this selection is made via the **Video source** area of the **Overview** page.

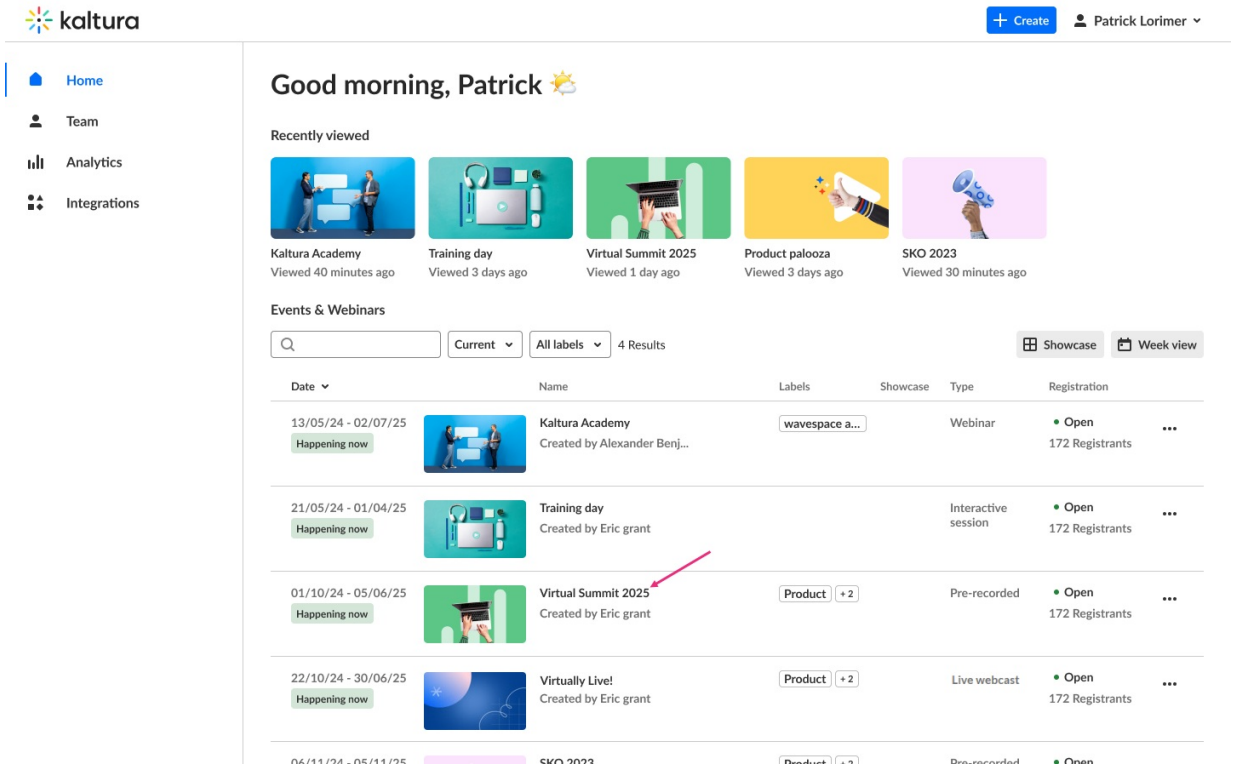
In multi-session events, this selection is made via the **Basics tab** in the **session settings panel**.

