

# Upload videos for use in a recorded event

---

To include videos in a recorded event, upload them to your event content. Then in the editing studio, add videos to the event timeline and publish the event. For more information, see [Assemble or edit an event recording](#).

When you upload a video for a recorded event, you must designate where it will be played: upload it either as a **Primary Media Clip** or an **Overlay Video**. An **Overlay Video** plays on top of the audience event window and is designed to be supplementary content on an event (example - commercial or promotional video). A **Primary Media Clip** plays in the video player (where you see presenter webcams during a Live event) and is designed to be the primary content on an event.

## Notes:

- Recorded events require at least one primary media clip. Overlay videos can't be used as the sole event content.
- For audio only broadcasts, you can only upload videos as overlay videos. The video player is used to display presenter headshots and play audio clips. For more information, see [Upload audio clips for use in a recorded event](#).
- Include as many overlay videos as you like and up to 10 primary clips. Each video can be up to 10 GB, must be at least 15 seconds long, and must include an audio track.

For more information about video requirements, see [Overlay Video Specs and Requirements](#) and [Primary Media Clip Specs and Requirements](#).

Jump to: [Upload a primary media clip](#) | [Upload an overlay video](#)

## Upload a primary media clip

To avoid distortion, upload primary media clips with the same aspect ratio as the video player (16:9 for video bridge broadcasts; 4:3 or 16:9 for webcam and encoder).

**To add a primary media clip to an event:**

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**.

[Media Clips Section- Upload a Clip button](#)

Image not found or type unknown

4. In the Upload a New Clip window, select Primary Event Clip as the file type, click **Choose File**, select the clip, and then click **Submit**.

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

## Upload a New Clip section-Primary Event Clip selected and file uploaded

Image not found or type unknown

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 clip uploaded and processed

Image not found or type unknown

6. Upload additional videos. When finished, click **Save and Continue** to save changes to the event content.

## Upload an overlay video

### To upload a video to an event:

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**.

Media Clips section with the Upload a Clip button

Image not found or type unknown

4. In the Upload a New Clip window, select Overlay Video as the file type, click **Choose File**, select the clip, and then click **Submit**.

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

## Upload a New Clip section-Overlay video selected and file uploaded

Image not found or type unknown

5. After the clip has finished uploading, an Upload Successful message is displayed to let you know that the video is being transcoded by the system. Click **Ok**.

The video is displayed in the Overlay Videos section with a processing status. Once the video has finished processing, you can optionally change the title.

Overlay video uploaded and processed

Image not found or type unknown

6. Upload additional videos. When finished, click **Save and Continue** to save changes to the event content.

---

Revision #4

Created 3 May 2022 20:52:20

Updated 25 September 2024 14:02:14 by Matt Engel