

# Upload audio clips for use in a recorded event

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For audio only broadcasts. To include pre-recorded audio in an On-Demand or Simulated Live event, upload audio files as primary event clips. Once uploaded, the clips can be added to the event in the editing studio. For more information, see [Assemble or edit an event recording](#).

You can include up to 10 primary audio clips. Each clip can be up to 10 GB and must be at least 15 seconds long. Supported file types include: M4A, MP3, WAV

For more information about primary media clip requirements, see [Primary Media Clip Specs and Requirements](#).

## To upload a primary audio clip:

1. Sign in to the Webcast Admin portal and edit the event.
2. On the left panel, click the **Event Content** tab.
3. Under Media Clips, click **Upload a Clip**.

[Upload a Clip option](#)  
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4. In the Upload a New Clip window, select Primary Event Clip as the file type, click **Choose File**, select the audio file, and then click **Submit**.

**Note:** The clip title is automatically generated based on the file name. You can optionally change the title before clicking **Submit**.

[Upload a New Clip window shows Overlay Video as the file type and a video file chosen](#)  
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5. After the clip has finished uploading, an Upload Successful message is displayed to let you know that the clip is being transcoded by the system. Click **Ok**.

The clip is displayed in the Primary Media Clips section with a processing status. Once the clip has finished processing, you can optionally change the title.

[Primary Media Clips section shows uploaded clip](#)  
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6. Click **Save and Continue** to save changes to the event content.

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