Single-session events

Access the video source

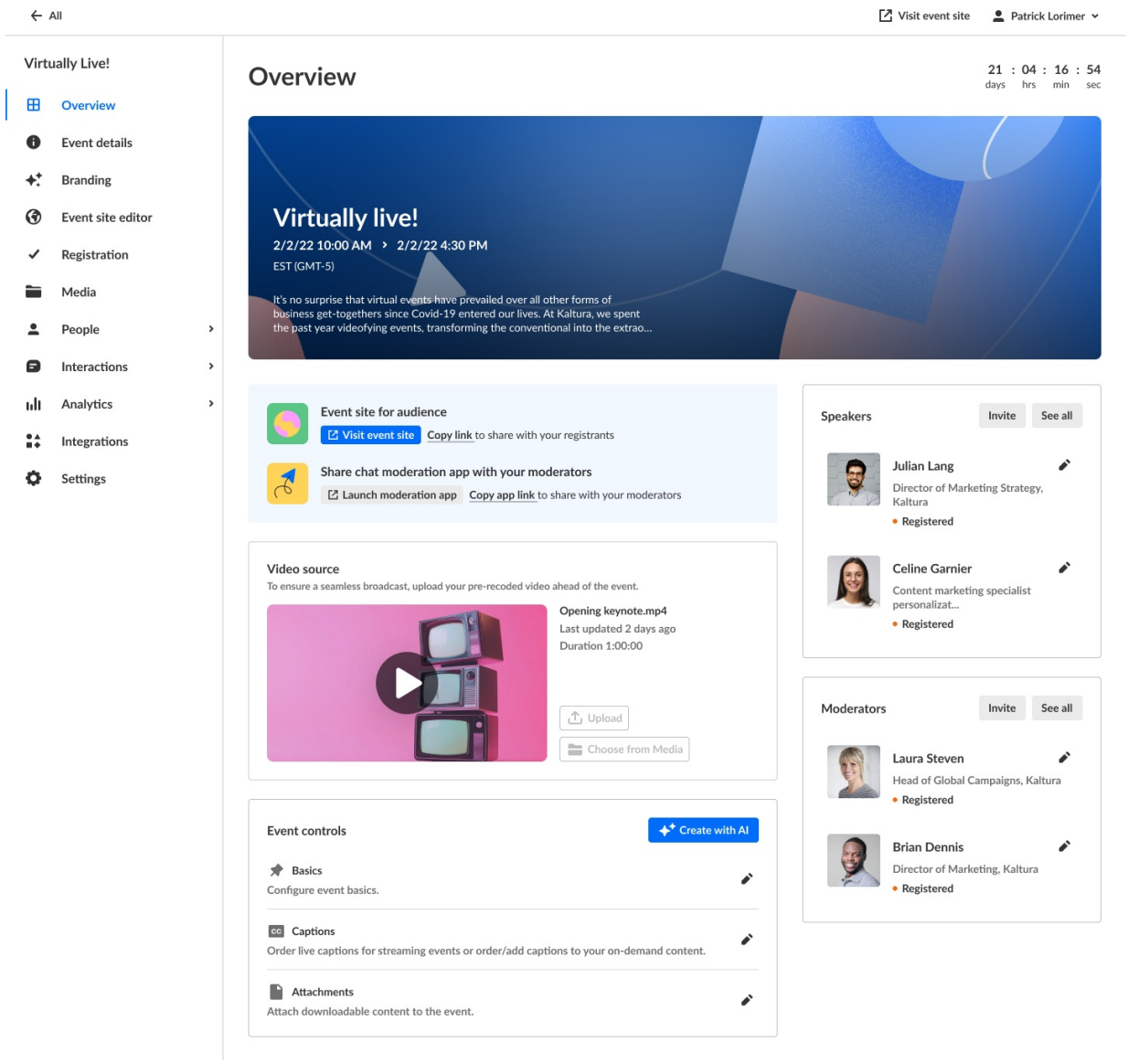
1. From the Events homepage, click the event you want to manage.

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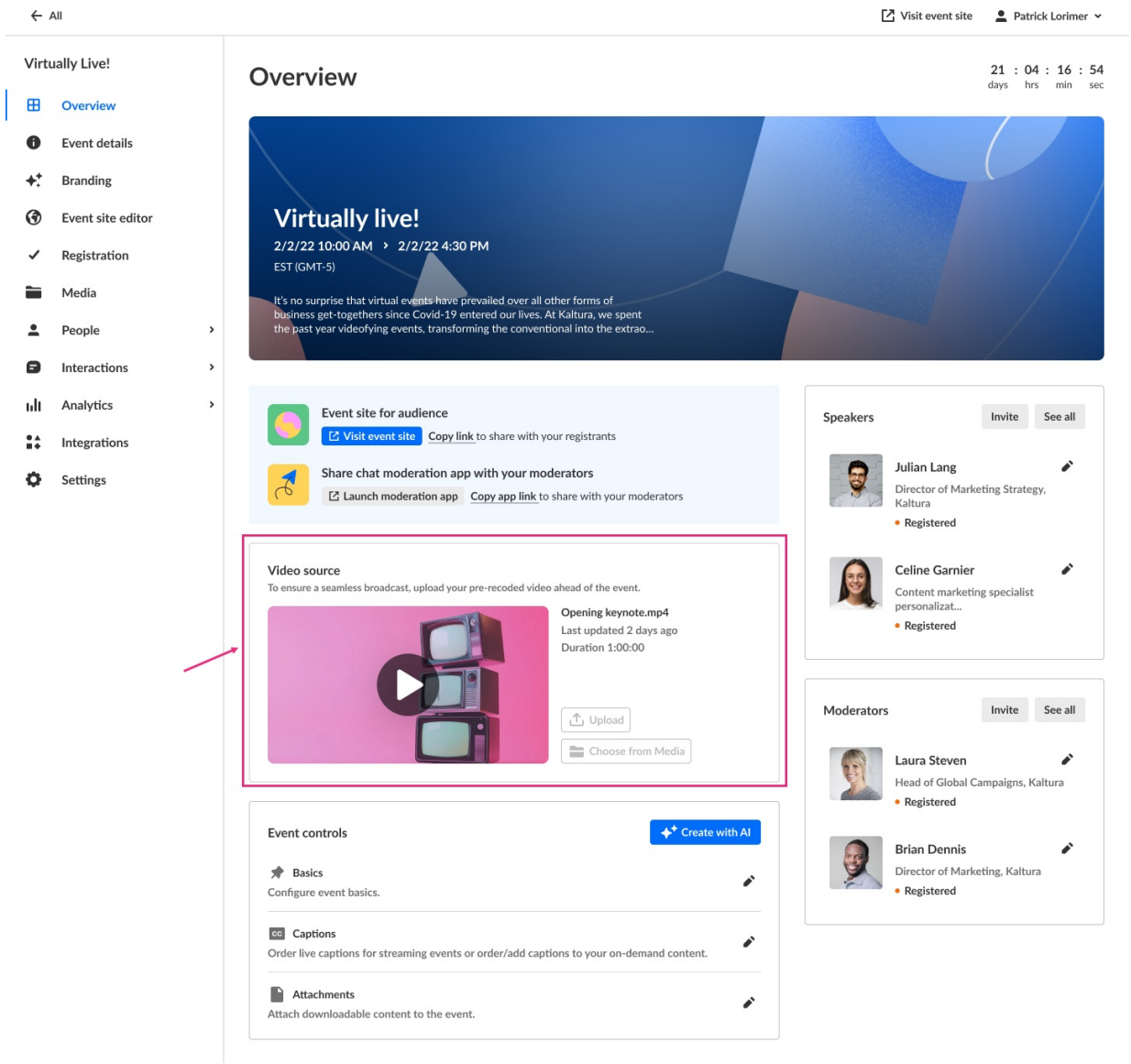
The **Overview** page displays.

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2. On the Overview page, scroll down to the **Video source** section.

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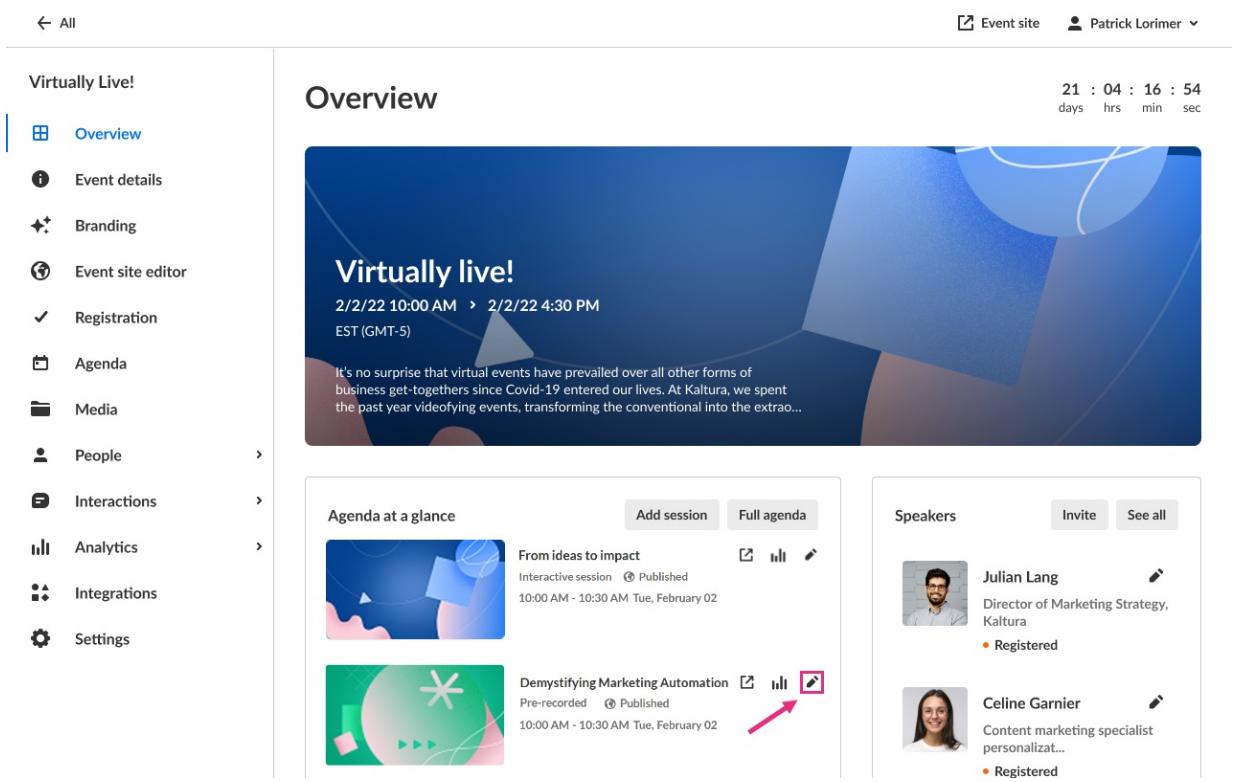
Multi-session events

Access session settings

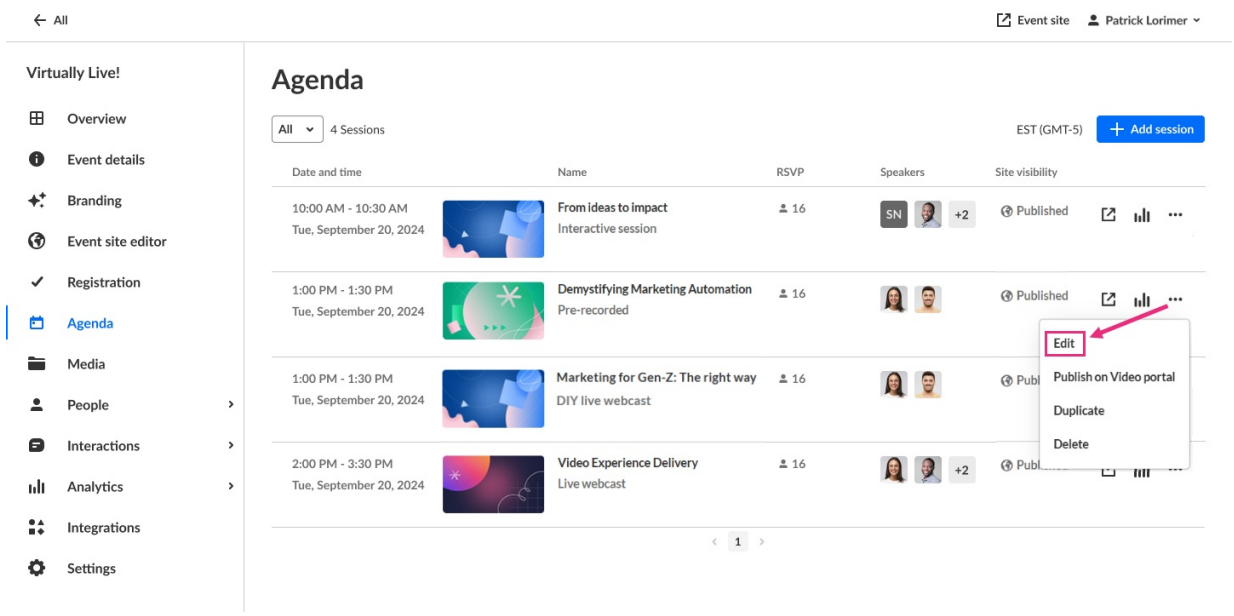
There are two ways to reach session settings:

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

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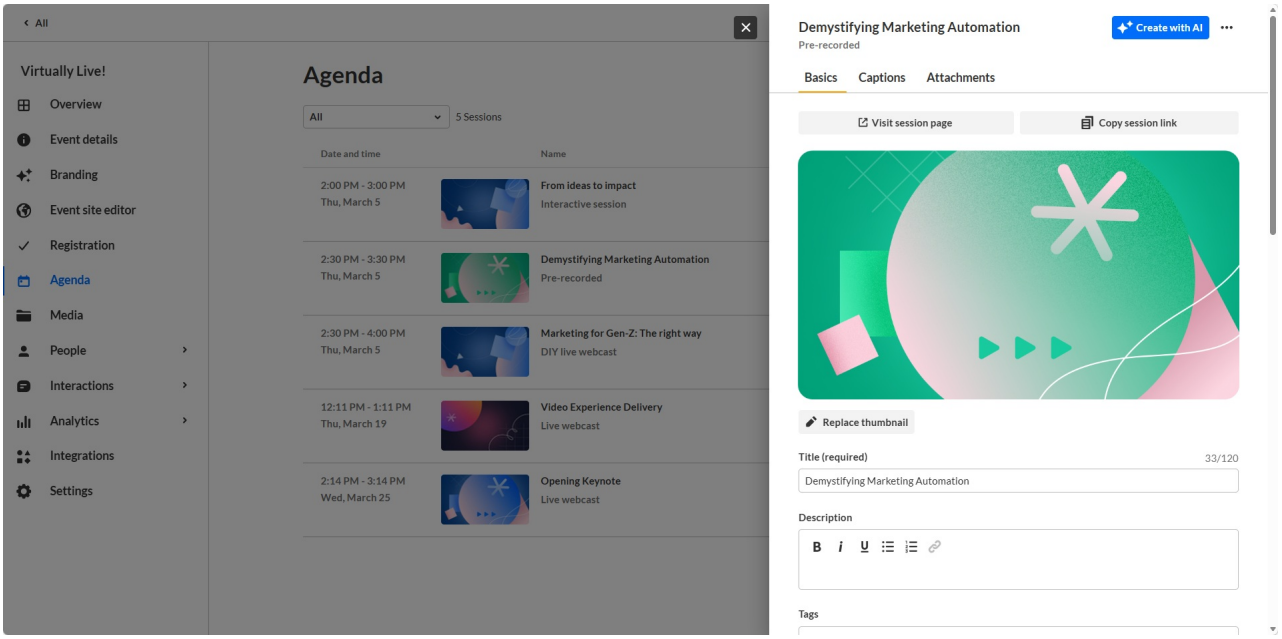


- On the **Agenda** page, click the **three-dot action menu** to the right of the session and choose **Edit**.



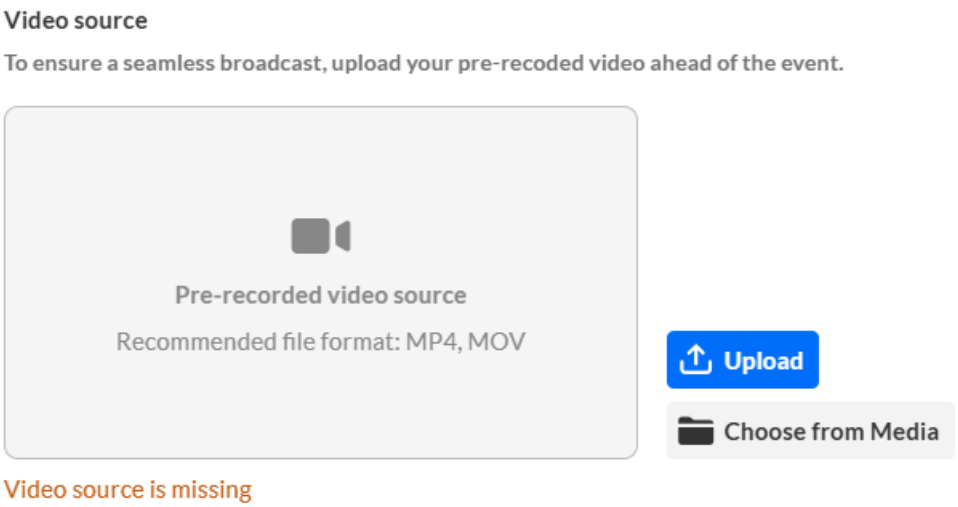
The session settings open in a side panel with the **Basics** tab selected by default.

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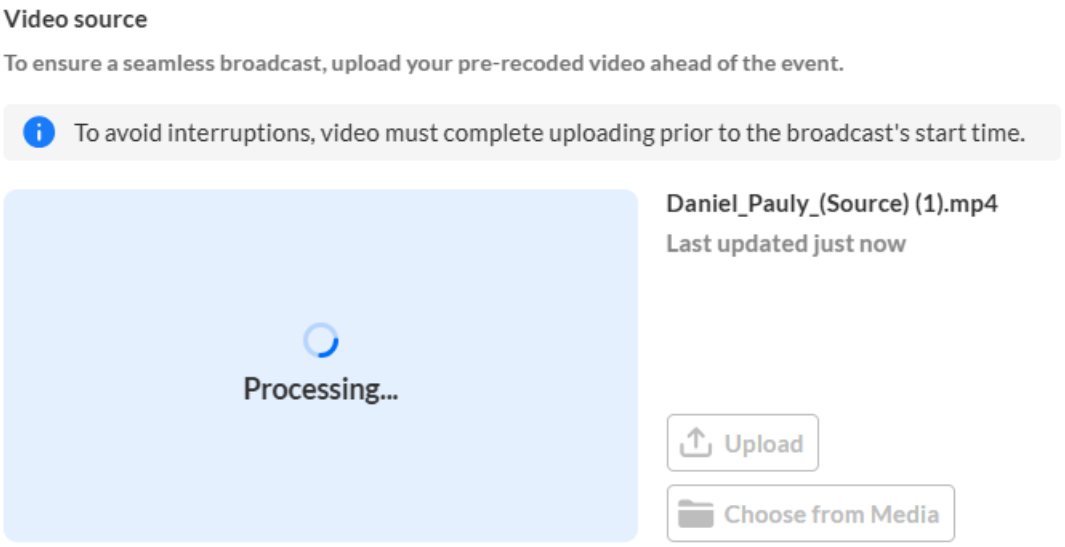
Upload video source

In the **Video source** section, click **Upload** and choose the desired media from your computer (we recommend MP4 and MOV file formats), or click **Choose from Media** and select from media that has already been uploaded to the event site via the Media page. For more information on uploading media to the event site, see Manage Media for your Event.



Media upload status is displayed in this window once video source has been selected.

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For multi-session events, upload status is also displayed on the Agenda.

Media must be the same duration as the scheduled session time - no longer and no shorter. If the media is longer than the scheduled session time, a warning message displays. In addition, to avoid interruptions, media must complete uploading prior to the broadcast's start time. 30 minutes before broadcast start time, Upload functionality will be disabled and will remain disabled while the session is in progress. If the session is about to start, and you would like to upload media, consider postponing the start time of the broadcast.

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